

Facility Usage Agreement

Thank you for your interest in using the Philanthropy Center facility. In order to process your request, please complete and return this form. Reservations are not confirmed until this agreement is signed by both parties.

By Mail: The Community Foundation for McHenry County
33 E. Woodstock Street
Crystal Lake, IL 60014

By Email: connect@thecfmc.org

Organization Name:

Address:

City:

State:

Zip:

Contact Person:

Phone:

Email:

Event Purpose:

Set Up Time:

Meeting Start Time:

Meeting End Time:

Tear Down Time:

Estimated Number In Attendance:

Reoccurring:

Weekly

Monthly

Quarterly

Dates Requested (List All Dates):

*In consideration of being permitted the use of the space described herein, the undersigned on behalf of
(the organization using the space), hereby fully discharges
agrees to indemnify The Community Foundation for McHenry County ("CFMC") for any and all known or unknown
claims of liability that are asserted against CFMC arising from its use of the space.*

I have read and agree to the guidelines of the Facility Usage Agreement.

User Signature

Date

Foundation Representative

Date