

SAN DIEGO MIRAMAR COLLEGE

New requests for the rental of SD Miramar College Civic Center facilities must be made a minimum 45 days in advance. Please download form, fill out, and e-mail to miraciviceventsoperations@sdccd.edu.

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		
<u>Date(s)</u>	<u>Open Time</u>	<u>Close Time</u>	<u>Total Hours</u>	<u>Other considerations:</u>

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

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	Hourly Rate	Total Hours*	# of Fields/Courts	Totals
Gymnasium (per court)				
Field (soccer, softball, baseball)				
Bleachers				
Outdoor Amphitheater				
Outdoor Area				
Tennis Court (1-8)				
Tennis Court (lighted)				

OTHER CHARGES THAT MAY APPLY:

CUSTODIAL SERVICES (Required on Weekends and for Large Groups >100 ppl.)

Facility Support Staff - Custodian

COLLEGE POLICE/SECURITY (If applicable, required 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 _____