

## PC Event Contact/co-sponsor Agreement and Checklist

Vice President signature from applicable area is required and must be obtained for all Co-Sponsored events. \*

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

PC Vice President of \_\_\_\_\_ Date \_\_\_\_\_

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As a board approved employee of MCCCDC I, \_\_\_\_\_, agree to be the contact /co-sponsor for the \_\_\_\_\_ to be held at Phoenix College on \_\_\_\_\_.

As the contact/co-sponsor for this event, I agree to:

1. Discuss the event with your supervisor, department or organization to determine the nature of the event and if it supports the department/organization scope and vision before you commit to the event on behalf of the college. **\*Student Affairs requires a Deans approval prior to the VP signature to proceed with the co-sponsored event request process.**
2. Serve as the liaison between PC, the organizing group and community attending this event. Attend all planning meetings and include Event & Fleet Services staff in these meetings to ensure proper facility use and protocol are met.
3. Identify the event contact from the organizing group that will be in charge on event day.
4. Complete and submit the MCCCDC Fee Waiver Request Form, PC Co-sponsor Event Coordinator Agreement to the Event & Fleet Services office.
5. Submit event request form via 25Live at <https://25live.collegenet.com/pro/maricopa#!/home/dash> using your MEID and password to log in.
6. Obtain certificate of insurance from organizing group and submit to Event & Fleet Services. COI requirements are:

### **All external facility users are required to provide a Certificate of Insurance.**

Maricopa County Community College District, its agents, officers, officials, employees, and volunteers are hereby named as additional insureds as their interests may appear. The certificate must name:

Maricopa County Community College District  
Phoenix College  
1202 W. Thomas Rd.  
Phoenix, AZ 85013

as the certificate holder and include the following insurance coverages, at \$1,000,000 each:

- Commercial General Liability (GL)
- Commercial Automobile Liability (AL)
- Workers' Compensation (WC)

Policies shall contain a waiver of subrogation endorsement in favor of Maricopa County Community College District, its agents, officers, officials, employees, and volunteers.

**OR**

The [TULIP Program](#) provides low-cost general liability insurance to third party users for various venues and facilities for events.

7. Arrange and conduct a facility site visit with organizing group, IT and Event & Fleet Services as needed.
8. Discuss potential fees with supporting departments (IT and Event & Fleet Services). Share this information with the external organization. In most cases facility use fees are waived, but the external organization is responsible for payment of fees for PC staffing and other needs as assessed.
9. When all approvals, event details and requested documentation are received you will receive a confirmation memo via email. We are happy to include external contacts on this notification if email addresses are provided.
10. Pick up the Internal/co-sponsor Event Packet from the Event Scheduling Office 2-3 days prior to the event. This packet will contain:
  - a copy of the most recent event confirmation memo
  - event evaluation form
  - event support contact list
11. Be on campus when the organizing group arrives for set up at \_\_\_\_\_ and stay at the event until the group leaves the campus after the event.
12. Make sure all requested staff, equipment and set up are provided prior to the event.
13. Check in with the event organizer as soon as they arrive on campus. (Do not stop looking for this person until you find them.)
14. Make sure the event organizer has a way to contact me while they are on campus and throughout the event.
15. Complete the pre-event portion of the event evaluation form provided in the Internal/co-sponsor Event Packet.
16. Stay visible at the event, checking in with the event organizer at regular intervals (every 15-20 minutes prior to the beginning of the event, every 30-45 minutes as event progresses).
17. In the event of an emergency or if additional support is needed, contact the appropriate person as outlined on the Event Support Contact List.
18. Complete the facility walk thru and event evaluation form provided in the Internal/co-sponsor Event Packet with the event organizer at the end of the event. Documenting all situations and calls that were made regarding the event (including pre- and post- event incidents).
19. Immediately after the event, drop off the completed event evaluation form at the PC College Safety office in the Event Scheduling box.

As the event contact/co-sponsor, I agree to be the PC representative to our external, internal and co-sponsored guests organizing and attending this event while they are on the PC campus. I will be responsible for making sure our guests have everything requested prior to the event and to ensure all MCCC Administrative Regulations and PC guidelines for holding events on campus are upheld.

If I am not able to fulfill these duties, I must notify the Event Scheduling Office no later than 10 working days prior to the event in order to hire the Event Coordinator to work this event.

I agree to the duties and responsibilities outlined on this document and as assigned. I have received a copy of this agreement for my personal records.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date