



MARICOPA

COMMUNITY COLLEGES

Waiver of Rent Requirements

All departments wishing to have a waiver of rent considered for an outside organization must complete this form. Depending on the final result of this form, one may be required to fill out additional documentation. Rental waiver requests can take up to 8 weeks for final review and approval. These requests should not be considered approved until you have received the final signed request form. **This event must not be advertised by MCC or the external partnering organization prior to approval of this rental waiver request.**

Event Name: _____ Expected Head Count: _____

External Organization Name: _____

External Organization Contact Person: _____

Phone Number: _____ Email: _____

Mailing Address: _____

MCCCD Requestor / Co-Sponsor: _____

Phone Number: _____ Email: _____

Event Start Date: _____ Start Time: _____ End Time: _____

Additional Dates/Times (Be Specific):

Please Note: Your request may not span a time greater than one academic term. If you need to request dates from two different terms you must submit multiple requests.

Space(s) Requested (List All):



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Please review the criteria for each exception for consideration and select the one that best fits the event details. Please note that college operational costs are not subject to waiver. These costs would be the responsibility of the external partner or the requesting MCCCCD entity.

MCCCCD Co-Sponsored Exception - (MCCCCD Administrative Regulation 1.5 *Use of College Facilities*)

An MCCCCD organization, e.g., department, office, program, club, etc., may wish to co-sponsor an activity with an outside party or parties. "Co-sponsor" means any non-commercial activity of an educational or community nature in which: MCCCCD is an announced and publicized co-sponsor with other organizations; MCCCCD personnel must actively participate in the planning and management; and an MCCCCD official at the level of vice president (or above) has approved.

When MCCCCD provides its name and resources to an activity, MCCCCD also takes on responsibilities and potential liabilities relating to it. **It is critical that MCCCCD employees have a significant involvement with the activity planning and management from the beginning of the planning, so that they can actively reduce risks to MCCCCD.**

MCCCCD Co-Sponsor Organization/Department: _____

MCCCCD Event Contact / Co-Sponsoring Employee: _____

Signature of Co-Sponsoring Employee: _____ Date: _____

Signature of Chair or Department Head: _____ Date: _____

MCCCCD Arizona Government Agency Exception - (MCCCCD Administrative Regulation 1.5 *Use of College Facilities*)

AR 1.5.6.4 An additional permitted waiver or reduction of rent below that required under this regulation is if the event is managed by a governmental agency with a physical presence in Arizona for their sole benefit and is a limited use, such as a one-time meeting (even if occurring over a few days within a set period of time) or conference. Additionally, the event must pose an extremely low risk to Maricopa and minimal to no additional cost to Maricopa; for example, the event should not include potentially controversial speakers or topics that might require additional security; or additional staff to open and lock buildings; or involve physical activity in which participants might be injured. This waiver or reduction is permitted as an acknowledgement that MCCCCD partners with many governmental agencies in the provision of service to the community and the limited use of the facility promotes MCCCCD's overall ability to serve the community together.



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MCCCD Educational Mission Exception - (MCCCD Administrative Regulation 1.5 *Use of College Facilities*)

MCCCD must charge fair-market rent, for the use of its facilities for non-MCCCD activities. The waiver or reduction of fees for such use is dependent upon the following criteria: The activity relates directly to MCCCD's educational mission of higher education, the activity isn't political, and the value MCCCD receives from the activity is substantially equal the amount of rent MCCCD is foregoing. It is the nature of the activity, and not the nature of the outside party using the facility, that determines the benefit to MCCCD. The determination of whether a situation under this exception meets all three criteria requires a careful analysis of the linkage between MCCCD's specific educational mission and MCCCD's receipt of a tangible and auditable benefit to that mission from the outside party's use of MCCCD facilities. Visit Governing Values for details.

Professional Organization Exception - (MCCCD Administrative Regulation 1.5 *Use of College Facilities*)

Many MCCCD employees are members of professional organizations whose objectives relate directly to their MCCCD jobs. An example of that type of organization is the Western Association of College and University Business Officers. Where that is the case, and the organization wishes to stage a meeting or event at the college, the college may permit them to do so as long as the employee-member actively participates in and manages the event, and the organization's objectives directly relate to the employee's work at MCCCD.

MCCCD Employee/Gov. Board Member: _____

Title/Position: _____

Participant acknowledgement (initial here): _____

Please answer the following additional questions about this event

Provide a detailed event description, and specify how the activity meets the criteria for the waiver exception selection made above (additional information like flyers may be attached):

Describe the direct link of this activity to MCCCD's educational mission:



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Describe both of the following:

- The tangible and specific benefits of this activity to MCCCDC and its educational mission, with attachments, if necessary.
- How these benefits received by MCCCDC through this activity or item is equal to or greater than the associated expenses.

Does this event involve the selling of tickets, merchandise or the collection of donations? (Please be specific and include details such as ticket prices and who is intended to receive the proceeds from such sales)

Additional required documentation:

- Risk assessment (MIRA)
- Certificate of Insurance (**Must be properly formatted per MCCCDC guidelines**)
- Facility Use Agreement - must be signed and indicate details of facilities use

PLEASE NOTE: This event may not be advertised by MCCCDC or any partnering external entity prior to the review and approval of this request.

College Administration Use Only

Standard rental fees: Facilities \$ _____ Personnel/Equipment \$ _____

Approval Status (*CHOOSE ONE*):

- _____ Request approved. All fees are waived.
- _____ Request approved. Fees reduced to: \$ _____
- _____ Request denied. Activity does not meet the MCCCDC criteria for the option chosen above.

Comments:

Vice President of Administrative Services or Official Designee

Date