



## 300/400/ANNEX ROOMS

Additional main campus rooms are on the next page.

Room	Set-up Style	Capacity	Features	Sq Feet	Use Fee*
301	Classroom	24	Webcam, display	568	\$193.12
302	Conference	10	Webcam, display	216	\$73.44
303	Conference	8	Webcam, display	241	\$81.94
304	Theater	24	Webcam, display	307	\$104.38
	Classroom	16			
	Conference	12			
305	Theater	24	Webcam, display	336	\$114.24
	Classroom	16			
	Conference	12			
306	Banquet Round Tables	54	Webcam, display	1,034	\$351.56
307	Conference	20	Webcam, display	488	\$165.92
	Theater	30			
401	Herringbone	120	PTZ, display, podium mic, wireless mic	2,862	\$973.08
	T-Bone	100			
	Classroom	100			
	Theater	180			
	Conference	80			
Annex B	Herringbone	60	Webcam, display, floor outlets	1831	\$622.54
	T-Bone	54			
	Classroom	60			
	Theater	60			
	Conference	36			
Annex C	Herringbone	60	Webcam, display	1547	\$525.98
	T-Bone	54			
	Classroom	60			
	Theater	60			
	Conference	36			

Room use fees are based on \$0.34/square foot (2024-2025 rates). Room rates are charged for non-educational and external education groups. An external education group refers to any non-San Diego County K-12 public and private schools, institutes of higher learning, non-profits, and government agencies. Please provide billing information upon booking. We can only accept payment via check or purchase order.

Certain rooms are equipped with self-serve technology and work aids are posted. Sound amplification is only available in rooms 401 and Comm Lab 1-2.

Campus hours of operation are Monday - Friday, 8 a.m. to 5 p.m. in the JRRTC building, until 9pm in the classrooms.; AV technicians are available by appointment only until 4:30 p.m. Any clients using JRRTC after 4:30 p.m. must pay \$109.00/hour per hour before 7:30 am and/or after 4:30 pm, and on Saturdays until 3:00 pm for overtime support. Saturday events have a 3-hour minimum charge. 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 \$130.48/hour.

Please provide a list of non-SDCOE badged attendees to the front desk screener at [info-desk@sdcoe.net](mailto:info-desk@sdcoe.net).

## JRRTC BUILDING 200 ROOMS

Room	Set-Up Style	Capacity	Features	Sq Feet	Use Fee*
Comm Lab 1 (left)	Theatre	65	PTZ, mic array, display, floor outlets	1,347	\$390.63
	Conference	28			
	Herringbone	45			
	Classroom	36			
	T-Bone	42			
Comm Lab 2 (right)	Theatre	50	Display, floor outlets	1,172	\$339.88
	Conference	24			
	Herringbone	40			
	Classroom	36			
	T-Bone	42			
Communication Labs 1 & 2	Theatre	175	PTZ, mic array, display, floor outlets	2,519	\$730.51
	Conference	56			
	Herringbone	110			
	Classroom	86			
	T-Bone	90			
Learning Lab 1	Classroom	18	PTZ, mic array, display	555	\$160.95
	Herringbone	20			
	Conference	16			
Learning Lab 2, 3, or 4	Classroom	18	Display, floor outlets	659	\$191.11
	Herringbone	24			
	Conference	20			
Learning Labs 2-3 or 3-4	Classroom	36	Display, floor outlets	1318	\$448.12
	Herringbone	40			
	Conference	36			
Learning Labs 2-3-4	Classroom	54	Display, floor outlets	1977	\$672.18
	Herringbone	54			
	Conference	54			
Learning Labs 1-2	Classroom	36	Display, PTZ, mic array	1,214	\$352.06
Learning Labs 2-4	Classroom	54	Display, floor outlets	1,977	\$672.18
Learning Labs 1-4	Classroom	72	Display, floor outlets	2,532	\$860.88
Room 208	Conference	14	MS Teams Room, display	367	\$124.78

Room use fees are based on \$0.34/square foot (2024-2025 rates). Room rates are charged for non-educational and external education groups. An external education group refers to any non-San Diego County K-12 public and private schools, institutes of higher learning, non-profits, and government agencies. Please provide billing information upon booking. We can only accept payment via check or purchase order.

