



**PimaCommunityCollegeDistrict**  
Tucson, Arizona

# Facilities Use Request Form

**Community**  
401 N Bonita Ave  
Tucson, 85709-5000  
206-6454

**Desert Vista**  
5901 S. Calle Santa Cruz  
Tucson, 85709-6000  
206-5001

**Downtown**  
1255 N Stone Ave  
Tucson, 85709-3000  
206-7088

**District Office**  
4905 E Broadway  
Tucson, 85709-1800  
206-2610

**East**  
8181 E Irvington Rd  
Tucson, 85709-4000  
206-7616

**M & S**  
6680 S Country Club  
Tucson, 85709-1700  
206-2733

**Northwest**  
7600 N Shannon Rd  
Tucson, 85709-7210  
206-2216

**Athletics**  
4905 E Broadway  
Tucson, 85709-1030  
206-4985

**West**  
2202 W Anklam Rd  
Tucson, 85709-0050  
206-6712

## Guidelines and Procedures for Non-College Use of Facilities

Use of PCC facilities for activities is subject to the following guidelines:

- Priority of use for all PCC facilities is for College business. The College reserves the right to cancel any use by non-College affiliated users with 5 work days notice or as otherwise provided by mutual agreement.
- Approved use is confined to the immediate proximity of "Designated Location" only.
- Users are required to supervise all activities and adhere to all federal, state and municipal laws, in addition to the rules of the College District, (gambling, smoking and consumption of alcoholic beverages are prohibited).
- Non-College affiliated users will be charged activity fees in order to defray facilities related costs.
- These facilities use guidelines and procedures pertain to all activities conducted on College premises.

Procedures for requesting facilities use are as follows:

1. Complete and submit this form to \_\_\_\_\_ or other official at \_\_\_\_\_  
For all student clubs and organizations contact the Dean of Student Development, or designee at \_\_\_\_\_
2. Requests must be received **no later than ten (10) working days prior to the scheduled event** in order to be processed and considered for approval.
3. All non-College affiliated users **must provide a Certificate of Insurance**. See next page "Insurance Requirements".
4. All user charges must be paid in full. Reservations will not be confirmed until all fees are paid.  
The College reserves the right to assess fees to cover additional services requested but not outlined herein.
5. **An approved copy of this form and cashier receipt must be presented upon request at the event location.**

### Affirmative Action/Equal Opportunity and American with Disabilities Acts

To request a reasonable accommodation, a minimum of five working days advance notice is required. For the general public, please contact the Affirmative Actions office at (520) 206-4539. For PCC students, contact the Disabled Student Resources Office where the accommodation is needed.  
PCC is an equal opportunity, affirmative action employer and educational institution committed to excellence through diversity

## Applicant Information

Organization Name \_\_\_\_\_ Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_  
Contact \_\_\_\_\_ Address/(College Mail Code) \_\_\_\_\_  
Phone FAX \_\_\_\_\_ E-mail \_\_\_\_\_

## Event Information

Description of Events/Activities: \_\_\_\_\_

Date(s) \_\_\_\_/\_\_\_\_/\_\_\_\_ From: \_\_\_\_\_ am / pm To: \_\_\_\_\_ am / pm Number of Guests: \_\_\_\_\_

Is a student club or other College affiliated organization sponsoring this event?  No  Yes

If, yes, please specify: Name \_\_\_\_\_ Contact \_\_\_\_\_ Mail Code \_\_\_\_\_

Fund \_\_\_\_\_ Org \_\_\_\_\_ Acct \_\_\_\_\_ Prgm \_\_\_\_\_

Will any fees be charged to participants in this event? :  No  Yes, specify \_\_\_\_\_

Will food or refreshment be served?:  No  Yes, specify \_\_\_\_\_

Separate arrangements for food services must be made with the cafe manager at \_\_\_\_\_

**Prior approval** must be obtained from the café manager if food is to be brought in from off-site.

