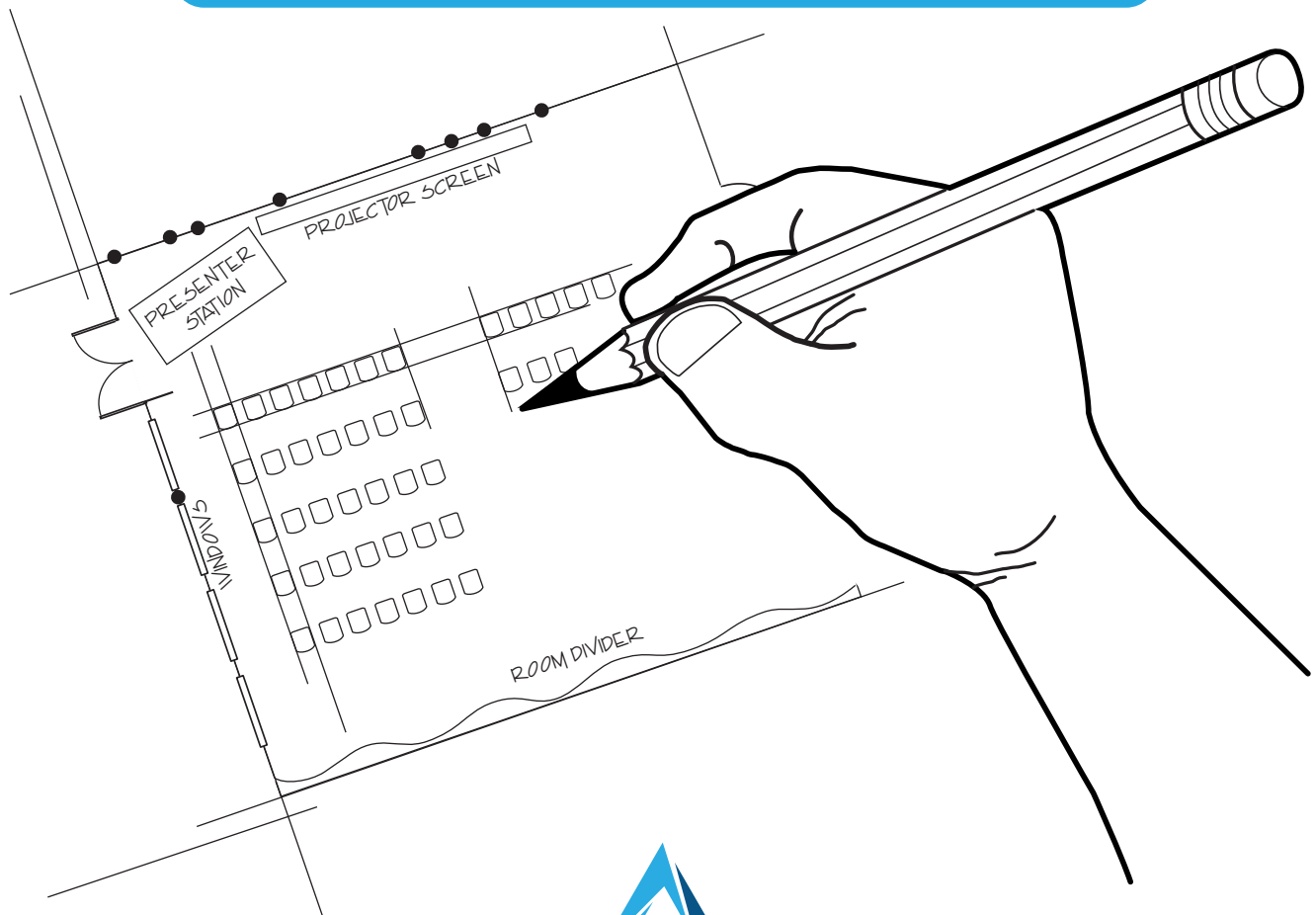


Meeting Room Setup Diagrams

North County Regional Education Center

255 Pico Avenue, San Marcos, CA 92069 | 760-761-5100



san diego county office of
EDUCATION
FUTURE WITHOUT BOUNDARIESSM

6401 Linda Vista Road, San Diego, CA 92111
www.sdcoe.net | 858-292-3500

Revised November 2018

REGULAR HOURS OF OPERATION

Monday through Friday 8 a.m. to 5 p.m.

For online room reservation booking system:

On-site: <https://sdcoe2.sharepoint.com/Pages/Room-Reservations.aspx>

Off-site: <http://ems.sdcoe.net/grid.asp>

FOR MEETING ROOM, AUDIO/VISUAL, OR TECHNICAL ASSISTANCE

AV-TECHNICAL ASSISTANCE

Monday to Friday 8 a.m. to 5 p.m.

Call: 760-761-5599 or 858-630-1808

MAINTENANCE ASSISTANCE

San Marcos Unified School District

Monday to Friday 8 a.m. to 4:30 p.m.

Call: 760-290-2641

After-hours maintenance emergency cell: 858-880-5031



6401 Linda Vista Road, San Diego, CA 92111 | 858-292-3500

North County Regional Education Center

255 Pico Avenue, San Marcos, CA 92069 | 760-761-5100

www.sdcoe.net

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 or 858-571-7259.
- After-hours events that require technical assistance and/or custodial services will incur additional charges.
- Be sure to note the maximum room capacities by configuration and indicate any special arrangements, including technical equipment.
- The events assistant 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).

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.

NCREC MAXIMUM CAPACITIES AND RENTAL RATES

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

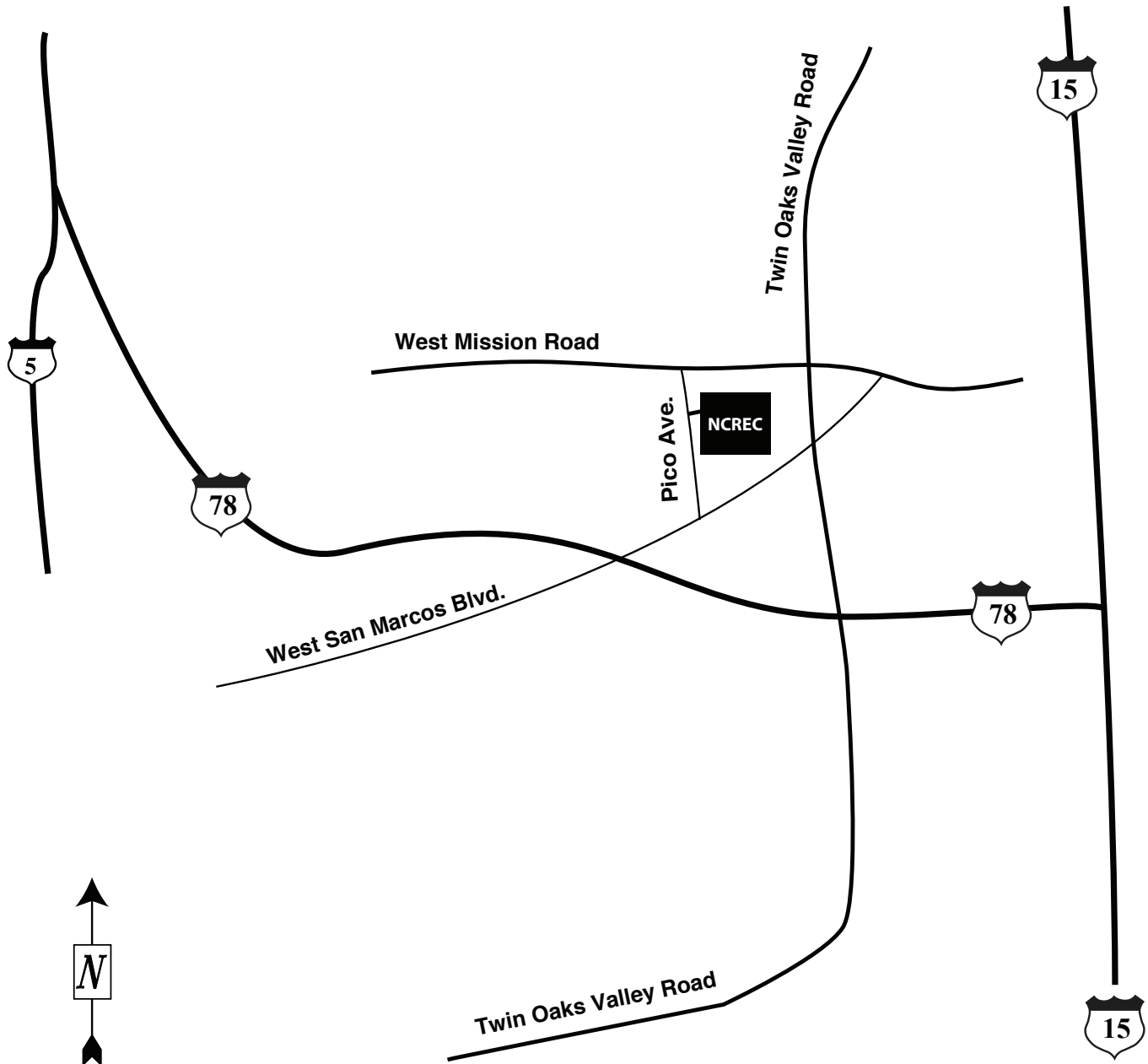
Each room has projection and laptop/aux connections available. Sound amplification is only available in the Communication Labs. Comm lab 2 and conference room 2 have video conferencing. Docucams and limited laptops available upon request.

