



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	Use of College Facilities
<i>AP Number:</i>	AP 2.05.01
<i>Adoption Date:</i>	12/21/05
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	12/4/09, 9/13/18, 11/13/19, 3/13/24
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<i>Sponsoring Unit/Department:</i>	Facilities
<i>Policy Title(s) & No(s):</i>	Use of Facilities, BP 2.05; Public Access and Free Expression on College Property, BP 1.17
<i>Legal Reference:</i>	ARS § 15-1408(E); Guidelines Use of Community College District Resources to Influence the Outcome of Elections Arizona Attorney General's Office 2006
<i>Cross Reference:</i>	

PURPOSE

The College provides public use of its facilities as outlined in BP 2.05. This Administrative Procedure (AP) outlines the responsibilities and procedures for the use of College facilities.

The individual requesting use of College facilities will utilize the same procedure regardless of facility being requested. The Assistant Vice Chancellor for Facilities will be responsible for consistent application of this AP's procedures.

SECTION 1: Facilities Use Requests

- 1.1 All facilities use requests shall be submitted using the Facility Use Request Form.
- 1.2 All requests should be submitted at least ten (10) business days prior to the requested date of use.
- 1.3 Completed requests shall include proof of insurance.
- 1.4 No standard provision of the Facility Use Request may be waived without the Assistant Vice Chancellor for Facilities' written approval.
- 1.5 A facility will not be reserved until all required documents are submitted. Confirmation will be provided to the requestor to indicate official College approval.

SECTION 2: User Priority

College instruction and College events are given facility use priority.

SECTION 3: Facility Availability

- 3.1 College facilities are available during normal business hours, Monday through Friday 8:00 a.m. to 5:00 p.m., except on holidays and other days of scheduled closures. College facilities may be available during non-business hours; however, additional approval requirements and charges may apply.
- 3.2 Permission to use a College facility is given for specific date(s), and time(s). Only those date(s), time(s), and the facility for which permission has been granted will be honored. Any rehearsal time, decorating time, special set-up, and/or takedown time must be included in the original request.

SECTION 4: Food Service

Users must notify the College in advance if they intend to have food provided of any kind. Additional permits and approval will be required.

SECTION 5: Fees

- 5.1 Fees will be charged according to the posted fee schedule.
- 5.2 No fees will be charged for events sponsored by a College organization unless an entry fee and/or admission fee is charged, then non-profit rates will apply. The sponsoring College department will be required to submit a Justification of Benefit Form. Full charges for set up, clean up, security services, staff, and equipment will apply, if applicable.
- 5.3 No facility use rental fees will be charged for public officials conducting non-partisan public forums. Non-profit organizations defined under IRS Code 501(c)(3) and government entities will be charged one half the standard room/space rental fee. Full charges for set up, clean up, security services, staff, and equipment will apply, if applicable.
- 5.4 Individuals or groups conducting public expression activities will not be charged a facility use fee. Full charges for set up, clean up, security services, staff, and equipment will apply, if applicable. Refer to AP 1.17.01 for additional details regarding Public Access and Expression on College Property.
- 5.5 An invoice will be sent to the requestor for all fees associated with the requested facilities use. Payment must be mailed to the business address listed on the invoice or send an electronic payment to the designated ACH or Wire address. For credit card payments over the phone, please contact Accounts Receivable at 520-206-4501 or bursaronline@pima.edu to make the necessary arrangement.

SECTION 6: Cancellation

- 6.1 Requests received thirty (30) days prior to the event will be afforded cancellation protection of at least a one (1) week's notice in the event of a priority College use.
- 6.2 Requests submitted with less than two (2) week's advance notice shall be afforded at least a 24-hour notice in the event of a priority College use.

- 6.3 The College reserves the right to charge a processing fee and any costs incurred if the user fails to provide notice of the cancellation more than two (2) full business days prior to the event.

SECTION 7: Payment

- 7.1 The College reserves the right to require a minimum deposit of 50% of the total fee at the time the official request is approved. Non-payment will cancel approval. The balance will be due upon invoice receipt.
- 7.2 If a deposit is not required, the full payment is due upon invoice receipt.

SECTION 8: Facilities Use Restrictions

Additional restrictions will be enforced to limit the College's liability exposure and reduce the possibility of damage to sensitive equipment and spaces at the College, *i.e.*, Science lab/rooms may be rented with additional restrictions, guidelines, and charges, subject to approval of the Dean of Sciences or designee.