



## Business Office Service Provider Process

The PVCC Business Office provides the following service provider support to the campus facility use program.

- Prepares the facility use agreement contract, obtains the certificate of insurance and payment for facilities rented by individuals external to the PVCC organization.
- Facilitates the campus facility fee waiver request process with the campus co-sponsor.
- Reports external and co-sponsored facility use activity to the District Controller.

### Process

- 10 day advance submission is required for all external reservations requiring a facility use agreement contract, certificate of insurance, and rental payment.
- 30 day advance submission is required for all facility use fee waiver requests.

### External Facility Use Requests

1. Space needs and service provider support is identified by the requester in collaboration with the campus space gatekeeper. Gatekeeper determines space requirements and estimates service provider fees.
2. Space is reserved with the campus gatekeeper.
3. Gatekeeper forwards reservation detail to service providers for confirmation of support prior to completing a space reservation.
  - See Service Provider Requirements: <http://www.pvc.maricopa.edu/facilityuse/service.html>.
4. If space is reserved the gatekeeper forwards the reservation and service provider detail to the Business Office using the PVCC External Facility Use Intake Form.
5. Business Office completes the following:
  - Facility Use Agreement contract with risk assessment and certificate of insurance requirements.
6. Facility Use Agreement contract is forwarded to the organization for review/signature.
7. Upon receipt of the following, the Business Office emails the gatekeeper and service providers the reservation is complete and approved to proceed.
  - Signed Facility Use Agreement contract with certificate of insurance.
  - Receipt of rental payment.
8. If the required contract, insurance and payment is not received:
  - The Business Office emails the gatekeeper to cancel the reservation.
  - The Business Office emails the requesting organization to advise the reservation is cancelled.

### Co-Sponsored Facility Use Fee Waiver Requests

See: [Fee Waiver Request Guidelines/Procedures](#) document <http://www.pvc.maricopa.edu/facilityuse/>.