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

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

DIRECTIONS AND PARKING INFORMATION

North County Regional Education Center (NCREC) is located at **255 Pico Ave, San Marcos**. From the 5 freeway, take the 78 East. From the 15 freeway, take the 78 West. Exit the 78 freeway at Twin Oaks Valley Rd. and go North; turn left onto West San Marcos Blvd.; turn right onto Pico Avenue. NCREC is on your right. Follow the posted parking signs. NCREC is a smoke-free facility. No smoking of tobacco or e-cigarette products is permitted on campus.



MAP NOT TO SCALE
M&O rev. 9/18

EVACUATION PLAN

NORTH COUNTY REGIONAL EDUCATION CENTER (NCREC)

255 Pico Avenue, San Marcos, CA 92069

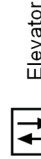
2/14/18 Rev. C

1st Floor

- IN CASE OF FIRE: USE STAIRS TO EXIT
- DO NOT USE ELEVATOR

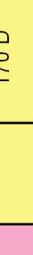
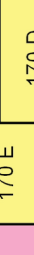
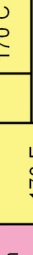
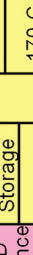
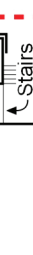
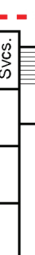
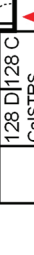
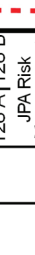
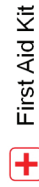
Please assemble / re-group at the Designated Meeting Area, organized by Zone # / Color, to facilitate headcount verification.

Zone 1 Zone 2 Zone 6



FIRE DEPT: 911

Student Services

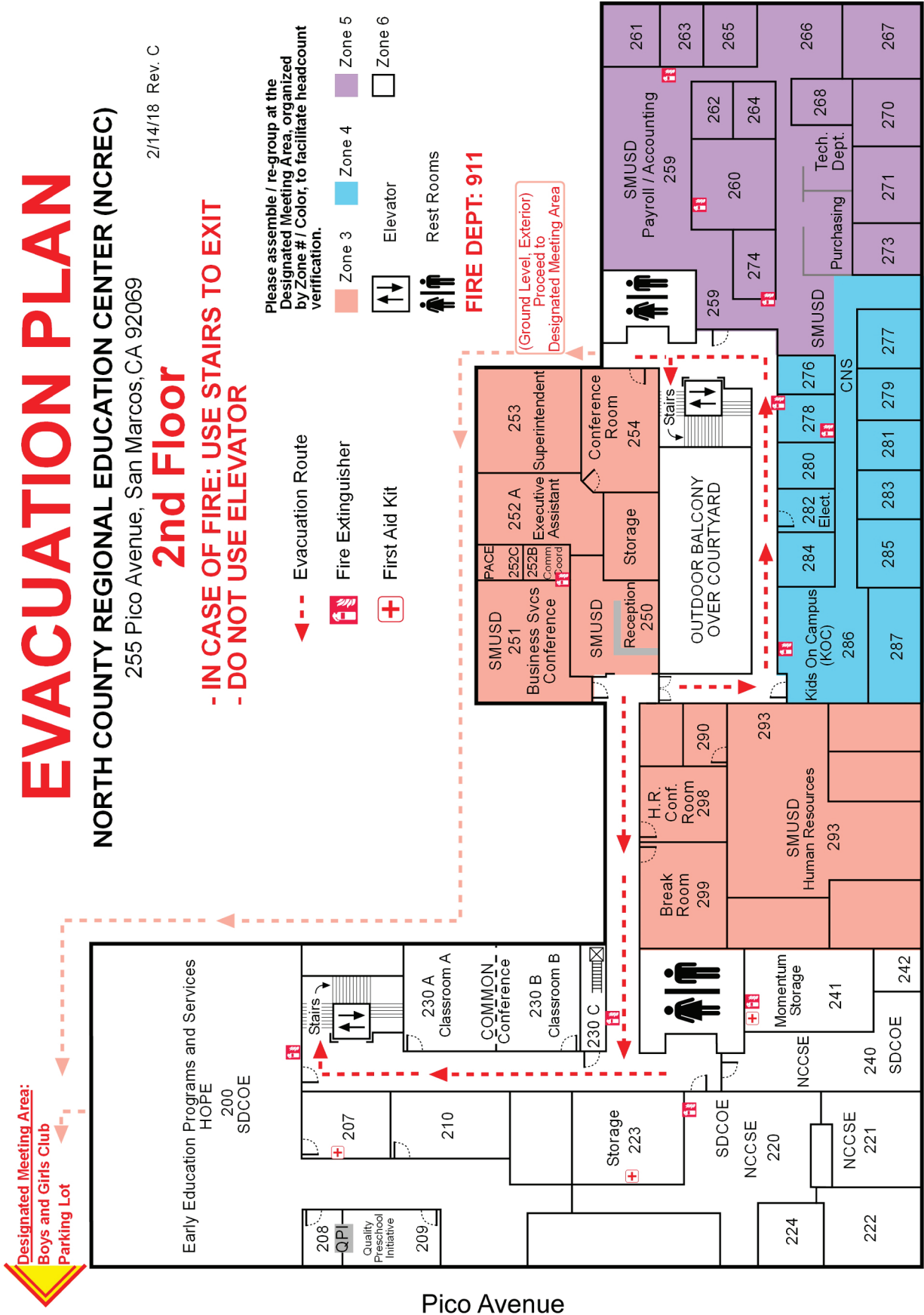


Pico Avenue

Designated Meeting Area:
Boys and Girls Club
Parking Lot

For Reference Only (Not to Scale)
NCREC SOUTH BUILDINGS

K1 Kitchen
PD1
PD2
PD3



MEETING ROOM EMERGENCY RESPONSE PROCEDURES

Emergency Fire/Disaster Evacuation:

In case of an emergency fire/disaster evacuation, please exit the building as per the posted evacuation route. Stay with your meeting group and proceed out to the parking lot. Further instructions will be given at that point. Session leader/trainer must take attendance to assure all participants are accounted for.

Armed Intruder Lock-down Alarm:

If an armed intruder lock-down alarm has been announced, please promptly close all doors and lock, if possible. Close curtains and blinds, if possible. If you lock yourself into any space, always use barricading. Listen for information as it becomes available. Be alert, lock down and barricade as necessary. Inform Maintenance and Operations at 858-292-3587 if possible. Evacuate when safe to do so.

If you are outside and able to move away from the incident, do so quickly to the safest, most distant area possible. **Please remember that you must be accounted for once the incident has been concluded.**

Non-Intruder Lock-down Announcement:

If a non-intruder lock-down announcement has been made, please remain in your office or meeting room. If you are outside, please move quickly back into your office or meeting room location and await further instruction. Please do not attempt to leave the facility. **Remember that your manager or session leader/trainer is responsible for reporting your attendance or absence.**

After-Hours Response

If an emergency event should occur on Saturday or after normal working hours (M-F 8 a.m. to 5 p.m.), immediately call 911 with specific details of the event. If possible, attempt to contact the custodial crew via pager at 619-580-7798 for further assistance. Refer to other instructions as listed above.

