



Process Overview

- MCCCDC Use of College Facilities administrative regulation compliance is required.
(<https://district.maricopa.edu/regulations/admin-regs/section-1/1-5>)
- Use of campus spaces requires a 25Live reservation.
- Reservation requests must be submitted to the appropriate campus contact. All PVCC employees have access to the 25Live room reservation system. Not all campus spaces can be reserved via 25Live; some require contacting the department responsible for that space. (*Adjunct faculty whose “home campus” is other than PVCC: contact your PVCC department administrative assistant to reserve a room for you.*)
- Employee requesting the space reservation is identified as the Activity/Event Coordinator

Timeline Requirements

- Space Reservation
 - One month prior to the activity/event for co-sponsored* event requests.
 - 2 weeks prior to the activity/event date for all other requests.
- Service Provider Requests (see Section B) - 2 weeks prior to the activity/event date.
 - Service Provider support is available for all campus activities/events.
 - The Activity/Event Coordinator is responsible for placing service provider requests.
 - Maintenance & Operations - room set up.
 - Technology Helpdesk - technology/equipment requests.
 - College Police- **for activities/events greater than 50 participants or outside regular business hours**; parking arrangements.

Holding an Activity / Event on Campus?

1. Determine the type of activity/event.
2. Determine the date/time.
3. Determine the type of location needed.
4. Make a reservation via the appropriate campus contact. ~ **See Section A**
5. After confirmation of your reservation is received, schedule Service Provider support. ~ **See Section B** (not all activities/events require service provider support)
6. Activity/Event may have additional requirements. ~ **See Section C**

Section A. Placing an Activity/Event Reservation - Contact Information

Athletic Facilities

<http://www.pvc.maricopa.edu/athletics/facilities.php>
 Contact: Victor Solis
 Phone: 602.787.7031
 Email: victor.solis@paradisevalley.edu

Center for Performing Arts

Contact: Chris Scinto Phone: 602.787.6686
 Reservation Request form:
<https://www.paradisevalley.edu/cpa/facility-rental>

Campus Common Areas / Conference Rooms

Contact: Jeanette Saxon Phone: 602.787.6612
 Email: facilityuse@paradisevalley.edu

Employee 25Live Request Login*:

https://25live.collegenet.com/maricopa/#home_my25live

*Use Chrome or Firefox

Computer Commons

Contact: Randy Babick Phone: 602.787.6757
 Reservation Request form:
<https://www.paradisevalley.edu/students/computer-commons/webforms/room-reservations>

Fitness Center - F Building

Contact: Terri Warner
 Email: terri.warner@paradisevalley.edu

Instructional Spaces

Contact: Alicann Lunceford Phone: 602.787.6611
 Email: alicann.lunceford@paradisevalley.edu

Library

Contact: Gretchen Lebron
 Email: gretchen.lebron@paradisevalley.edu

Section B. Service Providers † May be required depending on event

Maintenance & Operations – Room Set-up

Contact Phone: 602.787.7871

Helpdesk Requests:

<https://helpdesk.riosalado.edu/desk/Default.asp?Campus=9>

Yes No

Technology Helpdesk – Technology/Equipment Requests

Contact Phone: 602.787.7780

Equipment Requests: helpdesk@paradisevalley.edu

Yes No

College Police

Required for all activities/events with more than 50 participants or outside regular business hours.

Contact Phone: 602.787.7900

Email: scott.meek@paradisevalley.edu

Yes No

See also the Business Practices documents on the [Facility Reservation Service Providers webpage](#)

Section C. Additional Resources & Information

Risk Assessment – Required

The completion of the PVCC Risk Assessment* is required for all non-routine activities/events. Non-Routine is defined as any activity/event outside the normal business practice for your department.

Form: <https://www.paradisevalley.edu/employees/facility-use>

Information: MCCCCD Risk Assessment:

<https://district.maricopa.edu/regulations/admin-regs/section-4/4-16>

Yes No

The following may be required depending on the activity/event.

Cash Handling – Does your activity/event require the handling of cash?

Yes No

- If yes, go to the Fiscal Office webpage for further details
<https://www.paradisevalley.edu/employees/fiscal-services>
- For further information, call 602.787.7350

Fee Waiver Request – Are you co-sponsoring* an activity/event?

Yes No

If yes, the Fee Waiver Request Guidelines and Form can be found on the *Facility Reservations* webpage at:

<https://www.paradisevalley.edu/employees/facility-use>

Completion of these forms with the Division Vice President's and the President's approvals are required well in advance of your event.

- For further information, please call 602.787.7350

Food Service / Handling – Will food be included in your activity/event?

Yes No

- If yes, contact Student Life for student events - (602) 787-7240
 - If yes, contact the Fiscal Office for employee events - (602) 787-7350 or <https://www.paradisevalley.edu/employees/business-services>

Photo Release - Will there be film or photos taken at your activity/event?

Yes No

- If yes, email *Marketing* for additional information.

Kayla Fulmer – Contact Phone: 602.787.7081

Email: kayla.fulmer@paradisevalley.edu

Forms & Guidelines: <https://www.paradisevalley.edu/marketing/forms-and-guidelines>

Forms and information about Service Provider requirements can be found on the PVCC *Facility Reservations* webpage: <https://www.paradisevalley.edu/employees/facility-use>

* The term "co-sponsor" means any activity in which MCCCCD is an announced and publicized co-sponsor with another organization or organizations. A co-sponsor under MCCCCD regulations, MCCCCD personnel must actively participate in the planning and managing of the activity. See the Fee Waiver Request Form for other options.