



Waiver of Rent Requirements

All PC 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.

Event Name: _____ Expected Head Count: _____

External Organization Name: _____

External Org. Contact: _____ Email: _____

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

Additional Dates/Times: _____

Space(s) Requested: _____

Requester: _____ Department: _____

As the requester, are you affiliated with this external organization in any way (if yes, please explain)? Yes No

Will you, as the requester, be directly involved with the planning, managing of this event and be present on the day(s) of the event? Yes No

If no, which MCCC employee will be planning, managing and present on the day(s) of the event?

Name: _____ Email: _____

Signature of Requester: _____ Date: _____

Please review the criteria for each exception for consideration and select the one that best fits the event details.

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

An MCCCD 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: MCCCD is an announced and publicized co-sponsor with other organizations; MCCCD personnel must actively participate in the planning and management; and an MCCCD official at the level of vice president (or above) has approved.

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

MCCCD Arizona Government Agency Exception - (MCCCD 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 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.

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 to 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): _____

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

Additional required documentation: Certificate of Insurance & Facility Use Agreement

PC 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 MCCCD criteria for the option chosen above.

Comments:

Vice President of Administrative Services or Official Designee

Date

Office of General Counsel (All fees waived)

Date