

Guidelines for use of the Joe Rindone Regional Technology Center Facilities

Primary clients of the JRRTC are the students, teachers, staff, and administrators of the K-12 educational community in San Diego County. Events scheduled into the Center should be consistent with the published vision for the JRRTC. The following list should serve to identify events that qualify.

Event priority will be related to the number of the following criteria it addresses:

- Purpose of the meeting includes significant use of computers (hands-on, requiring LAN or wireless internet access)
- Event requires point-to-point or multipoint two-way video conferencing capabilities. Conferences which only receive the video from a remote site can be conducted in any of the other meeting rooms
- Model classroom demonstration, which requires flexible room arrangement and/or access to various technologies
- Meeting or event which includes video production and presentation technologies
- Software preview and/or adoption materials review and evaluation
- Hands-on multiple computer staff development workshops or presentations requiring internet connectivity or additional peripheral devices
- Presentations scheduled as part of local, state, or national conferences which will utilize the Center's full technological capabilities
- Presentations or events that have county-wide value or implications

Note: Staff reserves the right to move an event to another room to facilitate maximum utilization of the facilities. This will be done when necessary to prevent canceling an event.

If you wish to serve refreshments at your event:

- Food and beverages can be served in the Communication Labs, the foyer, and outside of the Center only.
- Food and beverages are not allowed at any time in the Learning Labs. There are tables in the corridor where users can leave their mugs and water bottles for later retrieval.
- **Please help us in reminding your participants of our policy.**
- You may hire an outside caterer or contact our SDCOE cafeteria providers at 858-292-3627.
- You are advised to put a sign on any table used for serving food in the foyer or outside the Center identifying the group for whom the food is being served.
- When providing refreshments, make sure to request any additional tables or trash/recycling containers you will need in your instructions for set up on the M&O request form.

- If you are not serving refreshments, attendees at your event are free to use our campus lunchroom where breakfast, beverages, and snacks are available until 3pm in addition to lunch. Because the lunchroom primarily serves the employees here at SDCOE, it is helpful to us if your schedule allows for early (11:30) or late (1:00) lunch breaks.

Priorities, Policies, Pricing:

- Events scheduled at the Tech Centers must fall into the category of service to K-12 Education
- Priority in reserving space at the Center is given to events that will be making extensive use of technology, such as videoconferencing.
- Our chart of facility use fees and overtime charges for tech support is provided. Find the category your organization falls into to determine the charges applicable for your event.
- If you will require services such as video conferencing and/or satellite downlink, there may be fees associated with these services as well. We will refer you to the appropriate contact with whom you can discuss this aspect of your program.

Please contact the scheduler in writing/via email as soon as possible if you need to cancel your event.

No-shows for Saturday events will be assessed a minimum of one hour of overtime cost to cover the technician's time.