



Operating Protocol-Procedure #: 810

Category: College Facilities

Office of Primary Responsibility: Conference Services

Approval Date: 3/30/15

Effective Date: 3/30/15

Revised:

Purpose (Clearly state the rationale and purpose for this Operating Protocol)

To define procedures for external organizations seeking use of campus venues at no charge to the organization.

Applicability (Identify to whom this Operating Protocol applies)

All staff, faculty, student clubs, and guests

Definitions (Define abbreviations, acronyms, and technical terms)

None

References (List any related references such as State Board policies, state statutes, accreditation regulations, etc.)

None

Attachments (List any supporting documents related to this Operating Protocol/procedure including a process flow chart, if applicable)

None

Operating Protocol (Please provide the statement of Operating Protocol. The Operating Protocol statement is the governing rule, principle, plan, or understanding that guides the procedure)

It is at the College President's discretion to sponsor or waive rental fees for use of college venues by external organizations. However, college departments, groups, and clubs may sponsor the use of a college venue by an external organization or individual if it is directly related to the purpose or mission of the department, group, club or College. Examples include visiting colleges for recruitment of transfer students, fundraising organizations for student clubs, and speakers.

All arrangements for use of college venues must be coordinated through the Conference & Event Services Office.

Procedure

External organizations requesting a waiver of the rental fee for use of a college venue will be required to submit a written request to the PCC President for consideration. Once the decision has been made to approve or deny the request, the guest and Conference & Event Services will be notified of the decision so further arrangements can be made.

Upon approval, the guest will be responsible for making all arrangements through Conference & Event Services. This type of sponsorship covers venue rental only. Any additional needs such as tables, chairs, A/V equipment, linens, catering, staffing, tents or any other equipment needed are not covered under the sponsorship and will be the responsibility of the external organization using the venue. All additional needs will be added to the reservation and invoiced to the guest at the conclusion of the event.

College departments, groups, and clubs may sponsor the use of a college venue by an external organization or individual by contacting the Conference & Event Services Office.