Meeting Room Setup Diagrams

Main Campus
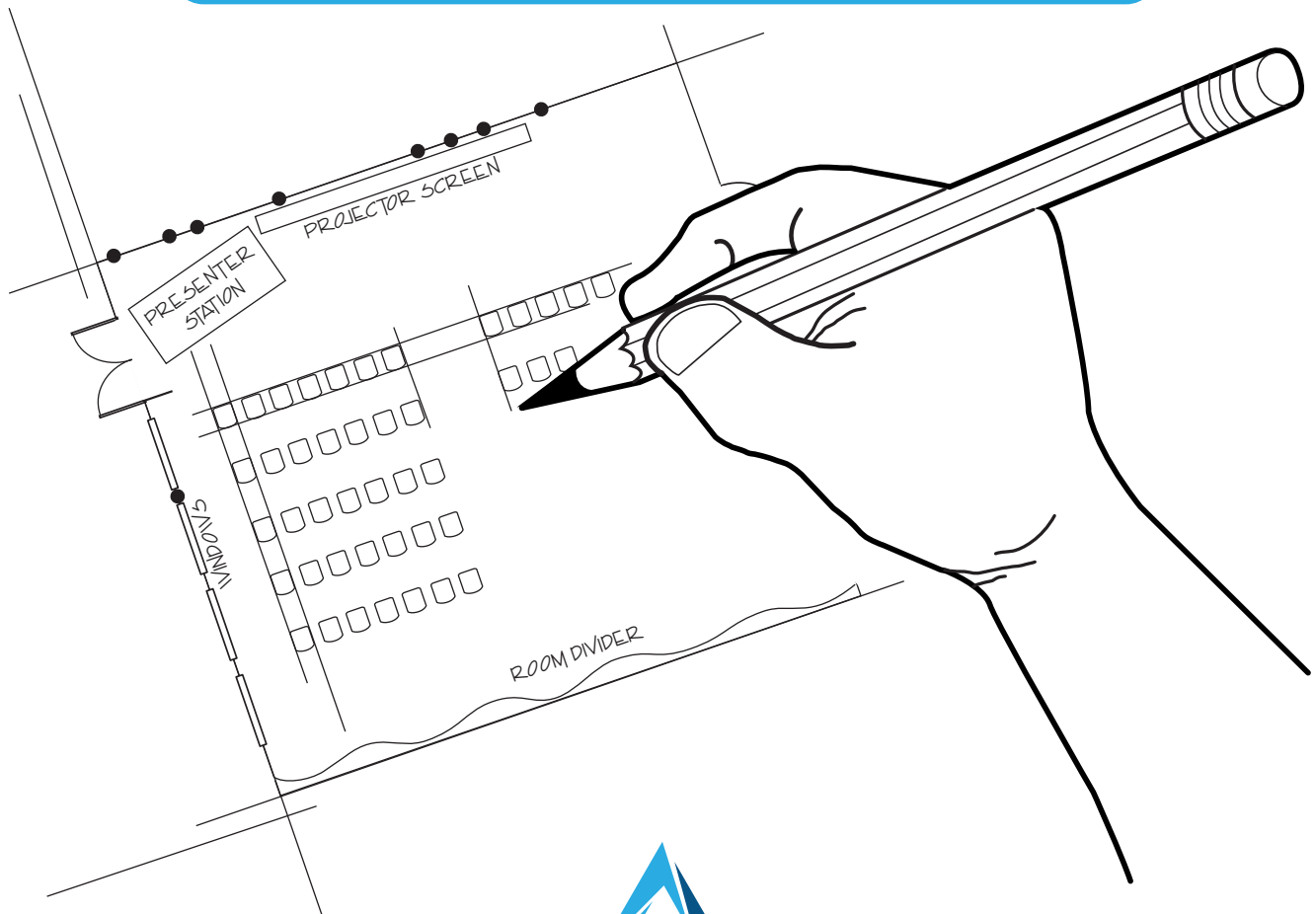
san diego county office of
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REGULAR HOURS OF OPERATION

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 858-630-1808

MAINTENANCE ASSISTANCE
Monday to Friday 8 a.m. to 5 p.m.
Call 858-292-3587

Custodial on call pager: 619-580-7798
After-hours maintenance emergency cell: 858-880-5031

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6401 Linda Vista Road, San Diego, CA 92111-7319
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).

     No food or drink (except water in a closed container) is allowed in the JRRTC Learning Studios.

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.

MAIN CAMPUS MEETING ROOM CAPACITIES AND RENTAL RATES

ROOM	SET-UP STYLE(S)	CAPACITY	ROOM SIZE	SQ.FT.	RATE/DAY
301	CLASSROOM	24	21 X 28	588	$155
302	CONFERENCE	10	12 X 17	204	$54
303	CONFERENCE	8	13 X 19	247	$65
304	THEATER CLASSROOM CONFERENCE	25 16 12	14 X 23	322	$85
305	THEATER CLASSROOM CONFERENCE	25 16 12	14 X 23	322	$85
306	BANQUET ROUND TABLES	60	26 X 28	728	$192
307	CONFERENCE THEATER	20 30	18 X 24	432	$126
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	1640	$454
402	HERRINGBONE T-BONE CLASSROOM THEATER CONFERENCE	40 40 40 60 40	40 X 29	1,160	$329
401 & 402	HERRINGBONE T-BONE CLASSROOM THEATER CONFERENCE	120 100 100 180 80	40 X 70	2,800	$783
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	$422
Annex C	HERRINGBONE T-BONE CLASSROOM THEATER CONFERENCE	60 40 60 60 40	40 X 40	1,600	$422

*Availability subject to departmental release.
Regular Hours of operation for these rooms are Monday to Friday 8 a.m. to 5 p.m. and Saturday 8 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/hour or any part thereof will be assessed in addition to any room use fees.

JRRTC MAXIMUM CAPACITIES AND RENTAL RATES

Room	Set-Up Style	Capacity		FACILITY USE FEES		
Communication Labs 1 and 3	Theatre	65		For San Diego County K-12 public schools, all SDCOE programs: $0 during regular hours		
	Conference	28				
	Herringbone	45		**Conference rooms**		
	Classroom	35		$75/half day or $150/full day for external education groups* $150/half day or $300/full day for commercial groups		
	T-Bone	40				
Communication Labs 2 and 4	Theatre	50				
	Conference	25		**Single Learning Lab or single Communication Lab**		
	Herringbone	40		$150/half day or $300/full day for external education groups* $300/half day or $600/full day for commercial groups		
	Classroom	35				
	T-Bone	40				
Communication Labs 1-4	Theatre	175		**Half Communication Labs (1 and 3 or 2 and 4)**		
	Conference	56		$300/half day or $600/full day for external education groups* $600/half day or $1,200/full day for commercial groups		
	Herringbone	110				
	Classroom	85				
	T-Bone	90				
Learning Studio 1	Custom	26				
Learning Studio 2	Classroom	15		**All Communication Labs 1-4**		
Learning Studio 3	Classroom	15		$600/half day or $1,200 full day for external education groups*		
Learning Studio 4	Classroom	15				
Learning Studios 2-3	Classroom	30		$1,200/half day or $2,400 full day for commercial groups		
Learning Studios 3-4	Classroom	30				
Learning Studios 2-4	Classroom	45		*We can only accept payment via check or purchase order.*		
Room 208	Conference	16				

*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 a presenter PC, LCD/monitor and projection. The Communication Labs and Room 208 have video conferencing capabilities. Only Learning Studios 2-4 have participant laptops.
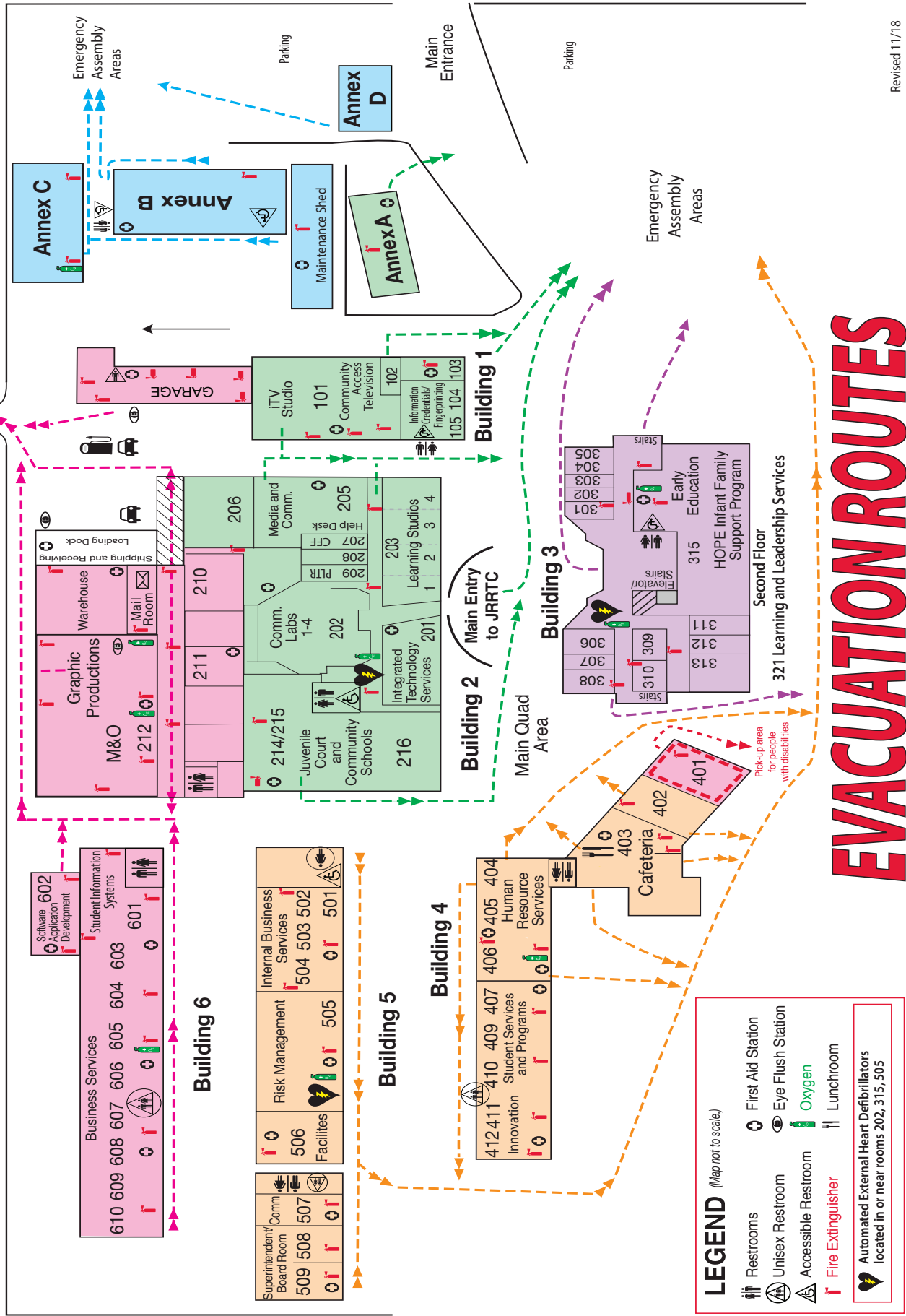
ALL clients using **The Joe Rindone Regional Technology Center (JRRTC) on WEDNESDAY OR THURSDAY after 5 p.m. must pay $50/hour for tech support/overtime.** (Other evenings are available only upon approval.) **Please provide billing information upon booking**.

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.

Regular hours of operations are Monday to Friday 8 a.m. to 5 p.m.

IN CASE OF EMERGENCY DIAL 911
(For further assistance call M and O at 858-292-3587)

Revised 11/18

EVACUATION ROUTES

Parking

Main Entrance

Parking

Emergency Assembly Areas

Emergency Assembly Areas

Annex C

Annex B

Annex D

Annex A

Maintenance Shed

N

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6401 Linda Vista Road, San Diego, CA 92111
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Building 1
- iTV Studio 101
- Community Access Television
- Information/Credentials/Fingerprinting
- 102
- 105 104 103
- GARAGE

Building 2
- 206
- Media and Comm. 205
- 207 CFF Help Desk
- 208
- 209 PLTR
- 203 Learning Studios 1 2 3 4
- Comm. Labs 1-4 202
- 210
- 211
- 212
- 214/215
- Juvenile Court and Community Schools 216
- Integrated Technology Services 201
- Main Entry to JRRTC
- Main Quad Area
- M&O
- Graphic Productions
- Warehouse
- Mail Room
- Shipping and Receiving
- Loading Dock

Building 3
- 305 Stairs
- 304
- 303
- 302
- 301
- Early Education
- HOPE Infant Family Support Program 315
- Elevator Stairs
- 306
- 307
- 308
- 309
- 310 Stairs
- 311
- 312
- 313
- Second Floor
- 321 Learning and Leadership Services

Building 4
- 401
- 402
- 403 Cafeteria
- 404
- 405 Human Resource Services
- 406
- 407
- 409
- 410 Student Services and Programs
- 411
- 412 Innovation
- Pick-up area for people with disabilities

Building 5
- Internal Business Services
- 504 503 502
- 501
- 505
- 506 Facilites
- Risk Management

Building 6
- Business Services
- 610 609 608 607 606 605 604 603 601
- 602 Software Application Development
- Student Information Systems
- 507
- 509 508 507
- Superintendent/ Comm. Board Room

LEGEND (Map not to scale.)

