EMCC Facility & Event Guidelines

Vehicle Guidelines

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EMCC Facility & Event Reservations

25Live Pro is the official facility and event reservation and calendar system for Maricopa Community Colleges. It is a web-based system that can be accessed via the internet and on smartphones at: https://25live.collegenet.com/pro/maricopa/.

As our campus continues to grow, space is always in demand and often times limited. As such, it is imperative that any usage of space on campus, including classrooms, conference rooms, vehicles, and outdoor spaces, have been requested and approved through the appropriate process to ensure fairness and equity of space for all employees and students. This information also informs our Public Calendars for community members, students, and employees to quickly find events and meetings of interest to them. In addition, College Police and Campus Facilities rely on the accuracy of 25Live Pro to inform them of all campus-approved events and meetings through 25Live Pro.

25Live Pro is managed by the Instructional Services Department and events are jointly maintained by the Instructional Services, Business Services, and Facilities departments at EMCC. Any communication regarding facility and event information should be sent to DL-EMC-EventRequests@estrellamountain.edu.

For best performance, Google Chrome, Firefox, and Safari are the recommended browsers for 25Live Pro. Internet Explorer is not recommended unless using the newest version of Internet Explorer.

EMCC Calendars

The EMCC Public Calendars for the Community, Students, and Employees are designed to provide information about events and meetings of interest to each of the groups. The EMCC Public Calendars ***do not*** display all facility and event reservations and information taking place on campus, therefore, these calendars should not be used to find available locations, or to search for events in a particular space on campus. https://www.estrellamountain.edu/calendars

For security and legal reasons, many reservations are intentionally not published to the public calendars. However, as Maricopa Community College employees, all event information (private and public) is available and can be viewed once logged into 25Live Pro.

Guidelines for Submission

Any usage of space on campus, including classrooms, conference rooms, vehicles, and outdoor spaces (whether public or private), must be requested and approved through 25Live Pro prior to use. All requests are submitted as drafts, and are not considered 'approved' until the requestor has received an event confirmation by an approved scheduler.

Unauthorized use of space may result in conflicts with approved events. Approved events will always have priority in approved spaces. College Police and Campus Facilities will not support events unless they have been approved through the appropriate process.

Only MCCCD employees and student-workers with MEID usernames and passwords that are in the Human Capital Management (HCM) system may access the system. All other users must email DL-EMC-EventRequests@estrellamountain.edu to make a request.

Reservation Dates and Timelines

All requests require a minimum of a 48 hour notice. If requesting an event for the same day or the next day, requests must be submitted to DL-EMC-EventRequests@estrellamountain.edu and need to include the details required in the Event Wizard below. Requests for vehicles and events that require setup and/or resources are not guaranteed for events requested less than 48 hours in advance.

All requests are submitted as drafts, and are not considered 'approved' until the requestor has received an event confirmation by an approved scheduler.

Reservations are only accepted during specific times for certain spaces.

- Conference Rooms and Outdoor Spaces: Accept requests up to one-year in advance.

- Classrooms: Accept requests for active terms in which registration for that term has already begun.
- Vehicles: Accept requests for active terms in which registration for that term has already begun.

External Organizations and Space Rentals

Any requests for space from external organizations, including public tabling, vendors, and other Maricopa Community Colleges, must be reserved in consultation with the Facilities Scheduling Office at DL-EMC-EventRequests@estrellamountain.edu.

Space rental information can be found online at: https://www.estrellamountain.edu/facility-rental.

Motor Vehicle Driving Requirements

Estrella Mountain Community College has a fleet of campus vehicles that are available to employees to use for official college and district business. Employees must be approved motor vehicle drivers and have completed district requirements to be eligible to reserve campus vehicles. Please follow the instructions on the following pages to complete the requirements. Once approved, reservations can be made through 25Live and approved through Facilities Management.

