

# San Diego Miramar College and City of San Diego

Hourglass Field Community Park, Ned Baumer Miramar College Aquatic Center and Hourglass Fieldhouse

## Security Deposit Remittance Guidelines

1. Unless otherwise noted, all labor for repairs and cleaning is \$50 an hour per person plus materials and an additional \$100 coordination fee.
2. Excessive Trash – Hourglass Field Community Park and adjacent parking take an average of 8 man-hours to clean after a weekend. Events leaving excessive trash requiring over 8 man-hours of cleaning will be charged. The group will be invoiced for any additional labor over the average 8 hours.
3. Turf – Groups will be charged for damage to the turf. The turf is deemed damaged if a bare spot larger than 1' by 1' is found.
4. Damaged Foliage - Groups will be charged for damage to the foliage. The foliage is deemed damaged if people have walked through ground cover creating a dead spot or path. Damage to the foliage also includes broken tree branches, limbs or vines.
5. Damage to Hourglass Facilities, District Property, or Equipment – An item is considered damaged if an overt act caused by the rental disrupts the normal use or disfigures any property or equipment on the SD Miramar College Campus. Only the San Diego Community College District (SDCCD) may authorize repairs to the facilities.
6. Graffiti - Graffiti damages are fined at a rate of \$50 per square inch. Please notify the Hourglass College or City staff if graffiti is seen when your group first arrives to the facility.
7. Any out-of-pocket costs for providing additional staffing, as a result of lack of leadership and planning by the renter, will be charged at a rate of time and a half.
8. Renderings or vendor-related issues will be charged to the user group named on the permit, issued by either the SDCCD or City of San Diego. Health/ (TFF) permits and an insurance addendum listing San Diego Community College District and the City of San Diego are required for all vendors in the amount of two million dollars. Vendors must sign and return a liability waiver.
9. Gymnasium Floor – Groups will be charged for damage to the gym floor. The gym floor is deemed damaged if it is not left in the condition that it was found. A fine of \$500 will be charged to the group for use of tape on the gym floor.
10. Bathrooms – Groups will be charged for damage to the bathrooms and for missing equipment. The group will be invoiced for the cost of the materials, equipment and labor.
11. Bleachers – Groups will be charged for damage to the bleachers. The group will be invoiced for the cost of the material and labor at time and a half rate. This includes excessive trash, spilled drinks, and damages to the bleachers. Unless authorized for use on the Civic Center permit, groups will be charged \$250 for any person seen on the bleacher during permitted times.
12. Storage – A fine of \$350 will be charged for unauthorized use and storage not listed on permit of use.

Group Name/Point of Contact \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_