

[Insert college logo
and web site]

[Insert College Name] Use of College Grounds Permit

MCCCD's Online Policy Governance Manual can be found at <http://www.maricopa.edu/publicstewardship/governance/index.php>

GENERAL INFORMATION

Non-MCCCD-Affiliated User: Any non-MCCCD-affiliated entity that would, on the premises of any Maricopa Community College or Center, purport to sell or promote any product, service, or idea, but does not include such an entity that would enter the premises for the purposes of promoting, opposing, or soliciting petition signatures in connection with any political candidate or initiative, or referendum ballot.

Low-Impact, Non-Commercial Activity: Defined as 1) activities that do not seek to sell or promote a product or service for direct or indirect financial gain; 2) activities that are limited to gatherings of five people or less at any given time; and 3) activities that do not involve machinery, temporary structures, tables, chairs, displays, or electronic equipment, including amplifiers, or the distribution of food products.

LOGISTICS

Days & Times: Non-MCCCD-Affiliated Users are welcome on campus [Tuesday, Wednesday and Thursday from 10:00 AM to 6:00 PM] so long as time on campus does not exceed fifty (50) hours per term. Additional time may be requested and will be granted by [the Director of Student Life & Leadership, or other appropriate college designee], as space is available. Set-up can begin no earlier than [9:45 AM] and Non-MCCCD-Affiliated Users must be off campus by [6:15 PM]. Requests are granted on a first-come, first-served basis, once all required documentation has been submitted and approved.

Location: Non-MCCCD-Affiliated Users will be directed to [a college-designated area]. Due to space limitations, no more than three (3) Non-MCCCD-Affiliated Users will be permitted on campus at any one time. No more than two (2) people may occupy any one space. Non-MCCCD-Affiliated Users must remain within a five (5) foot radius of the above designated location. Non-MCCCD-Affiliated Users will not in any way stop the flow of traffic, approach students or employees, or disrupt the college environment. Students and employees may approach the Non-MCCCD-Affiliated Users of their own accord.

Cost*: \$50 per day / \$125 per week (a week is defined as Tuesday, Wednesday and Thursday), non-refundable, and made payable to the college. This amount is due in [the Office of Student Life & Leadership, or other college designated area], on a company or bank-issued cashier's check or money order at least five (5) business days prior to the scheduled campus visit. Some colleges also accept payment in the form of a corporate card.

Proof-of-Insurance: Non-MCCCD-Affiliated Users shall be required to provide proof of insurance that indicates at least \$1 million in general liability coverage and names the MCCCD as an additional insured for the anticipated use date.

Parking: A decal is not needed for the lots. *Driving is permitted on campus with specific permission.*

**Fee and Proof-of-Insurance provisions shall not be applied to low-impact, non-commercial activities.*

REQUIRED DOCUMENTS

The following documents must be approved and on file with [the Office of Student Life & Leadership, or other college designated area].

At least 7 days in advance of your visit:

- **Use of College Grounds Permit.** Additional documents may be required depending on the college location. Copies of the appropriate form(s) can be requested from [X].
- **Proof of Insurance:** A certificate of insurance displaying appropriate insurance coverage (\$1M General Liability), naming Maricopa County Community College District (MCCCD), 2411 W. 14th Street, Tempe, AZ 85281, as additional insured.
NOTE: Additional insurance coverage (e.g., automobile liability, workers' compensation) may be required depending upon the type of event being held at the college. The college should consult with the District's Enterprise Risk Management Department to confirm the necessary coverage.

At least five (5) days in advance of your visit:

- **Campus Visit Fee:** Make \$50 per day or \$125 per week non-refundable payment on a company or bank-issued cashier's check or money order, made payable to the college, or via corporate credit card.

Planning

Remember, the following steps need to be taken before your campus visit can take place.

1. **Contact [the Office of Student Life & Leadership, or other college designated area],** to request a reservation.
2. Obtain and complete a **Use of College Grounds Permit** and submit it to [X].
3. Supply **Proof of Insurance** certificate to [X].
4. Pay your **Campus Visit Fee** of \$50/day or \$125/week at [the Office of Student Life & Leadership, or other college designated area].

One table and two chairs *may* be provided to each Non-MCCCD-Affiliated User. Non-MCCCD-Affiliated Users may place banners or signs on the table to encourage interest. Banners and signs may not be adhered to any surface. Note that availability of college provided table and chairs may vary by location/scheduled events.

Special Requests and Considerations

The availability of electricity, canopies, and amplification varies among colleges. Please check with [the Office of Student Life & Leadership, or other college designated area], for related inquiries.