Symbol	Description
	Restrooms
	Unisex Restroom
	Accessible Restroom
	Fire Extinguisher
	First Aid Station
	Eye Flush Station
	Oxygen
	Lunchroom
	Automated External Heart Defibrillators located in or near rooms 202, 315, 505

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:

    6401 Linda Vista Road, San Diego, CA 92111

Automated External Defibrillators

There are three **automated external defibrillators** on the main campus at the following locations:
- JRRTC, north of the restrooms near the entrance to the Momentum Learning lounge.
- Building 3 foyer, corner near room 306.
- Room 505, next to the kitchenette/workroom.

Oxygen Tanks

There are nine **oxygen tanks** at the following locations:
- Annex C
- JRRTC, Hallway near the men's rest room
- Room 212, Graphics Production (shelf by back door)
- Room 306, outside of doorway
- Room 315, first floor kitchenette
- Room 505, outside supply room
- Room 605, in hall near woman's rest room

MAP TO SAN DIEGO COUNTY OFFICE OF EDUCATION

We are located on the corner of **Via Las Cumbres and Linda Vista Road**. There is driveway access from both streets. Two parking areas are available. Please observe all posted signs. SDCOE is a smoke-free facility. No smoking of tobacco or e-cigarette products is allowed on campus.
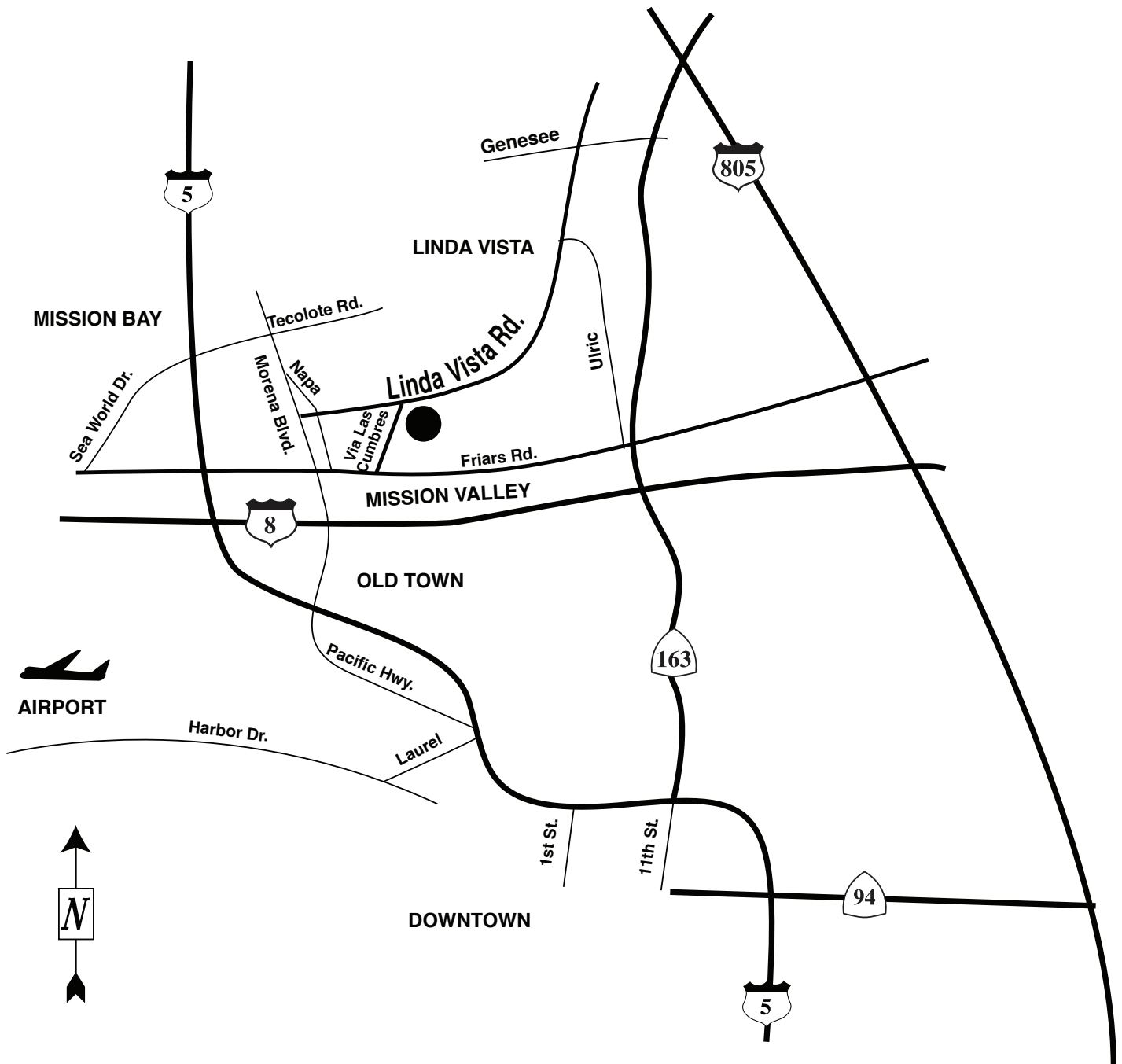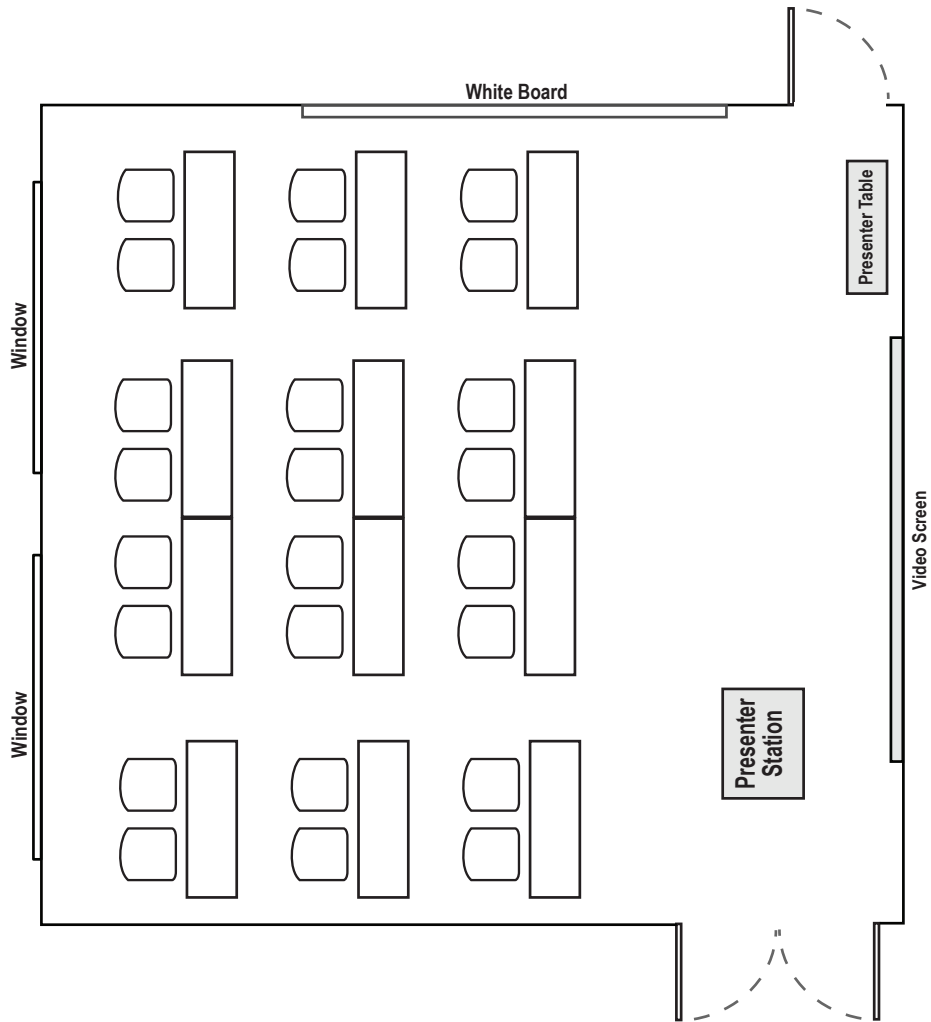

Map not to scale.
Nov. 2018
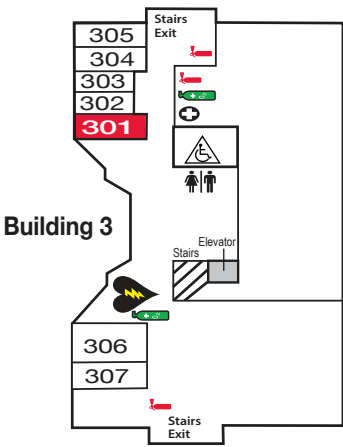
MAIN CAMPUS MEETING ROOM LOCATIONS

Building 2

Com. Labs 1&3 202 | Com. Labs 2&4 202 | 208

203 Learning Lab/Studio 1 | 203 Learning Lab 2 | 203 Learning Lab 3 | 203 Learning Lab 4

Main Entry to JRRTC

FLEET PARKING

GARAGE

Building 1

Annex C

Annex B

FLEET PARKING

GENERAL PARKING

Building 4

Main Quad Area

403 Lunchroom | 402 | 401

Building 3

307 306 | 301 302 303 304 305

Stairs | Elevator/Stairs | Stairs

PEDESTRIAN ENTRANCE

GENERAL PARKING

N

LEGEND *(Map not to scale.)*

- 👥 Restrooms
- ♿ Handicapped Restroom
- 🧯 Fire Extinguisher
- ➕ First Aid Station
- Oxygen
- 🍴 Lunchroom
- ❤ Automated External Heart Defibrillators (A.E.D.) located in or near rooms 202, 315, 505

Building 3: 301–307
Building 4: 401–402, Lunchroom
JRRTC: Communication Labs 1–4
        Learning Labs 1–4
        208
Annex B
Annex C

ROOM 301

Classroom (24)
Permanent setup

White Board

Window

Window

Presenter Table

Video Screen

Presenter Station

Stairs Exit

305
304
303
302
301

Building 3

Elevator
Stairs

306
307

Stairs Exit

Capacity:	24
Room Size:	21' x 28'
Sq. Ft.	588
Tables:	12
Chairs:	24

N

ROOM 302

Conference (10)
Permanent setup

Window

Video Screen
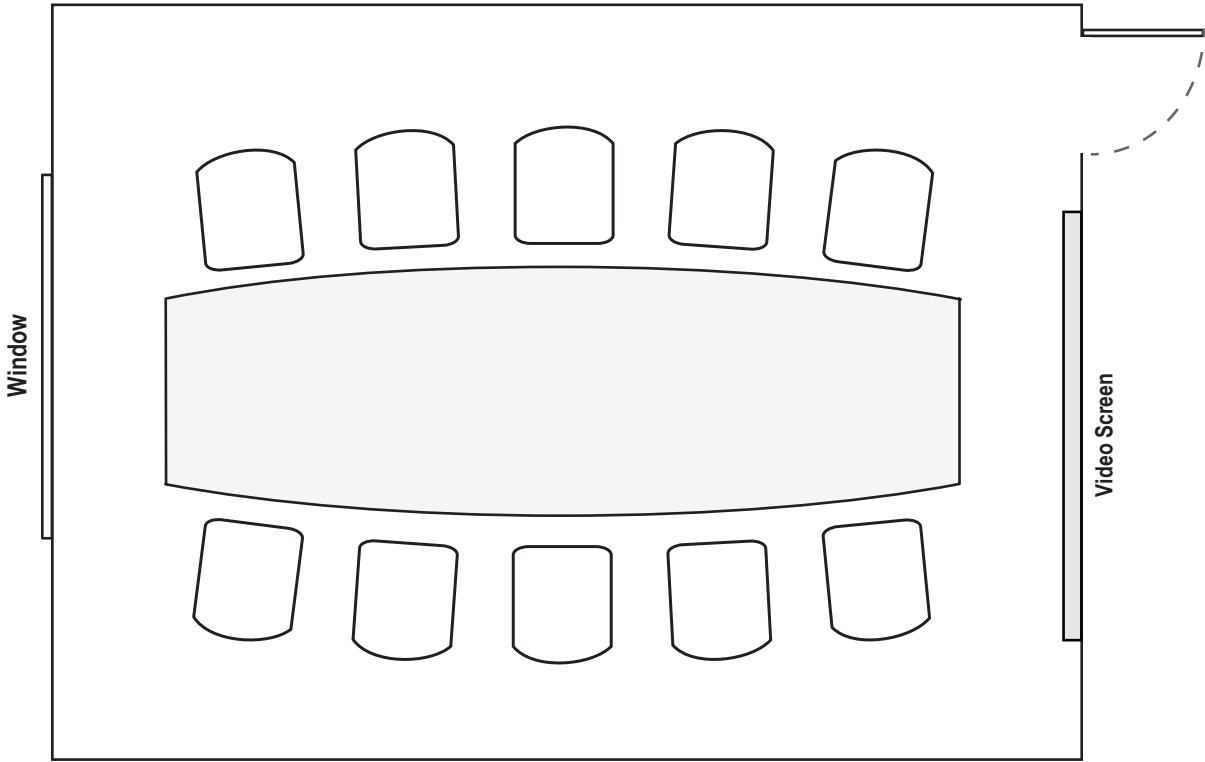
Max Capacity:	10	
Room Size:	12' x 17'	
Sq. Ft.	204	
Tables:	One	
Chairs:	10	

