

---

# MCHS FACILITY RESERVATION & RENTAL PROCEDURES



---

## MCHS FACILITY RESERVATIONS:

To verify availability and protocols, please email the designated contact below. Once availability is confirmed, complete the Facility Rental Application and forward to the same person for further processing.

Go to [mbxfoundation.org](http://mbxfoundation.org)>Booster Clubs>SCO tab for links to the:

- Facility Rental Application
- Facility Fee Schedule
- MBUSD Facility Reservations Information Page



### **Mira Costa Auditorium or Multi-Purpose Room**

**Cary Jordahl** - [cjordahl@mbusd.org](mailto:cjordahl@mbusd.org)



### **Rooms and the Mira Costa Cafeteria**

**Zara Jamani** - [zjamani@mbusd.org](mailto:zjamani@mbusd.org)



### **Mira Costa Athletic Facility, Waller Stadium and West Field**

Reserve online through MCHS Facilitron at [facilitron.com/mchs90266](http://facilitron.com/mchs90266)

If you're looking for time during the school day, please reach out to

**AD Mike Rosenthal** at [MRosenthal@mbusd.org](mailto:MRosenthal@mbusd.org)

---

## RENTALS/CUSTODIAN REQUESTS:

---

### **STEP 1**

Fill out your request and include all required set up information on Facilitron. Go to [facilitron.com/mchs90266](http://facilitron.com/mchs90266)

---

### **STEP 2**

The Booster contact will receive (within 24-48 hours) an email through Facilitron that includes any fees incurred. If you're requesting tables and chairs you will provide a form.

---

### **STEP 3**

Drop off the completed form and payment to **Krishna Berkes** in the Costa Administration office. All other fees (if any) will be paid through Facilitron.

---

### **STEP 4**

Once your form and payment are received, you will receive a second confirmation email through Facilitron that shows your paid form.

---