Authorized drivers may reserve vehicles on a first-come, first-serve basis and must use 25Live for all requests. All **requests need to be made at least 24 hours in advance**. Same day requests must be submitted to DL-EMC-EventRequests@estrellamountain.edu or by calling Facilities Management at 623-935-8291. Facilities Management reserves the right to not approve same day requests depending on availability.

Vehicle Pick up and Return

Vehicle keys are issued by and returned to Facilities Management located at the Physical Plant on the 2nd floor during normal business hours.

Vehicles are located in Lot D and should be returned to the same location.

During non-business hours, access to campus can only be made at the Dysart entrance. Use the loop road to access Lot D. Keys must be returned to the outdoor dropbox.

MCCCD Driving Regulations

Employees of the Maricopa County Community College District who drive district-owned vehicles must complete two requirements, as per Administrative Regulation 4.14:
(1) they must take and pass an online defensive driving training course; and
(2) they must submit to Facilities Management the Motor Vehicle Record and Driving History Release Form to run in MVRRS that shows a satisfactory driving record. If the record shows unsatisfactory, then a certified College Police officer will look into the record further.

Once both requirements are met, the employee will be authorized to drive district vehicles.

- Subsequent MVR reviews will be conducted annually by Public Safety to ensure a satisfactory driving record.
- Employees must successfully complete the online defensive-driving course every **three years**.

Forms are available on the EMCC Vehicle Usage & Requirements webpage:
http://www.estrellamountain.edu/employees/vehicle-reservations/requirements

Defensive Driving Course

Your first step is to register for the Maricopa Community College online driver training course by going to the following PeopleSoft website https://hr.dist.maricopa.edu/psp/employeeAccess/?cmd=login. After you have entered the required information click on **Self-Serve**, Learning Development, and then Request Training Enrollment. From there choose search by course number 001124 and view available sessions. Select a section, and click continue.

You will receive an email within 24 hours with directions on how to login to the system to complete your training.

1. Course will be available in Canvas at https://learn.maricopa.edu/login.
2. Enter your username and password. Your username will be your Enterprise ID/MEID.
3. Your password will be the same as your email password/MEID password.
4. Click on the course (under My Courses) in which you have registered.
5. Follow the directions on the starting page
6. In order to receive credit for completing this course, you must pass the final exam with a score of 80% or better. Your test score will be immediately available, and you may attempt the test as many times as necessary.

Motor Vehicle Record Review

- Sign a Motor Vehicle Record and Driving History Release Form and submit it to the Facilities Management. This form must be signed in order to proceed with the process. MVR reviews are confidential and will be disclosed only to employees with a legitimate need to know this information.
- Once the MVR review is completed and you have met all requirements, you will be authorized to drive a district vehicle.
- If you have a driving history record that precludes you from driving a district vehicle, Facilities Management will notify you. See Conditions for Disqualification from Operating a District Vehicle below.

Forms are available on the EMCC Vehicle Usage & Requirements webpage:
http://www.estrellamountain.edu/employees/vehicle-reservations/requirements

Conditions for Disqualification from Operating a District Vehicle

Persons wishing to operate a district vehicle for official business will first be required to possess a current, valid Arizona driver's license and must then sign a release authorizing district officials to query their motor vehicle driving history. Driving histories will be checked annually for persons wishing to operate a district vehicle. Persons with serious or extensive driving infractions in their driving history will be precluded from operating a district-owned or rented vehicle under the following conditions:

- Being found guilty or responsible in a court of law of one or more serious or criminal driving offenses within a two-year period from the date of the inquiry. A serious driving offense will be defined as any criminal driving offense*, including, but not limited to, any vehicular homicide, fleeing from police, reckless driving, DUI, hit and run, criminal speeding, and driving on a suspended or revoked license.
- Being found guilty or responsible in a court of law of more than three minor or civil traffic offenses within a one-year period from the date of inquiry. A minor traffic offense will be defined as any minor moving traffic violation, such as speeding, red light violations, lane usage violations, turning violations, etc.

