



Initial Request Form

SD Miramar College, Office of Civic Events and Operations, 10440 Black Mountain Road, San Diego, CA, 92126-2999

E-mail: miraciviceventsoperations@sdccd.edu

Form must be received a minimum of 30 days in advance.

For more information, please visit: <https://sdmiramar.edu/services/facilities/rental>

Today's Date: _____

Client/Contact Information

Name: _____		Point of Contact: _____	
Organization Name		Name, Title	
Address: _____		_____	_____
Street and Number		City	State Zip Code
_____	_____		_____
Phone	E-mail		Other
Type of Organization: ☐ Educational ☐ Recreational ☐ Community Service ☐ Non-profit ☐ Other: _____			

Have you previously rented Miramar Civic Center Facilities? ☐ Yes ☐ No _____
Previous Rental Date

Event Request and Details

Event Name: _____			
Description of Activity: _____			
Room Number/Space/Location Type: _____			
Date(s) Requested: _____		Days of the Week: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun	
Event Start Time: _____	Event End Time: _____	Rental Start Time: _____	Rental End Time: _____
Anticipated No. of Participants: _____		Age Group: ☐ Youth ☐ Teens ☐ Adults	
Will anything be offered for sale?: ☐ Yes ☐ No If yes, what will be sold? _____			
Will there be a cover/entrance fee or anything charged? ☐ Yes ☐ No If yes, how much per person? _____			
Will donations, collections of dues, or fees be solicited or required? ☐ Yes ☐ No			

Rental Terms & Conditions *All requirements must be met to rent at SD Miramar College

- | | |
|--|---|
| ☐ Facility use is subject to District policies and Civic Center regulations | ☐ Certificate of Liability Insurance required |
| ☐ Minimum daily charge for use of any District facility is four (4) hours | ☐ Additional staffing charges apply for large events, use outside of operational hours, and A/V services |
| ☐ Catering manager has first right of refusal for food service requests | ☐ No food, drink or gum allowed indoors |
| ☐ Alcohol prohibited on campus | ☐ Rates are subject to change without notice |
| ☐ Refunds are not allowed | ☐ <i>By signing below you have read and understand the terms & conditions above.</i> |
| _____
Applicant Signature | _____
Date |

General Processing Timelines

1. Up to two (2) business days to acknowledge receipt of *IRF.
 2. Availability provided within five (5) business days.
 3. When space is available and reserved, five (5) days to provide:
 - Certificate of Insurance
 - Signed application
 - Payment
 - Any additional requested documentation
 4. Cancellation of request if above is not received within five (5) days.
 5. Permit processing and authorization may take up to ten (10) business days.
 6. Authorized permits may be expected one week prior to event.
- *IRF = Initial Request Form