



FACILITIES RESERVATION REQUEST AND ROOM USE AGREEMENT

San Diego County Office of Education – Main Campus Meeting Rooms

6401 Linda Vista Rd, San Diego CA 92111

Buildings 3 and 4, Annexes B and C

*Check room availability at <http://ems.sdcoe.net>

EVENT TITLE: _____ Today's Date: _____

Event date(s): _____ No. of Attendees: _____

Time of day (by half hour; a.m./p.m.):

*Select Room(s):

Set-up _____

301 305 402

Start _____

302 306 401 and 402

End _____

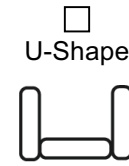
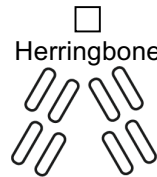
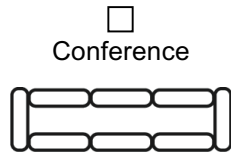
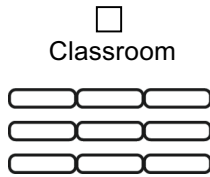
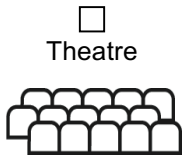
303 307 Annex B

Clean-up _____

304 401 Annex C

ROOM SET UP AND TECHNICAL REQUESTS

Select set up type:



Audiovisual Equipment: Please check as appropriate. *NOTE: phones and microphones are only available in select rooms.

Computer speakers/amplification

*Microphone (Rooms 401-402 ONLY)

Docucam

Preloaded documents (requires 36 hour notice)

Easel (Chart paper is NOT provided)

Screen projection (LED/LCD)

Special Technology Requests/Additional Note: _____

Contact Name: _____ Phone: _____

School/District/ Organization: _____ Email: _____

Mailing Address: _____

Authorized* Signature: _____ *Must provide Certificate of Insurance

Submit application to Karina M. Walsh at kmontgomery@sdcoe.net
For assistance, call 858-571-7259

FOR OFFICE USE ONLY

Date Received: _____ by: _____ Cert. of Insr. _____

Estimated Charges \$ _____ Direct Cost Fair Rental Comp



USE OF SDCOE FACILITIES

The San Diego County Board of Education makes its conference facilities available to assist groups, organizations, and institutions within the community for instances when these facilities are not in use by the County Superintendent of Schools. Use of these facilities shall be primarily for the official activities of the San Diego County Superintendent of Schools and public education purposes. Any other authorized use or occupancy shall be secondary and subordinate to this primary purpose. **The County Superintendent reserves the right to assign, reassign, or cancel the use of these facilities and/or grounds 24 hours in advance.**

RESERVATION PROCEDURES

1. Reservations will not be considered final until all paperwork has been submitted and processed, and arrangements have been confirmed by the Room Reservation Clerk. Reservations are made on a first-come, first-served basis; to ensure fairness **telephone reservations are not accepted**. A minimum of five (5) working days should be allowed for processing reservation requests. Reservations may be requested for up to six (6) months in advance.
 - A. To confirm a reservation, complete M&O Facilities Reservation Request and Use Agreement. Be sure to note the **maximum room capacities** and to indicate any special arrangements, **including audio/visual equipment**. The Room Reservations Clerk will assign meeting facilities, as available, and will return a confirmation copy of this form.
 - B. If it is necessary to **AMEND** a confirmed reservation request, notify the events assistant **immediately** to confirm if changes can be made, i.e., equipment changes, room set-up changes, time changes, etc.*
 - C. If it is necessary to **CANCEL** a confirmed reservation, the events assistant should be notified **immediately by phone and sent a follow-up email to confirm cancellation**.*
2. Reservation cancellations must be received in writing at least three (3) working days prior to the scheduled event. Failure to cancel a reservation when special arrangements have been made with regard to staffing, equipment, rental, etc., **will result in a penalty of actual costs incurred**.
3. Meetings sponsored by SDCOE staff **MUST BE** related to the goals/objectives of the County Office of Education.
4. All Facilities Reservation Requests from outside organizations must be **signed by an officer of the organization**. Facilities and/or grounds must be under the supervision of a responsible adult (minimum 21 years of age).

