SD Miramar College Hourglass Facility Rental Frequently Asked Questions

Q: Who should apply for a rental?
A: Rentals who can meet each of the following conditions below should apply.

Everyone (participants, spectators, attendees, workers, etc.) must:

1. Provide vaccination confirmation or negative COVID test within 72 hours.
2. Mask when indoors and outdoors, when not socially distanced.
3. Not exhibit COVID symptoms or illness while on campus.
4. Report name and contact information for all in attendance.
5. Report any subsequent COVID positive test result or illness that occurred while on campus or 72 hours after event.

Q: How do I rent Miramar College Hourglass facilities ([Fieldhouse/Gym](), [Fields](), Classrooms)?
A: First, ensure that all conditions for your group can be met. Then, complete an application and submit it to our office via mail, e-mail, fax, or in person. Please allow us 3-5 business days to review each application.

Q: When should I submit my rental application?
A: Applications may be accepted up to 6 months in advance and no later than 60 days prior to the rental date. It is highly recommended to submit the application as early as possible, due to the high demand and limited availability of our facilities.

Q: How do I check availability of facilities?
A: Availability is reserved on a first come, first served basis when applications are received. An application should be submitted to check availability.

Q: How much will it cost to rent Hourglass facility?
A: [The Cost Estimator Calculator]() tool is located on the Hourglass Facility Rental homepage under "Miramar College Property Rental Information" or contact the Hourglass Support Services office at 619-388-7370 for the most current pricing.

Q: What happens after I submit my application?
A: Once our office receives an application, it is reviewed. A representative from our office should contact you within 72 hours to discuss details of application, availability, and cost. If you do not hear from our office after 72 hours, please call 619.388.7370 or [email]() us.

Q: What should I do after submitting the application?
A: Read and review the [SD Miramar College Civic Center Rental Standards]() and [Security Deposit Remittance Guidelines]() forms. These are required to be signed in person upon receipt of payment. You should also obtain a certificate of insurance, which is required to rent SDCCD property.

Q: What are the terms of insurance required for District property rentals?
A: Rental group shall be responsible for maintaining insurance coverage. The minimum coverage required for General Liability Insurance is at least $1,000,000 per occurrence including bodily injury, personal injury, and property damage. The San Diego Community College District Miramar College must be named on the policy as an additional insured. Athletic events require a minimum of $2,000,000 liability insurance.

Q: Who should be named on the Certificate of Insurance?
A: SDCCD, SD Miramar College, 10440 Black Mountain Road, San Diego, CA, 92126

Q: Is vaccination required to come to campus?
A: Each person must provide either a vaccination confirmation or a negative COVID test within 72 hours.

Q: Are masks required while on campus?
A: Each person must wear a mask when indoors and outdoors, when not socially distanced.

Q: What if I have COVID symptoms?
A: Any person exhibiting COVID symptoms is not allowed on campus and must leave immediately.

Q: What information should be provided for each attendee?
A: Name and contact information must be provided for everyone on campus.

Q: What must be done if a positive COVID test result is reported during or up to 72 hours after my rental?
A: Any person who receives a positive COVID test result or illness that occurred while on campus or 72 hours after the event must report it to us.

Q: Will I be permitted after I submit my application?
A: No. Submitting an application does not guarantee a permit of use. Applications are reviewed in the order they are received.

Q: When is the rental payment due?
A: Payment for a rental is required at least 30 days in advance. Payment should be submitted by mail or in person to the Hourglass Support Services Department office at P-101A. Credit Card payments can be made at the Student Accounting office at K1-205.

Q: What forms of payments do you accept?
A: Forms of payment accepted include: Exact cash, money order, cashier's check, personal/business check, and credit card. Checks are to be made payable to SD Miramar College. (A $25.00 NSF fee will be applied for any bounced checks.)

Q: How do I know if my rental has been approved?
A: You will receive an authorized permit in the mail once the rental has been approved. If you would like to pick up the permit from our office, please call us to arrange this.

Q: How do I cancel a reservation?
A: Please contact the Hourglass Support Services office at 619.388.7370 or email miramarhourglass@sdccd.edu at least 2 weeks prior to your scheduled rental date. No refunds allowed. Credit may be given if notification of cancelation is provided at least 10 business days in advance.

Q: Why do I have to pay for facility support staff?
A: The San Diego Community College requires staff to open/close and remain on property throughout entire rental period. The cost of staffing is the responsibility of the named organization and is in addition to the rental fee.

Q: What do I need to bring to the rental?
A: An original, stamped permit must be on site and accessible upon request. A photo of the original permit is acceptable, no copies allowed.

Q: May we store equipment on site while renting the facilities?
A: No. Due to limited storage space, storing of equipment or any items is not permitted on site.

Q: Who has the priority use of properties?
A: The primary use of District property is to support educational programs of the District. The District reserves the right to unilaterally change or revoke the permit in part of or in its entirety without notice, should permits be issued for conflicting dates or should property be needed for any District purpose.

Q: May I bring my dog to my children's games on the field?
A: No. The San Diego Community College District only allows service animals in District facilities and on District campuses in compliance with state and federal law.

Q: Is the rate of an AV Operator included in the cost estimator?
A: Yes, a District AV Equipment Operator must be hired for the rental event to operate audio visual equipment. Please contact 619-388-7370 for more information.

Q: Is it possible to reserve multiple areas?
A: Yes, a separate application must be filled out for each area.

Q: Can we practice on the court before the coach arrives?
A: No, activity or play is not allowed without the presence of permit holder.

Q: Can we wear street shoes on the courts?
A: No, street shoes are not allowed on the courts.

Q: Is food allowed inside the gym?
A: No. Absolutely no food, beverages, and gum are allowed in campus rooms or indoor facilities. Only bottled water is permitted inside the gymnasium.

Q: Is parking allowed in the student lots?
A: Yes, but a parking permit must be purchased at the machine located at the entrance to the college.

Q: Where can I park for my rental?
A: 2-hour parking is available in the Hourglass Parking lots adjacent to the fields and aquatic center. Hourglass Driveway entrance is accessible on the right heading north on Black Mountain Road. Overflow parking is available on the weekends at the west end of Student Lot 1 on the main College campus. Map.

Q: Who is responsible for setting up and breaking down for our rental?
A: It is the responsibility of the named organization to set up, break down, and make arrangement to leave the place in the same condition. Please make sure that trash and garbage is disposed of properly.

For more information, please contact our office at:
San Diego Miramar College - Hourglass Support Services Department
10440 Black Mountain Road
San Diego, CA 92126
Office: Aquatic Center, P-101A
619-388-7370 PHONE|619-388-7729 FAX |miramarhourglass@sdccd.edu