EMCC Driver Responsibilities

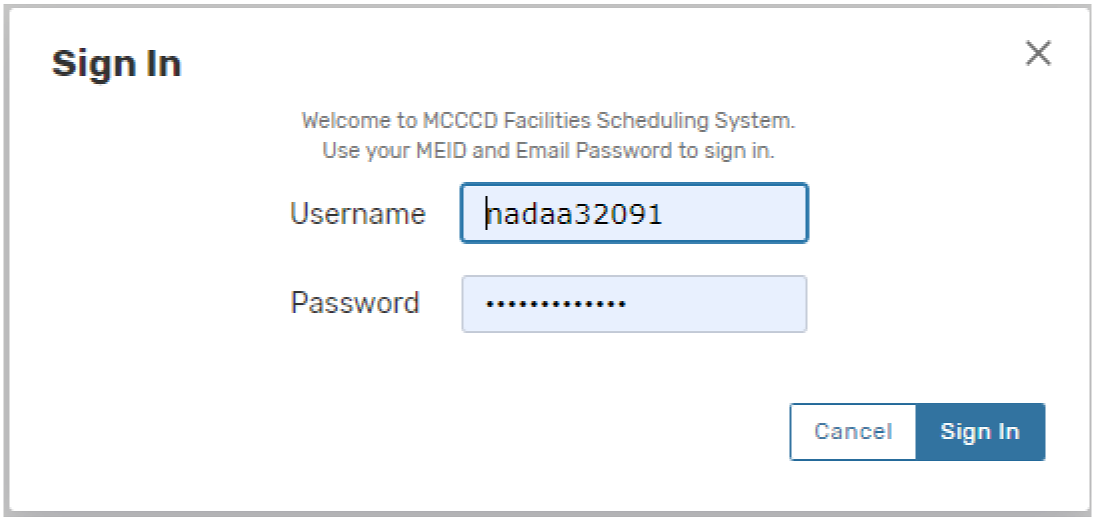
- Campus vehicles are for official Campus/District business only
- Drivers are personally responsible for all traffic, parking violations and fines incurred while using a District vehicle
- The use of a cell phone of similar communication device is prohibited while operating a college owned vehicle.
- Passengers are limited to those employees/students conducting official Campus/District business (Also review Student Travel)
- Drivers are responsible for leaving the vehicle ready for the next reservation, which includes filling up the gas tank to a minimum of 1/2 tank prior to returning the vehicle. Drivers will be supplied a MCCCD Voyager Fleet credit card for gas.
- Operators must pick-up all trash.
- Report any maintenance issues or damage immediately upon returning keys to Facilities Management.
- In case of breakdown, accident, etc. refer to the emergency instruction provided in the pouch that is provided during key checkout or in the glove box of the vehicle.
- During business hours of 8:00am-5:00pm, please contact Facilities Management at 623-935-8291.
- After hours contact Public Safety at 623-935-8915.

- Travel Authorization is needed for all travel outside of Maricopa County. For more information please visit Fiscal's Travel webpage.
- If leaving your personal vehicle overnight please fill out a field trip form and take it to the Public Safety office. They prefer students/staff leave their vehicle in Lot A North end across from the Public Safety building.

Getting Started

Sign In to 25Live Pro

1. From the internet or smartphone: https://25live.collegenet.com/pro/maricopa/
2. Enter your MEID and Password (employees and student-workers only).
3. Home Screen/Dashboard – Each time you sign into your account, the Dashboard Home Screen will display.


Sign In

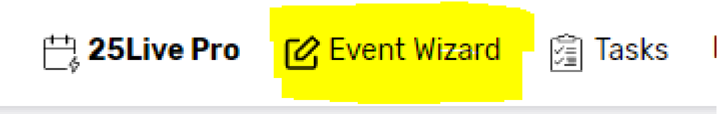
Welcome to MCCCD Facilities Scheduling System.
Use your MEID and Email Password to sign in.

