

USING THE ROOMS GRID TO FIND MEETING ROOMS

Navigate to the SDCOE [Browse Locations](#) link.

You do not need an EMS account to access this page.

You can **search by all locations** or select a specific one with the Locations menu.

Locations (all)
Add/Remove Locations

Locations

BUILDINGS VIEWS

Find locations

Select All Buildings

Linda Vista

LVIC

NCREC

Offsite Events

SCREC

Make sure the **Time Zone** dropdown is set to **Pacific Time**.

Time Zone Pacific Time

Narrow your search by room capacity, features, or types by **filtering**.

Add Filter

- Capacity
- Features
- Floors
- Room
- Room Types
- Setup Types

Use the **calendar icon** to search by date.

Date Wed 06/18/2025

Locations Linda Vista
Add/Remove Locations

Setup Types Herringbone
Add/Remove Setup Types

You can see in this example the Learning Labs 3-4 are available but Room 401 is **already booked**.

| | | | | | | | |
|------------------------|-----|---------------------------------|--|--|--|--|--|
| Learning Labs 3-4 (LV) | 40 | | | | | | |
| Room 401 (LV) | 120 | 803902 - Celebrating Excellence | | | | | |

Once you have found a room that suits your needs and you know is available, visit our [Room Use Request Forms](#). There you can download, complete, save, and [email](#) a request form to book it.