

PC Co-sponsored Event Request Procedures

MCCCD Administrative Regulations

1.5.1.3 Definitions

The term “co-sponsor” means any activity in which MCCCD is an announced and publicized co-sponsor with another organization or organizations. To be a co-sponsor under this regulation, MCCCD personnel must actively participate in the planning and managing of the activity, and the co-sponsorship must be approved at the vice president level or above.

Co-sponsored Event Request Procedure:

1. Discuss the event with your supervisor, department or organization to determine the nature of the event and if it supports the department/organization scope and vision before you commit to the event on behalf of the college.
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MEID and password to log in.

5. Event & Fleet Services will save the request as tentative to hold the spaces you are requesting for the event until we receive the approval/denial of the fee waiver request.
- 6.

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- MCCCCD has the right to approve any advertising concerning a non-MCCCCD party's use of MCCCCD facilities.
- Please invite us to your co-sponsored event planning meetings. We are happy to assist and answer questions regarding facilities, equipment, set up options, etc.
- If you have any questions, please contact Priscilla Gonzales at 602.285.7437 or Nancy Yocopis at 602.285.7734.