Emergency Phone Numbers:

Police/Fire: 911

Maintenance and Operations:

M-F 8 a.m. to 5 p.m.	858-292-3587
Emergency cell:	858-880-5031
Custodial pager:	619-580-7798

Your Location:

255 Pico Avenue, San Marcos, CA 92069

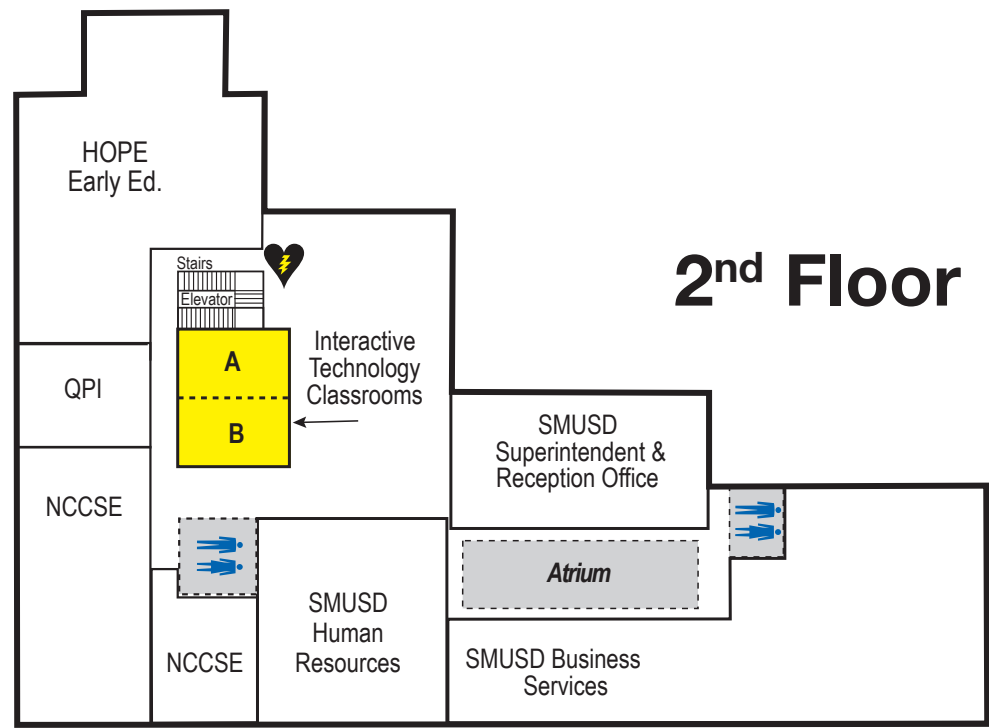
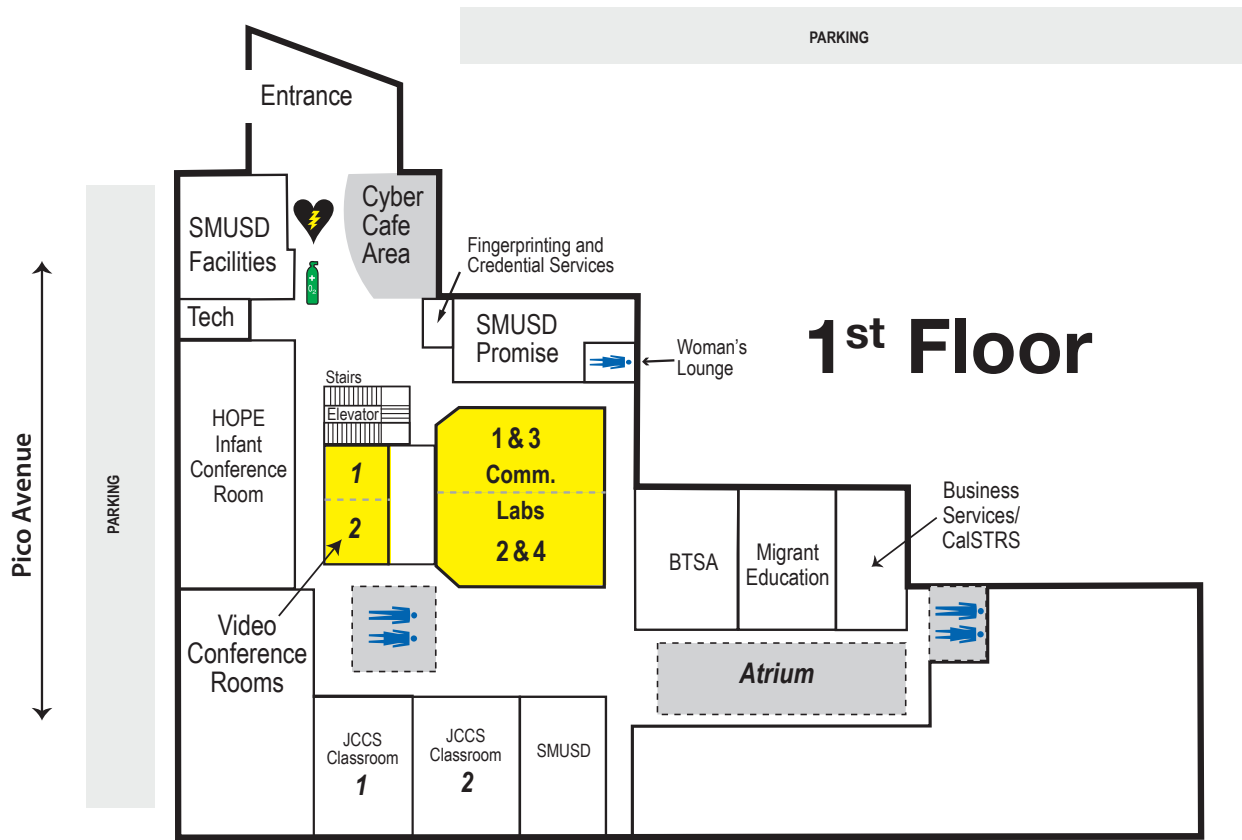
Automated External Defibrillator (AED)

There are two **automated external defibrillator** at the NCREC campus. One is located on the first floor behind the reception desk in the Cyber Café area. The second device is located on the second floor at the top of the stairs on the right-hand side.

Oxygen Tanks

There is one **oxygen tank** located behind the reception desk, in the Cyber Café area.

