



Facility Rental Waiver Request Form

All MCC departments wishing to co-sponsor an event with an external organization while utilizing MCC space must complete the information below to request approval for co-sponsorship, according to MCCCDC regulations.

MCCCDC Co-sponsored Exception (MCCCDC Administrative Regulation 1.5 Use of College Facilities)

An MCCCDC organization, e.g., department, office, program, club, etc., may wish to co-sponsor an activity with an outside party or parties. "Co-sponsor" means an activity for which: MCCCDC is an announced and publicized co-sponsor with other organizations; MCCCDC personnel actively participate in the planning and management, and an MCCCDC vice president or higher level MCCCDC employee has approved.

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

Section I:	Event Information	Today's Date _____
Event Name: _____		Expected headcount: _____
External Organization Name: _____		
Address: _____		City: _____ State: _____ Zip _____
Phone (____) _____		Email _____

Section II	Responsible Party
Event must be staffed by a MCC Board Approved Employee	
MCCCDC Co-Sponsoring Organization: _____	
Name of MCC Event Representative: _____	
Phone: (____) _____	Email: _____
Dates Times of the Event: _____	
Space(s) Requested: _____	

Section III	Sponsor Information
As an MCC Event Representative, are you affiliated with this external organization in any way? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please explain. (If the MCC Event Representative and/or family member of MCC Event Representative is affiliated with this external organization, a waiver request may not apply).	

Will you, as the co-sponsor, be directly involved in the planning/management of this activity/event? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please explain. _____	
How will this event support the strategic priorities or mission statement of MCC and/or MCCCDC? Please explain.	

Will the external organization be charging fees to attend this event? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, how much? \$ _____	
Will a specific MCC organization/club/department benefit from this event? (Eg. scholarships, jobs, etc.) Yes <input type="checkbox"/> No <input type="checkbox"/>	



If yes, please explain. _____

Section IV: Waiver Information

To what extent are you requesting that facilities rental fees are reduces or waived?

- Waive facility rental fees only. Personnel /equipment fees will apply to external organization.
- Waive all fees (if MCC receives no financial benefit and the external organization retains all fees, fees will not be waived. If request is for days that MCC is officially closed, the external organization will be charged for applicable personnel and/or equipment fees.)

The Facility Rental Waiver Request Form will be reviewed for co-sponsorship approval on a case by case basis.

I, the undersigned, affirm that the information provided above is true to the best of my knowledge. If I cannot be directly involved in the planning and execution of this event, I will notify the college facilities scheduler and understand that the potential approval of MCC Administration may no longer apply to this request form.

Signature of Requester

Date

MCC Administration Use Only

Standard Rental Fees \$_____

Personnel Equipment \$_____

Vice President's (or above) approval to:

- Waive facility fees only. Personnel and/or equipment fees will apply to external organization.
- Waive all fees.
- Request denied. Activity does not meet the MCCCCD co-sponsorship criteria.

Signature of Vice President/College President

Date

Initials of VP, Student Affairs

Date

Initials of VP, Academic Affairs

Date