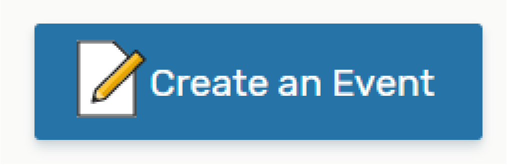
Username: nadaa32091

Password: ••••••••••••••

Requesting a New Vehicle Reservation

The Event Wizard allows a user to request a new event (aka the Reservation Request Form). Select either **Event Wizard** from the top of the page, or **Create an Event** from your Dashboard.





Completing the Requestor Event Wizard

The Event Wizard for general requestors consists of the following fields. All requests are submitted as drafts, and are not considered 'approved' until the requestor has received an event confirmation by an approved scheduler.

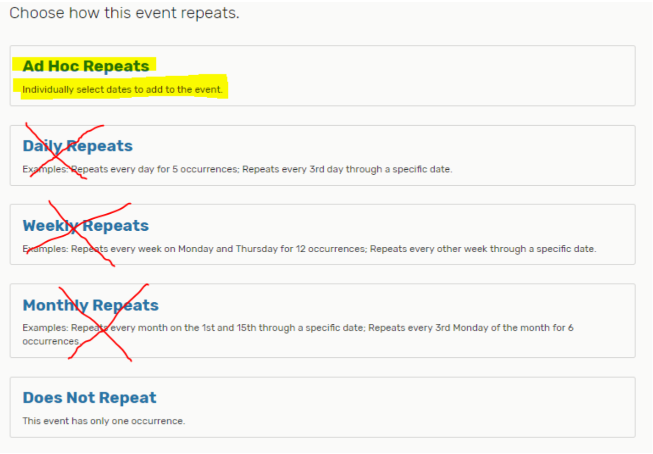
Please read all of the on-screen instructions in the Event Wizard as instructions are subject to change.

- **Event Name or Authorized Driver** – Enter the Full Event Name. Be descriptive using searchable keywords, no symbols, acronyms, or abbreviations. **Vehicle Reservations: Enter the name of the EMCC authorized driver.
- **Event Type** – Select the event type that most closely relates to this event. Only one event type can be selected and cannot be changed once confirmed. **Vehicle Reservations: Only use TRAVEL. Public calendars may depend on the accuracy of the event type. Please reference the definitions for Event Types in the appendix section of this document.
- **Primary Organization for Event or Driver** – Choose the department or program responsible for this event or for the travel. All EMCC Organizations will start with 'EM_'. Search using 'Browse' in the dropdown menu, then

search by Types (EMC Internal or EMC Student for Student Clubs). If the correct Organization is not listed, contact DL-EMC-EventRequests.

