

PC Co-sponsored Event Request Procedures

MCCCD Administrative Regulations

1.5.1.3 Definitions

The term “co-sponsor” means any activity in which MCCCD is an announced and publicized co-sponsor with another organization or organizations. To be a co-sponsor under this regulation, MCCCD personnel must actively participate in the planning and managing of the activity, and the co-sponsorship must be approved at the vice president level or above.

Co-sponsored Event Request Procedure:

1. Discuss the event with your supervisor, department or organization to determine the nature of the event and if it supports the department/organization scope and vision before you commit to the event on behalf of the college.
***Student Affairs requires a Deans approval to proceed with the co-sponsored event request process.**
2. Check facility availability using 25Live or call the Event & Fleet Services office for assistance.
3. Fill out and submit the MCCCD Fee Waiver Request form and Co-sponsor Agreement form located at [\(link\)](#)
4. Submit event request form via 25Live at <https://25live.collegenet.com/pro/maricopa#!/home/dash> using your MEID and password to log in.
5. Event & Fleet Services will save the request as tentative to hold the spaces you are requesting for the event until we receive the approval/denial of the fee waiver request.
6. Fees for IT equipment and support may be assessed. Contact Jason Powell at 602.285.7672 to discuss IT needs and potential fees.
7. You will receive email notification of the approval/denial of your fee waiver request from the Event & Fleet Services Office.
8. Upon approval you will be asked

PC Co-sponsored Event Request Procedures

- MCCCCD has the right to approve any advertising concerning a non-MCCCCD party's use of MCCCCD facilities.
- Please invite us to your co-sponsored event planning meetings. We are happy to assist and answer questions regarding facilities, equipment, set up options, etc.
- If you have any questions, please contact Priscilla Gonzales at 602.285.7437 or Nancy Yocopis at 602.285.7734.