

## ***Grounds Use Request Form***

Historical Museum at Fort Missoula  
Building #322 - Fort Missoula, Missoula, MT 59804  
(406) 728-3476

***No unauthorized driving on the premises without prior authorization and coordination from Groundskeeper Gregg Potter, 550-3527, at least 2 days in advance.***

Individual/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_

**DATE(S) Requested:** \_\_\_\_\_

**Hours Requested:** \_\_\_\_\_

**Facilities Requested:** \_\_\_\_\_

**Type of Activity:** \_\_\_\_\_

Is the event private or sponsored by an organization? \_\_\_\_\_

Is the organization nonprofit? \_\_\_\_\_ IRS letter attached? \_\_\_\_\_

Do you have insurance? \_\_\_\_\_ If yes, amount: \_\_\_\_\_

Insurance carrier: \_\_\_\_\_

Will food be served? \_\_\_\_\_ Sold? \_\_\_\_\_

Types of food \_\_\_\_\_

How will food be prepared \_\_\_\_\_

Person responsible for food \_\_\_\_\_

Person(s) preparing and controlling food \_\_\_\_\_

Will beer or other alcoholic beverages be on the grounds? \_\_\_\_\_

Will beer or other alcoholic beverages be sold? \_\_\_\_\_

Will admission be charged to the event? No \_\_\_ Yes \_\_\_, How much \_\_\_\_\_

Will any of the following be needed?

Restrooms \_\_\_\_\_ Parking \_\_\_\_\_

Traffic control \_\_\_\_\_ Electricity \_\_\_\_\_

Concession parking \_\_\_\_\_

Anticipated audience size: \_\_\_\_\_

If there is an accident, injury or medical problem, who pays for transport and related bills of injured parties? \_\_\_\_\_

Arrangements for clean-up and security: \_\_\_\_\_

*Parties agree that if the date(s) and event are acceptable, a contract dealing with all of the specifics will be drawn up. Issues to be covered include, but are not limited to: rental fees and payment schedule, parking, security, and trash removal.*

\$50 application fee attached? \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_