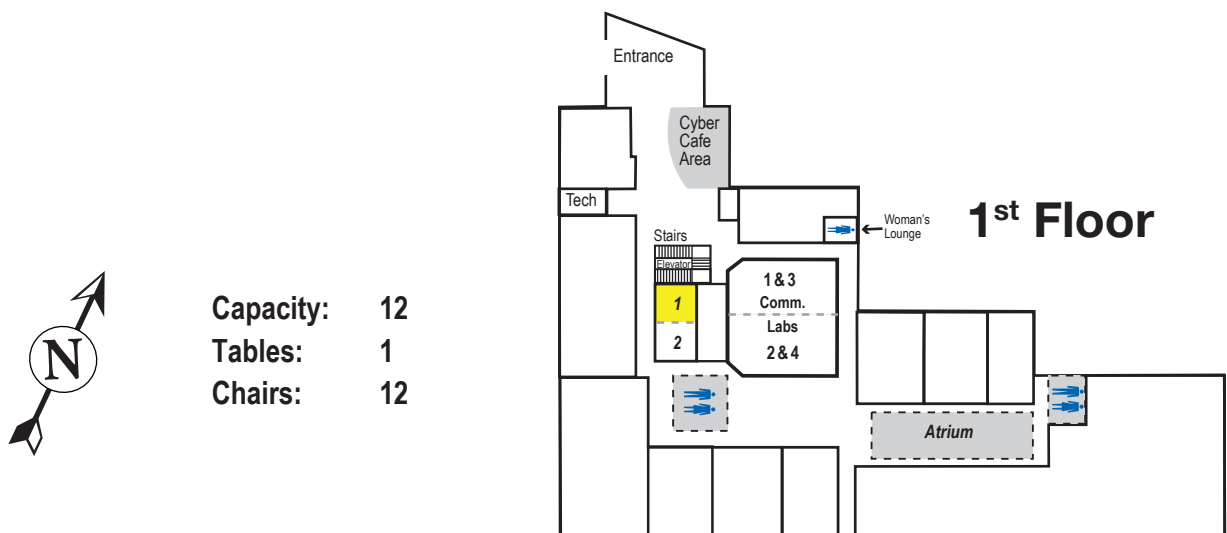
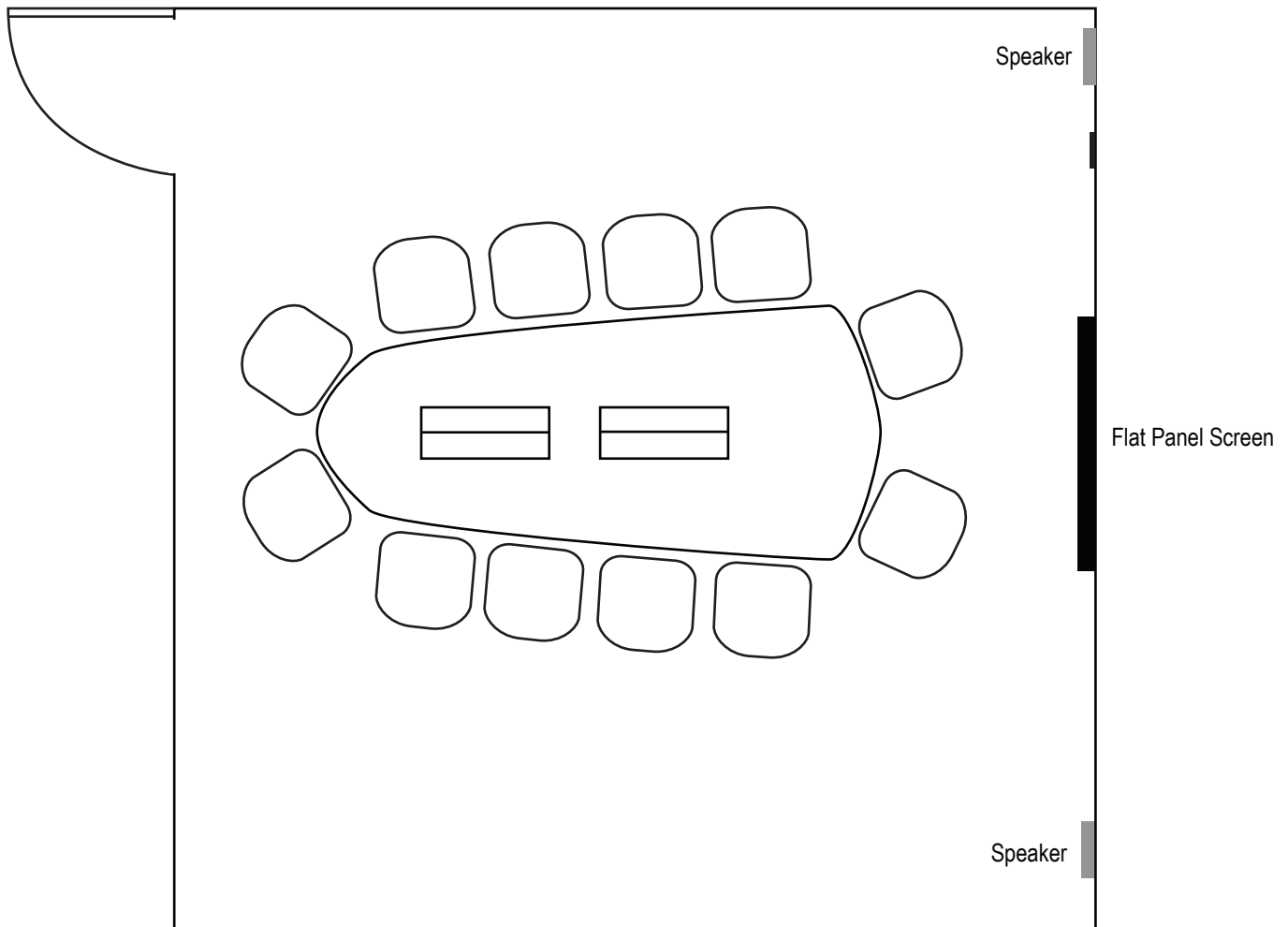
NORTH COUNTY REGIONAL EDUCATION CENTER
MEETING ROOM LOCATIONS



