

## PC Co-sponsored Event Request Procedures

### MCCCD Administrative Regulations

#### 1.5.1.3 Definitions

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

#### Co-sponsored Event Request Procedure:

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 to proceed with the co-sponsored event request process.**
2. Check facility availability using 25Live or call the Event & Fleet Services office for assistance.
3. Fill out and submit the MCCCD Fee Waiver Request form and Co-sponsor Agreement form located at [\(link\)](#)
4. Submit event request form via 25Live at <https://25live.collegenet.com/pro/maricopa#!/home/dash> using your MEID and password to log in.
5. Event & Fleet Services will save the request as tentative to hold the spaces you are requesting for the event until we receive the approval/denial of the fee waiver request.
6. Fees for IT equipment and support may be assessed. Contact Jason Powell at 602.285.7672 to discuss IT needs and potential fees.
7. You will receive email notification of the approval/denial of your fee waiver request from the Event & Fleet Services Office.
8. Upon approval you will be asked for a certificate of insurance from the external organization.

**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 who don't typically carry insurance for various venues, facilities and events.

9. If this event is being presented as a recruitment opportunity, contact Michael Matos in PC Recruitment to arrange for representation and materials.
10. When all required/requested information is received, you will receive an event confirmation memo via email from the Event & Fleet Services office.

#### Fees:

- Rental Fees (based on space requested) may be reduced or waived, dependent on the nature of the event.
- Custodial Support Fees (\$35.00 per hour x 4 hour minimum) may be reduced or waived based on the day and time of the event.
- Event Support Fees (\$35.00 per hour x 4 hour minimum) can be waived for co-sponsored events only if the MCCCD employee that is actively participating in the planning and managing of the activity is willing to serve the Event Coordinator for the event and has signed the PC Event Coordinator Duties form accepting this responsibility.

#### Please remember:

- Do not commit to utilizing PC space until you have verified availability with the PC Event Scheduling Office.
- Do not commit to reduced or waived fees associated with PC facility use until you have received written approval notification from the Event Scheduling Office.
- All co-sponsored events must list Phoenix College as an event sponsor and include the PC logo on all publications associated with the event.

## **PC Co-sponsored Event Request Procedures**

- MCCCCD has the right to approve any advertising concerning a non-MCCCCD party's use of MCCCCD facilities.
- Please invite us to your co-sponsored event planning meetings. We are happy to assist and answer questions regarding facilities, equipment, set up options, etc.
- If you have any questions, please contact Priscilla Gonzales at 602.285.7437 or Nancy Yocopis at 602.285.7734.