

SD MESA COLLEGE EVENT AND RESERVATION FAQs

Public Use of District Facilities – Overview

The public use of District facilities is governed by board policy *BP 7325 - PUBLIC USE OF DISTRICT PROPERTY*. This policy complies with Education Code 82537(a) and governs the use of any District or College building. The primary use of District properties is to carry out educational programs. All other purposes are secondary. The policy also governs when charges may occur for facility rentals. Refer to Board Policy for more information and education at <http://www.sdccd.edu/docs/policies/Facilities%20and%20Equipment%20Services/BP%207325.pdf>

The Event Portal is now live. For training and questions, please email tkrumhol@sdccd.edu.

- 1. WHAT IS AN “EVENT”** – Mesa College defines an “**event**” is any College activity that requires College resources, is held to benefit students to improve student success, and/or directly supports the “free use” categories as identified in Board Policy 7325. Activities that do not meet the criteria as “free use” per Board Policy are handled through the “Civic Center/Facility Rental Process”. Some examples of events at Mesa College include (but are not limited to): fundraising events, room reservations which require facilities or AV needs, college activities which include college or external members, activities which require the president to speak, and other related activities. Events are basically all activities that are not an official class with a CRN.
- 2. WHY IS A RESERVATION THROUGH THIS PORTAL REQUIRED?** The form is required so we can manage the resources of the college efficiently, to ensure requests are processed accurately, and help your event be successful. Late and/or critical reservations will be handled on a case by case basis. Questions about the portal and event process can be sent to Taj George at tkrumhol@sdccd.edu.
- 3. WHEN IS MY REQUEST DUE?** Requests are due **at least 3 weeks** from the intended reservation date. If the request is a larger event or outside of regular hours, please allow for additional time. We understand emergencies happen. Late requests are becoming harder to accommodate as the campus grows and offers more activities for student. Please submit your complete request at least three weeks in advance so we have sufficient time to review and coordinate.
- 4. HOW DOES MY DEAN APPROVE MY REQUEST?** Your Dean will receive an email with a link to approve your request. You will be automatically notified of this.
- 5. CAN I JUST WALK IN, EMAIL, OR CALL IN A RESERVATION? NO!** Please submit your request through the portal. You can request to confirm availability, but confirming a room is available does NOT constitute a request for a reservation or event.
- 6. DO I ENTER MY OWN WORK ORDER? WHAT AM I RESPONSIBLE FOR?** Unless you have been instructed otherwise, all work orders related to set-ups and reservations are handled by the VPA Office. This office also handles: AV/IT Coordination as they relate to events and reservations, parking permits and spaces, and HVAC request. The coordinator(s) is/are responsible for:

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- a. entering REQs related to their request,
- b. coordinating the refreshments
- c. providing diagrams for set up if applicable

Please always start your event with the [Event Portal](#).

7. IMPORTANT ITEMS WHICH IMPACT THE COLLEGE NEED SPECIAL ATTENTION:

- a. Large events with more than 50 people.
- b. The event or meeting is intended to include the public or the public is invited to attend
- c. The event falls on a weekend or is outside regular hours
 - i. Please Contact the VPA office before planning an event that might occur on a Holiday or Weekend
- d. The President or other VIP is invited to speak
 - i. **VIPs include elected officials, high profile individuals, etc.** The campus must follow strict policies from the District regarding VIPs, so the requester must connect with the Office of Communication and Office of the President prior to planning an event to ensure these procedures are followed correctly.

8. **CAN I START ADVERTISING MY EVENT ON THE CALENDAR OR OTHER AREAS BEFORE IT'S APPROVED IF I KNOW THE SPACE IS RESERVED? NO!** Please do not advertise your event anywhere until it is approved.

9. **I AM WORKING WITH AN EXTERNAL ENTITY AND THEY NEED ME TO CONFIRM A DATE, CAN I COMMIT TO THAT DATE BEFORE SUBMITTING THE FORM? NO!** Please do not commit to any external, third party organization outside of the district without checking the requested date/rooms are available.

10. **I DON'T HAVE AN EXACT DAY OR TIME YET FOR MY EVENT - CAN I BLOCK A ROOM FOR A WEEK OR SEVERAL DAYS UNTIL I CAN NARROW IT DOWN? NO!** The campus can no longer support blocking rooms all day or for an extended period of time due to the number of requests being submitted. We will certainly work with you to assist in the scheduling of your event, but we ask that the request is sent with the date and time mostly finalized.

11. **DO I NEED THIS FORM EVEN FOR GENERAL MEETINGS? YES! We need to coordinate all reservations that impact the College and use resources.** Please contact the VPA office via Taj George with any questions.