N

Stairs
Exit

305
304
303
302
301

Building 3

Elevator
Stairs

306
307

Stairs
Exit
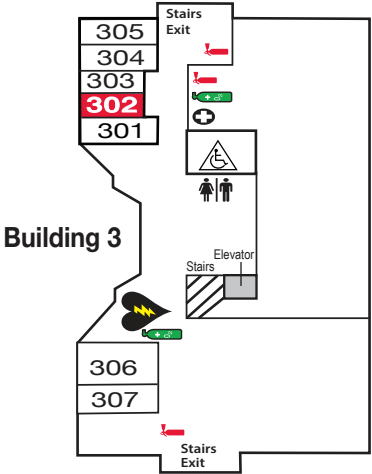
ROOM 303

Classroom (8)
Permanent setup

Two-way mirror into room 304

Attached table
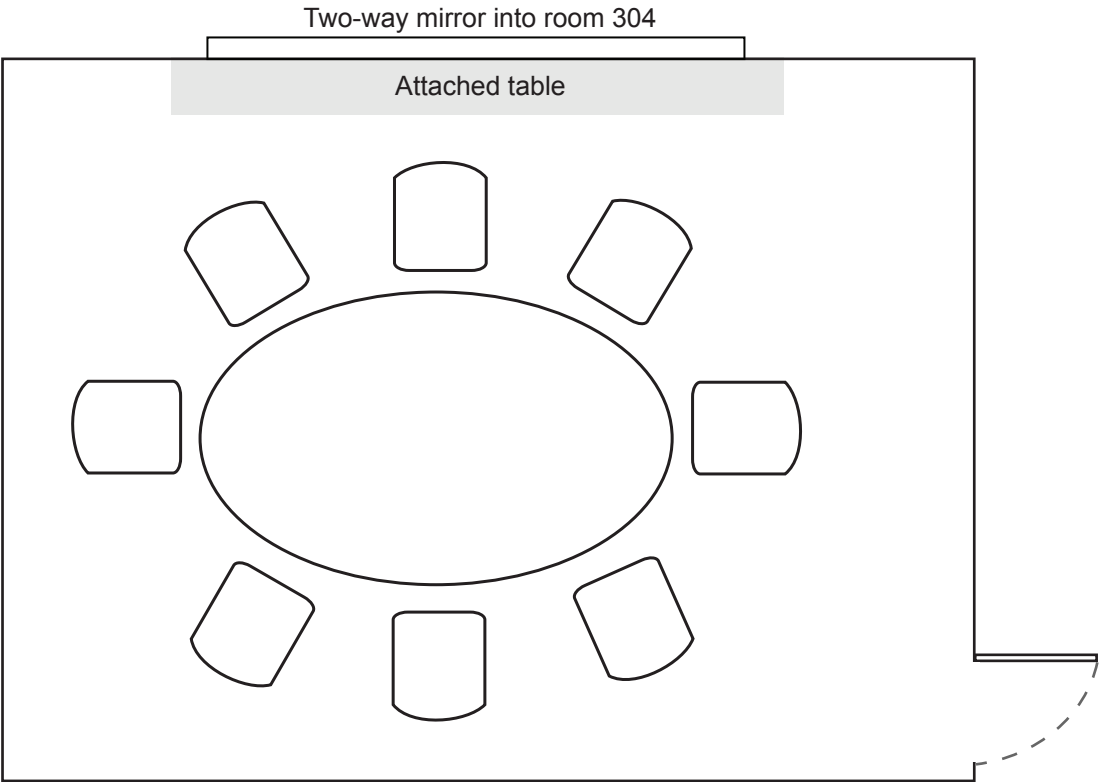
Max Capacity: 8
Room Size: 13' x 19'
Sq. Ft. 247
Tables: One
Chairs: 8

N

305
304
303
302
301

Stairs Exit

Building 3

Stairs
Elevator
Stairs

306
307

Stairs Exit

ROOM 304
Classroom (16)

Window

Presenter Station

Video Screen

Presenter Table

Two-way mirror into room 303

Conference (12)

Theatre (25)

Stairs Exit		
305		
304		
303		
302		
301		

Building 3

Elevator
Stairs

306
307

Stairs Exit

N
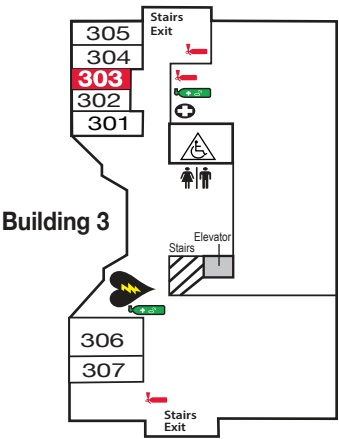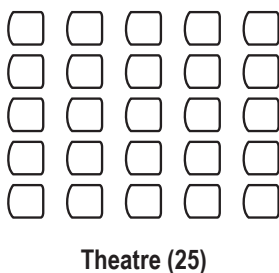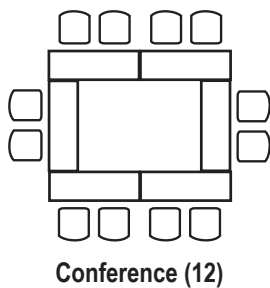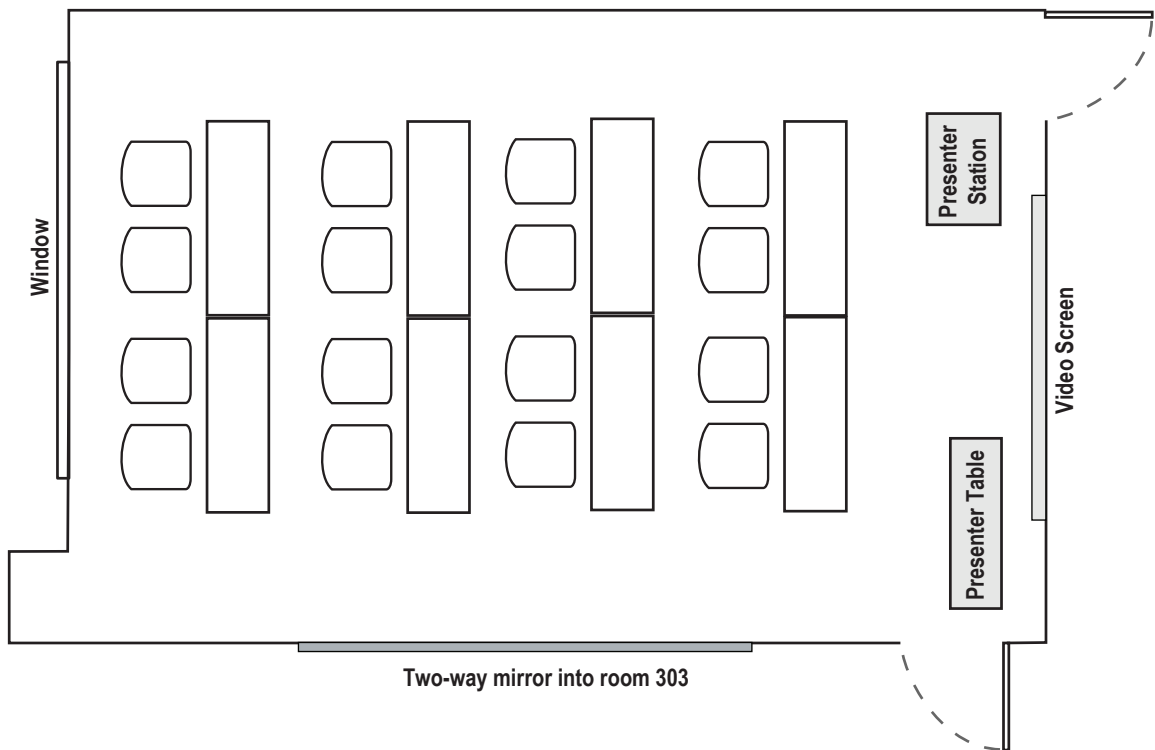
Max Capacity: 25
Room Size: 14' x 23'
Sq. Ft. 322
Tables: 8
Chairs: 25

ROOM 305
Classroom (16)

Window

Window

Window

Window

Video Screen

Window

Presenter Station
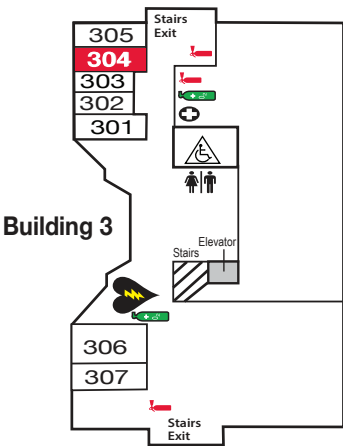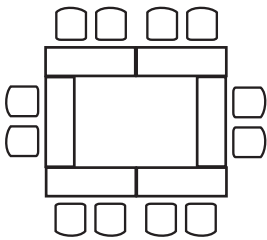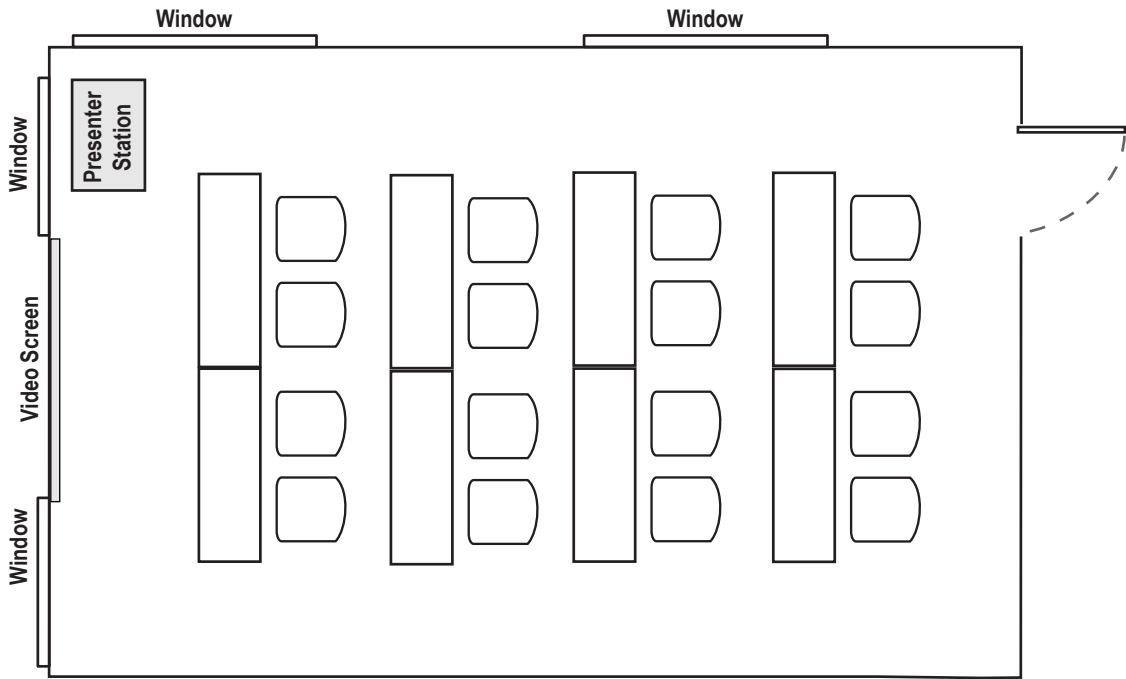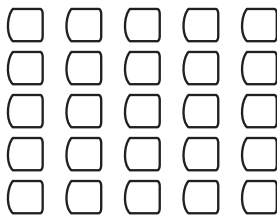
Conference (12)

