SCREC MAXIMUM CAPACITY AND RENTAL RATES $0.35/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	$376.25
	Conference	16			
	Herringbone	50			
	T-Bone	36			
	Classroom	30			
Comm Lab 2 (right)	Theatre	45	Display, speakers, floor outlets	1048	$366.80
	Conference	16			
	Herringbone	50			
	T-Bone	36			
	Classroom	30			
Comm Labs 1 & 2	Theatre	110	Webcam, display, podium mic, wireless mic, floor outlets	2123	$743.05
	Conference	36			
	Herringbone	110			
	T-Bone	88			
	Classroom	74			
Conf Rm A 103	Conference	10	Webcam, display	245	$85.75
Conf Rm B 104	Conference	10	Webcam,display	223	$78.05

Room rates are charged for non-educational and external education groups based on $0.35/square foot (2025-2026 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, 7 a.m. to 3:30 p.m.; AV technicians are available **by appointment** until 4:30 p.m. Any clients using SCREC after 4:30 p.m. **must** pay $111.65/hour per hour before 7:30 am and/or after 4:30 pm, and/or on Saturdays between 8:00am and 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 $133.65/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.