

Process Overview

- **MCCCD Use of College Facilities** administrative regulation compliance is required.
(http://www.maricopa.edu/publicstewardship/governance/adminregs/fiscal/1_5.php)
- Use of campus public spaces requires a reservation.
- Reservation requests must be submitted to the appropriate campus contact.
- Employee requesting the space reservation is identified as the Activity/Event Coordinator
- Timeline Requirements
 - Space Reservation
 - **One month prior to the activity/event for co-sponsored requests.**
 - 2 weeks prior to the activity/event date for all other requests.
 - Service Provider Requests - 2 weeks prior to the activity/event date.
- Service Provider support is available for all campus activities/events.
 - The Activity/Event Coordinator is responsible for placing service provider requests.
 - Maintenance & Operations - room set up.
 - Media - technology/equipment requests.
 - Public Safety - for activities/events greater than 50 participants or outside regular business hours; parking arrangements.

Holding an Activity / Event on Campus?

1. Determine the type of activity/event.
2. Determine the date/time.
3. Determine the type of location needed.
4. Make a reservation with the appropriate campus contact. ~ **See Section A**
5. After confirmation of reservation is received, schedule Service Provider support. ~ **See Section B**
(not all activities/events require service provider support)
6. Activity/Event may have additional requirements. ~ **See Section C**

Section A. Placing an Activity/Event Reservation - Contact Information

Athletic Facilities

Contact: Victor Solis
Phone: 602.787.7031
Email: victor.solis@pvmail.maricopa.edu

Center for Performing Arts

Contact: Chris Scinto
Phone: 602.787.6686
Reservation Request:
<http://www.pvc.maricopa.edu/cpa/rental.html>

Computer Commons

Contact: Mary Lou Goff
Phone: 602.787.6752
Reservation Request: Helpdesk
<http://www.pvc.maricopa.edu/cc/forms/rmrequest.html>

Facility Use

Contact: Jeanette Saxon
Phone: 602.787.6612
Email: facilityuse@pvmail.maricopa.edu

Fitness Center - F Building

Contact: Terri Warner
terri.warner@pvmail.maricopa.edu
Contact: Yvonne Taylor
yvonne.taylor@pvmail.maricopa.edu

Instructional Room/Other Space

Contact: Alicann Lunceford
Phone: 602.787.6611
Email: alicann.lunceford@pvmail.maricopa.edu

Library

Contact: Cinthya Ippoliti
cinthya.ippoliti@pvmail.maricopa.edu
Contact: Christina McDonough
christina.mcdonough@pvmail.maricopa.edu

Section B. Service Providers† *May be required depending on event***Maintenance & Operations - Room Set-up**

Contact Phone: 602.787.7871

Helpdesk Requests: <https://helpdesk.riosalado.edu/desk/> Yes No**Media Services - Technology/Equipment Requests**

Contact Phone: 602.787.7220

Equipment Requests: <http://www.pvc.maricopa.edu/media/> Yes No**Public Safety**

Required for all activities/events with more than 50 participants or outside regular business hours.

Contact Phone: 602.787.7900

Email: scott.meek@pvmail.maricopa.edu Yes No*See also the Business Practices documents on the [Facility Reservation Service Providers webpage](#)***Section C. Additional Resources & Information****Risk Assessment - Required**

The completion of the PVCC Risk Assessment* is required for all non-routine activities/events. Non-Routine is defined as any activity/event outside the normal business practice for your department.

Form*: <http://www.pvc.maricopa.edu/facilityuse/>MCCCD Risk Assessment: <http://www.maricopa.edu/legal/rmi/> Yes**The following may be required depending on the activity/event.****Cash Handling - Does your activity/event require the handling of cash?**

- If yes, go to the Fiscal Office webpage for further details
<http://www.pvc.maricopa.edu/fiscal/>
- For further information, call 602.787.7350

 Yes No**Fee Waiver Request - Are you co-sponsoring an activity/event?**If yes, Fee Waiver Request Guidelines and form can be found on the *Facility Reservations* webpage at:<http://www.pvc.maricopa.edu/facilityuse/>

Completion of these forms and the President's approval is required.

- For further information, please call 602.787.7350

 Yes No**Food Service/Handling - Will food be included in your activity/event?**

- If yes, contact Student Life for student events.
- If yes, contact the Fiscal Office for employee events

 Yes No**Photo Release - Will there be film or photos taken at your activity/event?**

- If yes, email *Marketing* for additional information.
Nicole DeLeon
Contact Phone: 602.787.6606
Email: nicole.deleon@pvmail.maricopa.edu

 Yes No*Forms and information about Service Provider requirements can be found on the *Facility Reservations* webpage at:
<http://www.pvc.maricopa.edu/facilityuse>