



## FACILITY RESERVATION PROCEDURES For Off-Campus, Non-sponsored groups

### How do I reserve a room or athletic field for my group/association/program/team?

1. **CHECK AVAILABILITY** for your event's date(s) and time(s) at <http://schedule.maricopa.edu/SCCE>. **Availability of facilities must be confirmed through the college facilities office.**
2. Obtain and complete a **FACILITY RESERVATION REQUEST FORM** and submit it to the SCC Facilities Office **NO LATER THAN 14 DAYS** prior to your event. Please remember to sign it and include a diagram of your room(s) layout. Please note that failure to follow the 14-day advance deadline may result in our inability to honor your request.
3. Supply a **PROOF OF INSURANCE** certificate to:
  - 1) SCC Facilities Office; and
  - 2) Salt River Maricopa Indian Community**NO LATER THAN 14 DAYS** prior to your event  
A certificate of insurance must display appropriate insurance coverage (\$ 1M General Liability, \$1M Auto Liability, \$500K Worker's Compensation) naming Maricopa County Community Colleges District (MCCCD), 2411 West 14<sup>th</sup> Street, Tempe, AZ 85281 as certificate holder and additional insured. Please note that failure to follow the 14-day deadline may result in our inability to honor your request.
4. Obtain and complete a **SPECIAL USE PERMIT** with the Salt River Pima Maricopa Indian Community at 8800 East Chaparral Road, Suite 210. For more information, contact Esther Moyah at 480-362-7656. Once approved, your organization must submit a copy of this to the Facilities Office **NO LATER THAN 14 DAYS** prior to your event. Please note that failure to follow the 14-day deadline may result in our inability to honor your request.
5. **RENTAL FEES** will be assessed, in accordance to your organization's event requirements by the Facilities Office.
6. Once your Facility Reservation Request Form, proof of insurance and Special use permit have been submitted to the Facilities Office, your organization will be contacted regarding a **Facility Use Agreement**. The agreement, prepared by the Facilities Office and signed by your organization, will be made available for your signature. This form must be signed in person at the Facilities Office and payment of any necessary fees be made at this time. Once all required documents are in place, a fully executed copy of the agreement will be returned to you with event confirmation.

#### **Additional Information**

- Your organization must provide the facility Reservation Request Form, the Proof of Insurance and a copy of the completed Special Use Permit to the facilities Office **BEFORE** your request will be processed.
- Your organization's event is not confirmed until you have received official confirmation from the Facilities Coordinator. Once your organization has received this information, future confirmation can be found by checking: <http://schedule.maricopa.edu/SCCE>.
- You must have a signed copy of your confirmed request and SRPMIC permit available when on campus.
- Catering is available through Aramark Food Services—please call 480-423-6240. **Outside caterers must be approved through SRPMIC Health Department. See SCC Food Service and Food Handling Procedures for additional information.**

#### ***The event coordinator for your organization is responsible for:***

- File all paperwork in accordance with this policy **NO LATER THAN 14 DAYS** prior to your event
- Attend the event as an active participant
- Be responsible for event participants adhering to college regulations
- Check-in by phone with SCC Facilities Office the day prior to the event and in-person the day of the event if conducted during normal business hours
- Check-in by phone with SCC Safety Office the day prior to the event and in-person the day or evening of the event if conducted in the evening or on the weekend