

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 evega@sdccd.edu, or mail to:

San Diego Miramar College - Business Office
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

Business

Fax

Cell/Home

Requests Information for Rental of

District Property

For the Purpose of

Event Type

Number of Participants

Number of Participants

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
--	------------	------------	-----------------

Note: This form is designed to collect initial information and provide an estimator tool for potential applicants. Other charges may apply. 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 College Business Office at (619) 388-7815 M-F 8am-4pm.

Total Estimated Cost