- **Expected Head Count or Number of Passengers** – Provide an accurate estimated head count. The expected head count is required for all requests for space utilization reporting. **Vehicle Reservations: Number of Passengers including Driver.
- **Event Description** – This is **required for 'Open to Public'** events and recommended for all other types of events. The Event Description is subject to review, approval, and modification based on EMCC Calendar Guidelines and will appear on the EMCC Published Calendars. This field allows HTML code.
- **Repeating Event** – Will this event repeat? Only events of the same times can repeat. Event repeats cannot cross over the fiscal year (June 30th end, July 1st start). A separate reservation must be submitted for events that start/end before and after these dates.
- **Event Start/End Date –** There is a minimum of a two-day notice required for all online requests. Plan accordingly. If this event or vehicle reservation is for today or the next day, contact DL-EMC-EventRequests. The event start and end date must be the same day and should not be changed to cross over midnight or expand various days. For additional dates, use **ad-hoc repeating only** (see image below). This is the time the actual event will start. Do not include pre-event time here.
- **Event Start/End Time** – If this event has recurring dates, use the Ad-Hoc Recurring Dates only to select all dates in the occurrence. If an event has recurring dates of the same times, all dates can be added to one reservation regardless of date or location. Please contact DL-EMC-EventRequests to add additional dates to an existing reservation. This is the time the actual event will end. Do not include post-event time here.
- **Pre-Event and Post-Event** - If the event requires additional setup beyond facilities setup, please indicate the amount of time needed using the "Pre-Event" and "Post-Event" times. Do not include these times in the time of the actual event. Do not use Setup and Takedown times. These are for facilities use only.
- **Requested Location or Vehicle** – Search by Location Name using the building codes or room number (i.e. OCT or 120, or OCT-120). **Vehicle Reservations: Search by location name 'Vehicle'. Please reference the locations in the appendix section of this document.
- **Event Categories** –Indicate which public calendar this event will be displayed on by selecting **only one of the following categories**: **Open to the Public** (will also display on Student and Employee Calendars); **Student Event** (will also display on Employee Calendar); **Employee** (will only display on Employee Calendar); **Do Not Publish** (will not be displayed on any public calendar, all events are published except acceptations noted in the appendix). In addition, users may also categorize social/global, civic engagement/political, and cultural/diversity events for MCCCD reporting. **Vehicle Reservations: Only use 'DO NOT PUBLISH'. ***Do not use any other categories!***
- **Setup Requirements or Purpose and Destination of Travel** – List any setup requirements including facilities and technology. Setups requested though this request form will be forwarded to the appropriate staff. Do not duplicate setup requests with a Helpdesk ticket. If a Helpdesk Ticket has already been submitted, indicate the HD number in the note. If no setup required, type N/A. **Vehicle Reservations: Enter the purpose and destination of the travel.
- **Event or Vehicle Reservation Contact Name and Phone Number** – Provide the best contact name and phone number for the person responsible for this event. **Vehicle Reservations: Enter the authorized driver's name and cell phone number.

AD-HOC/REPEATING EVENTS



Choose how this event repeats.

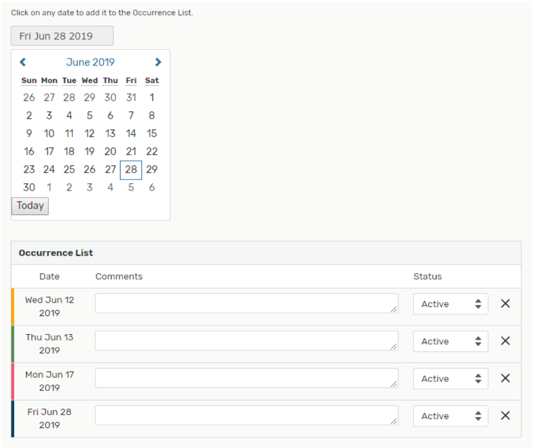
Ad Hoc Repeats
Individually select dates to add to the event.

~~**Daily Repeats**~~
~~Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.~~

~~**Weekly Repeats**~~
~~Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.~~

~~**Monthly Repeats**~~
~~Examples: Repeats every month on the 1st and 15th through a specific date; Repeats every 3rd Monday of the month for 6 occurrences.~~

Does Not Repeat
This event has only one occurrence.



Click on any date to add it to the Occurrence List.

Fri Jun 28 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Occurrence List

Date	Comments	Status	
Wed Jun 12 2019		Active	✕
Thu Jun 13 2019		Active	✕
Mon Jun 17 2019		Active	✕
Fri Jun 28 2019		Active	✕

Cancelling a Vehicle Reservation

Events that have been cancelled for any reason need to be reflected accurately in 25Live Pro for accurate reporting, utilization, safety, and public calendars.

Events need to be cancelled through an email request to DL-EMC-EventRequests. Please include the confirmation number and the date(s) to be cancelled.

25Live Requestor Guide

For details on how to use the 25Live system, please review the EMCC Requester Guide located at http://www.estrellamountain.edu/calendars/requesterguide.

