



Waiver of Rent Requirements Form Professional Organization Activity

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 PC, 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.

- Risk assessment (MIRA) required
- Facility Use Agreement must be signed indicating details of facilities use

Event Name: _____ Expected Head Count: _____

External Organization Name: _____

MCCCD Employee/Gov. Board Member: _____ Title/Position: _____

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

Additional Dates/Times: _____

Space(s) Requested: _____

Provide a detailed event description, and specify how the activity meets the above criteria (additional information may be attached).

PC Administration Use Only

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

President's (or above) approval to:

- Request approved. Waive all fees.
- Request denied. Activity does not meet the MCCCD professional organization criteria.

Comments:

College President, or her official designee _____

Date _____