

Facilities Use Request Form

29th St. Center
4355 E Calle Aurora
Tucson, 85709-5000
206-2610

Desert Vista
5901 S. Calle Santa Cruz
Tucson, 85709-6000
206-5001

Downtown
1255 N Stone Ave
Tucson, 85709-3000
206-2610

East
8181 E Irvington Rd
Tucson, 85709-4000
206-7666

Northwest
7600 N Shannon Rd
Tucson, 85709-7210
206-2610

West
2202 W Anklam Rd
Tucson, 85709-0050
206-6722

Guidelines and Procedures for Non-College Use of Facilities

Use of PCC facilities for activities is subject to the following guidelines:

Priority of use for all PCC facilities is for College business.

The College reserves the right to cancel any use by non-College affiliated users with 5 work days notice prior to the event or as otherwise provided by mutual agreement.

Approved use is confined to the immediate proximity of "Designated Location" only.

Non-College affiliated users will be charged facility rental fees in accordance with the published fee schedule.

These facilities use guidelines and procedures pertain to all activities conducted on College premises.

Reservation of designated areas for public expression are covered separately under administrative policy AP 1.17.01

Procedures for requesting facilities use are as follows:

1. Requests must be received **no later than ten (10) working days prior to the scheduled event** in order to be processed and considered for approval.
2. All non-College affiliated users **must provide a Certificate of Insurance**. See next page "Insurance Requirements".
3. All user charges must be paid in full. Reservations must be confirmed by the College prior to the event.
The College reserves the right to assess fees to cover the costs of any and all services provided for the event.
4. **An approved copy of this form must be presented upon request at the event location.**
5. For all student clubs and organizations contact the Vice President of Student Development at the selected campus.
6. Rooms are available during normal operating hours for the College. No Saturdays after 5pm or anytime on Sunday.

Affirmative Action/Equal Opportunity and American with Disabilities Acts:

To request a reasonable accomodation, a minimum of five working days advance notice is required. For the general public, please contact the Affirmative Actions office at (520) 206-4624. For PCC students, contact the Access & Disability Resources Office on the campus where the accomodation is needed. PCC is an equal opportunity, affirmative action employer and educational institution committed to excellence through diversity.

Applicant Information

Organization Name _____ Date of Application _____ / _____ / _____

Contact _____ Address/(include zip code) _____

Phone _____ Cell _____ E-mail _____

Event Information

Description of Events/Activities: _____

Please list the date of the event or range of dates:

List event timeframe: From _____ am / pm To: _____ am / pm Number of Guests: _____

Is a student club or other College affiliated organization sponsoring this event? No Yes

If, yes, please specify: Name _____ Contact _____ Mail Code _____

Fund _____ Org _____ Acct _____ Prgm _____

Will food or refreshment be served?: No Yes, specify _____

Note: Prior approval must be obtained from the College if food is to be brought in from off-site.

Space and Setup Requirements

Furniture Requirements: Tables _____ Chairs _____

Setup (Please provide instructions and/or diagram): _____

(Please note that some rooms may have limited setups only)

Audio/Visual Equipment (Please Specify):

Computer Internet Connection

Projector Conference Phone

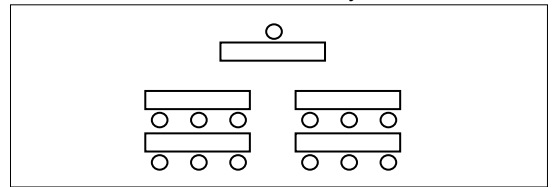
Microphone Other: _____

User Charges (Per fee schedule):

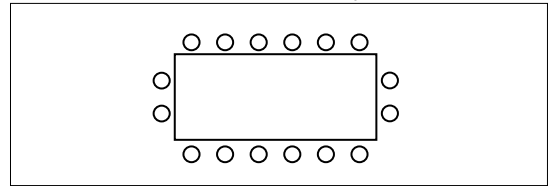
Space use only	\$ _____
Room Setup	\$ _____
A/V, IT equipment	\$ _____
Custodial (per contract)	\$ _____
Security (per contract)	\$ _____
Total Estimated Charges (incl. 10% Admin Fee): \$ _____	

Preferred Layout

Classroom Style



Conference Style



Other (Specify)

Terms and Conditions

The applicant agrees to:

1. Indemnify, defend and hold harmless, the College District from any loss or claim for damages by reason of bodily injury or property damage arising out of the activity.
2. Provide a Certificate of Insurance from the applicant's insurance carrier, certifying that the applicant carries liability insurance at limits of not less than \$500,000 per occurrence for bodily injury and property damage, and that "Pima County Community College District" is included as an additional insured.
The certificate of insurance must be provided and approved prior to the facility use event.
3. Leave the facility clean upon completion of the event.
4. Reimburse the District for any damage to College property related to the activity.
5. Users are required to supervise all activities and adhere to all federal, state and municipal laws, in addition to the rules of the College District. Gambling, smoking, and consumption of alcoholic beverages is prohibited.

Note: In case of an emergency, dial **911** or contact College Police at **520-206-2700**.

 Applicant Representative or College Sponsor (Print Name)

 Date

APPROVAL FOR ABOVE SPECIFIED USE:

Designated Campus Location:

Building/Room Name

Room Number

 Campus President or VC for Facilities Date
 or Athletics (Print Name)

CC: Facilities Campus Operations Managers, Physical Plant, College Police, Environmental Health & Safety