



Southwestern College - Crown Cove Aquatic Center
Facility Request Process

Serving a diverse community and population, Southwestern Community College District provides a wide range of dynamic and quality educational programs and comprehensive services. The District's **Crown Cove Aquatic Center (CCAC)** is committed to facilitating access for mission-related activities and we appreciate your interest in our venue and programs.

Support for external events and activities by community users is performed in accordance with California's Civic Center Act. Requests for access to and use of CCAC's services, programs and/or equipment will be processed on a priority basis, with College credit courses receiving highest priority.

Depending upon the nature of the Facility Request, the College's collaborative partner, California State Parks (Silver Strand State Beach), may have additional requirements including permits and separate facility rental fees. CCAC will assist in coordinating the scheduling activity with Silver Strand State Beach and help facilitate this process to the best of our abilities. Adherence to all Silver Strand State Beach and Southwestern policies is expected by all user groups.

CCAC fees are established based upon the type of activity requested and the level of support required. All water activities require certified personnel at an established ratio of participants-to-instructor. CCAC will work with each requestor to define costs and payment guidelines in advance of the approved event.

In addition to water and recreational activities (surfing, kayaking, stand-up paddleboard, sailing, Hawaiian outrigger canoe and sand volleyball), CCAC also has a meeting room with a 60-70 capacity, fully equipped with smart-room technology (overhead LCD projector integrated with Internet-ready PC for supporting presentations). Catering is an option that can be provided or supported through a list of preferred vendors.

All requests must be submitted with the attached CCAC Facility Request Form (no exceptions) and must be received, **at minimum**, 3 weeks prior to the event. Missing information will cause a delay in processing your request. Forms will be processed as quickly as possible

Request forms may be scanned, mailed or faxed to:

SWC - Crown Cove Aquatic Center
5000 Highway 75
Coronado, CA 92118

Phone #: (619) 575-6176

Fax #: (619) 575-5020

Email: ccac@swccd.edu



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Facility Request Form - PLEASE PRINT

Contact Person: _____

Mailing Address: _____

E-mail Address (please print clearly) _____

Telephone #: (_____) _____ **Fax #** (_____) _____

Organization: _____

Organization Mission: _____

Type of Event (recreational camp/lessons, workshop, meeting, special event, etc.): _____

Purpose of Event: _____

Estimated Number of Participants: _____

Event Date (s): _____

Event Start Time (include am/pm): _____ **Event End Time** (include am/pm): _____

Venue(s) Requested (Bay, Beach, Meeting Room, Patio/Deck, Sand Volleyball, etc.): _____

Type of Activity Requested _____

Food/Catering Support Requested: ☐ Yes ☐ No **Explain** _____

OTHER/MISCELLANEOUS NEEDS/REQUESTS: _____
