

COLLEGE OF THE DESERT (COD)

USE OF FACILITIES INFORMATION

FORMS:

To reserve a classroom at College of the Desert, you need to fill out the Use of Facilities (UOF) form and the Hold Harmless Agreement (HHA) form. As indicated on the UOF form we need a Certificate of Liability insurance provided by your insurance company naming College of the Desert as an additional insured. You may return all forms to us via email to preyes@collegeofthedesert.edu

PAYMENT:

If there are any fees for your visit, you will receive an invoice from Accounts Receivables. Payment is due three (3) full business days before the event at the Bursar's Office. If there are no fees and no additional Public Safety or custodial services needed for your visit there will be no additional fees charged to you.

LOCATION:

Here is a link to the map of our campus: <https://www.collegeofthedesert.edu/map/default.php>

PARKING:

Make sure when you come on campus that you pay the parking fee for the day(s) that you're here to avoid receiving a parking citation. Day passes are available from dispensers located in the parking lots indicated on the campus map and are good in student lots only.

DISTRICT USE OF FACILITIES POLICY: For further information on the District Use of Facilities Policy please read the information posted on our campus webpage at the following site: <https://www.collegeofthedesert.edu/faculty-staff/fiscal-services/facility-use.php>. Also see Board Policy 3900

COD CONTACT:

Patricia L. Reyes
Administrative Services Assistant
Fiscal Services, Southeast Annex
43-500 Monterey Avenue
Palm Desert, CA 92260
preyes@collegeofthedesert.edu
760.776.7331