



## **CAMPUS ADMINISTRATION EXTERNAL FACILITY RENTAL REQUEST PROCEDURES**

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

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

Senior Director, Campus Administration  
Miami Dade College, Wolfson Campus  
Room: 1510  
300 N.E. 2<sup>nd</sup> Ave.  
Miami, FL 33132

2. For facility rental inquiries, please contact:

Amanda Munoz  
Program Specialist, Special Events  
Campus Administration Office  
Phone: (305)-237-7410  
[Amunoz2@mdc.edu](mailto:Amunoz2@mdc.edu)

3. Campus Administration Office: (305)-237-7410  
Requests are to be sent by Fax: (305)-237-3645 or via email  
[wolfsonreservations@mdc.edu](mailto:wolfsonreservations@mdc.edu)

4. Include the description of event, targeted audience, date of use of facility, hours needed, and what type of facility is being requested. For additional information, see College Facility Guidelines.

### **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, the following documents will be included in the packet: a standard "Agreement for Temporary 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"; a Room Reservation Form.

### **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 following must be submitted 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.
  - 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 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, 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, work 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 additional insured.

**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.