

# San Diego Miramar College Hourglass Civic Center Rental Standards

## Application and Permitting Process

- I. The form "Application for Use of College District Property" must be filled completely and submitted to Hourglass Park Support Services Department at San Diego Miramar College in order to be reviewed and considered for permitting.
- II. An application may be submitted up to six months in advance, but no later than 30 days prior to the start of rental date.
- III. The following items are required to process an application and issue a permit: Completed Application, Certificate of Liability Insurance, Payments/Deposits, and Additional Forms.
- IV. A Certificate of Liability Insurance in the amount of two million dollars naming the San Diego Community College District as an additional insured is required.
- V. Application packets will only be processed after payments are received according to the terms of payment on the contract.
- VI. Applications are reviewed in the order they are received; long term user groups in good standing are given priority.
- VII. Inquiries or agreements made in person, by phone, or via email are not official until a completed application is received.
- VIII. Any requests to use storage rooms and equipment such as chalk liner, wooden bleachers, goals, tables, chairs, mats, volleyball poles, and/or balls must be indicated on the application.
- IX. Open and close hours should include the time needed to set up and break down and/or line fields.
- X. Authorization to use facilities shall only be granted by the Vice President of Administrative Services at SD Miramar College.
- XI. Requests for any changes to the permit must be made in writing or email and received at least 10 business days prior to the change.
- XII. Original permit will no longer be effective after a revised permit is issued.

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## Use of Facilities

- I. Original or Revised permit must be available at all times upon request.
- II. A photo of the original permit is acceptable, no copies allowed.
- III. Payment is required to use facilities.
- IV. Additional fees may be charged for: rooms/fields that are occupied without authorization, entry into or use of facility prior to scheduled time, and vacated after the closing time indicated on the agreement.
- V. District has priority use of facilities and reserves the right to change or revoke permit without notice.
- VI. User group is solely responsible for the set-up and break down of rental space permitted.
- VII. Communication regarding rental should be between staff and permit holder only.
- VIII. No activity or play is allowed on the courts while rims are being raised and lowered.
- IX. No activity or play is allowed without the presence of permit holder.
- X. No street shoes are allowed on the courts.

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## Payment

- I. All payments must be made exactly as listed under "terms of payment" on the permit to avoid forfeiture of use.
- II. Terms of payment established during permitting process must be adhered to in order to avoid permit being revoked.
- III. One payment may only be applied to a single permit and may not be used for multiple permits.
- IV. All payments should be paid 30 days prior to the start of rental.
- V. Credits may only be given if notification of cancellation is provided 14 days in advance.
- VI. User failing to provide notice of cancellation 14 days prior to the rental may not receive credit.
- VII. Payments are accepted in the following forms: Cash, Credit Card, and Check made out to SD Miramar College.  
Additionally, credit card payments can be made in person at the Student Accounting Office to the Category of Use under 3CRR Field Rental.
- VIII. No refunds are allowed.

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## Equipment

Use of SD Miramar College property and equipment must be listed on the signed Civic Center contract for authorization of use, i.e. campus carts, tools, ice machine, canopy, sporting equipment, audio visual equipment, etc.

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## Storage

Storage and use of supplies on SD Miramar College property is not authorized unless listed on contract/permit.

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## Endorsements

SD Miramar College does not endorse or sponsor Civic Center activities; therefore, SD Miramar College or its logos shall not be used in any promotional materials, other than as a location for an event (see "Reference to Facility Name").

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## Use of College Name & Miramar College Logo: Printing/ Web Content/ Apparel

Event promotion (electronic or print) and staff apparel shall not feature College logos.

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## Reference to Facility Name

For directions please use:

- "Program Name" located at SD Miramar College
- "Program Name" located at Hourglass Park Fieldhouse at SD Miramar College
- "Program Name" located at Hourglass Field Community Park and Field at SD Miramar College
- "Program Name" located at Hourglass Aquatic Center at SD Miramar College

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## Orders/ Mail

The SD Miramar College address is not to be used as a delivery/ mailing address.

## Food, Drinks, and Gum

Food, beverages, and gum are not permitted in any campus room or indoor facility.

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*By signing below, I certify that I have read and understand the above information. Any questions concerning these policies have been discussed. My signature also certifies my agreement with the above policies. A photocopy of this document is as valid as the original. You may receive a copy of this document upon request.*

**Lessee** (Printed Name) \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_