

SD Miramar College Hourglass Facility Rental Frequently Asked Questions

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Q: How do I check the 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 do I rent Miramar College Hourglass facilities ([Fieldhouse/Gym](#), [Fields](#), [Classrooms](#))?

A: 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. 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: Is it possible to reserve multiple areas?

A: Yes, a separate application must be filled out for each area.

Q: How much will it cost to rent Hourglass facilities?

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: Will I be able to set up before my rental start time?

A: No. Start times on the permit must include setup time. For example, if your activity starts at 8:00 AM and you need 30 minutes of setup time, the start time on your permit needs to be 7:30 AM.

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 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: San Diego Community College District, 10440 Black Mountain Road, San Diego, CA, 92126

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: 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 the entire rental period. The cost of staffing is the responsibility of the named organization and is in addition to the rental fee.

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: 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: 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 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: Can we practice on the court before the coach arrives?

A: No, activity or play is not allowed without the presence of the permit holder.

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](#).

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