Certain rooms are equipped with self-serve technology and work aids are posted. Sound amplification is only available in rooms 401 and Comm Lab 1-2.

Campus hours of operation are Monday - Friday, 8 a.m. to 5 p.m. in the JRRTC building, until 9pm in the classrooms.; AV technicians are available by appointment only until 4:30 p.m. Any clients using JRRTC after 4:30 p.m. must pay \$109.00/hour per hour before 7:30 am and/or after 4:30 pm, and on Saturdays until 3:00 pm for overtime support. Saturday events have a 3-hour minimum charge. 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 \$130.48/hour.

Please provide a list of non-SDCOE badged attendees to the front desk screener at info-desk@sdcoe.net.

**NCREC MAXIMUM CAPACITY AND RENTAL RATES \$0.34/sq ft**

Room	Set-Up Style	Capacity	Features	Sq Feet	Use Fee*
<b>Comm Lab 1</b>	Herringbone	40	Display, speakers	1,249	\$424.66
	T-Bone	40			
	Classroom	40			
	Conference	30			
	Theatre	50			
<b>Comm Lab 2</b>	Herringbone	40	PTZ, display, podium mic, 3 wireless mic channels, speakers	1,138	\$386.92
	T-Bone	40			
	Classroom	40			
	Conference	30			
	Theatre	50			
<b>Comm Labs 1 &amp; 2</b>	Herringbone	100	PTZ, display, podium mic, 3 wireless mic channels	2,638	\$896.92
	T-Bone	100			
	Classroom	100			
	Conference	50			
	Theatre	150			
<b>Conference Room 1</b>	Conference	12	Display, MS Teams Room	297	\$100.65
<b>Conference Room 2</b>	Conference	12	Display	291	\$98.94
<b>Classroom A or</b>	Herringbone	20	Display	415	\$141.10
	T-Bone	18			
<b>Classroom B</b>	Classroom	18	Display	485	\$164.90
	Conference	16			
	Theatre	25			
<b>Classrooms A and B combined</b>	Herringbone	40	Display	900	\$306.00
	T-Bone	36			
	Classroom	36			
	Conference	24			
	Theatre	50			

\*Room rates are charged for non-educational and external education groups based on \$0.34/square foot (2024-2025 rates). 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 by appointment only until 4:30 p.m. Any clients using NCREC after 4:30 p.m. must pay \$109.00/hour per hour before 7:30 am and/or after 4:30 pm, and on Saturdays until 3:00 pm for overtime support. Saturday events have a 3-hour minimum charge. Please provide billing information upon booking.

If a weekday event goes beyond 9 p.m. or for any Saturday events, the custodial overtime rate is \$45/hour. A custodian is not required on Saturdays if a technician is present.

Please provide a list of non-SDCOE badged attendees to the front desk screener at [tsmith@sdcoe.net](mailto:tsmith@sdcoe.net).

Sound amplification is only available in the Communication Labs.

**SCREC MAXIMUM CAPACITY AND RENTAL RATES \$0.34/sq ft**

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

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Campus hours of operation are Monday - Friday, 8 a.m. to 5 p.m.; AV technicians are available **by appointment only** until 4:30 p.m. Any clients using SCREC after 4:30 p.m. **must** pay \$109.00/hour per hour before 7:30 am and/or after 4:30 pm, and on Saturdays until 3:00 pm for overtime support. Saturday events have a 3-hour minimum charge. 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 \$130.48/hour.

Please provide a list of non-SDCOE badged attendees for the front desk screener to check off attendees; please send to rocio.bayon@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.