Facilities Use-Permissions

General Procedures Manual

CENTRAL OREGON community college

Will an outside group be associated with this event?

NO → This is an internal event

YES ↓

Will your group pay for the use of the COCC facility?

YES → This is considered an outside event. For booking, contracts and billing contact:

Bend & Redmond: (hbryant@cocc.edu)
Madras: (amewes@cocc.edu)
Prineville: (tcrockett@cocc.edu)

NO ↓

Email your Dean and the Chief Advancement Officer, copying the appropriate campus contact, for permission to host the group and waive or reduce the facilities rental fee. In your email, explain the "who, what, where, when, and why" this event would be a benefit to students and/or staff. Please let the Dean and Chief Advancement Officer know if the event will raise funds in any way.

Please note that even with a fee waiver or reduction, there still may be a need for a contract and liability waiver and full labor and equipment charges may also apply.

THEN ↓

- **Please request your space through 25Live.**
- Some spaces on campus require additional permissions.
- Once you have reservation confirmation, if your event needs services or equipment not already in the venue, please use the appropriate help desk link at least 15 days in advance for small events and 30 days in advance for large events.

Campus Services help desk

IT help desk