



INVOICE # \_\_\_\_\_

**FACILITY USE FORM**  
 (PLEASE PRINT)

The College serves the people by initiating and supporting community activities and organizations based on the needs and wishes of community members, which promote the social education and well-being of the Fort Peck Indian community.

Date of Function: \_\_\_\_\_

Purpose for request: \_\_\_\_\_

Time of Function: \_\_\_\_\_

# of people expected: \_\_\_\_\_

Building Requested: \_\_\_\_\_

Purchase Order #: \_\_\_\_\_

Classroom # \_\_\_\_\_

Equipment needed:

Community Room

Phone

Kitchen

Projector/Screen

Foyer

TV/DVD

Auditorium

CEU's

Name of Person or Group requesting use (responsible party, billing information); If a student organization the form must be signed by BOTH the faculty/staff advisor and the student group president and must be approved of prior to scheduling room use.

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

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

City/Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Return completed form to Poplar Campus or Wolf Point Campus  
 Two (2) weeks prior to event. Forms may also be emailed to:  
 Debra Granbois (dgranbois@fpcc.edu), Poplar (406) 768-6300 or  
 Ember Runs Through (erunstthrough@fpcc.edu), Wolf Point (406) 653-3900

**WARNING: Failure to clean up after your event could affect future use of college facilities.**

Disclaimer – FPCC is not responsible for accidents, thefts, injuries or other criminal activity, which may occur during the proposed use of the facilities described on this form.  
**PAYMENT MUST BE PAID IN FULL PRIOR TO USAGE OF ANY FPCC BUILDING**  
**FPCC RESERVES THE RIGHT TO RUFUSE OR DENY THE USE OF ANY FACILITY.**

Mon-Friday  
 \$125.00

Friday evening-Sunday  
 \$250.00

Make all checks payable to: Fort Peck Community College