



GLENDALE COMMUNITY COLLEGE

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 9:00 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 may be granted by Facilities Management, as space is available. Set-up can begin no earlier than 8:45 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 ten (10) 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 Cashier's Office, on a company or bank-issued cashier's check or money order at least five (5) business days prior to the scheduled campus visit. Glendale Community College will also accept payment in the form of a corporate card or credit 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 required for parking. *Driving is permitted on campus with specific permission.*

***Fee and Proof-of-Insurance provisions do not apply to low-impact, non-commercial activities.**

REQUIRED DOCUMENTS

The following documents must be approved and on file with Facilities Management.

Non-MCCCD-Affiliated User

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 Facilities Management.
- **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 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 Glendale Community College, or via credit card.

Low-Impact, Non-Commercial Activity

At least 3 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 Facilities Management.

PLANNING

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

1. **Contact** Facilities Management to request a reservation.
2. Obtain and complete a **Use of College Grounds Permit** and submit it to Facilities Management.
3. Supply **Proof of Insurance Certificate** (if required) to Facilities Management.
4. Pay your **Campus Visit Fee** (if required) of \$50/day or \$125/week at the Cashier's Office.

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 Facilities Management for related inquiries.



GLENDALE COMMUNITY COLLEGE Use of College Grounds Permit

Facilities Management • 6000 W. Olive Avenue, Glendale, AZ 85302 • 623.845.3522 • (fax) 623.845.3025

Please note, all requests for *Non-MCCCD-Affiliated Users* must be submitted seven business days before requested dates of participation, and three business days for *Low-Impact, Non-Commercial Activity*. Submission of request does not guarantee participation or space. Once approved, requestor will receive an invoice for payment (if required), and payments must be received by invoice due date to avoid cancellation of reservation.

Fax completed requests & insurance certificates to: Catherine Crawford - Facilities Management 623.845.3025

Company/Organization Name: _____

Contact Person: _____ Phone: _____

Fax: _____ Date(s) Requested: _____

Product/Service/Purpose: _____

College Site : GCC Main _____

Electrical Needed: Yes No Indoors Outdoors

Billing Address: _____ Attention: _____

_____ E-Mail Address: _____

Payment (if required):
Payment will be accepted at Cashier's Office in the following forms: cash, check, money order or credit card.

Please indicate the purpose of your visit below:

Non-MCCCD-Affiliated User

Low-Impact, Non-Commercial Activity

General Information:

Prior Approval must be obtained from Facilities Management.

(If required) a certificate of Commercial Liability Insurance must accompany request (\$1 million minimum), with the **Maricopa Community Colleges** listed as an additional insured; 2411 W. 14th Street, Tempe, AZ USA 85281-6942.

Campus restrictions regarding location, time, date, and use of amplification may apply per MCCCD policies.

All solicitation must take place at tables in designated areas. Non-MCCCD Affiliated Users and Petition Signature Solicitors may not circulate about campus or approach students beyond the front edge of the table.

Visitors may use the visitor or student parking lots. Unloading zones and use of carts/hand trucks should be discussed and determined in advance. Please contact the GCC Public Safety for additional information regarding parking regulations. 623.845.3535.

For additional information please refer to the website: <http://www.gccaz.edu/studentlife/13894.htm>