SDCOE Rev. 4/18
map not to scale

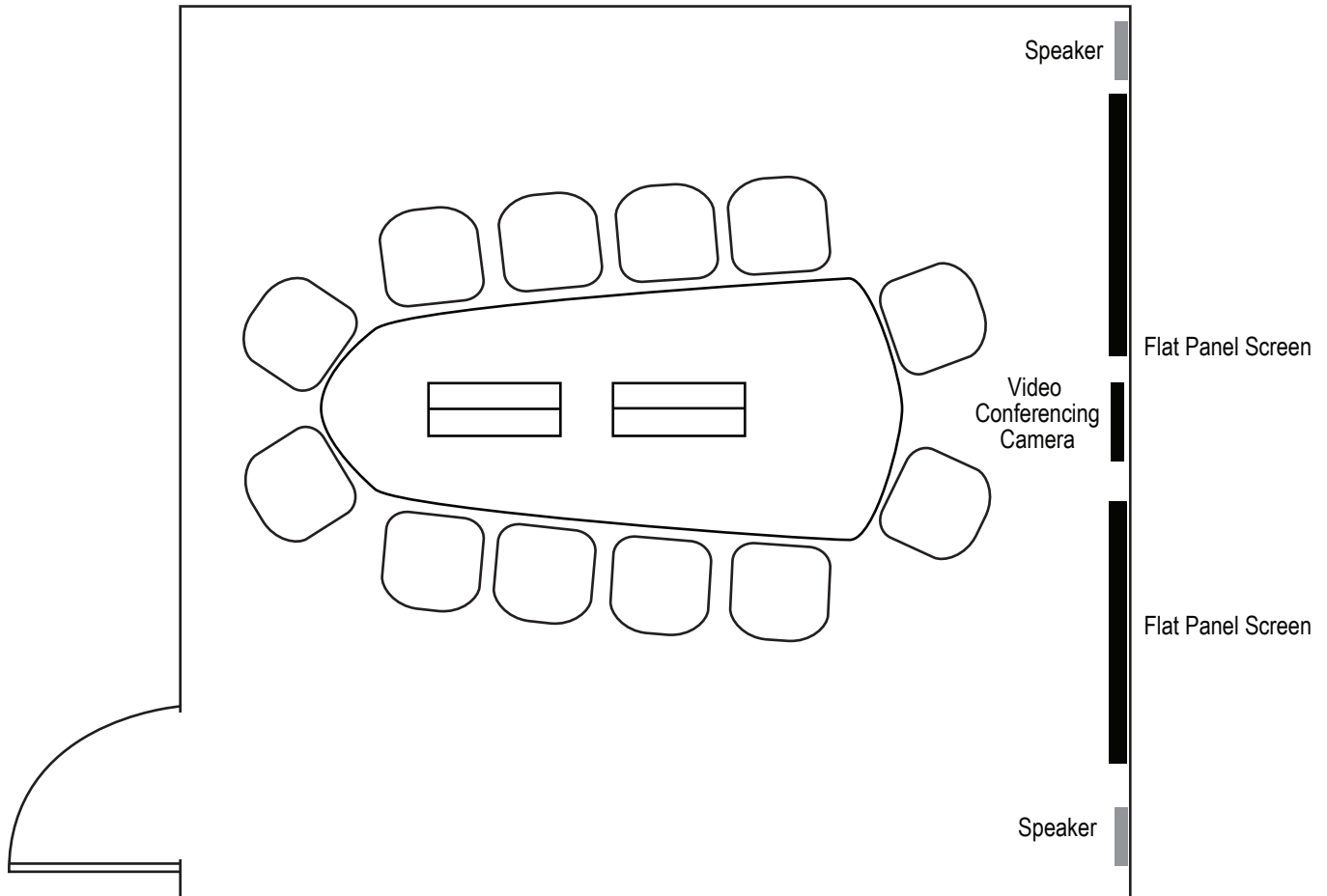
CONFERENCE ROOM 1

Conference (12) Permanent setup

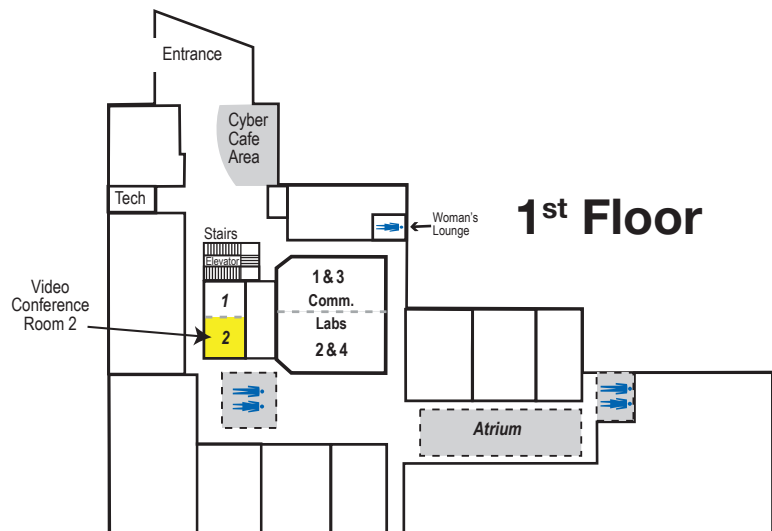


CONFERENCE ROOM 2

Conference (12)
Permanent setup

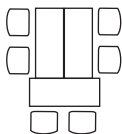
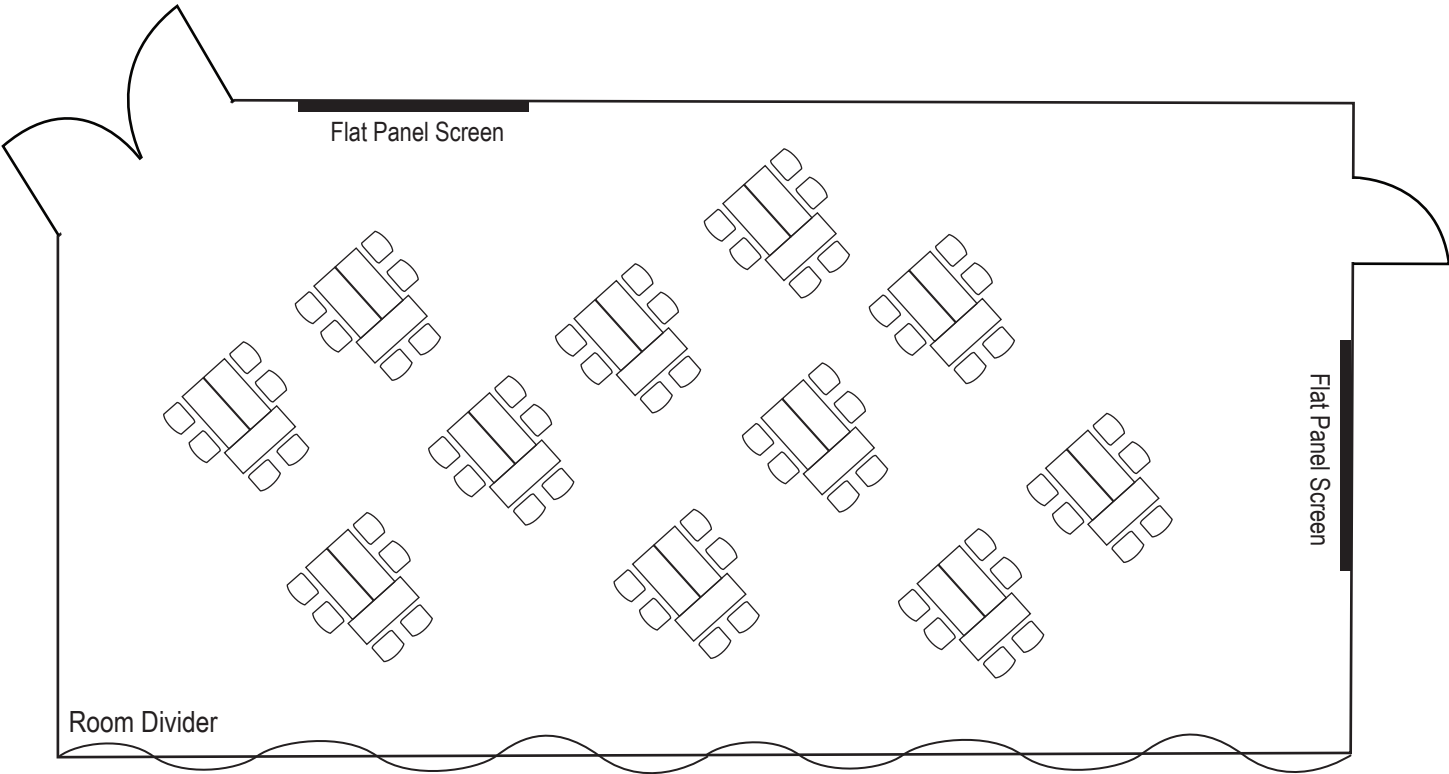


Capacity: 12
Tables: 1
Chairs: 12

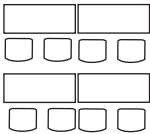


COMMUNICATION LABS 1 and 3

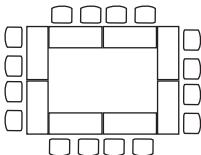
Herringbone (60)



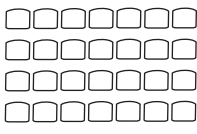
T-bone (66)



Classroom (50)



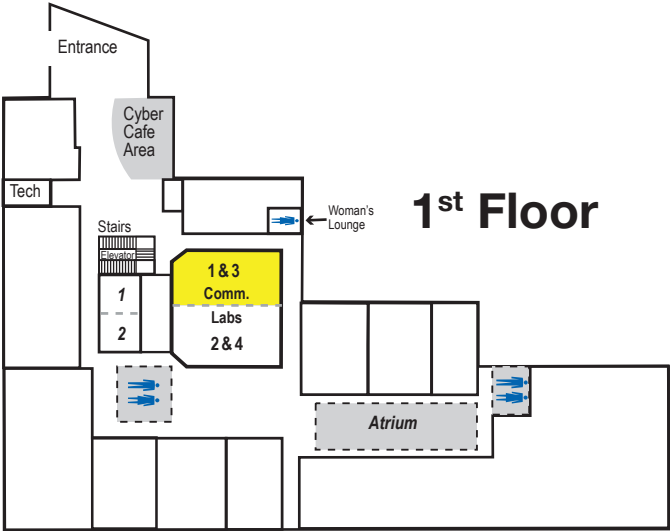
Conference (32)



Theatre (80)

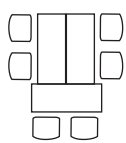
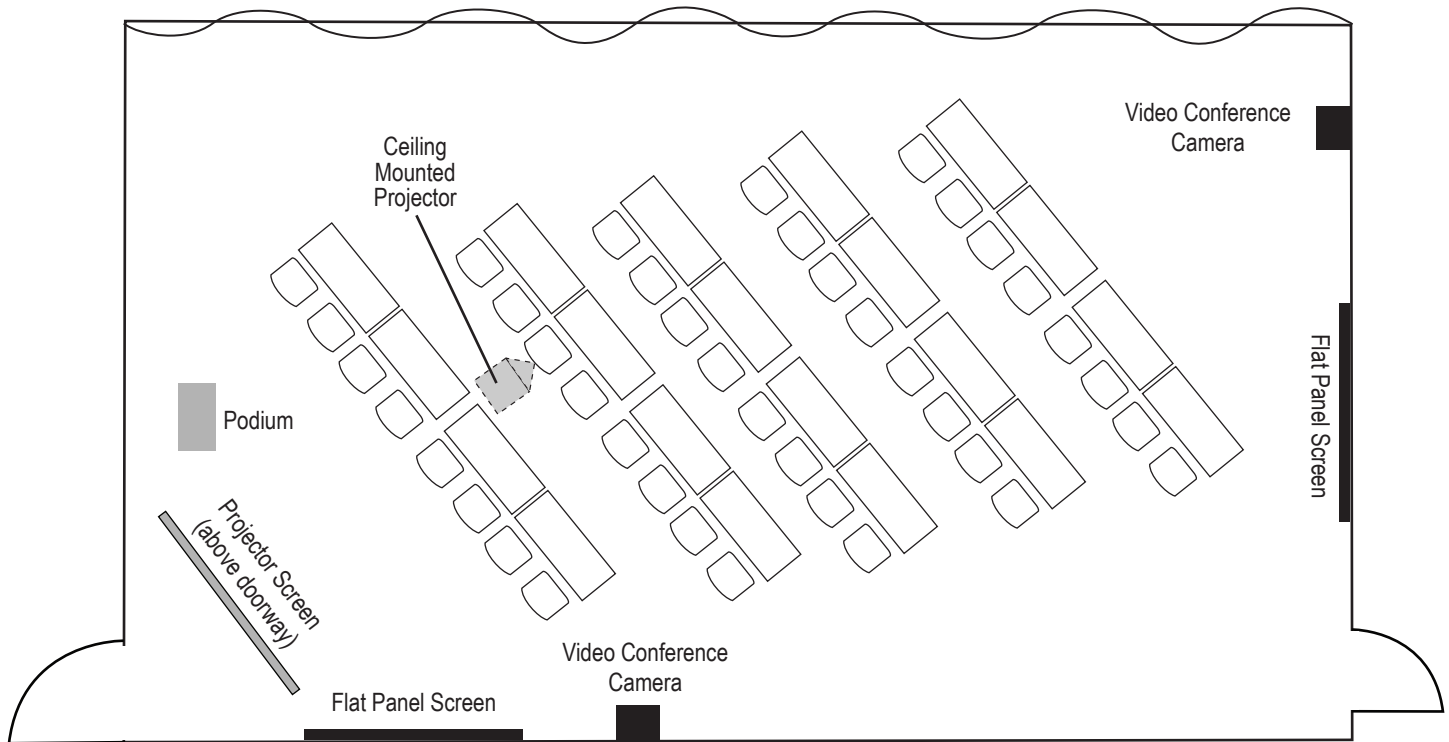


