



Riverside County Office of Education External Request Form

In order to ensure continued usage and to protect our facility, we ask that conference center users respect the following while using our facilities.

Reminders

- **Parking:** The Riverside County Office of Education (RCOE) Conference Center visitor parking entrance is located at 4280 Brockton Ave Riverside CA 92501. Entrance is off Brockton Ave. Parking at other sites varies. Please follow all posted traffic and parking regulations.
- **Posting Materials:** When posting materials on the walls, only the "removable plastic adhesive" is allowed. It may be found inside the container on the lectern. Do not tape, or use push pins, on any surfaces.
- **Catering:** During business hours may be coordinated for the Riverside Conference Center only via Café Esquina at (951) 826-6640 or cafeesquina@rcoe.us.
- **Office Supplies:** Meeting supplies are not provided (i.e. stapler, pens, scissors, paper clips, paper, and food supplies).
- **Reservations:** Reservations can be made up to three (3) months in advance of your meeting.
- **Fax/Copying:** Fax/Copying services are not provided.
- **General Info:** Please visit our website at www.rcoe.us/departments/administration and business services/operational support services/conference center or email staff at conferencecenter@rcoe.us for more information.

Policies

- **County facilities are nonsmoking**, both inside and outside.
- **No alcoholic beverages** on premises without express written permission and a Department of Alcoholic Beverages permit.
- **Cooking is not permitted** inside or outside the facility without prior permission from the Conference Center staff.
- **Equipment and furniture** are not to be removed from the room. Room furniture must be left in configuration requested in reservation.
- **RCOE** is not responsible for lost or stolen personal property.
- **Animals**, with the exception of Seeing Eye Dogs, are not permitted.
- **Café Esquina** coffee supplies, catering dishes or serving utensils are not to be removed from the room or catering stations.

Caution

- All cancellations must be made seven business day prior to your reservation or the full rate will be charged; however, if the room can be re-booked for that same date and time, your agency will not be charged.
- A charge will be assessed if there is any damage to equipment or premises, either inside or out.
- A \$60.00 clean up fee per room will be assessed if the room(s) are not left in the condition they were found.
- Room set-up changes must be made at least 48 hours before the event. Should custodial or Conference Center staff be required to return to the Conference Center to change the room set-up, a fee will be assessed.
- All supplies, containers, and AV equipment must be left in the room.
- RCOE reserves the right to cancel reserved rooms, with full refund.

Fees

- Direct Cost (\$33.00 per room per hour): Public agencies, school districts, non-profit organizations, and service clubs using facilities will be charged on a direct cost basis which will also include any staff overtime for events scheduled outside of normal business hours of 5:00pm – 9:00pm or weekends.
- Fair Rental (\$60.00 per room per hour): Private organizations will be charged a fair-rental value fee that includes direct costs as well as the amortized costs of the facility being used for the duration of the activity.
- Events scheduled after 5:00 p.m. on Monday through Friday or on weekends will require a two hour minimum and may be subject to additional custodian fees at \$23.41 an hour and conference center staff fees at \$45.73 an hour.
- Costs provided include the use of audio/visual presentation equipment.
- A charge will be assessed if there is any damage to equipment or premises, either inside or out.
- Total charges must be paid seven business days in advance to reserve room. Make Check Payable to: RCOE or call 951-826-6114 to schedule payment via Credit Card.

I have read and agree to the above policies and reminders:

Print name & Title:

Date

Signature:

Date

(A)

To Be Completed By Requester
(Return to conferencecenter@rcoe.us)

Name of Organization: _____ Today's Date: _____

Address: _____ City: _____ Zip Code: _____ Phone #: _____

Organization Type: Public Agency _____ School District _____ Non-Profit _____ Service Club _____ Private _____ Other _____

Name of Event: _____ Name of Host: _____

Room(s) Requesting: _____ Estimated Attendance: _____
(Reference below 4th floor Diagram for room names)

Date(s) Requesting:

Option A: _____ Option B: _____ Option C: _____ Open to Public? _____ Will admission be charged? _____

Preparation Time: _____ to _____ Event Time: _____ to _____ Clean Up Time: _____ to _____

Catering (Must select one):

- No Catering _____
- RCOE Café Esquina _____ (Cafe Esquina is located on the first floor of the Conference Center. Email [cafesquina@rcoe.us](mailto:cafeesquina@rcoe.us) for catering menu)
- After 5pm or Weekends _____ (Must provide a copy of current food handler's permit. No cooking on site permitted)

Audio/Visual Requirements: Projector/Screen _____ Microphone(s) _____ In-Room Cameras _____ Web conferencing (Zoom) _____ No Audio/Visual _____

Check Preferred Room Set Up: Classroom _____ Conference Table _____ Square _____ Theater _____ Training _____ U-Shape _____ Workshop Triple _____

