

The college shall establish procedures for the use of college-owned facilities by external organizations. Such procedures shall ensure that the college costs for operating the facility are defrayed by the organization utilizing the facility.

The order of preference for use of the college facilities shall be: instructional, other college activities and lastly, use by outside groups. Facility use requests by outside groups shall not be approved more than 30 days in advance to ensure college classes and activities have priority for the use of space. Such use by outside entities may incur rental charges and/or fees as approved by the Governing Board annually.

Facility Usage Contract Procedure

1. A group or individual needing to use a room or area of the campus obtains a facilities use request form from the campus dean's office or online at Mohave.edu
2. The requester completes and submits the form to the campus dean's office or via email. Requests shall be made at least four weeks prior to the proposed activity or event. Late requests will be accepted at the discretion of the campus dean, approval subject to availability of facilities and staff. Any questions or clarifications will be handled by phone or email.

(Step 3 – 6 of the process address the agreement workflow with external groups.)

3. Campus Dean downloads the most current agreement template from the website.
4. Campus Dean completes the fillable fields with all pertinent information, including External Organization's name and full name and email address for signer. (Receiver will have the option to forward to another party for signature.)
5. Agreement automatically routes from the Campus Dean to the following for review, signature, and records retention:
 - i. Campus Dean Originator (Initial Block)
 - ii. Chief Financial Officer (delegated signature authority by the President for contracts and other legal documents of the college)
 - iii. External Organization
 - iv. Procurement Manager
6. After completion, all parties are informed by email that document is complete and all may download the fully executed .pdf for their records.

The Mohave Community College Facility Usage Contract and Facility Use Request are available in the online forms repository.

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Facility Usage by External Organizations

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References: