

CAMPUS ADMINISTRATION

EXTERNAL FACILITY RENTAL REQUEST GUIDELINES

REQUESTOR'S RESPONSIBILITY:

1. Submit a full completed Request form via email to eventsrentals@mdc.edu
2. Requests must Include the description of event, targeted audience, date of use of facility, hours needed, and what type of facility is being requested.
3. For questions regarding rental inquiries, please contact:

Office of Campus Administration- Events and Rentals

Phone: (305)-237-0356

eventsrentals@mdc.edu

All Request forms must be fully completed for College review.

MIAMI DADE COLLEGE'S RESPONSE:

Once the written request is received, and is approved, the following documents will follow in sequential order:

- A quotation for Organization Review and Approval
- A standard "Agreement for Temporary Use of MDC Facilities" (contract)
- An invoice

THE REQUESTOR:

Will return to the Senior Director of Campus Administration the signed contract, the signed invoice, a Certificate of Insurance and a check made payable to Miami Dade College. The event is not finalized until the Certificate of Insurance or Letter of Self Insurance is approved by Risk Management.

PAYMENTS:

CHECK made payable to : Miami Dade College

ATTN: Senior Director, Campus Administration Room: 8215

11011 SW 104 Street Miami , Fl. 33176

The following must be submitted at least four weeks prior to the event.

1. A completed Request form by an official of the organization, including the following information:

- a. Name, title and phone number of two contact persons.
- b. Name of the contact person's department, organization name, and role at the organization.
- c. Title of the Activity.
- d. Nature of the Activity.
- e. Date and time of the activity (include the activity's start/end times including set up times and alternate dates).
- f. Admission charge (will there be an admission charge or a workshop fee?).
- g. Approximate number of people attending /participating.
- h. Special set-ups (please include a diagram and indicate the number and location of chairs, tables, podium and audiovisual equipment.
- i. Specify special equipment, furniture or services requested (i.e. microphones, podiums, televisions, chairs, tables, A/V services, custodial, security, flags, etc.).

2. Proof of insurance- A Certificate of Insurance (COI) for general liability coverage in the amount of \$1,000,000 naming The District Boards of Trustees as additional insured and Certificate Holder.

No requests will be processed until all of the above information is received.

REMINDERS:

1. You are responsible and liable for all furniture and equipment damaged or stolen, and for any damage or defacement of the facility.
2. Do not tape anything on the walls, doorframes, furniture, drapes, etc.

3. Food and beverages are not allowed in any of our auditoriums.

4. Use only DRY-ERASE MARKERS on the white boards.

EXCLUSIONS:

Miami Dade College reserves the right to deny permission for the use of its facilities under the following circumstances:

1. Activities deemed not in the best interest of the College.
2. Specific facilities that are not normally in operation.
3. Individuals or groups not constituting a legal identity.
4. Activities charging admissions.
5. Recurring activities.
6. Space is not available.

