



## **SDCOE FACILITIES ACCEPTABLE USE POLICY**

- Reservations are made on a first-come, first-served basis; to ensure fairness, telephone reservations are not accepted.
- For questions about your reservation or to discuss technical requests, contact Karina Walsh at [kmontgomery@sdcoe.net](mailto:kmontgomery@sdcoe.net) or 858-571-7259.
- After-hours events may be reserved, upon approval, until 9 p.m. Monday-Friday in the classrooms, and on Wednesdays and Thursdays in the Joe Rindone Regional Technology Center (JRRTC). Additional charges will be incurred.
- Be sure to note the maximum room capacities by configuration and indicate any special arrangements, including technical equipment.
- The room reservation clerk reserves the right to modify existing reservations to best serve the capacity and technical needs of room clientele. *Please note that if you do not specify a room setup or request technology for your reservation, last-minute accommodation may not be possible.*
- The San Diego County superintendent of schools reserves the right to assign, reassign, or cancel the use of these facilities and/or grounds 24 hours in advance.
- Meetings sponsored or hosted by SDCOE must be related to the goals/objectives of the San Diego County Office of Education.
- No alcoholic beverages, no smoking of tobacco or e-cigarettes, and no restricted substances are allowed on SDCOE property.
- Use of facilities is confined to the area(s) named in the approved reservation, with use of appropriate lavatory and corridors.
- The client reserving the room shall be financially responsible in case of loss or damage to SDCOE property as a result of its usage. SDCOE assumes no responsibility for lost or stolen property, damage to vehicles in the parking lots, or personal belongings of anyone using the facilities.
- There shall be no cooking or food preparation using any type of open flame in any room(s). There shall be no use of chemicals or scientific experiments using chemicals in any room(s).
- There is no food or drink (except water in a closed container) allowed in the JRRTC Learning Labs.

*In accordance with the Americans with Disabilities Act, if an individual needs special accommodations to participate, please contact the program provider. People with hearing impairments may call TTY at 858-571-7273 at least 48 hours in advance.*