



PROCEDURES FOR SPONSORED EVENTS

1. If any department at Mission College would like to sponsor an event for an outside organization, a department employee must be assigned to prepare required paperwork and submit it to the Office of Administrative Services.
 - For sponsored events, rental fees may be reduced or waived while direct costs, such as custodial services, technical support and parking fees, are charged based on individual event requirements.
2. The assigned department employee fills out a Facility Request Form, Event Parking Request form, custodial or facility work order for set up (if needed) and obtains from the outside organization a certificate of liability insurance naming West Valley-Mission Community College District as an additional insured. All paperwork is submitted to and kept on file in the Office of Administrative Services.
3. After Office of Administrative Services signs off on the Facility Request Form to approve the event and Vice President of Administrative Services approves the parking request, department employee should contact the Director of Facilities at Mission College to provide an estimate for custodial charges, if any.
4. Scheduling for sponsored events in Astra will be completed by the administrative support in the area or department that is requesting the sponsored event.
5. If the event falls on days when Mission College is closed for official business, the department must assign an event coordinator and charges will apply.

Documents and required forms can be found on Office of Administrative Services webpage ([link](#)).

- Facility Request Form
- Event Parking Request Form
- Custodial or facility work order for set-up or clean up (if needed)
- Certificate of liability insurance (except community college employees' or students' events). Example can be found on the college's facilities rental webpage.
- Event coverage schedule, if several employees coordinate the event.
- Equipment and computer lab usage arrangements should be made to ETS department.
- Facilities Use Agreement must be completed. Agreement will need to signed by outside parties first, then Vice President of Administrative Services, Director of General Services and Vice Chancellor of Administrative Services. Template can be found on the college's facilities rental webpage.

Questions? Please contact Brian Shively at 408-855-5289 or brian.shively@missioncollege.edu