

Facilities Request

These instructions apply to Maricopa Community College District employees. If you are a non-MCCCD organization interested in space at MCC's Red Mountain campus, please contact Kaytie Perry at katherine.perry@mccmail.maricopa.edu or 480-654-7702. For the Southern & Dobson campus and other MCC sites, please contact Angela Cissell at angela.cissell@mccmail.maricopa.edu or 480-461-7457.

Requesting space & vehicles has changed at MCC!
NO MORE CALLING FOR AVAILABILITY-It's all ONLINE!

Go to the MCC Homepage, click 'CALENDAR', then 'STUDENT & EMPLOYEE CALENDAR' to start!

(Do not bookmark the STUDENT & EMPLOYEE CALENDAR as it will store the last date viewed and will not open the current day's events.)

Search for an event:

Enter information in the '**Event Quick Search**' fields in the dark blue area on the left.

1. Enter part of the name of the event.
2. Click Go. A listing of events will appear.
3. Click the event to display additional details.
4. You can also search by date for all events, using the calendar.

Search for a Space:

Click the '**Locations**' link on the navigation bar.

1. To search for a particular space, enter space name in **Space Quick Search** in the dark blue area on the left. For classrooms, enter a hyphen between building & # (example: SC-11E, not SC11E). You may also use the space searches provided in the lower left of the page.
2. You may change the date using the arrows to each side of the date, or by using the calendar option on the left of the page.
3. When viewing as a grid, dragging the cursor over a colored cell, which indicates an event already scheduled, will display the name of the event and clicking the cell will display event details.
4. A white cell indicates the space is available.

To make a Request for Space:

Start by clicking the '**Locations**' link in the navigation area at the top of the page.

1. Look for the space(s) you would like to use to see if they are available. If the space is available, it will be blank (white cell). (The 'Locations By Name' list indicates all MCC space names. Each letter indicates buildings/sites such as K for Kirk Student Center (KSC), L for Library (LB) or R for Red Mountain (RDM). By clicking on the letter for a building, you can search for space within that building.) For example, the Kirk Student Center Navajo Room is listed as KSC-Navajo. You may also use the Locations By Date page, search from the already available space searches on the lower left of the page, or use the Space Quick Search on the upper left.
2. Click the blank space to make a Request.
3. Your Username and Password are the Maricopa Enterprise ID (MEID) and Memo password (you use these to access the HR system currently). Click 'Log On.'
4. The Request Form will appear. Follow the instructions below:
 - Event Name: Enter the name of the event that participants will recognize. Be specific!
 - Event Type: Choose an event type from the pull down menu.
 - Sponsoring Organization: Select from the pull down menu the sponsor (department) of this event
 - Expected Head Count: This is the number of people expected to attend.
 - Date and Time: Enter the Event Start Date and Time. DO NOT include set-up or take-down. This is in another section.
 - Repeat: You can add repeating dates to the same reservation!!
 - Ad hoc: The event meets on different dates in no particular order or meets monthly. Select the next occurrence date, click enter, then the next date and click enter, etc.
 - Daily: The event meets every day.
 - Weekly: The event meets on the same day every week.
 - Space Preferences: You've checked the Locations to make sure the space is available, so this space should automatically be filled in. There are three additional ways to indicate your space preference:
 - Other: Enter the name of your space preference. You may enter multiple spaces in this field.
 - Any Space In: Choose a general grouping of rooms from the pull down menu. For example: You could request a vehicle from this menu. Place your specific vehicle request in the Comments section below.
 - Special Space: Choose a space from the pull down menu.
 - Resources: Indicate the number of resources needed. Resources not listed should be requested in the comments section below.
 - Custom Attributes: Please add set-up and take-down time here, if needed for your event. Indicate who your event is for (Students, Employees, Public/Community, any or all)
 - Comments: Enter any comments, drawings (you can copy a Word document into this box) or special directions in this box. Food, vehicle and room set up details are examples of appropriate information in this field.

If requesting a vehicle, indicate here where you will be traveling to. These Comments do **NOT** show on the COLLEGE CALENDAR.

- Description: Enter a description of your event here. This description is displayed on the COLLEGE CALENDAR. You can also copy a Word document into this box.
- Click 'Next' and carefully read your Event Request Summary.
- Click 'Make Changes' to edit your request form or click 'Submit Request' if you are done.
- The screen will show a final summary of your request.
- You can check the status of your request on the STUDENT & EMPLOYEE CALENDAR under 'My Requests.'

For more information or questions, email angela.cissell@mcmail.maricopa.edu



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