USE REGULATIONS

1. The regular hours of use are 7 a.m. to 9 p.m. Monday through Friday and 8 a.m. to 3 p.m. on Saturdays.
 2. No alcoholic beverages or restricted substances are allowed.
 3. Smoking is prohibited on SDCOE property.
 4. Large meetings/conferences occurring during lunch time should avoid convening in the cafeteria as it is not large enough to accommodate COE staff and conference participants at the same time. Catering services may be arranged with the cafeteria by calling (858) 292-3627.
 5. Use of facilities is confined to the area(s) named in the approved Reservation Request, with use of appropriate lavatory and corridors.
 6. No keys will be issued to applicants. COE personnel will be available with keys during scheduled meetings.
 7. Nothing shall be posted, pinned, etc., to facility wall without prior approval of the M&O Director.
 8. Whenever use of SDCOE facilities is permitted without a service charge, **there will be no admission charged, no soliciting of funds, no free will offering, sale of literature or material by the organization** using the facility and the meeting shall be non-exclusive and open.
The organization, its officers, members, and guests using the facility agree to indemnify and hold harmless the SDCOE, its officers, agents, and employees against any and all loss, damage, and/or liability that may be suffered or incurred by the SDCOE, its officers, agents and employees and against any and all claims, demands and causes of action, attorney fees and expenses that may be brought against the SDCOE, its officers, agents and employees, caused by, arising out of, or in a way connected with the use of SDCOE facilities.
- It is the right of the SDCOE to require a Certificate of Insurance naming as Additional Insured the San Diego Superintendent of Schools and the SDCOE. The limits of liability shall be in the amounts of: Commercial General Liability insurance coverage of at least \$1,000,000 per occurrence.***

The person or group receiving the permit shall be financially responsible in case of loss or damage to school property as a result of its usage. Parking is free and the SDCOE assumes no responsibility for lost or stolen property or damage to any vehicle in the SDCOE parking lot. The SDCOE assumes no responsibility for loss or damage to personal belongings of anyone using the facilities. There shall be no cooking or food preparation using any type of open flame in any room. There shall be no use of chemicals or scientific experiments using chemicals in any room. Rules, Regulations, and Use Fees have been established in accordance with SDCOE Policy No.3513 and Administrative Regulation No. 3513.

COMPLIANCE WITH STATE STORMWATER REGULATIONS

Lessee is required to comply with State Water Resources Control Board (State Water Board) Water Quality Order No. 2003.0005-DWQ National Pollutant Discharge Elimination System ("NPOES"), General Permit No. CAS000004. Lessee to fully familiarize itself with the Permit. Failure to comply with the Permit is a violation of federal and state law. Lessee hereby agrees to indemnify and hold harmless District, its officials, officers, agents, employees, and authorized volunteers from and against any and all Notices of Violation ("NOV"), claims, demands, losses, or liabilities of any kind or nature which District, its officials, officers, agents, employees, and authorized volunteers may sustain or incur for Lessee's noncompliance with the Permit, except for liability resulting from the sole established negligence or willful misconduct of the District, its officials, officers, agents, employees, or authorized volunteers.

I have read and understand all regulations on this form pertaining to the use of the San Diego County Office of Education conference facilities:

*Signed _____ Dated _____



MAXIMUM CAPACITIES AND RENTAL RATES

ROOM	SET-UP STYLE(S)	CAPACITY	ROOM SIZE	SQ.FT.	RATE/DAY
301	CLASSROOM	24	21 X 28	588	\$153
302	CONFERENCE	10	12 X 17	204	\$53
303	CONFERENCE	8	13 X 19	247	\$64
304	THEATER CLASSROOM CONFERENCE	25 12 12	14 X 23	322	\$84
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306	BANQUET RND TABLES	60	26 X 28	728	\$189
307	CONFERENCE THEATER	20 30	18 X 24	432	\$124
309*	CONFERENCE	12	17 X 17	289	\$75
310*	CONFERENCE	12	17 X 17	289	\$75
401	HERRINGBONE T-BONE CLASSROOM THEATER CONFERENCE	60 40 40 60 40	40 X 41	1,640	\$447
402	HERRINGBONE T-BONE CLASSROOM THEATER CONFERENCE	40 40 40 60 40	40 X 29	1,160	\$324
401 & 402	HERRINGBONE T-BONE CLASSROOM THEATER CONFERENCE	120 100 100 180 80	40 X 70	2,800	\$771
508*	CONFERENCE (10 AT TABLE, 24 AUDIENCE)	34	35 X 30	1,050	\$300
610*	CONFERENCE	10	15 X 20	300	\$75
Annex B	HERRINGBONE T-BONE CLASSROOM THEATER CONFERENCE	60 40 60 60 40	40 X 40	1,600	\$416
Annex C	HERRINGBONE T-BONE CLASSROOM THEATER CONFERENCE	60 40 60 60 40	40 X 40	1,600	\$416

*Availability subject to departmental release.

Maximum capacities set by Fire Marshall. Rates reflect full day usage and includes custodial set-up and clean-up.

A flat day rate charge will be assessed for the use of County Office meeting facilities **after regular working hours or weekends.**

Regular hours of operations are Monday to Friday 7 a.m. to 9 p.m., Saturday 7 a.m. to 3 p.m. Any meeting scheduled beyond 3 p.m. on Saturday must be pre-approved by SDCOE and a charge of \$100.00/hour or any part thereof will be assessed in addition to room use fees.