



**ROOM USE APPLICATION AND SET-UP REQUEST**

**NORTH COUNTY REGIONAL EDUCATION CENTER**

255 Pico Avenue, San Marcos, CA 92069

\*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 \_\_\_\_\_

Comm Labs 1 & 3

Conference Room 1

Classroom A

Start \_\_\_\_\_

Comm Labs 2 & 4

Conference Room 2

Classroom B

End \_\_\_\_\_

(Cannot be combined)

Classroom A & B

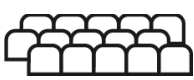
Clean-up \_\_\_\_\_

ROOM SET UP AND TECHNICAL REQUESTS

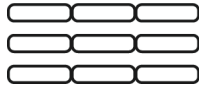
Select set up type:



Theatre



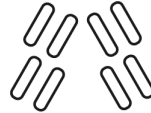
Classroom



Conference



Herringbone



T-Bone



U-Shape



Custom

Please provide diagram

Audiovisual Equipment: Please check as appropriate. \*NOTE: phones, microphones and videoconferencing available in select rooms.

Computer speakers/amplification

\*Microphone (Comm Labs ONLY)

Docucam

Preloaded documents (requires 36 hour notice)

Easel (Chart paper is NOT provided)

\*Videoconference (Comm Labs 2 & 4, Conf. Rm 1 ONLY)

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 Walsh at [kmontgomery@sdcoe.net](mailto: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

- 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.
  - 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.
  - 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.\*
  - 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**.\*
- 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**.
- Meetings sponsored by SDCOE staff **MUST BE** related to the goals/objectives of the County Office of Education.
- 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

- 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.
- No alcoholic beverages or restricted substances are allowed.
- Smoking is prohibited on SDCOE property.
- 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.
- Use of facilities is confined to the area(s) named in the approved Reservation Request, with use of appropriate lavatory and corridors.
- No keys will be issued to applicants. COE personnel will be available with keys during scheduled meetings.
- Nothing shall be posted, pinned, etc., to facility wall without prior approval of the M&O Director.
- 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



**NCREC MAXIMUM CAPACITIES AND RENTAL RATES**

Room	Set-Up Style	Capacity	<b>FACILITY USE FEES</b>
<b>Comm Lab 1&amp;3</b>	Herringbone	60	For San Diego County K-12 public schools, all SDCOE programs: \$0 during regular hours
(half comm lab)	T-Bone	66	
	Classroom	50	<b>Single Conference room</b>
	Conference	32	
	Theatre	80	\$75/half day or \$150/full day for external education groups* \$150/half day or \$300/full day for commercial groups
<b>Comm Lab 2&amp;4</b>	Herringbone	48	
(half comm lab)	T-Bone	54	<b>Single Classroom</b>
	Classroom	40	
	Conference	28	\$150/half day or \$300/full day for external education groups \$300/half day or \$600 full day for commercial groups
	Theatre	70	
<b>Comm Lab 1-4</b>	Herringbone	120	<b>Combined Classrooms or Half Comm Lab</b>
(All comm labs)	T-Bone	126	
	Classroom	120	\$300/half day or \$600/full day for external education groups* \$600/half day or \$1,200/full day for commercial groups
	Conference	40	
	Theatre	180	<b>All Comm Labs</b>
<b>Conf Rm 1 or 2</b>	Conference	12	
<b>Classroom A or B</b>	Herringbone	24	\$600/half day or \$1,200 full day for external education groups* \$1,200/half day or \$2,400 full day for commercial groups
	T-Bone	24	
	Classroom	24	<i>We can accept payment via check or purchase order only.</i>
	Conference	16	
	Theatre	35	
<b>Classrooms A and B combined</b>	Herringbone	56	
	T-Bone	48	
	Classroom	48	
	Conference	24	
	Theatre	70	

**\*External education groups** means all non-San Diego County K-12 public and private schools, institutes of higher learning, non-profits, and government agencies.

Each room has projection and laptop/aux connections available. Sound amplification is only available in the comm labs. Comm lab 2 and conference room 2 have video conferencing. Docucams, DVD/VCR, and limited laptops available upon request.

**ALL** clients using NCREC on **WEDNESDAY OR THURSDAY** (other evenings only upon approval) after 5 p.m. **MUST** pay \$50/hour for tech support/overtime. **Please provide billing information upon booking.**

On a **SATURDAY** all time booked is \$50/hour for tech support/overtime (minimum charge of 4 hours) **and** \$40/hour for custodial overtime. **IF EVENT GOES PAST 3 p.m.,** the custodial rate increases to \$100/hour.