Appendix

<table>
<tr><th colspan="2">Definitions of Event Categories</th></tr>
<tr><td colspan="2">Event Categories are used to specifically categories the event type. Each event created in 25Live Pro must be assigned an event category but may select as many that relate to the event. Event categories must be chosen as accurately as possible as these will affect the events that are published on the web.</td></tr>
<tr><td>Categories</td><td>Definition or Examples for EMCC</td></tr>
<tr><td colspan="2">Please indicate which calendar(s) this event should display on by selecting only one (1) of the following: Open To Public (<i>will also display on Student and Employee calendars</i>); Student Event (<i>will also display on Employee Calendar</i>); Employee Event (<i>will only display on Employee calendar</i>); or Do Not Publish (<i>will not be displayed on any public calendar</i>). No other categories listed are used by EMCC and should not be selected.</td></tr>
<tr><td>Open to Public</td><td>An event open to the Public (event open to the public will also automatically be determined as open to Employees and Students. These additional categories do not need to be selected).</td></tr>
<tr><td>Student Event</td><td>An event open to Students (event open to students will also automatically be determined as open to Employees. These additional categories do not need to be selected).</td></tr>
<tr><td>Employee</td><td>An event open only to Employees</td></tr>
<tr><td>Do Not Publish to Web</td><td>An event that will not be displayed on public calendars
• Interviews
• Employee Performance Reviews or Employee Related
• Rentals
• Vendors (Student Life)
• Vehicle Reservations</td></tr>
<tr><td colspan="2">In addition, please categorize the event as social/global, civic engagement/political, and/or, cultural/diversity if applicable to the event. These categories will be used MCCCD reporting.</td></tr>
</table>

Social/Global	A social and/or global event. These events must include this category for annual reporting purposes. Example: Domestic Violence Awareness, AIDS, International Student Events, Love Your Body, etc.
Civic Engagement/Political	A civic engagement and/or political related event. These events must include this category for annual reporting purposes. Example: Student Leadership, Student Government, etc.
Cultural/Diversity	A cultural and/or diversity related event. These events must include this category for annual reporting purposes. Example: Diversity Workshops, Hispanic Heritage Month, Women's Leadership, International Student events, Hummannequin, etc.

Location Short Names and Formal Names (Frequently Used)

Location Short Name	**Location Formal Name**
OCT-### (i.e. OCT-101)	Ocotillo Learning Studio ###
OCT-CNF	Ocotillo Hall Conference Rm133
MAR-### (i.e. MAR-133)	Mariposa LearnStudio ###
MAR-CNF RM110	Mariposa Hall Conference Room
EST-N ### (i.e. EST-N 206)	Estrella Hall LearnStudio N###
EST-S ### (i.e. EST-S 145)	Estrella Hall LearnStudio S###
EST-ECR S223	Estrella South Conference Room S223
EST-NCR S261B	Estrella Community Room S261B
EST-CNF N266	Estrella North Conference Room S266
EST-CNF S217 (ACR)	Estrella South Admin Conference Room S217
MON-### (i.e. MON-209)	Montezuma Hall Rm ###
MON-CNF 122 (HON)	Montezuma Honors/PTK Conference Room 122
MON-CNF1 231	Montezuma Hall Conf Room 231
MON-CNF2 259	Montezuma Hall Conf Room 259
MON-CTL	Center for Teaching & Learning
MON-CTL N	Center for Teach & Learn North
MON-CTL S	Center for Teach & Learn South
KOMA-CNF 146 (HR)	Komatke A Human Resources Conference Room 146
KOM A CNFCTR 131	Komatke A Conference Center
KOM A-PLZGAL	Komatke A Plaza Gallery
KOM B-CNF 130	Komatke B Conference Room 130
ECC-CNF Center	Estrella Conference Center
ECC-CNF CTR N	Estrella Conf Cntr C-121 North
ECC-CNF CTR S	Estrella Conf Cntr C-120 South

Vehicle Location Names
Vehicle_Chevrolet Van
Vehicle_Ford Explorer #1
Vehicle_Ford Explorer #2
Vehicle_Ford Van #1
Vehicle_Ford Van #2
Vehicle_Honda Hybrid #1
Vehicle_Honda Hybrid #2

Vehicle_Honda Hybrid #3