***Return in Word doc format when sending this to PVCC***

**pvcc no longer accepts hand-written/scanned forms**

***Email the filled form to:******facilityuse@paradisevalley.edu***

**\* a 2-week minimum is required to process reservations and rental agreement \***

**PVCC Community Facility Use Request Form**

**Paradise Valley Community College Facility Use - Philosophy of Use**

* It is a policy of PVCC to maximize the use of PVCC facilities with teaching and learning given the highest priority and all other uses being secondary.
* Divisions/Departments are given first priority.
* Use of PVCC facilities by the public is welcomed and encouraged. <https://www.paradisevalley.edu/employees/facility-use>
* The appropriate division/department or administrator will be consulted before facility use is granted to external users.
* Non-profit educational and community service groups are given priority over for profit organizations/individuals.
* PVCC reserves the right to refuse use of PVCC facilities to any external entity.

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|  **Your Organization Information** |
| Name of Organization: | Enter Name of Organization |
| Address: | Enter address | City: | Enter City | State | Enter State | Zip Code | Enter zipcode |
| Responsible Person(s): | Enter Contacts | Contact Phone #1: | Enter first phone number |
| Email Address: | Enter Email address | Contact Phone #2: | Enter second phone number |

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|  **Your Event Information** |
| Name of Event: | Enter Event Name |
| Event Date(s): | Enter Event Dates | Expected Attendance: | Enter attendance |
| Event Start Time (actual): | Enter Event actual start time | Event End Time (actual): | Enter Event actual end time |
| I will need extra time before/after my event: | Before: | Enter extra time before | After: | Enter extra time after |

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| **KSC Building** |
| [ ]  | Table Only - Rental (KSC Hallway) | [ ]  | Catering Kitchen access |  | Student Union Area  |
| [ ]  | KSC-1000A Patayan Community Center (160 max) | [ ]  | KSC-2007 O’odham Room (18) |  | [ ]  | KSC-1300 Dining |
| [ ]  | KSC-1000B Patayan Community Center (80 max) | [ ]  | KSC-2605 Hohokam Room (16) |  | [ ]  | KSC-1301 Lounge |
| KSC-1000 A & B can be reserved separately or as a single room. |
| Outdoor areas: | [ ]  | Patayan Plaza (KSC N Courtyard) | [ ]  | KSC S Courtyard, includes sidewalk | [ ]  | Center Amphitheater |

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| **Q Building** |
| [ ]  | Q 125 (Blue Conference Rm.) † | [ ]  | Q 120A - standard setup: classroom | [ ]  | Q 200 (North Porch & Patio)\*\* |
| [ ]  |  Q 171 (Yellow Conference Rm.) † | [ ]  | Q 120B – standard setup: round tables | [ ]  | Q 150 (West Lobby)\*\* |
|  |  | [ ]  | Q 120A & B (Conference Center)\*\* | [ ]  | Q 170 (Atrium)\*\* |
| †Q Conference Rooms seat 12-14; rooms cannot be rearranged. | \*\* These spaces require extra set-up time |

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| **Room Set-Up Options** |
| [ ]  | Classroom Style (2 chairs/classroom table) | [ ]  | Lecture Style (chairs only) | [ ]  | Custom – Specify below |
| [ ]  | Dining (5-10 chairs /5 or 6-ft round table) | [ ]  | Banquet Dining (rounds plus buffet tables) |

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| **Use the space below for additional information or description.** |
| Enter Notes |

|  |  |
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| [ ]  | I understand that this form is an application, not a guarantee for space |
| PVCC Staff Contact\* | Enter PVCC Contact Name | Contact Phone Number\* | Enter PVCC Contact Phone Number |
| \* Does not always apply |

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| **Insurance Information - required for room rentals:** |
| See [MCCCD Insurance Requirements (Section 1.5.5)](https://district.maricopa.edu/regulations/admin-regs/section-1/1-5) *You will be required to provide a Certificate of Insurance before reservation can be finalized*. |

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| **IT IS IMPORTANT THAT YOU SEND IN THIS FORM IN THE Word Doc FORMAT, NOT PDF**. After we receive this form, a hold will be placed on the requested space (if available) and an email with the Tentative reservation will be sent to you. The form also will be sent to PVCC Business Services which will contact you regarding the **MCCCD Facility Use Agreement** and payment information. After PVCC Business Services notifies the Facility Use Office that payment and the necessary paperwork have been received, you will receive a follow-up email with the Confirmed reservation.  |

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| **Fees** (fees will be finalized by the PVCC Business Office) |
| Location: |       | Rate: |       | Total: |       |
| Table: |       | Rate: |       | Total: |       |
| Cleaning / Set Up: |       | Rate: |       | Total: |       |
| Equipment (Media, Athletics): |       | Rate: |       | Total: |       |
| Services (M & O, College Safety): |       | Rate: |       | Total: |       |
|   | **TOTAL** |       |

**For more information on Use of MCCCD College Facilities, please see the** [**MCCCD Administrative Regulations**](https://district.maricopa.edu/regulations/admin-regs/section-1/1-5)

**Thank you for your request. Please submit via email to:** facilityuse@paradisevalley.edu.

*In order to promote a healthy learning and work environment, the Chancellor has directed that the Maricopa County Community College District serve as a total smoke free and tobacco free environment, effective July 1, 2012. Smoking (including the use of “e-cigs”) and all uses of tobacco shall be prohibited from all District owned and leased property and facilities, including but not limited to parking lots, rooftops, courtyards, plazas, entrance and exit ways, vehicles, sidewalks, common areas, grounds, athletic facilities, and libraries.*

Rev. JUL-2022