

## COLLEGE OF THE DESERT (COD) USE OF FACILITIES INFORMATION

### FORMS:

To use the facilities at College of the Desert, please fill out the Use of Facilities (UOF) application and the Hold Harmless Agreement (HHA) form. We also require a current Certificate of Liability insurance (COI) provided by your insurance company naming Desert Community College District (College of the Desert) as an additional insured. Both the HHA & the COI need to be uploaded to the UOF application before submitting. Once submitted the UOF application will be routed to the person handling reservations for the Location selected.

### TIMELINE:

For COD in-house events please submit the application two weeks in advance  
For events for outside people or groups please submit the application 30 days in advance

### PAYMENT:

If there are any fees for your use of facilities, you will receive an invoice from Accounts Receivables after your UOF application is approved and finalized. Payment is due three (3) full business days before the event at the Bursar's Office in the Palm Desert Campus. 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.

### MAPS:

Palm Desert campus: <https://www.collegeofthedesert.edu/map/default.php>  
For the other campuses please go to the student services site under Campus Locations: <https://www.collegeofthedesert.edu/students/default.php>

### PARKING:

At Palm Desert Campus - make sure 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.  
At other campuses the daily fee will be added to your invoice, you will need a parking pass.

DISTRICT USE OF FACILITIES POLICY: For further information please read the information posted on our campus webpage: [District Use of Facilities Policy](#). Also see [Board Policy 3900](#)

### COD UOF CONTACTS:

Palm Desert: Patricia L. Reyes, Administrative Services Assistant, Fiscal Services  
[preyes@collegeofthedesert.edu](mailto:preyes@collegeofthedesert.edu) 760.776.7331

Indio, Mecca/Thermal: Andrea Torres, Administrative Assistant  
[atorres@collegeofthedesert.edu](mailto:atorres@collegeofthedesert.edu) 760.776.7200 ext. 6685

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