(Reference below Room Set Up diagram)

Comments/Special Requests:

(B)

To Be Completed By RCOE Conference Center Staff
(Then sent to requester for final signature)

Fee Group: **No Charge | Direct Cost (\$33.00 per room/per hour) | Fair Rental (\$60.00 per room/per hour)**

Number Of Conference Rooms _____ Multiplied by number of hours _____ = \$ _____

*Number Of Conference Center Staff _____ Multiplied by number of hours _____ = \$ _____

*Number Of Custodial Staff _____ Multiplied by number of hours _____ = \$ _____

Total Charges \$ _____

*Meeting reservations between the hours of 5:00pm - 9:00pm

Total charges must be paid seven business days in advance to reserve room. Make Checks Payable To: RCOE or call to pay via Credit Card

(C)

To Be Finalized By Requester After Sections "A" and "B" Are Filled Out
(Return to conferencecenter@rcoe.us)

I, the undersigned, certify that:

1. In submitting this application, I have read and understand the County policies and procedures on facilities use and will abide said regulations.
2. I understand that it is my responsibility to enforce the above regulations with my group.
3. I certify that any County facilities used under this permit will be used solely for the purpose described herein.
4. I will strictly enforce the hours of use listed on this permit.
5. I will enforce maximum occupancy limits.
6. I will be personally liable for any damages sustained by the facility, furniture or equipment during my use.
7. I understand that the County has the right to cancel this permit at any time if the facility is needed for the Counties' own use.

Signature: _____ Print Name: _____

Title: _____ E-mail Address: _____ Phone # _____

APPROVALS: Conference Center Representative: _____ Date: _____

Site Administrator: _____ Date: _____
(Required for locations other than 4280 Brockton Ave conference center)

RIVERSIDE CONFERENCE CENTER

ROOM CAPACITIES BY SET-UP

Conference Center staff will work with you to determine the best set-up for your meeting. Citrus rooms 1 through 6 can be combined into one large room. Vineyard, Salton Sea, Joshua Tree, and Date Palm rooms are smaller conference rooms with single room capacity only.

ROOMS	SINGLE ROOM	USING 2 ROOMS	USING 4 ROOMS	USING 6 ROOMS
CLASSROOM				
Boardroom	50	N/A	N/A	N/A
Gregory	40	N/A	N/A	N/A
Citrus Rooms	40	96	216	336
Vineyard	18	N/A	N/A	N/A
Salton Sea	18	N/A	N/A	N/A
Joshua Tree*	21	N/A	N/A	N/A
Date Palm	24	N/A	N/A	N/A
CONFERENCE TABLE				
Boardroom	20	N/A	N/A	N/A
Gregory	20	N/A	N/A	N/A
Citrus Rooms	18	N/A	N/A	N/A
Vineyard	14	N/A	N/A	N/A
Salton Sea	14	N/A	N/A	N/A
Joshua Tree*	14	N/A	N/A	N/A
Date Palm	14	N/A	N/A	N/A
SQUARE				
Boardroom	40	N/A	N/A	N/A
Gregory	28	N/A	N/A	N/A
Citrus Rooms	32	60	N/A	N/A
Vineyard	16	N/A	N/A	N/A
Salton Sea	16	N/A	N/A	N/A
Joshua Tree*	24	N/A	N/A	N/A
Date Palm	20	N/A	N/A	N/A
THEATER				
Boardroom	150	N/A	N/A	N/A
Gregory	90	N/A	N/A	N/A
Citrus Rooms	52	140	280	350
Vineyard	49	N/A	N/A	N/A
Salton Sea	49	N/A	N/A	N/A
Joshua Tree	N/A	N/A	N/A	N/A
Date Palm	N/A	N/A	N/A	N/A
TRAIN				
Boardroom	48	N/A	N/A	N/A
Gregory	24	N/A	N/A	N/A
Citrus Rooms	48	112	224	336
Vineyard	24	N/A	N/A	N/A
Salton Sea	24	N/A	N/A	N/A
Joshua Tree*	24	N/A	N/A	N/A
Date Palm	24	N/A	N/A	N/A
U-SHAPE				
Boardroom	28	N/A	N/A	N/A
Gregory	24	N/A	N/A	N/A
Citrus Rooms	20	36	N/A	N/A
Vineyard	16	N/A	N/A	N/A
Salton Sea	16	N/A	N/A	N/A
Joshua Tree*	18	N/A	N/A	N/A
Date Palm	17	N/A	N/A	N/A
WORKSHOP DOUBLE				
Boardroom	48	N/A	N/A	N/A
Gregory	48	N/A	N/A	N/A
Citrus Rooms	N/A	N/A	N/A	N/A
Vineyard	N/A	N/A	N/A	N/A
Salton Sea	N/A	N/A	N/A	N/A
Joshua Tree*	24	N/A	N/A	N/A
Date Palm	24	N/A	N/A	N/A
WORKSHOP TRIPLE				
Boardroom	72	N/A	N/A	N/A
Gregory	36	N/A	N/A	N/A
Citrus Rooms	36	84	168	252
Vineyard	24	N/A	N/A	N/A
Salton Sea	24	N/A	N/A	N/A
Joshua Tree*	N/A	N/A	N/A	N/A
Date Palm	N/A	N/A	N/A	N/A

