

SCREC MAXIMUM CAPACITY AND RENTAL RATES \$0.34/square foot

Room	Set-Up Style	Capacity	Features	Sq Feet	Use Fee*
Comm Lab 1 (left)	Theatre	45	Webcam, screen, podium mic, wireless mic, floor outlets	1075	\$365.50
	Conference	16			
	Herringbone	50			
	T-Bone	36			
	Classroom	30			
Comm Lab 2 (right)	Theatre	45	Webcam, screen, floor outlets	1048	\$356.32
	Conference	16			
	Herringbone	50			
	T-Bone	36			
	Classroom	30			
Comm Labs 1 & 2	Theatre	110	Webcam, screen, podium mic, wireless mic, floor outlets	2123	\$721.82
	Conference	36			
	Herringbone	109			
	T-Bone	88			
	Classroom	74			
Conf Rm A 103	Conference	10	Webcam, screen	245	\$83.30
Conf Rm B 104	Conference	10	Webcam, screen	223	\$75.82

***Room rates are charged for non-educational and external education groups based on \$0.34/square foot. An External Education Group** refers to any non-San Diego County K-12 public or private school, institutes of higher learning, nonprofits, and government agencies. **We can only accept payment via check or purchase order.**

Campus hours of operation are Monday - Friday, 8 a.m. to 5 p.m.; AV technicians are available until 4:30 p.m. **by appointment only**. Any clients using SCREC after 4:30 p.m. **must** pay \$108.20/hour per hour before 7:30 am and/or after 4:30 pm, and on Saturdays until 3:00 pm for overtime support **by appointment only**. Saturday events have a 3-hour minimum. Please provide billing information upon booking.

If a weekday event goes beyond 9 p.m. or a Saturday event goes beyond 3 p.m., the custodial overtime rate is \$113.70/hour.

Please provide a list of non-SDCOE badged attendees for the front desk screener to check off attendees; please send to the reservation technician at kmontgomery@sdcoe.net.

Sound amplification is only available in the Communication Labs.

Parking permits are required for all visitors to SCREC and are generated and emailed out to the person who booked the room. The SDCOE parking section is only beyond the lift-gates at the top of the parking structure. Display printed permits on the dashboard of your vehicle or risk a ticket from SWC.