Theatre (25)

Max Capacity: 25
Room Size: 14' x 23'
Sq. Ft. 322
Tables: 8
Chairs: 25

N

Stairs Exit

305
304
303
302
301

Building 3

Elevator
Stairs

306
307

Stairs Exit
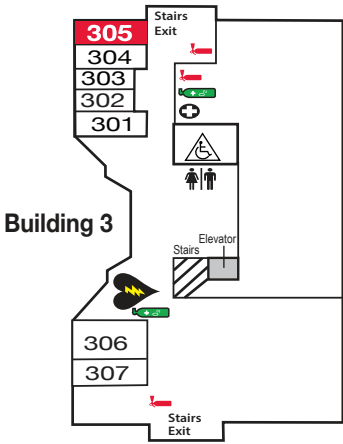
ROOM 306

Banquet (54)
Permanent setup

Window

Window

Table **Table**

Window

Overhead
Projector
(ceiling)

Window

Projector Screen
(ceiling)

**Presenter
Station**

Stairs
Exit

305
304
303
302
301

Building 3

Stairs
Elevator
Stairs

306
307

Stairs
Exit
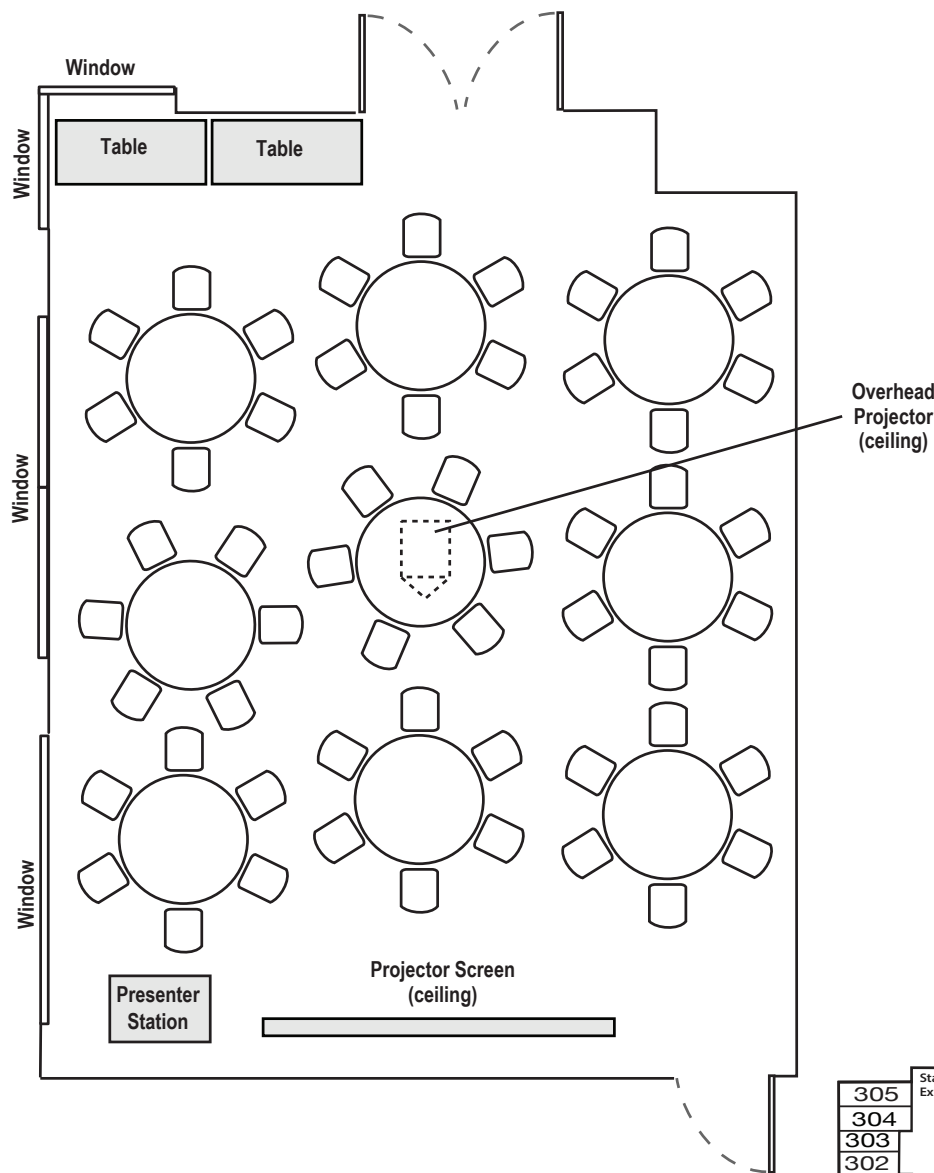
Max Capacity:	**54**	
Room Size:	**26' x 28'**	
Sq. Ft.	**728**	
Tables:	**9 round**	
Chairs:	**54**	

N

ROOM 307
Conference (20)

Presenter Station

Video Screen
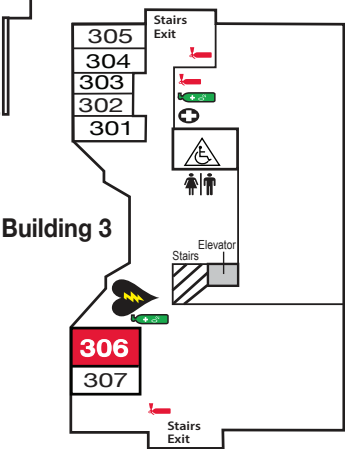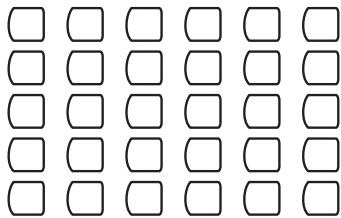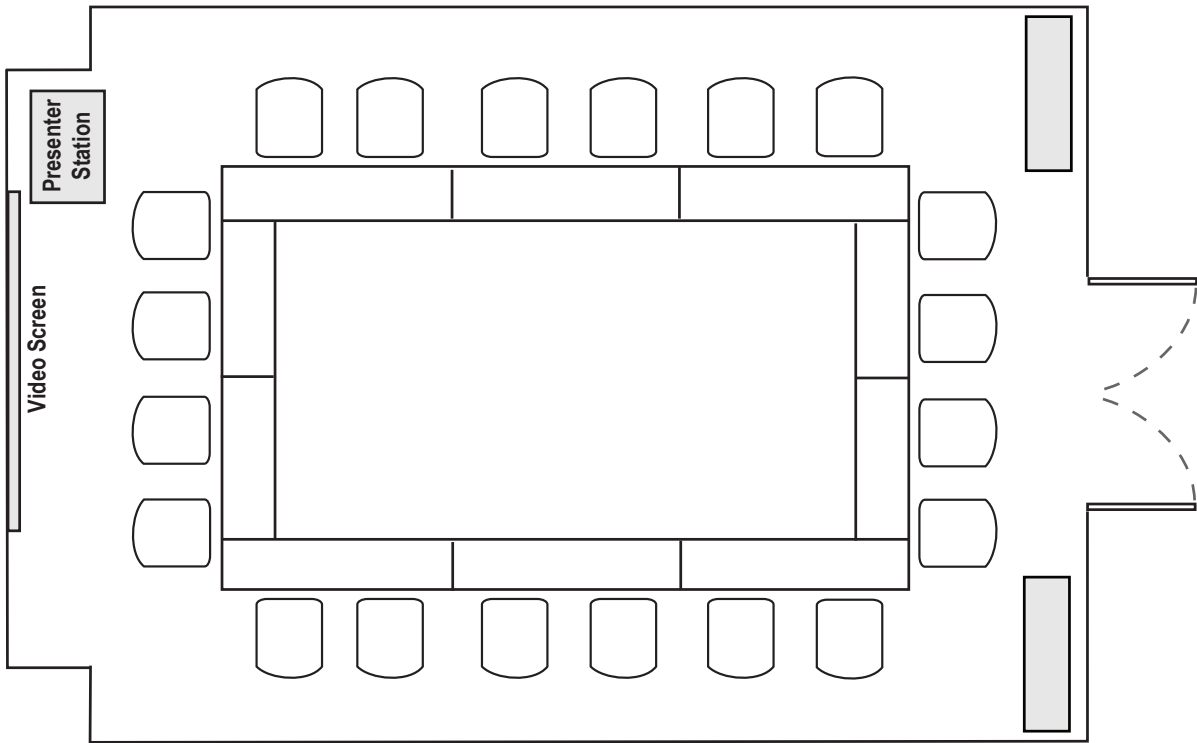
Theatre (30)

Max Capacity: 30
Room Size: 18' x 24'
Sq. Ft. 432
Tables:
Chairs:

N

Building 3

305
304
303
302
301

Stairs Exit

306
307

Stairs Exit

Elevator
Stairs

ROOM 401

Herringbone (60)

Projector Screen

Presenter Station

Windows

Large Table

Large Table

Large Table

Large Table

Overhead Projector

Room Divider
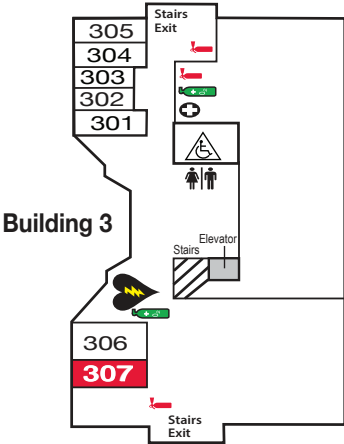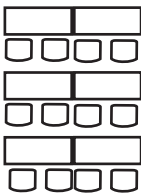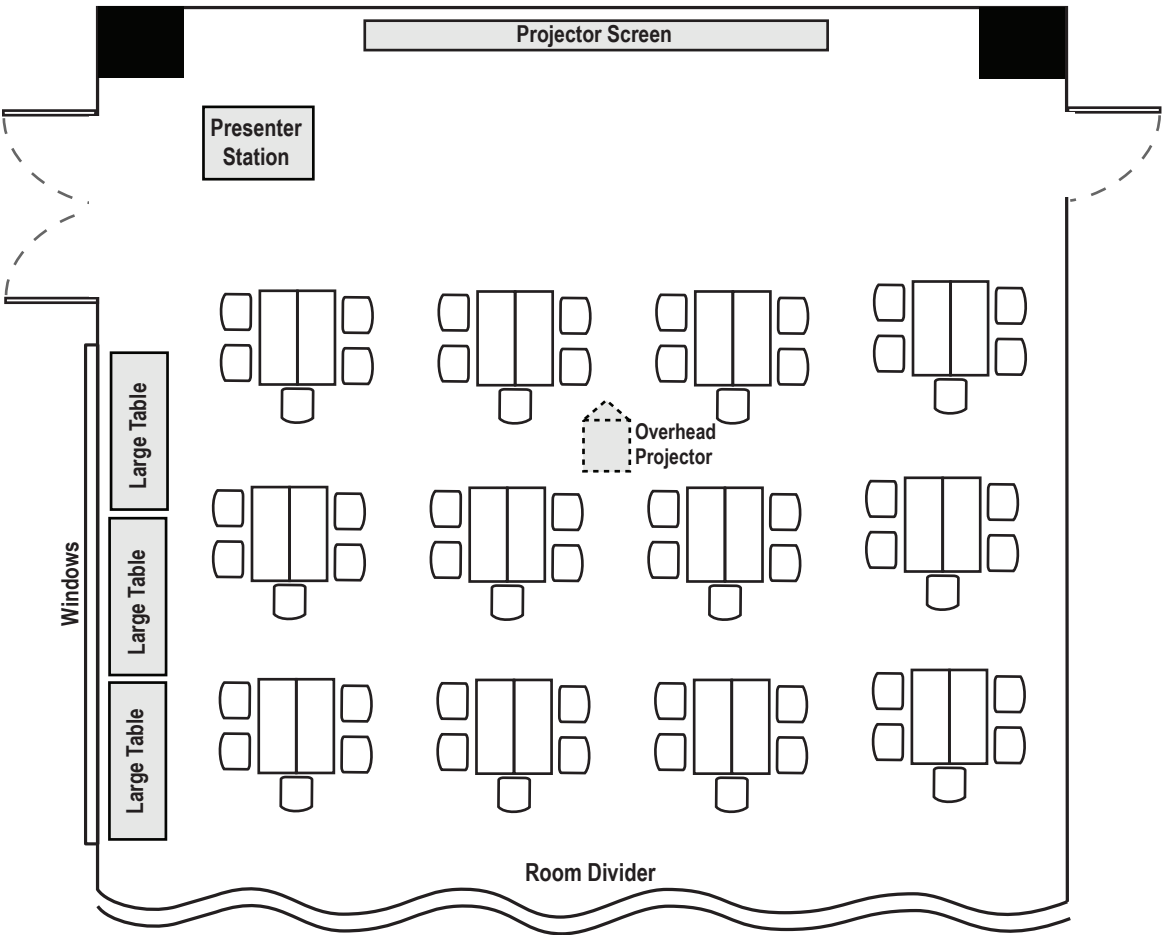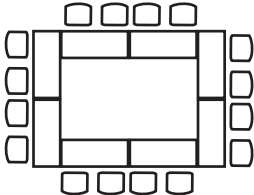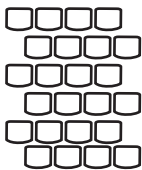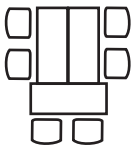
Classroom (40)   **Conference (40)**   **Theater (60)**   **T-bone (42)**

