
MCHS FACILITIES & RENTAL PROCEDURES



MCHS FACILITY RESERVATIONS:

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

Go to 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

● **Rooms and the Mira Costa Cafeteria**
Robin Viveros - rviveros@mbusd.org

● **Mira Costa Athletic Facility, Waller Stadium and West Field**
Reserve online through MCHS Facilitron at facilitron.com/mchs90266
If you're looking for time during the school day, please reach out to AD Mike Rosenthal at 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

STEP 2 The booster contact will receive (within 24-48 hours) an email through Facilitron that will include any fees incurred. If you're requesting tables and chairs you will provide a form.

STEP 3 Complete the form and provide payment and drop 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.
