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Owner Clint Ewell: VP-  
Finance &  
Administrative  
Services  
Area 6.0 Facilities and  
Campus Police -  
Procedures

## Third-Party Rentals Procedure, 6.10.03

### PROCEDURE DESCRIPTION

This procedure outlines the process, responsibilities, and requirements for scheduling and managing third-party rentals of Yavapai College facilities. It ensures consistency, safety, and fairness while supporting the College's mission and efficient use of space.

### PROCEDURE RESPONSIBILITY

This procedure is created and maintained by the Assistant Director of Property Management in collaboration with the Director of Facilities and the Director of Scheduling.

### PROCEDURE

#### 1. Availability

Third-party rentals are limited to designated times and approved facilities. - Academic Year: Monday–Friday 8 a.m.–9 p.m. - Summer: Monday–Thursday 8 a.m.–9 p.m. Available spaces: • Prescott Campus: Gymnasium, Tennis Courts, Community Room 3-119, one classroom • Verde Valley Campus & Sedona Center: Community Rooms, one classroom at VVC Unavailable spaces: • CTEC, Prescott Valley, and Chino Valley facilities (except for governmental use) Prescott Pines rentals are managed year-round by CampWay under contract with Yavapai College.

#### 2. Standard Room Configurations

Facility Rentals and Facilities Management will establish up to six standard room configurations for each Community Room. These layouts are designed and approved by College Safety and Facilities to ensure compliance with accessibility, fire, and building codes. Renters must choose one of these pre-approved setups; custom configurations require approval from the Director of Facilities and may incur additional

labor fees.

### 3. Scheduling and Approval Process

All third-party rentals must be entered into the College's scheduling system (Coursedog). Requests are reviewed by the appropriate department or site contact for availability and suitability. Once approved, Facility Rentals issues a quote or rental agreement outlining fees, services, insurance, and custodial requirements. No event is confirmed until the signed rental agreement and required documents (insurance certificate, deposit, etc.) are received. Rentals during College closures or holidays require COO approval.

### 4. Roles and Responsibilities

Department/Role	Responsibilities
Facility Rentals (Property Management)	Primary administrator for third-party rentals; reviews applications, issues contracts, collects fees, verifies insurance, and ensures compliance.
Facilities Management	Provides approved room layouts, sets up rooms, schedules custodial support, and ensures safety compliance.
Property Management – West County	Manages third-party rentals at western-region facilities.
VVC Dean's Office	Manages third-party rentals for Verde Valley and Sedona.
PAC Director	Manages Performing Arts Center rentals and events.
CampWay (Prescott Pines)	Manages external rentals for the Prescott Pines property under contract.

### 5. Exceptions and Waivers

Any exceptions to standard hours, space use, or configuration require COO approval. The Rental Waiver Form must be completed and approved prior to the event. Costs associated with an approved waiver (e.g., additional staff, custodial, or security) are charged to the renter or to the internal department sponsoring the waiver.

### 6. Billing and Insurance

Facility Rentals issues invoices for all third-party rentals and collects payment per contract terms. Proof of insurance naming Yavapai College as an additional insured is required. Unpaid balances may result in denial of future rental requests.

### 7. Safety and Compliance

All third-party events must follow College safety and conduct policies, local fire and building codes, and accessibility standards. Events may be canceled if found to pose risks or violate College policy. The College reserves the right to deny or revoke rental privileges.

# REFERENCES

Policy 6.10: Use of College Facilities

# PROCEDURE HISTORY

Revised (November 2025).

## Approval Signatures

Step Description

Approver

Date

DRAFT