12. **MY REQUEST HAS INFORMATION THAT IS NOT INCLUDED ON THE FORM, OR IS A LITTLE DIFFERENT. WHAT SHOULD I DO?** If you have information which the portal does not have a category for, please use the comments boxes to describe what you need, or submit attachments. You can also call Taj for assistance.

13. **WHY DO I NEED A BUDGET, BUDGET #, AND VENDOR QUOTE(S)?** Every event needs a complete budget. Once an event is approved, all vendor services require entry in the PeopleSoft system, which requires a vendor to be both active and to send a quote.

14. **WHAT IS AN EVENT NUMBER?** The event number is generated by the VPA office and assists in the tracking of events and ensures an event has been vetted. All requests are assigned an event

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number, but not every request will necessarily use the event number. This number is critical in work orders, calendar requests, and other activities related to an event.

- 15. HOW DO I REQUEST THE ROOM TO BE SET UP A CERTAIN WAY, OR IF I NEED THE RESERVATION OVER MULTIPLE OCCURRENCES?** Please put everything in as much detail as possible on the event form, and include supporting attachments. Schedules, calendars, etc. are extremely helpful. Please do NOT submit a facilities work order for set up unless you have been indicated otherwise.
- 16. WHO DO I CONTACT FOR AV SET-UPS?** AV is also requested through this form and coordinated by the VPA Office through Taj George. The AV scheduling process has undergone its own change and is working closely with the VPA office in terms of requests outside of regularly scheduled classes. AV also requires a minimum **3 weeks' notice**.
- 17. WHAT IF I NEED PARKING FOR MY EVENT? WHY DID I NOT GET THE LOT I REQUESTED?** Based on a number of impacts to the campus, the parking procedures for events, lectures, guests, and workshops is very structured. Unless the event is for the direct benefit and support for the students, or is a direct fundraiser for the college, everyone will need to purchase a parking pass. The decision to grant an exemption to this for any reason is made by the Vice President of Administrative Services only. You must include the number of attendees on your form and how many spaces you think your event may require. Do not contact Parking Services directly.
- 18. HOW DO I REQUEST MESA TO PROVIDE REFRESHMENTS?** If you are requesting Mesa to provide catering or refreshments, please contact Aaron Trapp at x2560, Michael Fitzgerald at x2240, or Tonya Whitfield at x5889. You must still include this on the form and in any set-up documents as set-up and facilities support may be affected by this.
- 19. WHAT IF THE ENTITY REQUESTING IS A CLUB OR IS A FLEX EVENT?** Clubs and other student groups must still follow their current process and begin with Student Services. The request for a room or event must come from either the Dean's office or the Club Advisor and must be on the Event and Reservation form. For any questions concerning the details of student clubs or groups requesting a reservation, please contact the Student Affairs Office at x2699. Individuals hosting FLEX events must submit the Event and Reservation form to Taj George as a regular request. All FLEX forms are handled by Cathy Palestini at x2799.
- 20. CAN I REQUEST THE THEATER OR GYM THROUGH THIS FORM?** Event forms are needed for functions in the Theatre or Gym. Currently, the use of the Theater and gym are very limited due to instructional needs. These event requests undergo additional review and are handled on a case by case basis due to the scope of set-up required.
- 21. I NEED TO CANCEL MY EVENT , OR MY DEAN HAS REQUESTED SOME ITEMS BE CHANGED – WHAT SHOULD I DO?** Contact the VPA office at 2990 and speak to Taj George. If possible, please provide a 48hr notice if your event is canceled. If your Dean has requested changes after you submitted the form, please contact Taj George. If more than 2 changes are needed to your event, please cancel it, and submit a new request.

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Finance and Attendance

- 1. CAN I GO BACK IN TO MY EVENT AND UPDATE MY FINALS FOR BUDGET INFORMATION AND ATTENDANCE?**
In the future, our hope is to have individuals be able to go back in to a submitted event and update their budget and attendance information. Until that phase is complete, please submit all preliminary information through the portal, and all actuals & finals to Taj upon event completion.
- 2. WHAT HAPPENS IF A CATEGORY LISTED IN REVENUE/EXPENSES DOES NOT APPLY?** Please enter '0' for fields that do not apply.
- 3. WHAT IF MY REQUEST IS AN OUTREACH TABLE AND DOES NOT HAVE OFFICIAL ATTENDANCE?** If you have an outreach table, please try to keep track as best as possible of how many contacts you made that day.
- 4. I NEVER HAD TO SUBMIT ATTENDANCE BEFORE – WHY DO I NEED TO SUBMIT THIS NOW?** In order to better assess campus needs and use resources efficiently, attendance is now one of the areas to change in the new portal. Currently, attendance tracking is required for reservations over 25, however that is subject to change after review. Please provide an estimate, and upon completion, send the final count to Taj.