Capacity: 12
Tables: 1
Chairs: 12

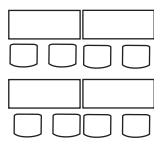


COMMUNICATION LABS 2 and 4

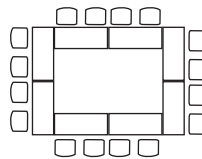
Herringbone (60)



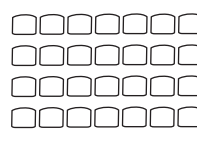
T-bone (54)



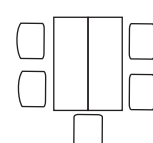
Classroom (40)



Conference (32)



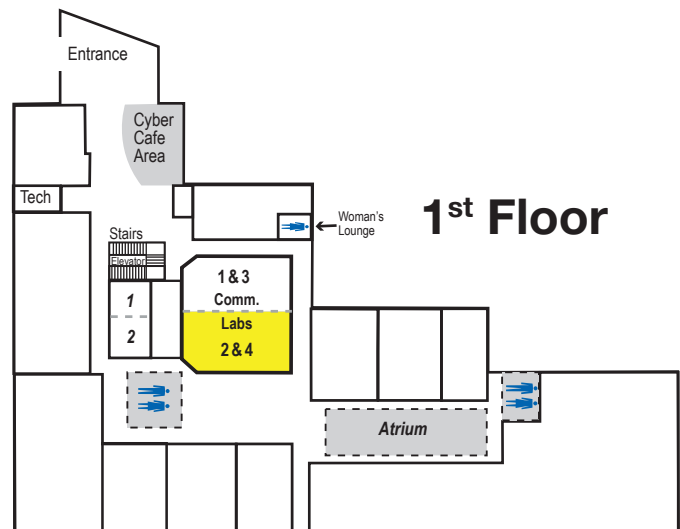
Theatre (70)



Herringbone (48)

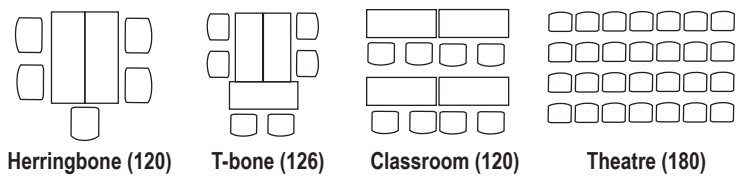
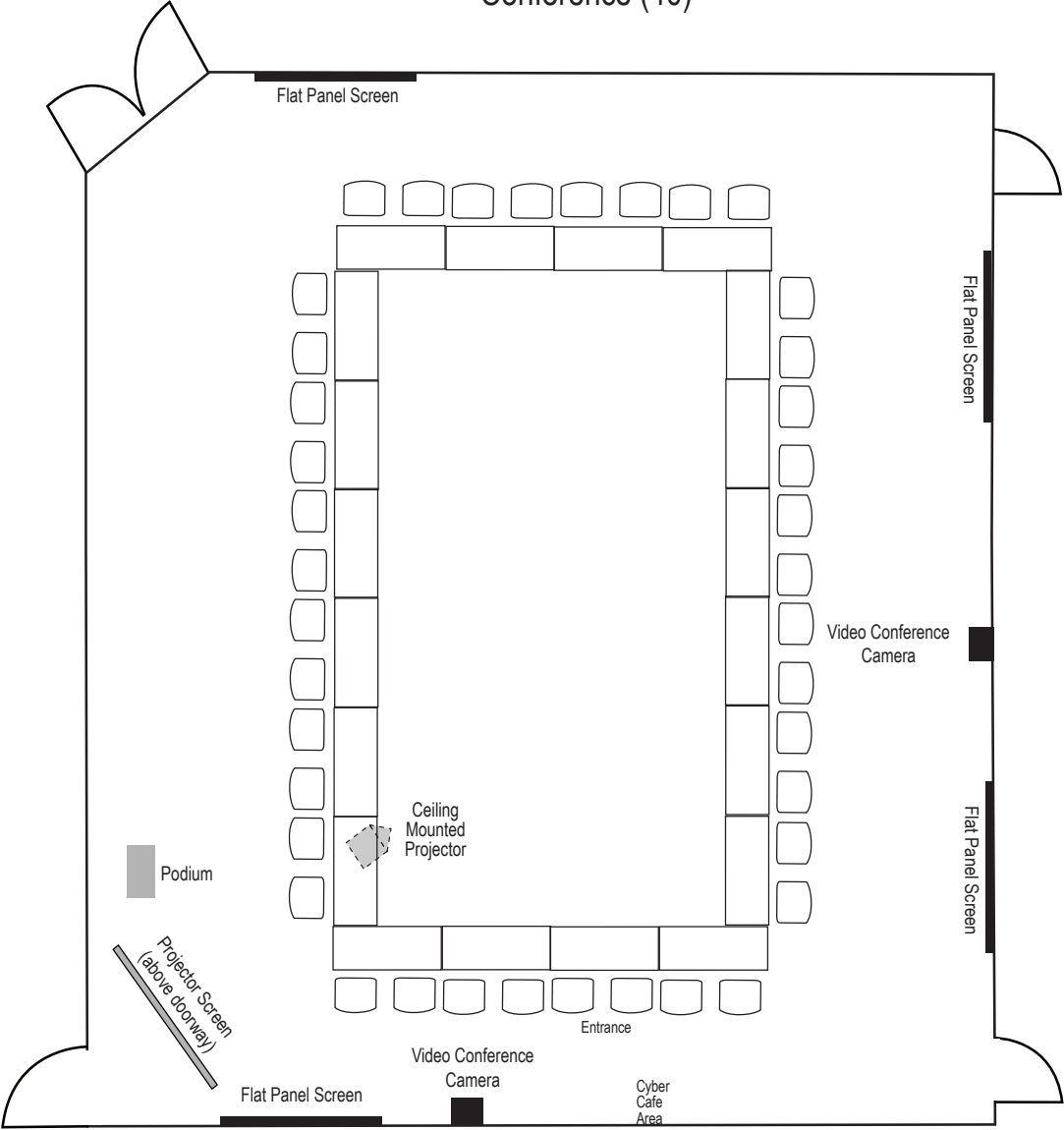