Max Capacity:	60	
Room Size:	40' x 41'	
Sq. Ft.	1640	
Tables:	10	
Chairs:	60	

N

401

402   **Building 4**

403 Lunchroom

ROOM 402
Classroom (40)
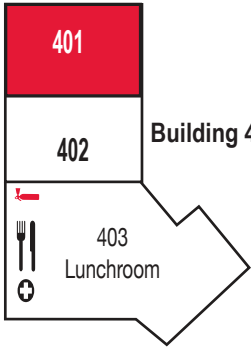
Conference (40)   **Herringbone (40)**   **Theater (60)**   **T-bone (40)**
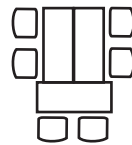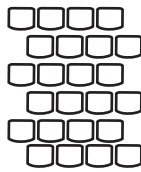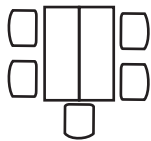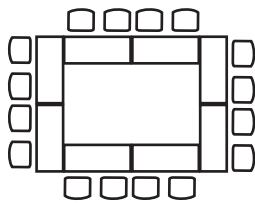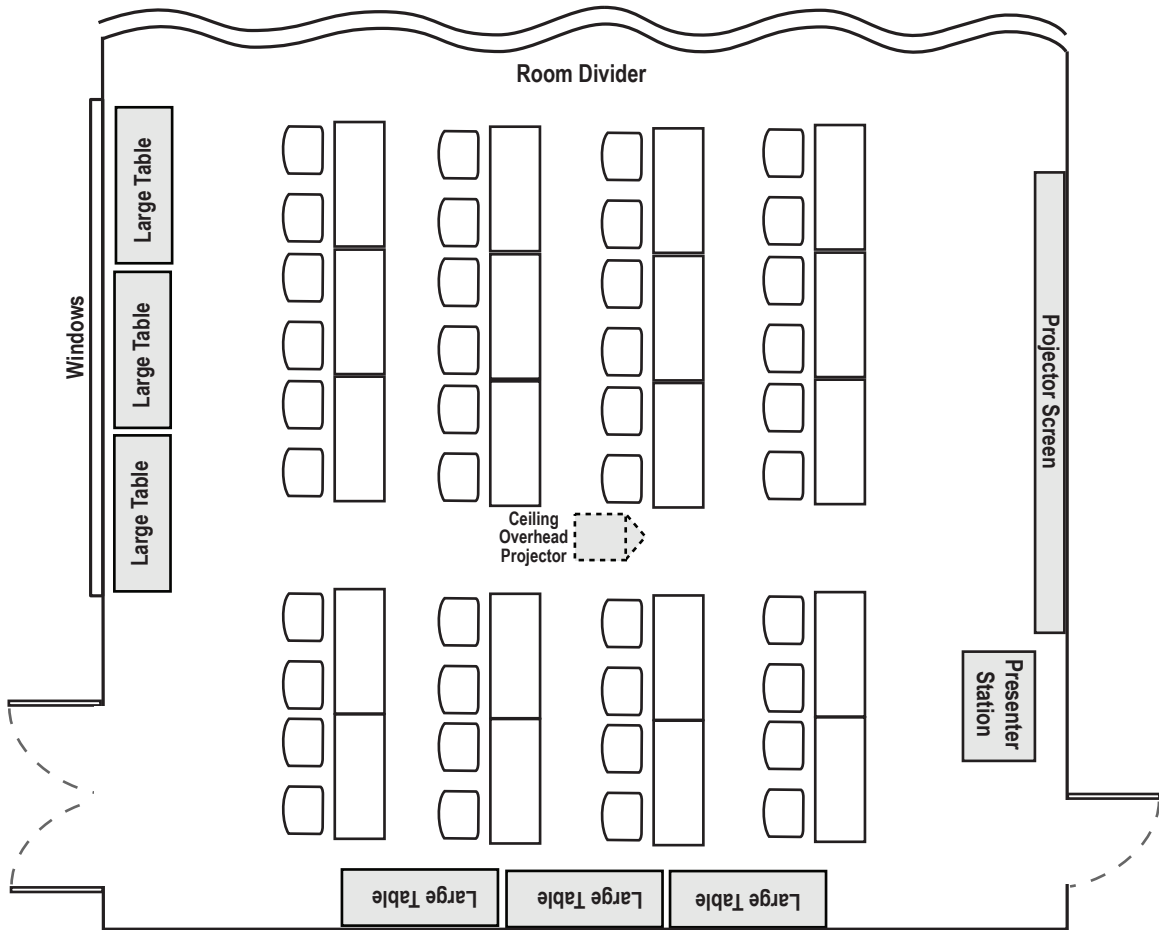
Max Capacity: 60
Room Size: 40' x 29'
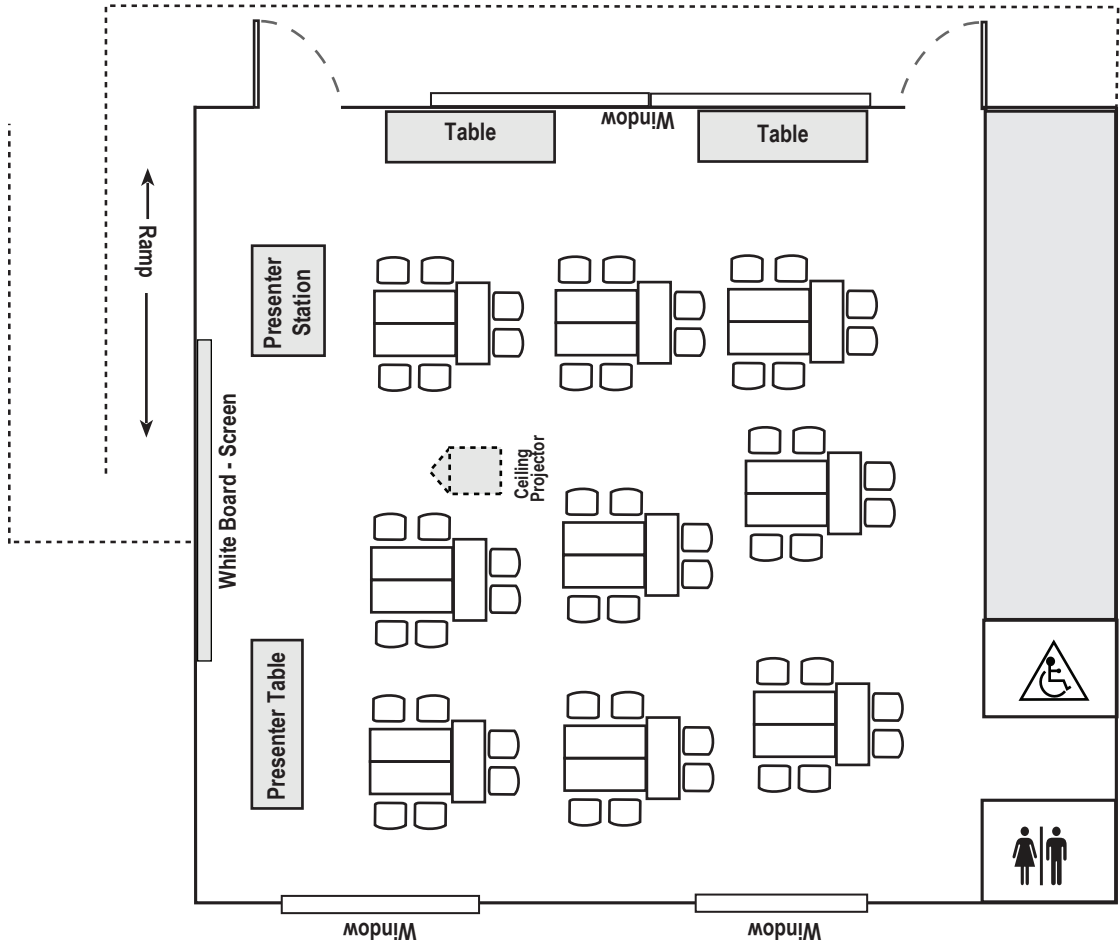Sq. Ft.   1160
Tables: 20
Chairs: 60

401

402 **Building 4**

403 Lunchroom
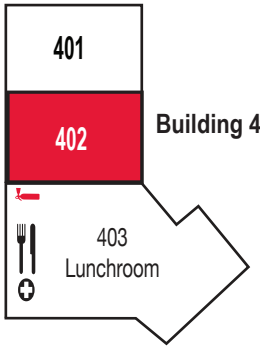
ROOMS 401 and 402

Theater (180)

Conference (80)   **Herringbone (120)**   **Classroom (100)**   **T-bone (80)**

Max Capacity:	180
Room Size:	40' x 70'
Sq. Ft.	2800
Tables:	20
Chairs:	180

Building 4

401

402

403
Lunchroom

ANNEX B

T-bone (54)

Ramp

Presenter Station

White Board - Screen

Presenter Table

Table

Window

Table

Ceiling Projector

Window

Window
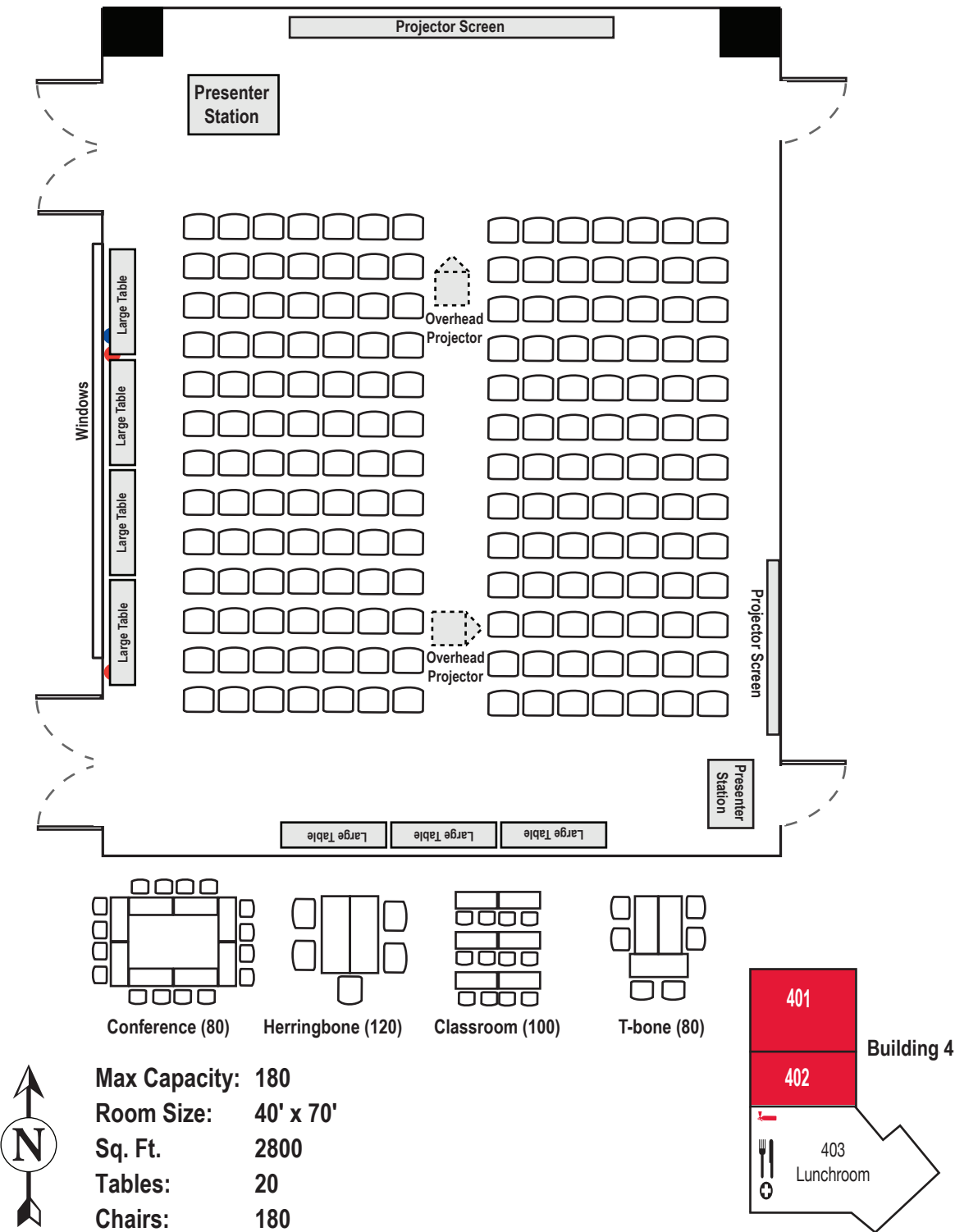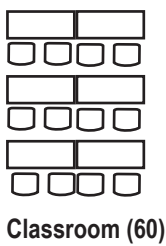
Classroom (60)
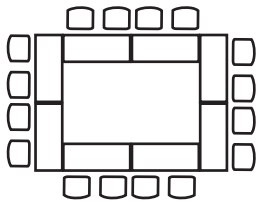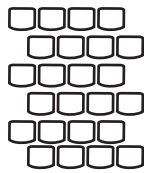
Conference (40)

