



Administrative Regulation 1.5 [The Blue Book (2009 edition)]:

- “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.”

Guidelines/Procedures

Criteria

A. CO-SPONSORSHIP: No Fee Required

- Any activity/event in which MCCCCD is an announced and publicized co-sponsor with another organization.
- MCCCCD personnel must actively participate in the planning and managing of the activity.
- Co-sponsorship waiver of facility fees must be approved by the President or designee.

B. MISSION RELATED: May qualify for free or reduced fee. Events may be deemed mission related if:

- 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;
- The activity is not political; and
- 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 free or reduced fee. 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:

- The employee or Governing Board member actively participates in the event and is responsible for managing it; and
- 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.

To obtain a Fee Waiver or Reduction for the above, the following conditions must be met:

- Facility Use Agreement contract and all requirements within are compulsory (Criteria B & C).
- Value or benefit must be demonstrated in writing.
- Request must be renewed each new fiscal year.

Steps to a Successful Activity / Event

1. One month advance submission of the request is required to handle all paperwork, and obtain permissions.
2. Initial review with your Division Chair/Department Manager in collaboration with appropriate Vice President.
3. Confirmation from the space Scheduler (see “[Schedulers Contact List](#)” on [PVCC Facility Reservations web page](#): <http://www.pvc.maricopa.edu/facilityuse/>).
 - Identify your event’s space requirements and contact the space Scheduler to determine availability and reserve the space.
 - Tentative reservation is placed.
4. Activity/Event review with the Development Office and/or Marketing Department if relevant.
5. Activity/Event pre-planning meeting with [PVCC Service Providers](#) (<http://www.pvc.maricopa.edu/facilityuse/service.html>)

- Make sure you understand the Service Providers’ business practices—especially for events with more than 50 participants—and consult with them if you have any questions or concerns (Service Providers’ business practices can be found at: <http://www.pvc.maricopa.edu/facilityuse/service.html>).
 - *Facility Use* will check with Service Providers before confirming a space reservation request if there are more than 50 participants.
- 6. Keep your Division Chair / Department Manager informed of your event plans (valuable when signatures are needed).
 - *Mission-Related or Professional Organization events will be forwarded to the Development/Community Relations Office if there is not a PVCC employee or department already associated with the event.*
- 7. Complete the [PVCC Facility Use Fee Waiver Request form](#). There are separate sections on the form depending on which Waiver / Reduction category your event falls under.
- 8. Complete the [Risk Assessment form](#) – (<http://www.pvc.maricopa.edu/facilityuse/>)
- 9. Submit the *Facility Use Fee Waiver Request form* & *Risk Assessment form* to the Business Office / Director of College Business Services.
 - Rental fees and related Service Provider expenses will be determined.
- 10. Draft the Value & Benefit Statement either on the Waiver Request form or on a separate page and send via email to [the Business Office](mailto:dl-pvc-cashier@pvmail.maricopa.edu) <dl-pvc-cashier@pvmail.maricopa.edu>
- 11. The Business Office completes the following:
 - Compiles the required documents.
 - Routes the Fee Waiver Request for approvals.
 - Emails scheduler, co-sponsor and service providers confirmation of approval / denial.

If you need help with the Value & Benefit Statement, use these guidelines:

- Summarize how the event/activity relates directly to MCCC’s mission of education and training.
- Summarize the specific public benefit received by MCCC.
- Demonstrate that the value or benefit MCCC receives from the activity is equivalent to the amount of rent that MCCC is foregoing.

The items below make up the Facility Use Fee Waiver Request Packet

- PVCC Facility Use Fee Waiver Request form
- Value & Benefit Statement (on form or separate document)
- Risk Assessment form
- Facility Use Agreement
- Certificate of Insurance [for help in understanding COIs, go to: <https://www.maricopa.edu/legal/rmi/dec-steps.htm>]

The Business Office will compile all items as they are received into the Packet and will route it for further processing.

Routing

- Director of College Business Services – review.
- Vice President of Administrative Services – review.
- President – Approval/Deny.
- The Business Office then informs the Event Contact, Space Scheduler, and Service Providers. Space reservation is confirmed.

Reporting

- Business Office keeps documentation on fee-waived events.
- **External Facility Use Report** is provided to the campus President on a quarterly basis.
- President submits the **External Facility Use Report** to the Vice Chancellor of Business Services.
- Vice Chancellor of Business Services submits the **External Facility Use Report** to the Chancellor and Governing Board as per [Administrative Regulations](#): (http://www.maricopa.edu/publicstewardship/governance/admin-regs/fiscal/1_5.php).