



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	Use of College Facilities
<i>AP Number:</i>	AP 2.05.01
<i>Adoption Date:</i>	12/21/05
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	12/4/09, 9/13/18, 11/13/19
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<i>Sponsoring Unit/Department:</i>	Facilities
<i>Policy Title(s) & No(s):</i>	Use of Facilities, BP 2.05; Public Access and Expression on College Property, BP 1.17
<i>Legal Reference:</i>	ARS § 15-1444, Sec. B.2; ARS § 41-2753; ARS § 15-1408(E); Guidelines Use of Community College District Resources to Influence the Outcome of Elections Arizona Attorney General's Office 2006
<i>Cross Reference:</i>	

PURPOSE

The College provides public access to its facilities for use as outlined in BP 2.05. This Administrative Procedure (AP) outlines the responsibilities and procedures for the use of College facilities.

The procedures implemented through this AP will be as consistent as practical throughout the District so the facility requestor will utilize the same procedure regardless of facility requested or facility location. The Vice Chancellor for Facilities will be responsible for consistent application of procedures noted herein

or caused to be developed as a result of this AP. This AP also outlines the process for any request to modify or change the use of an existing facility. This includes but is not limited to campus sites, athletic fields, buildings, and rooms.

SECTION 1: Facilities Use Requests

- 1.1 All requests for the use of College facilities shall be submitted to the designated Campus or District representative utilizing the Facility Use Request Form.
- 1.2 All requests will be submitted at least ten (10) business days prior to the requested date of use.
- 1.3 Completed requests shall include a copy of the requestor's proof of insurance and required endorsement attached to the request form and retained by the authorized representative.
- 1.4 No standard provision of the Facility Use Request may be waived without the prior approval of the Vice Chancellor for Facilities.
- 1.5 A facility will not be considered reserved until all required documents are submitted as provided herein and confirmation provided by the authorized representative. Confirmation will be provided to the requestor to indicate official College approval.

SECTION 2: User Priority

College instruction and College events are given priority in regard to facility use.

SECTION 3: Facility Availability

- 3.1 College facilities are available during normal business hours, Monday thru Friday 8:00 a.m. to 5:00 p.m., except on holidays and other days of scheduled closures. College facilities may also be available during non-business hours, however, additional charges will apply.
- 3.2 Permission to use a College facility is given for a specific date or dates, and times. Only the date(s), time(s), and the facility for which permission has been granted will be honored. Any rehearsal time, decorating time, special set-up and/or takedown time must be included in the original request.

SECTION 4: Food Service

Users must notify the College in advance if they intend to have food provided by any vendor. Additional permits and/or review of the use request is required.

SECTION 5: Fees

- 5.1 All fees charged will be in accordance with the posted fee schedule.
- 5.2 No fees will be charged for events sponsored by a College organization unless an entry fee and/or admission fee is charged then non-profit rates will apply. The department sponsoring the event will be required to submit a Benefits Justification form to Facilities.
- 5.3 No facility rental fees will be charged for the use of facilities by public officials for the purpose of conducting non-partisan public forums. Non-profit organizations defined under IRS Code 501(c)(3) and government entities will be charged one half the facility rental fee. Full charges for set up, clean up, security services, and equipment will apply for these entities, if applicable.
- 5.4 Individuals or groups who are conducting public expression activities will not be charged a facility use fee. Full charges for set up, clean up, security services, and equipment will apply for these entities, if applicable. Refer to AP 1.17.01 for additional details regarding Public Access and Expression on College Property.
- 5.5 An invoice will be submitted and sent to the requestor by the authorized location representative for all fees associated with the use of College facilities. Payment can be sent via the remittance instructions on the invoice or paid to any District cashier location.

SECTION 6: Cancellation

- 6.1 Requests received ten (10) days prior to the event will be afforded cancellation protection of at least a one (1) week notice in the event of a priority College use.
- 6.2 Requests submitted with less than one week's advance notice shall be afforded at least a 24-hour notice in the event of a priority College use.

- 6.3 The College reserves the right to charge a processing fee and any costs incurred if the user fails to provide notice of the cancellation more than two (2) full business days prior to the event.

SECTION 7: Payment

- 7.1 The College reserves the right to require a minimum deposit of 50% of the total rental fee which is required at the time the official request is approved by the College. Non-payment of the of the deposit will cancel approval. The balance will be due upon receipt of the invoice from the College.
- 7.2 If a deposit is not required, the full payment amount is due upon receipt of the invoice from the College.

SECTION 8: Facility Change of Use or Improvement Request

Facility improvements, modifications, renovations, or any request to modify or change the use or occupancy description/type of any area within the District shall follow the guidelines outlined in AP 2.06.03, Facility Specification Form.