Theater (60)
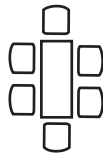
Herringbone (60)

Max Capacity: 60
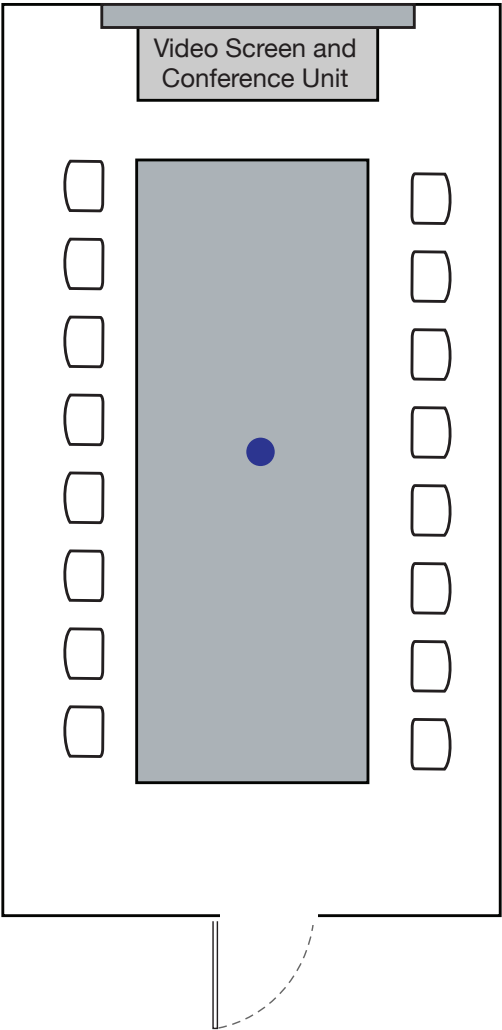**Room Size:** 40' x 40'
Sq. Ft. 1600
Tables: 28
Chairs: 60

N

To upper parking lot

Annex C

Annex B

FLEET PARKING

To main campus

ANNEX C
T-bone (54)

White Board - Screen

Presenter Table

Presenter Station

Window

Window

Ceiling Projector

Table

Window

Table

Ramp

Storage Room

Classroom (60)   **Conference (40)**   **Theater (60)**   **Herringbone (60)**

To upper parking lot

Annex C

Annex B

FLEET PARKING

To main campus

N

Max Capacity:	60
Room Size:	40' x 40'
Sq. Ft.	1600
Tables:	28
Chairs:	60
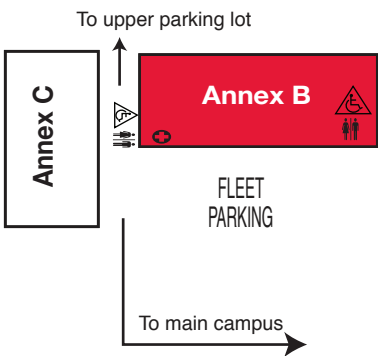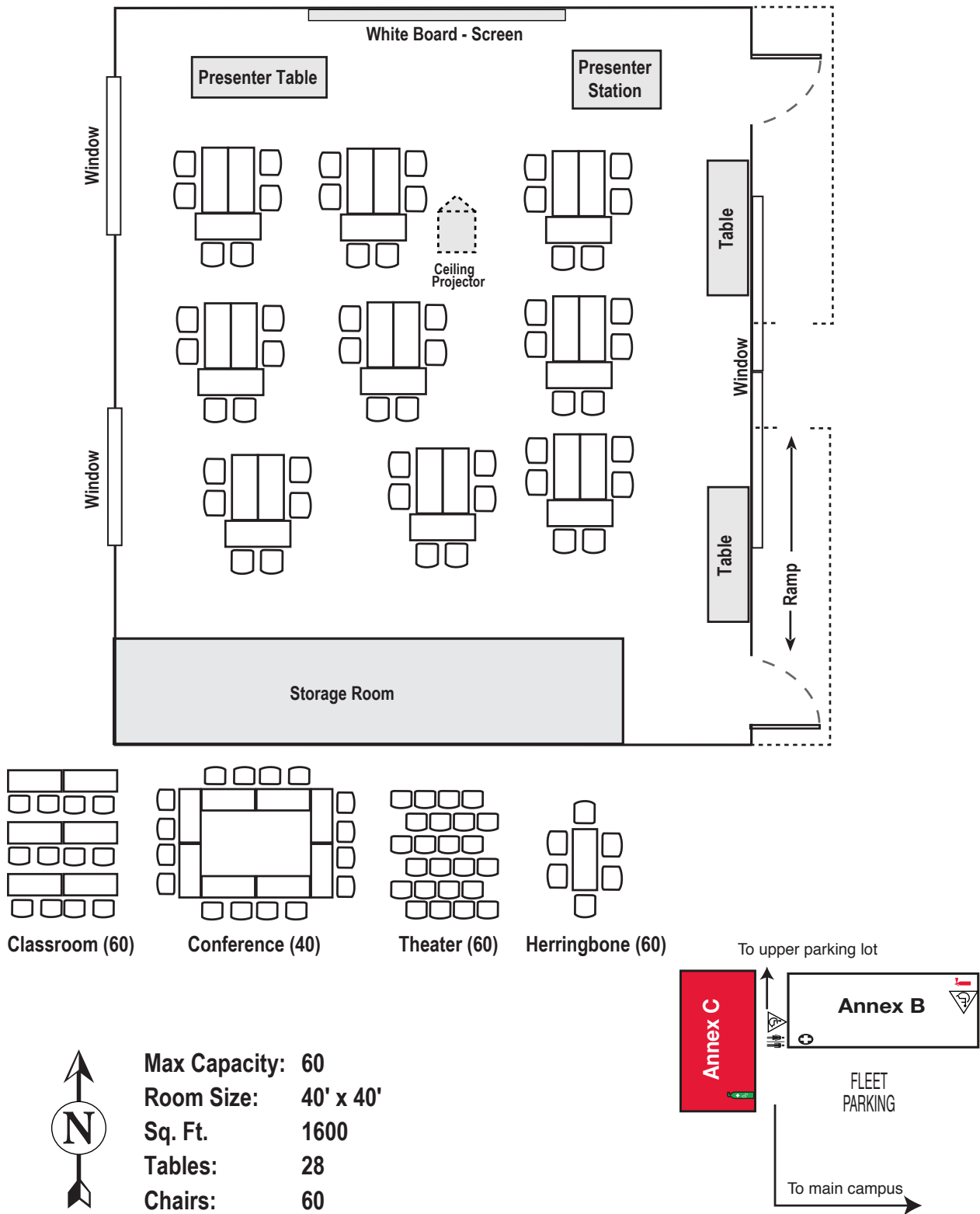
JRRTC ROOM 208

Conference (16)
Permanent setup

Video Screen and
Conference Unit

● **Conference Phone**

Max Capacity: 16
Tables: 1
Chairs: 16

N

COMM
LABS
1 and 3

COMM
LABS
2 and 4

209 | **208**

203
Learning
Studio
1

203
Learning
Studio
2

203
Learning
Studio
3

203
Learning
Studio
4
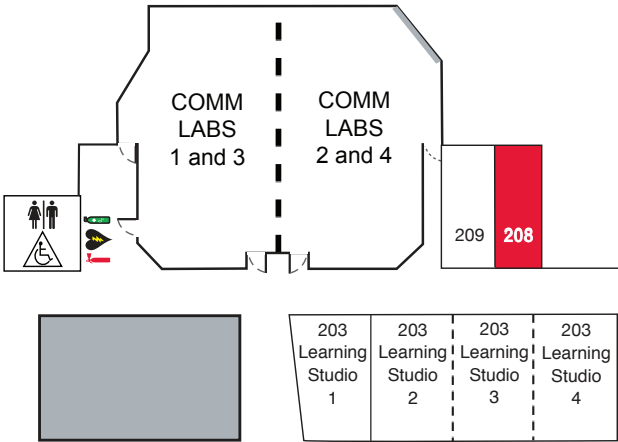
Building 2, JRRTC

JRRTC COMMUNICATION LABS 1 and 3

T-Bone (40)

Video Screen

Presenter Station

Conference (28)   Herringbone (45)   Classroom (35)   Theater (65)

Max Capacity: 65
Tables: 30
Chairs: 65

COMM LABS 1 and 3

COMM LABS 2 and 4

209 208

203 Learning Studio 1

203 Learning Studio 2

203 Learning Studio 3

203 Learning Studio 4
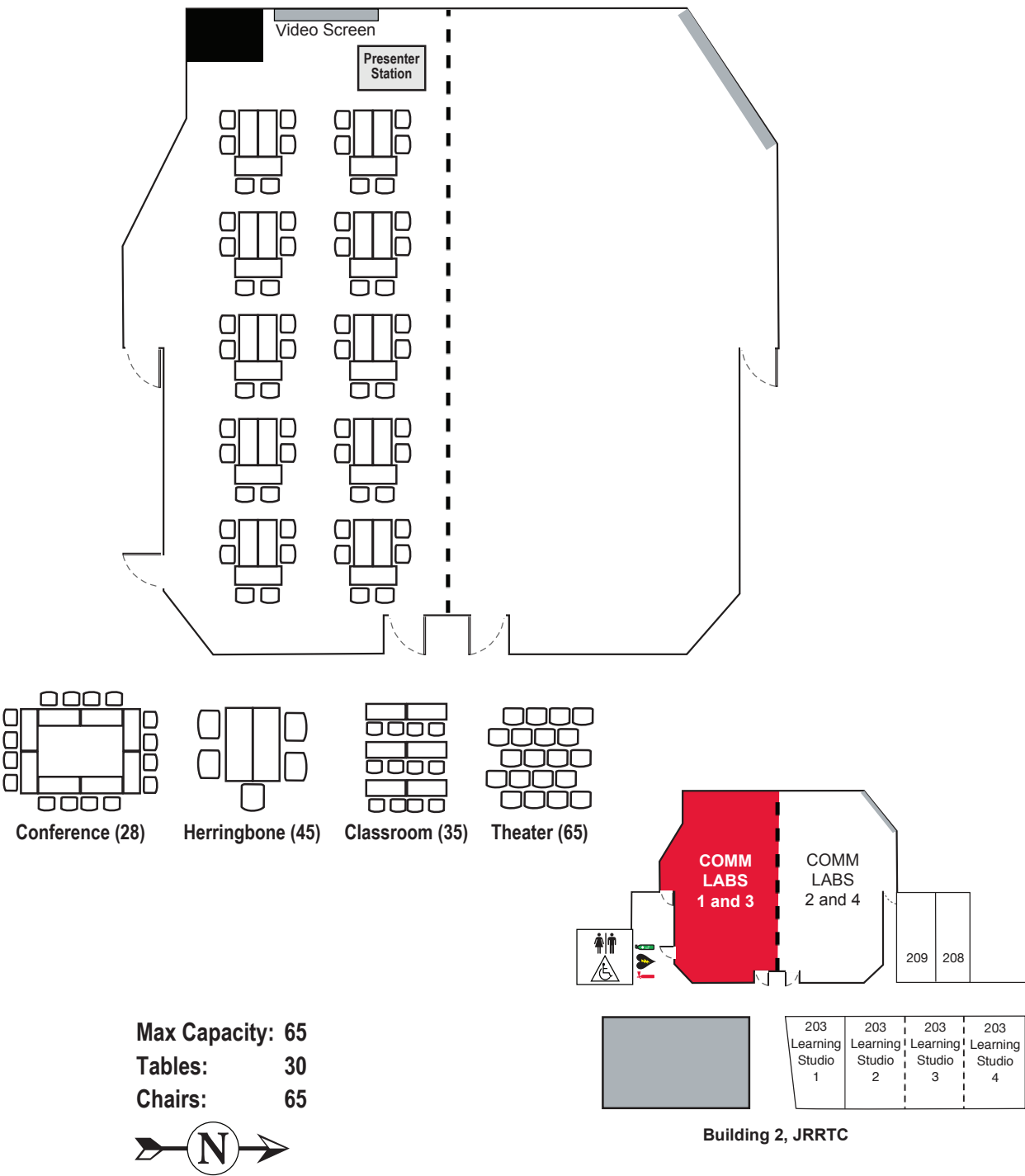
Building 2, JRRTC

JRRTC COMMUNICATION LABS 2 and 4

Herringbone (40)

