



Waiver of Rent Requirements

All MCC 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: _____

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

Additional Dates/Times: _____

Space(s) Requested: _____

Requestor: _____

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, so that they can actively reduce risks to MCCCD.**

MCCCD Co-Sponsor Organization/Department: _____

MCCCD Event Contact: _____

Participant acknowledgement (initial here): _____

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 MCCCDC 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 MCCCDC.

The determination of whether a situation under this exception meets all three criteria requires a careful analysis of the linkage between MCCCDC's specific educational mission and MCCCDC's receipt of a tangible and auditable benefit to that mission from the outside party's use of MCCCDC facilities. Visit [Governing Values](#) for details.

Professional Organization Exception - (MCCCDC Administrative Regulation 1.5 *Use of College Facilities*)

Many MCCCDC employees are members of professional organizations whose objectives relate directly to their MCCCDC 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 MCCCDC.

MCCCDC 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:

- Risk assessment (MIRA)
- Certificate of Insurance
- Facility Use Agreement - must be signed and indicate details of facilities use

College 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 MCCCDC criteria for the option chosen above.

Comments: _____

Vice President of Administrative Services or Official Designee

Date