



PVCC Business Office Service Provider Process

The PVCC Business Office provides the following support to the campus Facility Use program.

- Prepares the MCCCCD Facility Use Agreement contract, obtains the Certificate of Insurance and payment for facilities rented by individuals external to the PVCC organization.
- Facilitates the campus Facility Fee Waiver request process with the campus co-sponsor.
- Reports external and co-sponsored facility use activity to the District Controller.

Process

- 10 day advance submission is required for all external reservations requiring a Facility Use Agreement contract, Certificate of Insurance, and rental payment.
- 30 day advance submission is required for all Facility Use Fee Waiver requests.

External Facility Use Requests

1. Space needs and service provider support is identified by the requester in collaboration with the campus facility gatekeeper. Gatekeeper determines space requirements and estimates rental fees and Service Provider fees.
2. Space is *tentatively* reserved with the campus gatekeeper via the MCCCCD 25Live reservation system.
3. Gatekeeper forwards reservation details to Service Providers for a confirmation of support prior to completing a space reservation.
 - See Service Provider Requirements: <https://www.paradisevalley.edu/sites/default/site-images/maps/campus-map.pdf>
4. If space is reserved, the gatekeeper forwards the reservation and service provider details to the Business Office using the [Community Facility Use Request Form](#) or documents specific to the location (i.e., CPA uses more extensive form) and [Risk Assessment form](#), if needed.
5. Business Office completes the following:
 - Facility Use Agreement contract with Risk Assessment and Certificate of Insurance requirements.
6. Facility Use Agreement contract is forwarded to the organization/renter for review and signature.
7. Upon receipt of the following, the Business Office emails the gatekeeper and service providers that the reservation is complete and approved to proceed.
 - Signed Facility Use Agreement contract with Certificate of Insurance.
 - Receipt of rental payment.
8. If the required contract, insurance and payment are not received:
 - The Business Office emails the gatekeeper to cancel the reservation.
 - The Business Office emails the requesting organization to advise the reservation is cancelled.

Co-Sponsored Facility Use Fee Waiver Requests

Administrative Regulation 1.5 : <https://district.maricopa.edu/regulations/admin-regs/section-1/1-5>

“Use of MCCCCD facilities is the use of a public resource. Therefore, facilities use by non-MCCCCD parties or MCCCCD employees or Governing Board members for personal, business or non-MCCCCD activities must be consistent with state law, Maricopa Governance policies and this administrative regulation.

“The term “facility” means MCCCCD buildings, other structures or land. It includes athletic fields, parking lots, and gymnasiums.

“The term “non-MCCCCD activities” means any activity other than one in which MCCCCD is the sole sponsor, in which MCCCCD employees strictly plan and manage it, or is a co-sponsor.”

INSTRUCTIONS: To apply for free or reduced fee for use of Paradise Valley Community College facilities, provide the following Event information. Fill out Section A, B **or** C as appropriate for your type of activity. Obtain the required signatures then forward to the College President (or Designee) for final approval.

This form best fits legal size paper when printing.

Types of activities for fee waivers:

A: CO-SPONSORSHIP: No Fee Required

The term “co-sponsor” means any activity in which MCCCCD is an announced and publicized co-sponsor with another organization or organizations. To be a co-sponsor under this regulation, MCCCCD personnel must actively participate in the planning and managing of the activity.

B. MISSION RELATED: May qualify for free or reduced fee.

Events may be deemed mission related if:

1. The activity for which the facility is to be used relates directly to MCCCCD's mission of education and training, and MCCCCD obtains a specific public benefit from the activity;
2. The activity is not political; and
3. The value or benefit that MCCCCD receives from the activity is substantially equivalent to the amount of rent that MCCCCD is foregoing.

C. PROFESSIONAL ORGANIZATION: May qualify for fee reduction or exemption

An MCCCCD employee or Governing Board member may use facilities for an event without complying with the rent or insurance requirements where the event meets the following limited conditions:

- a. The employee or Governing Board member actively participates in the event and is responsible for managing it; and*
- b. The event is for a professional organization in which the employee or Governing Board member actively participates, and whose objectives directly relate to the employee's work at MCCCCD or to the Governing Board member's MCCCCD responsibilities.*

- Note that a Facility Use Agreement and Risk Assessment will be required after President's approval.
- A Certificate of Insurance may be required after assessment completed.