Capacity: 70
Tables: 24
Chairs: 70

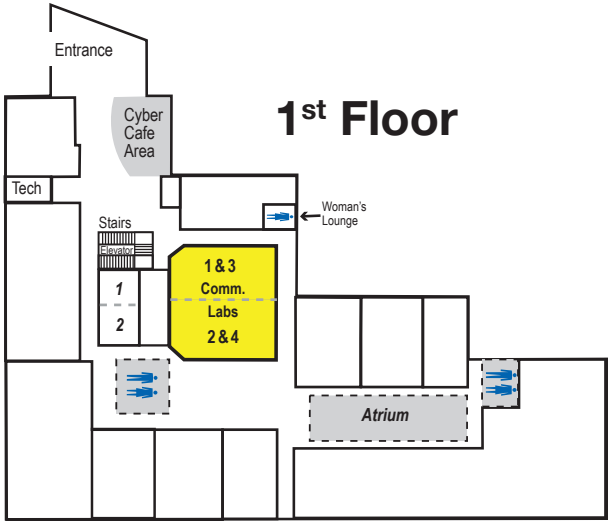


COMMUNICATION LABS 1 - 4

Conference (40)

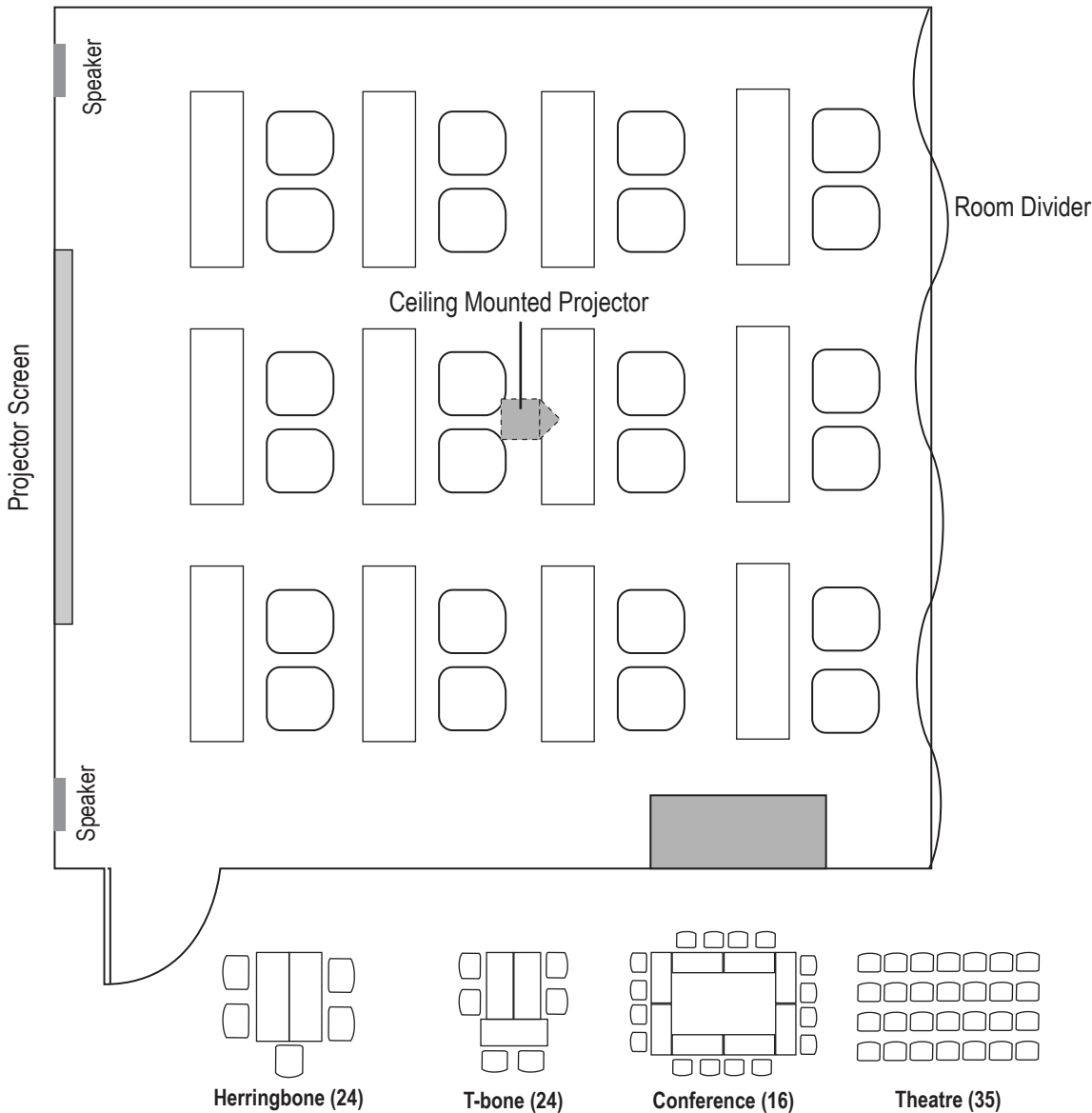


Capacity: 180
Tables: 63
Chairs: 180

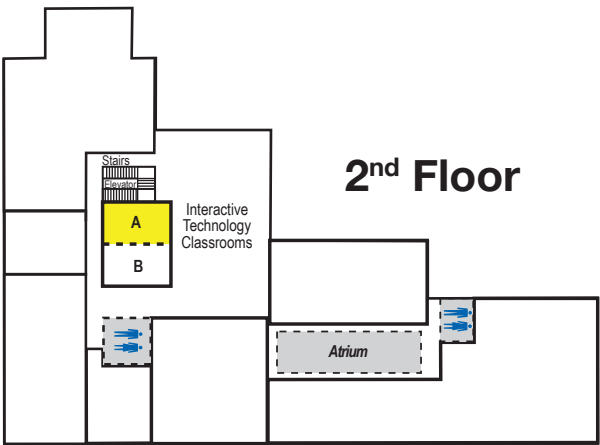


CLASSROOM A

Classroom (24)

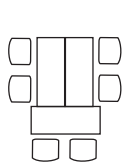
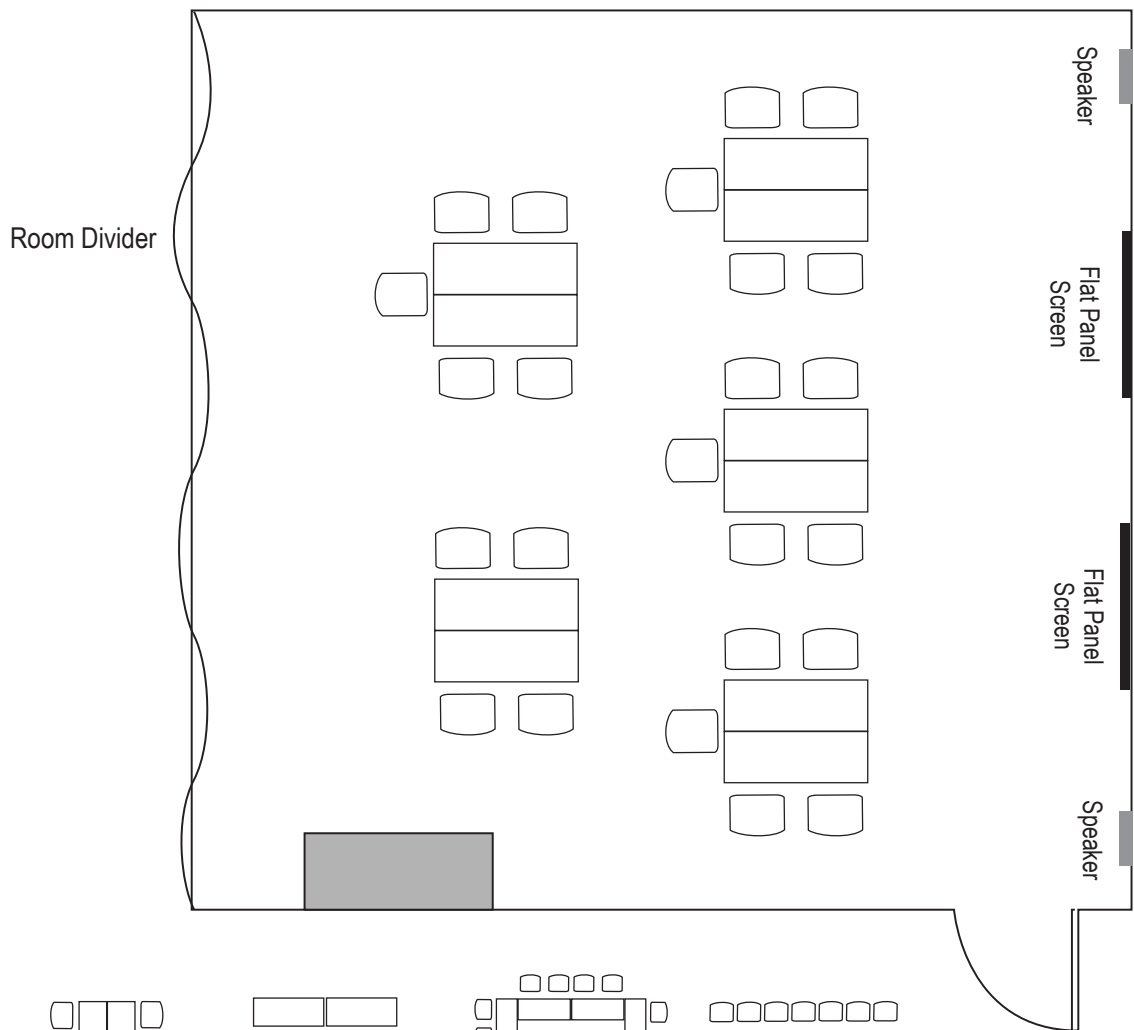