Presenter
Station
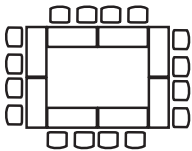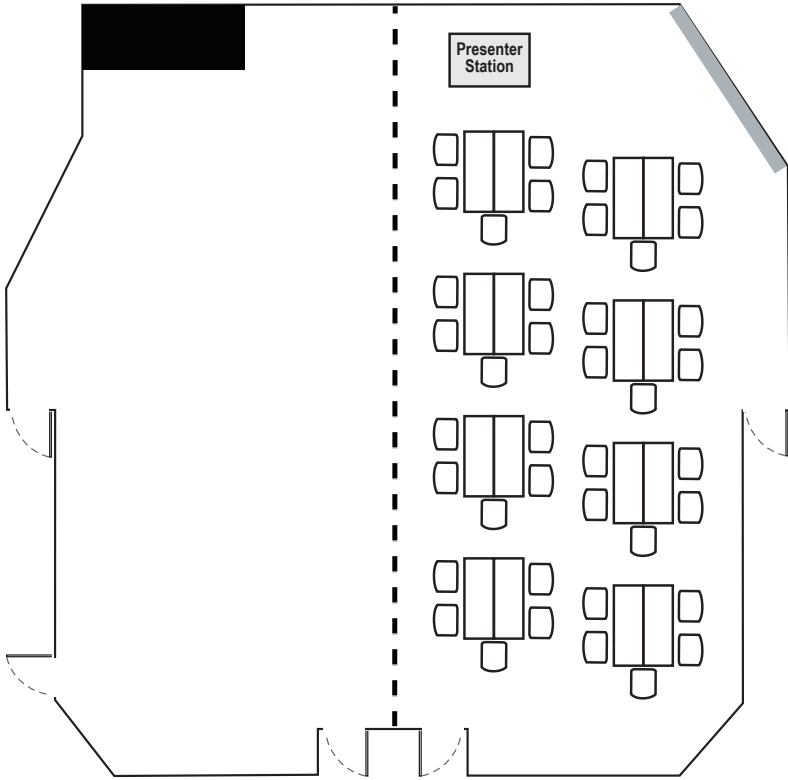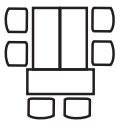
Conference (25)   T-Bone (40)   Classroom (35)   Theater (50)

COMM
LABS
1 and 3

COMM
LABS
2 and 4

209   208
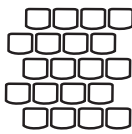
Max Capacity: 50
Tables: 21
Chairs: 50

N

203
Learning
Studio
1

203
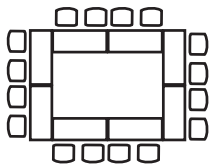Learning
Studio
2

203
Learning
Studio
3

203
Learning
Studio
4
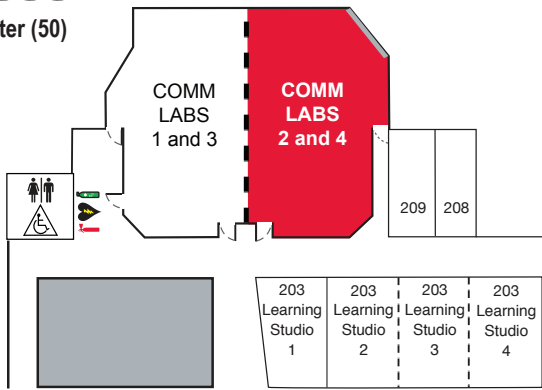
Building 2, JRRTC

JRRTC COMMUNICATION LABS 1–4

Classroom (84)

Video Screen

Presenter Station

Video Screen
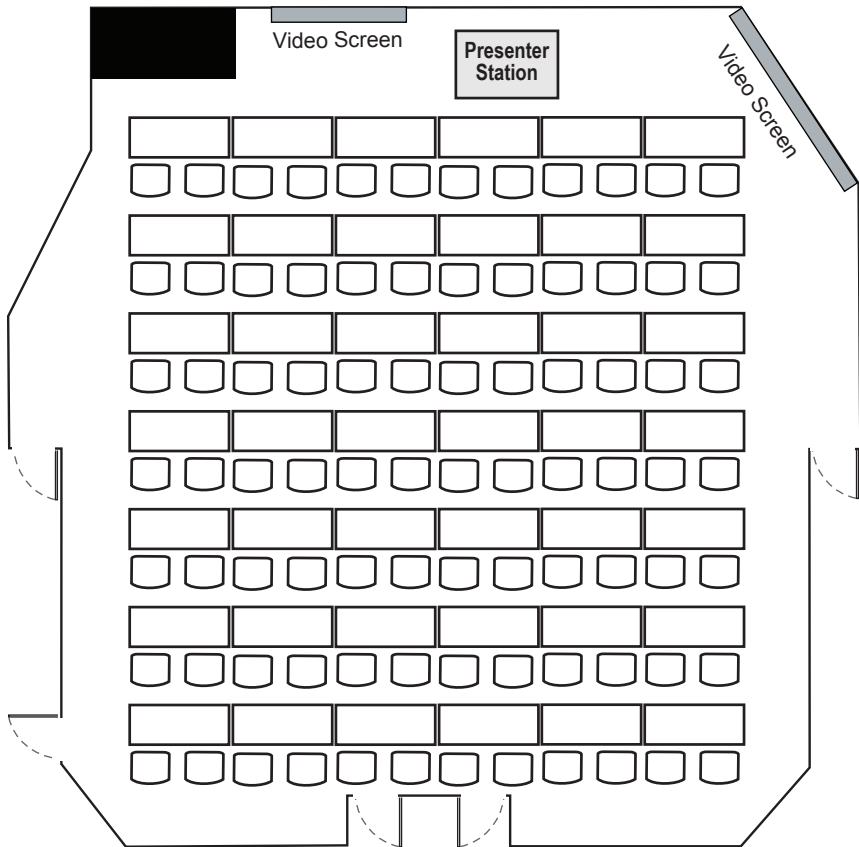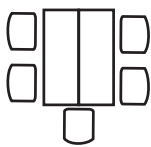
Conference (56)   Herringbone (110)   T-Bone (90)   Theater (175)
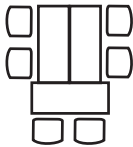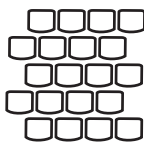
Max Capacity: 175
Tables: 42
Chairs: 175

N

COMM LABS 1 and 3   COMM LABS 2 and 4

209   208

203 Learning Studio 1   203 Learning Studio 2   203 Learning Studio 3   203 Learning Studio 4

Building 2, JRRTC

JRRTC LEARNING STUDIO 1

Presenter Station

Glass Dry Erase White Board

Touch Screen Interactive Display

Max Capacity: 18
Laptops: 15
Tables: 9
Chairs: 18

N

COMM LABS 1 and 3

COMM LABS 2 and 4

209 | 208

203 Learning Studio 1 | 203 Learning Studio 2 | 203 Learning Studio 3 | 203 Learning Studio 4

Building 2, JRRTC

JRRTC LEARNING STUDIO 2

Classroom
(Permanent)

Glass Dry Erase
White Board

Touch Screen
Interactive Display

Presenter Station

Max Capacity: 18
Laptops: 15
Tables: 9
Chairs: 18

COMM LABS 1 and 3

COMM LABS 2 and 4

209 | 208

| 203 Learning Studio 1 | 203 Learning Studio 2 | 203 Learning Studio 3 | 203 Learning Studio 4 |

Building 2, JRRTC

JRRTC LEARNING STUDIO 3

Classroom
(Permanent)

Presenter
Station

Glass Dry Erase
White Board

Touch Screen
Interactive Display

Max Capacity: 18
Laptops: 15
Tables: 9
Chairs: 18

N

COMM
LABS
1 and 3

COMM
LABS
2 and 4

209 | 208

| 203 Learning Studio 1 | 203 Learning Studio 2 | **203 Learning Studio 3** | 203 Learning Studio 4 |

Building 2, JRRTC

JRRTC LEARNING STUDIO 4

Classroom
(Permanent)

Emergency Exit Only

Presenter
Station

Glass Dry Erase
White Board

Touch Screen
Interactive Display

Max Capacity: 16
Laptops: 15
Tables: 8
Chairs: 16

N

COMM
LABS
1 and 3

COMM
LABS
2 and 4

209 | 208

203
Learning
Studio
1

203
Learning
Studio
2

203
Learning
Studio
3

**203
Learning
Studio
4**

Building 2, JRRTC

JRRTC LEARNING STUDIO 2 and 3

Classroom
(Permanent)

Video Screen

Presenter Station

Presenter Table

Video Screen
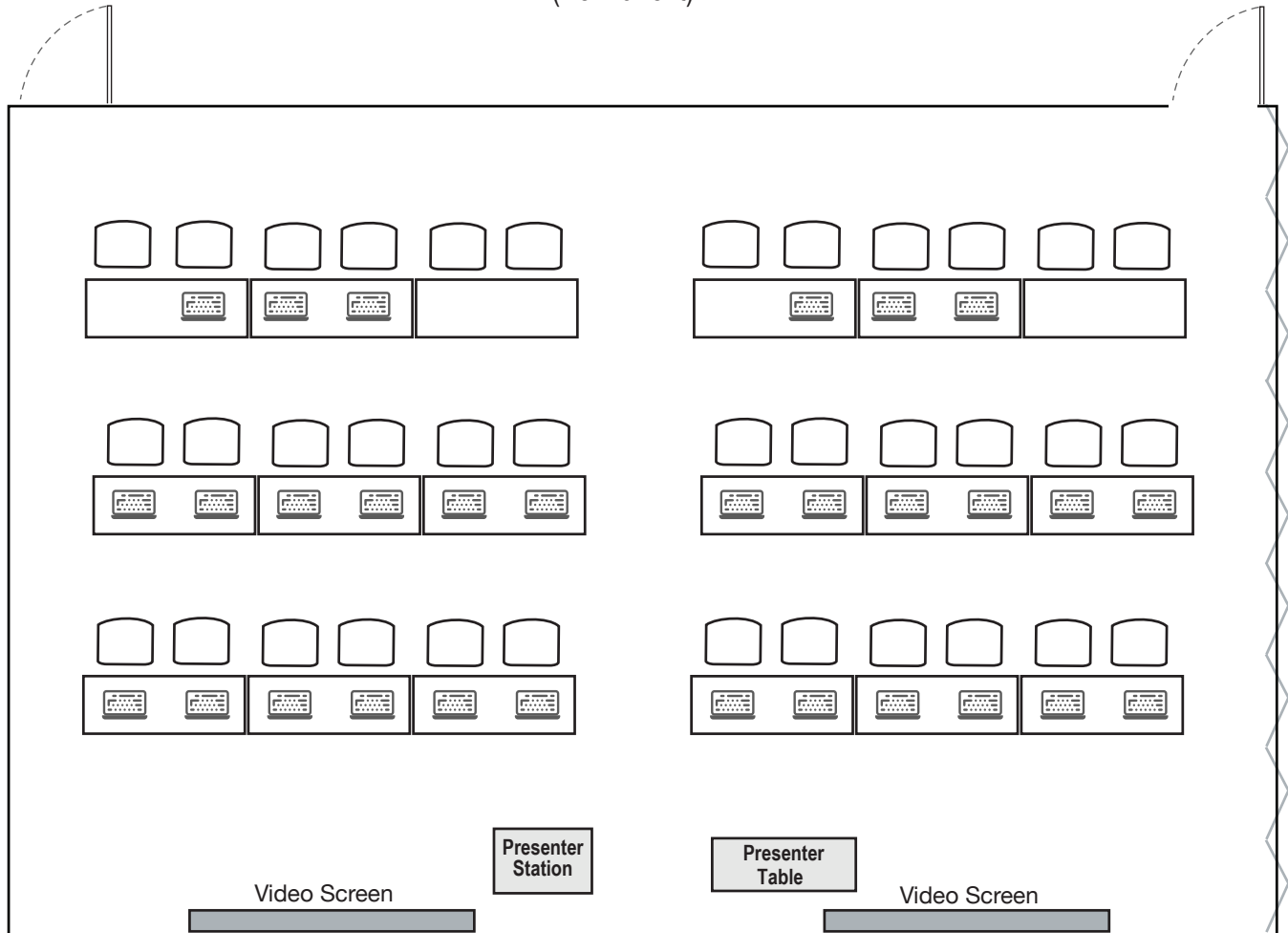
Max Capacity: 32
Laptops: 30
Tables: 18
Chairs: 36

