

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

AR 1.5.6.43 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 MCCCD partners with many governmental agencies in the provision of service to the community and the limited use of the facility promotes MCCCD's overall ability to serve the community together.

- Certificate of Insurance required
- Facility Use Agreement must be signed indicating details of facilities use

Event Name: _____ Expected Head Count: _____

External Organization Name: _____ Requestor: _____

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, or His Designee's approval to (CHOOSE ONE):

- Reduce facility rental fees by _____ % to \$ _____
- Waive facility fees only. Personnel and/or equipment fees will be billed to external organization.
- Waive all fees.
- Request denied. Activity does not meet the MCCCD educational mission criteria.

Comments:

 College President, or her official designee

 Print Name

 Date