

**Montgomery County Agricultural Center  
Schedule Request**  
*(Please Print Information)*

Name \_\_\_\_\_

Name of Person Responsible \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Number: Home \_\_\_\_\_ Work \_\_\_\_\_

Date Requested \_\_\_\_\_ Time: From \_\_\_\_\_ am pm To: \_\_\_\_\_ am pm

Number of people in group \_\_\_\_\_

Purpose of Use (In Detail) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will there be a charge to attend this function or event? ( ) yes ( ) no

- Is this a ( ) County agency or department;
- ( ) Non-profit or civic organization;
- ( ) For Profit Business or Industry;
- ( ) Private Individual; or
- ( ) Political Organization

I hereby certify that I am the authorized and responsible representative of the petitioning group; that the above statements are true to the best of my knowledge; that I have received and read a copy of the rules and regulations governing the use of the Agricultural Center; and that our group will comply with the regulations, policies and fee schedule governing the use of the facility.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_ Deposit Fee: \_\_\_\_\_ Rental Fee: \_\_\_\_\_

Denied: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
County Manager or Designee

**Montgomery County  
Agricultural Center**

**User Cleaning Check List**

The following items will be performed by the individual or group that uses the Agricultural Center. All cleaning will be performed before scheduled departure time. Failure to properly clean the facility following use will result in loss of deposit fee.

1. Sweep and mop all floors.
2. Pick up and remove all paper and trash from the building, grounds and parking areas.
3. Clean restrooms (sinks, pick-up papers, and flush all toilets)
4. Clean kitchen (sinks, counter tops, stoves, refrigerator, etc.)
5. Return any county tables, chairs, bleachers, etc. to proper place.
6. Damp mop and/or wipe to remove stains and spots on all walls and floors.