COMM LABS 1 and 3

COMM LABS 2 and 4

209 | 208

203 Learning Studio 1 | 203 Learning Studio 2 | 203 Learning Studio 3 | 203 Learning Studio 4

Building 2, JRRTC

JRRTC LEARNING STUDIO 3 and 4

Classroom
(Permanent)

Emergency Exit Only

Presenter
Table

Presenter
Station

Video Screen

Video Screen

COMM
LABS
1 and 3

COMM
LABS
2 and 4

209 | 208
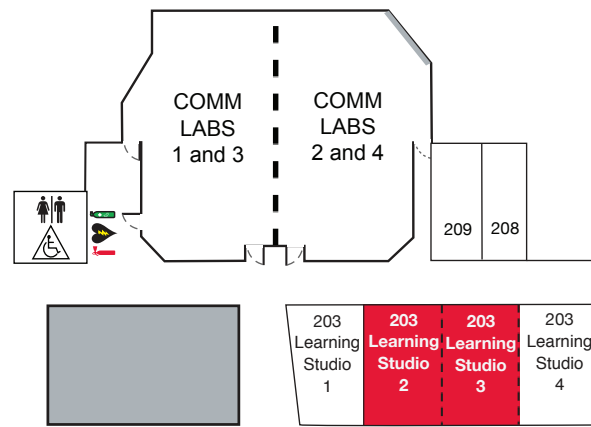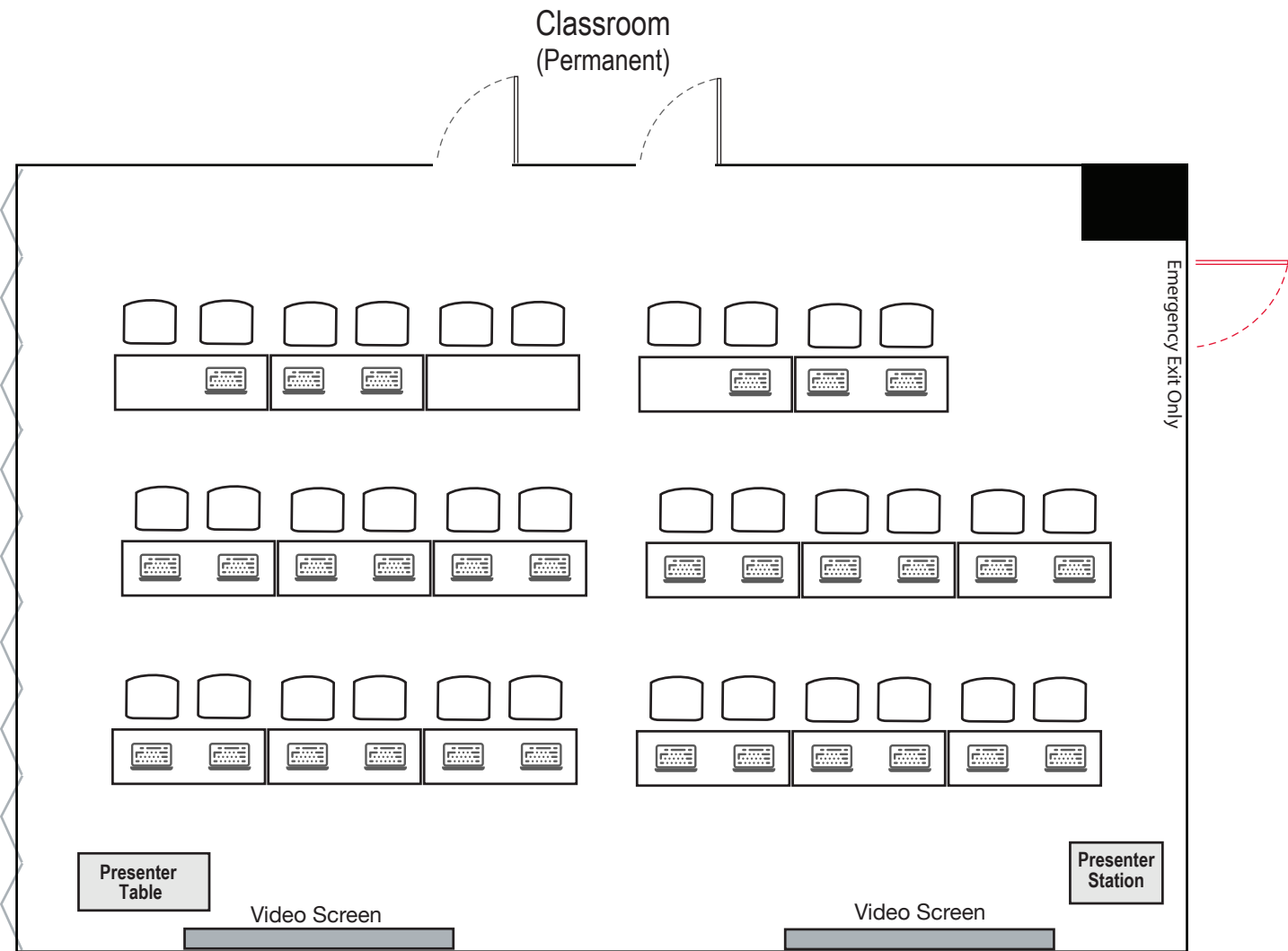
Max Capacity: 32
Laptops: 30
Tables: 17
Chairs: 34

N

| 203 Learning Studio 1 | 203 Learning Studio 2 | 203 **Learning Studio 3** | 203 **Learning Studio 4** |
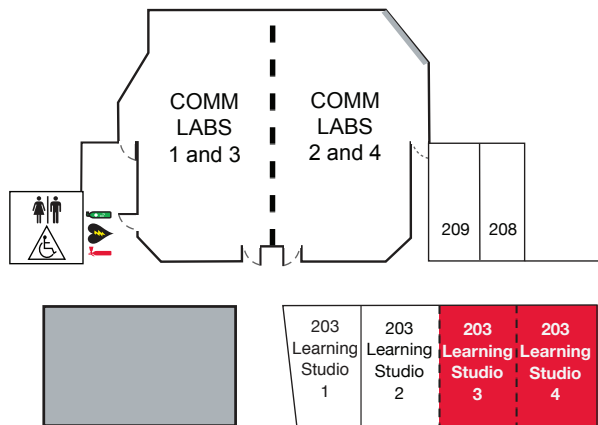
Building 2, JRRTC

JRRTC LEARNING STUDIO 2–4

Classroom
(Permanent)

Emergency Exit Only

Video Screen

Presenter Station

Presenter Station

Video Screen

Presenter Station

Video Screen
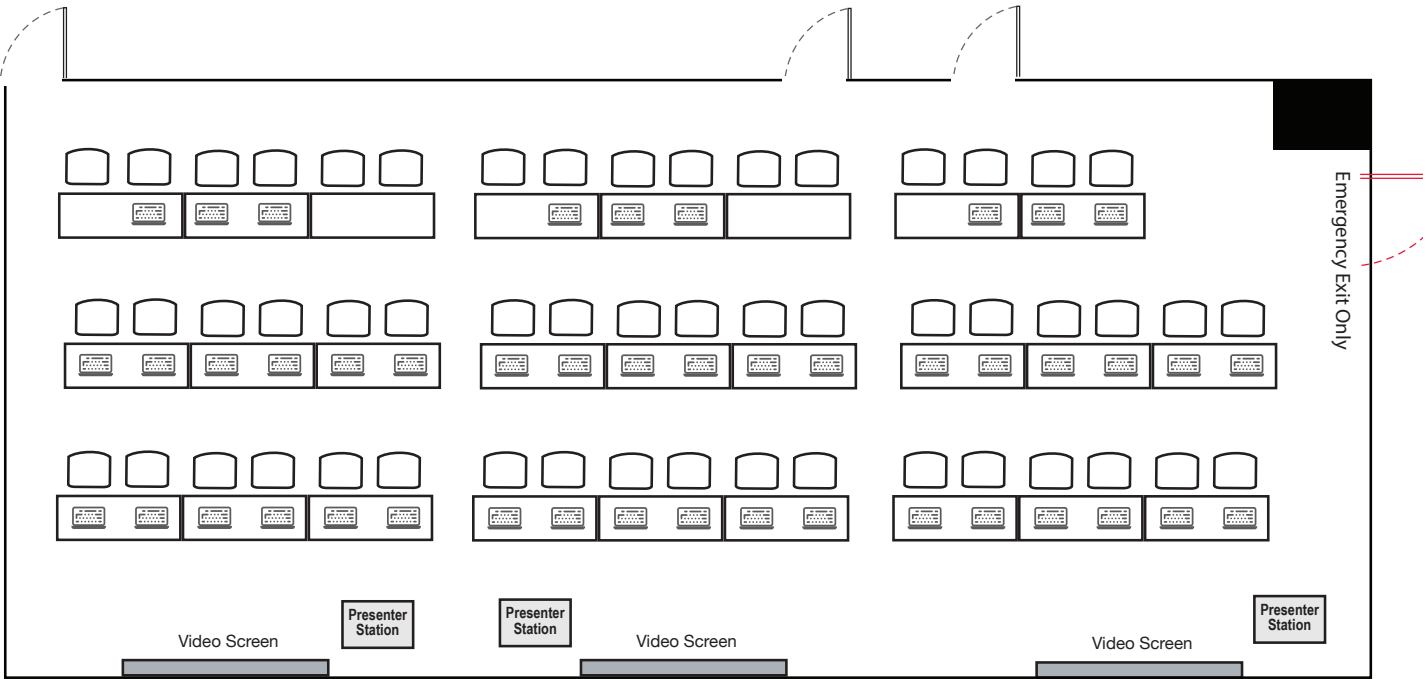
Max Capacity: 48
Laptops: 45
Tables: 26
Chairs: 52

N

COMM LABS 1 and 3

COMM LABS 2 and 4

209 | 208

203 Learning Studio 1

203 Learning Studio 2

203 Learning Studio 3

203 Learning Studio 4

Building 2, JRRTC

Notes
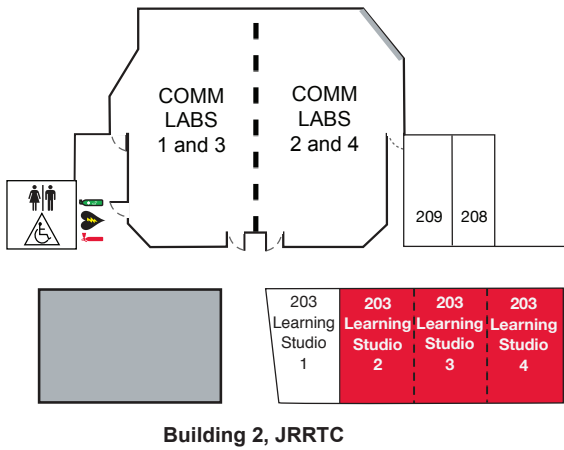
san diego county office of
EDUCATION
FUTURE WITHOUT BOUNDARIES℠

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