

## EXTERNAL FACILITY RENTAL REQUEST GUIDELINES

### **REQUESTOR'S RESPONSIBILITY:**

1. Submit letter of request on company letterhead addressed to:

Fermin Vazquez  
Senior Director, Campus Administration  
Miami Dade College, North  
11380 N.W. 27th Avenue  
Miami, FL 33167

2. For facility rental inquiries, please contact:

Jesenia Patino  
Campus Administration  
(305) 237-1724  
Jpatino1@mdc.edu

3. Office Campus Administration: (305) 237-1141  
FAX all requests to: (305) 237-8031

4. Include type of event, activity, group use, date of use, hours needed and what type of facility requested. For additional information see College Facility Guidelines.

### **MIAMI DADE COLLEGE'S RESPONSE**

Once the written request is received, a confirmation email will be sent to the requesting organization. If the idea is approved, a quote will be sent. Once the quote is approved by requestor a standard "Agreement for Use of MDC Facilities" contract form and a location map will be emailed.

### **THE REQUESTOR**

Will return to the Senior Director of Campus Administration the signed contract, a Certificate of Insurance and a check made payable to Miami Dade College.

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

1. A written request by an official of the organization on the organization's official letterhead including the following information:
  - A. Name, title and phone number of a contact person.
  - B. Name of the contact person's department and company.
  - C. Title of the activity.
  - D. Nature of the activity (what is the purpose /topic/reason for the activity).
  - E. Date and time of the activity (include the activity's start/end times and alternate date).
  - F. Admission charge (will there be an admission charge or workshop fee?).
  - G. Approximate number of people attending/participating.
  - H. Special set-ups (please include a diagram and indicate number and location of chairs, tables, podium and audiovisual equipment).
  - I. Specify special equipment, furniture or services requested (i.e. microphones, podiums, televisions, VCR's, easels, chairs, tables, A/V services, custodial, security, food service, a satellite up and/or downlinks, fax, copying, local and long distance telephones, word processing, videotaping, flags, etc.).
  - J. Reserved parking (please specify for how many).

2. Proof of insurance - A Certificate of Insurance for general liability coverage in the amount of \$1,000,000 naming Miami Dade College as additionally insured.

**No requests will be acted upon until all of the above information is received.**

#### **MIAMI DADE COLLEGE'S RESPONSE**

Once the written request is received, a packet will be mailed out to the requesting organization, which will include a letter of general approval/disapproval. If the idea is approved, a standard "Agreement for Use of MDC Facilities" contract form, an invoice, the "Facilities Rental Pre-agreement Check List" form, the "Use of College Facilities Guidelines/Fee and Rate Schedule" and a location map will be enclosed.

**THE REQUESTOR** will return to the Senior Director the signed contract, the signed invoice, a Certificate of Insurance and a check made payable to Miami Dade College.

#### **REMINDERS**

You are responsible and liable for all furniture and equipment damaged or stolen, and for any damage or defacement of the facility.

Do not tape anything on the walls, doorframes, furniture, drapes, etc.

Food and beverages are not allowed in our facilities, except in the cafeteria.

Use only DRY-ERASE MARKERS on the white marking 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 are not normally in operation.
3. Individuals or groups not constituting a legal entity.
4. Activities charging admissions.
5. Recurring activities.