

SDCOE-MAIN ROOM USE APPLICATION AND AGREEMENT

Main Campus Meeting Rooms

6401 Linda Vista Rd, San Diego CA 92111

Buildings 3 and 4, Annexes B and C

Check room availability at <http://ems.sdcoe.net/grid.asp>

EVENT TITLE: _____ Today's Date: _____

Event date(s): _____ **No. of Attendees:** _____

Time of day (by half hour; a.m./p.m.):

Set-up _____

Start _____

End _____

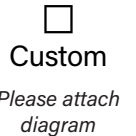
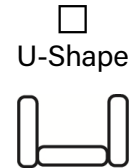
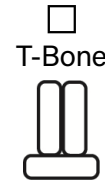
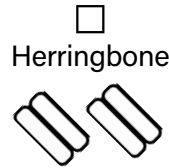
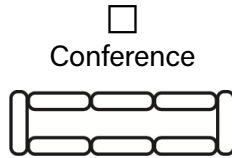
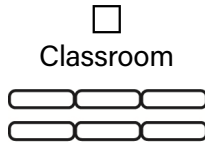
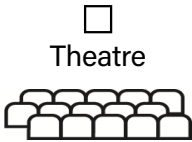
Clean-up _____

- Select Room(s):**
- | | | |
|------------------------------|------------------------------|----------------------------------|
| <input type="checkbox"/> 301 | <input type="checkbox"/> 305 | <input type="checkbox"/> 401 |
| <input type="checkbox"/> 302 | <input type="checkbox"/> 306 | <input type="checkbox"/> Annex B |
| <input type="checkbox"/> 303 | <input type="checkbox"/> 307 | <input type="checkbox"/> Annex C |
| <input type="checkbox"/> 304 | | |

*not all configurations are available in all rooms

Select set up type:

ROOM SET UP AND EQUIPMENT



Equipment: Please check as appropriate.

- Food/Handout Tables # _____
 Extra trash/recycling
 Gangboxes/Extension Cords

- Projection Docucam Microphone* Hybrid Meeting[§]

* Microphone only available in 401 or combined 401/402

[§] Please indicate if you can run your own hybrid/virtual meeting and whether you are using Zoom or Teams

- Can run own meeting Zoom Teams

Additional Notes:

Contact Name: _____ Phone: _____

School/District/Organization: _____ Email: _____

Mailing Address: _____

Authorized* Signature: _____ **Must provide Certificate of Insurance*

Submit application to Karina Montgomery at kmontgomery@sdcoe.net | For assistance, call (858) 295-6897

FOR OFFICE USE ONLY

Date Received: _____ by: _____

Received Cert. of Insurance Expiration date: _____ Ops Req Submitted _____

USE OF SDCOE FACILITIES AGREEMENT

Please read and sign the agreement below for 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 Events Assistant. 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 a Room Use Application and Agreement. Be sure to note the maximum room capacities and to indicate any special arrangements, including technical AV needs. The Facilities Reservation Assistant will assign meeting facilities as available, request technician support when applicable, and return a confirmation.
 - If it is necessary to **amend** a confirmed reservation request, **notify the Facilities Reservation Assistant immediately to confirm if changes can be made**, i.e., equipment or room set-up changes, time changes, etc. This includes cancellations particularly when a technician is booked
 - If it is necessary to **cancel** a confirmed reservation, the events assistant should be notified **by phone (if it is imminent) and sent a follow-up message in writing to roomsetups@sdcoe.net 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 7:30 a.m. to 9 p.m. Monday through Friday for SDCOE classrooms, 8 a.m. to 3 p.m. on Saturdays, and 7:30 a.m. to 4:30 p.m. for the Regional Education Centers. The Regional Education Centers are available for limited after-hours use by appointment only and for an additional fee.
- 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 Linda Vista cafeteria as it is not large enough to accommodate COE staff and conference participants at the same time.
- 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.
- A list of outside visitors (e.g. meeting attendees) will be provided to the information booth (**info-desk@sdcoe.net**) for efficient participant check-in.
- Whenever use of SDCOE facilities is permitted without a service charge, **there will be no admission charged, no soliciting of funds, no freewill 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 _____