

## PC Event Contact/co -sponsor Agreement and Checklist

Vice President signature from applicable area is required and must be obtained for all Co-Sponsored events. \*

Signature: \_\_\_\_\_

PC Vice President of \_\_\_\_\_ Date \_\_\_\_\_

---

As a board approved employee of MCCCCD I, \_\_\_\_\_, agree to be the contact /co-sponsor for the \_\_\_\_\_ to be held at Phoenix College on \_\_\_\_\_ . As the contact/co-sponsor for this event, I agree to:

Maricopa County Community College District, its agents, officers, officials, employees, and volunteers are hereby named as additional insureds as their interests may appear. The certificate must name:

Maricopa County Community College District  
Phoenix College  
1202 W. Thomas Rd.  
Phoenix, AZ 85013

as the certificate holder and include the following insurance coverages, at \$1,000,000 each:

- x Commercial General Liability (GL)
- x Commercial Automobile Liability (AL)
- x Workers' Compens04 Tw 0.761 0 Ta1T.0nker0.326 hmCollege District, its agents, officers, officials,

OR

7. Arrange and conduct a facility site visit with organizing group, IT and Event & Fleet Services as needed.
8. Discuss potential fees with supporting departments (IT and Event & Fleet Services). Share this information