

# SAN DIEGO MIRAMAR COLLEGE

Requests for the rental of Miramar College Civic Center facilities must be made at least 60 days in advance. Please download form, fill out, and e-mail to [miramarhourglass@sdccd.edu](mailto:miramarhourglass@sdccd.edu), or mail to:

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

Today's Date

**NO FOOD, DRINK, OR GUM IS ALLOWED IN ANY ROOM OR FACILITY**

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 Time

Close Time

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

**NO FOOD, DRINK, OR GUM IS ALLOWED IN ANY ROOM OR FACILITY**

|                                     | 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 12-18)       |             |              |                 |        |
| Outdoor Area                        |             |              |                 |        |

### OTHER CHARGES THAT MAY APPLY:

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

Facility Support Staff - 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 | # of Rooms |
|--|------------|------------|------------|
|--|------------|------------|------------|

\*The minimum daily charge for the use of any District facility is four (4) hours.

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 (619) 388-7800.

**Total Estimated Cost**

Name of Organization \_\_\_\_\_