

Facility Usage Agreement

Thank you for your interest in using the Philanthropy Center facility. To process your request, please complete and return this form. As part of our mission, we offer the rooms at no charge, however, donations are appreciated. *Reservations are not confirmed until both parties sign this agreement.*

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: _____

Primary Contact Person: _____

Phone: _____ Email: _____

Secondary Contact Person: _____

Phone: _____ Email: _____

In consideration of being permitted the use of the space, the undersigned on behalf of the organization using the space, hereby fully discharges and 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

Staff Notes