Capacity: 35
Tables: 12
Chairs: 35

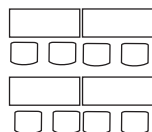


CLASSROOM B

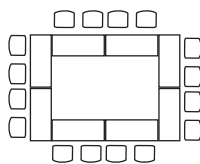
Herringbone (24)



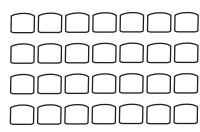
T-bone (24)



Classroom (24)



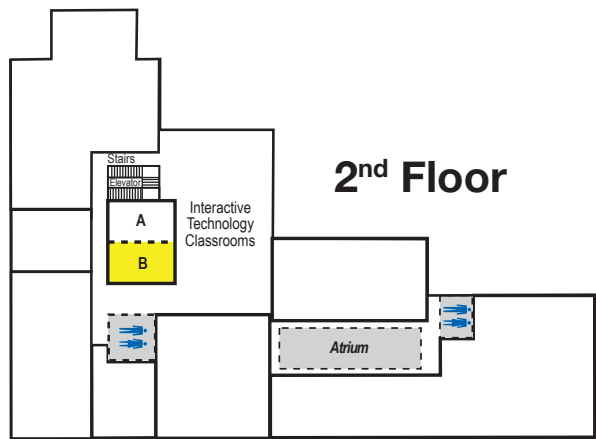
Conference (16)



Theatre (35)

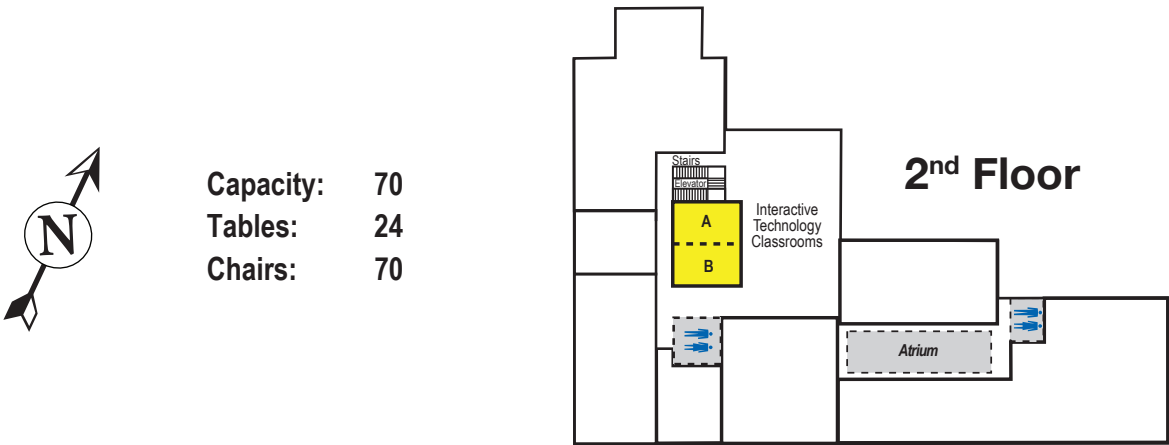
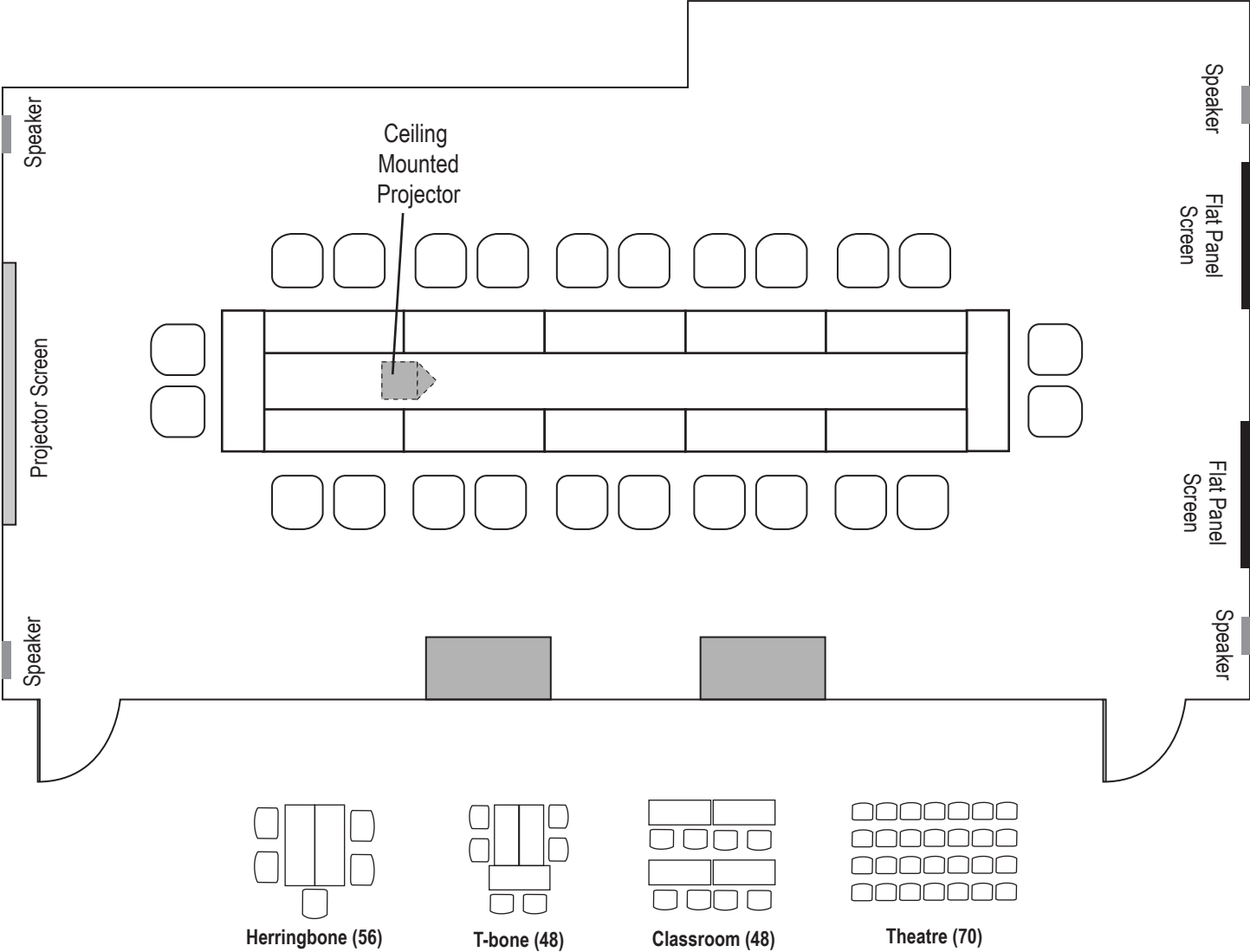


Capacity: 35
Tables: 12
Chairs: 35



CLASSROOMS A and B

Conference (24)



Notes

Notes



San Diego County Superintendent of Schools
Dr. Paul Gothold

San Diego County Board of Education
Paulette Donnellon | Guadalupe González | Mark Powell | Alicia Muñoz | Rick Shea