



Operating Protocol & Procedure

Details:

Number: 801

Title: Reservation of College Facilities & Venues

Category: Facilities

Office of Primary Responsibility: PEAK Office

Approval Date: 10/27/14

Effective Date: 10/28/14

Revised: 8/29/16, 12/4/23

Purpose:

To clearly define how, where, when and with whom venues / facilities and equipment should be reserved by internal and external parties.

Applicability:

All staff, faculty, students, and external guests requiring the use of any venue on the PCC campuses and sites.

Definitions:

Credit Classes – any class that is offered for college credit.

Instruction-Related Activities -- An Instructionally Related Activity (IRA) is an “out-of-class experience” that provides enrichment to students and enhances their learning at any PCC campus, at least partially sponsored by an academic dean or department and are ‘integrally related’ to a formal instructional offering.

Public – Students, staff, faculty, visitors and or community members on campus

“External events” refers to events held on any PCC campus or site that are not related to the college.

References:

None

Attachments or Related Forms/Documents:

Venue Rental/Use Guidelines (Located on the portal under the “Employee” tab.

PCC Operating Protocol – Procedure 802

PCC Operating Protocol-Procedure 803

Internal Catering Requirements & Procedures for the Orman Campus and the Teaching & Learning Center (TLC) at St. Mary Corwin (Located on the portal under the “Employee” tab)

Operating Protocol:

All classrooms and labs used for instructional purposes at any PCC campus or site should be scheduled through the PCC Scheduling Specialist. Credit classes have priority for use of classrooms and labs.

The following facilities on the Pueblo Campus must be formally reserved through the PEAK office for any event or activity: Fortino Ballroom, Barbara Fortino Room, Student Center Conference Room (SC-102, Pueblo Joe’s, Student Center Commons, Welcome Center, Occhiato Theater, Hoag Theatre, Amphitheater, Academic Building Commons, Academic Building Conference Room 210M (AB 210M), GATC Conference Room (GC-102), the INBank Room at the Allied Health Teaching & Learning Center at St. Mary Corwin, all courtyard areas, and any classroom or lab for any non-instructional activity. These facilities may be reserved by individuals outside the college community as well as by employees of the college. The most current pricing schedule for these venues/facilities can be provided by the PEAK office.

Reservations for facilities at the Branch Campuses or Sites for events and activities that are not related to credit classes should be made through the Executive Dean’s Office.

College events and activities shall be given first preference for use of facilities; of these activities, instructional or instruction-related activities have the highest priority, with the exception of the Student Center facilities on the Pueblo Campus which will be reserved on a first come, first served basis by the PEAK office.

Pueblo Campus and the TLC: All internal and external groups renting a space on the Pueblo Campus must sign the appropriate User Agreement/Confirmation provided by the PEAK office to reserve a venue or space and must adhere to the PCC Pueblo Campus Venue Rental/Use Guidelines found in the employee tab on the portal or provided to external clients by the PEAK office. The College reserves the right to cancel any reservation if it is deemed to be in the best interests of the College or if a College activity must be rescheduled to meet the needs of students. Conflicts or conditions not encompassed by this protocol that may result in the cancellation of a reservation will be determined by the Campus Administration.

Procedure:

Internal Requests for Pueblo Campus and the TLC facilities by PCC employees and student organizations

To reserve facilities and equipment scheduled by the PEAK office:

- Complete the “PCC PEAK Reservation Request” form in Ultimus.
- Upon confirmation of availability, an “Approval Notification” email will be sent to the requester, which will include the contract terms for the reservation. In the event that the requested facility is not available you will be contacted by the PEAK officer to determine an alternate arrangement or space.
- If a revision is needed to a room reservation please contact the PEAK office by email or phone as soon as possible. All additions and/or changes will be added and a revised confirmation will be sent to the requester. All catering orders are placed by the internal client. Please refer to Operating Protocol 802 and the Internal Catering Requirements & Procedures document (Located on the portal under the “Employee” tab)
- Alcohol is prohibited at college events – please refer to **PCC Operating Protocol-Procedure 803**

Internal Requests for Branch Campus facilities by PCC employees and student organizations

To reserve facilities scheduled by the Branch Campuses, please contact the Branch Campus Executive Dean’s office

External Requests for use of Pueblo Campus or the TLC facilities by non-employees and non-PCC organizations

To reserve facilities scheduled by the PEAK Office:

- Call the PEAK Office at 719-549-3066 or 719-549-3074 or email to jill.young@pueblocc.edu to check availability of requested venue.
- Upon confirmation of availability, the PEAK office will forward a reservation confirmation via email to the requester which will include the contract terms for the reservation.
- All external catering & equipment orders are placed through the PEAK office and added to the reservation confirmation.
- External Guests must sign a “User Agreement” provided by the PEAK office and return it along with a non-refundable deposit if required to finalize the reservation.
- If a revision is needed guests should contact the PEAK office as soon as possible. All additions or changes will be added and a revised confirmation will be sent to the requester.
- Alcohol use for events – Guidelines will be provided to external guests by the PEAK office utilizing **PCC Operating Protocol-Procedure 803**