

# SAN DIEGO MIRAMAR COLLEGE

Requests for the rental of Miramar Civic Center facilities must be made at least 30 days in advance. Please download form, fill out, and click Submit Form or e-mail to [miramarhourglass@sdccd.edu](mailto:miramarhourglass@sdccd.edu), or mail to:

*San Diego Miramar College  
Attention: Civic Center  
10440 Black Mountain Road  
San Diego, CA 92126-2999*

Today's Date

Name

Name of Organization

Address

Street and Number

City

State

Zip Code

Represented by

Officer / Agent

Telephone

Phone

E-Mail

Other

Requests Information for Rental of

District Property

For the Purpose of

Event Type

Number & Age of Participants

Number & Age Range of Participants (youth, teens, Adults)

Admission will be charged

Yes

No

Date(s)

Open

Close

Total Hours

Other considerations:

Special services/equipment requested:

Have you previously rented Miramar Civic Center Facilities?

Yes

No

Previous Rental Date

# SAN DIEGO MIRAMAR COLLEGE

## INITIAL ESTIMATE FOR USE OF COLLEGE DISTRICT PROPERTY

*\*The Minimum Daily Charge for the Use of any District facility is four hours*

	Hourly Rate	Total Hours*	Number of Rooms	Totals
Classroom/Portable (seating varies)				
Classroom/Double (seats 80)				
Lecture Hall (seats 64)				
Lecture Hall (seats up to 160)				
Auditorium (seats up to 236)				
Conference Room (seats 18)				
Outdoor Area				

### OTHER CHARGES THAT MAY APPLY:

#### **CUSTODIAL SERVICES** (Required on Weekends and for Large Groups)

Custodian

#### **COLLEGE POLICE/SECURITY** (If applicable and/or requested)

College Police Officer  
Community Service Officer

#### **AUDIO VISUAL SERVICES**

District A/V Equipment Operator - Business Hrs  
District A/V Equipment Operator - Non-Business Hrs

#### **AUDIO VISUAL EQUIPMENT**

Smart Classroom  
Includes Podium, Computer, DVD player,  
PA System, and a ceiling LCD Projector

	Daily Rate	Total Days	Number of Rooms
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**NO FOOD, DRINK, OR GUM IS ALLOWED IN ANY ROOM OR FACILITY**

*Note: This form is designed to collect initial information and provide an estimator tool for potential applicants. Other charges may apply. Prices subject to change without notice. Please submit this form via e-mail, or mail to above address. We will contact you as soon as possible.*

*For additional questions, please call Miramar Hourglass Support Services Department Office at (619) 388-7370.*

**Total Estimated Cost**