N/A: Not applicable to single room capacity

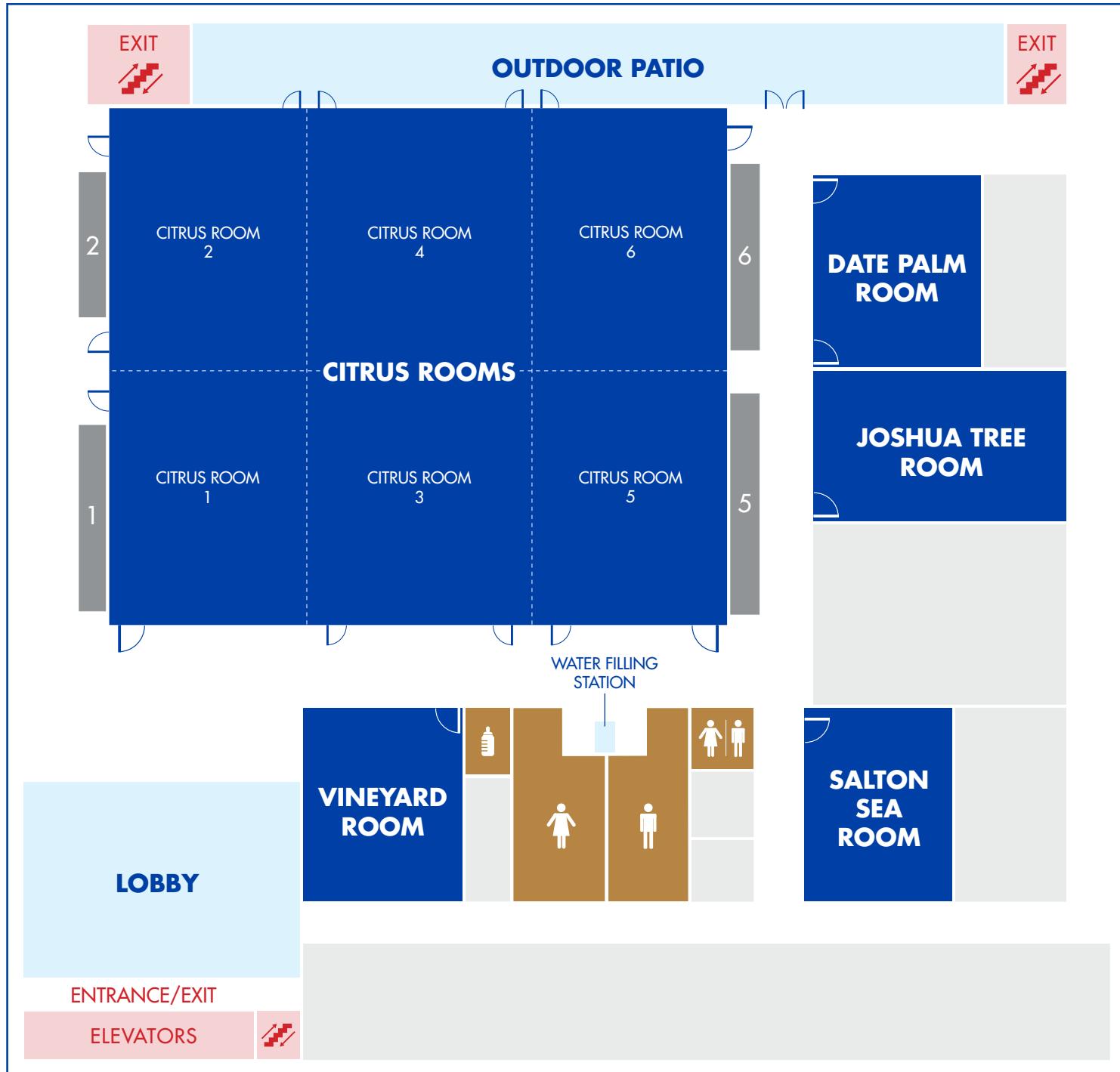
*In addition to the requested room set up, there are also 2 permanent conference tables with 16 chairs.

Any changes in room set-up must be made 48 hours in advance of your meeting.

Rev: 03/24



4280 Brockton Ave. | Riverside, CA 92501



■ Conference Rooms

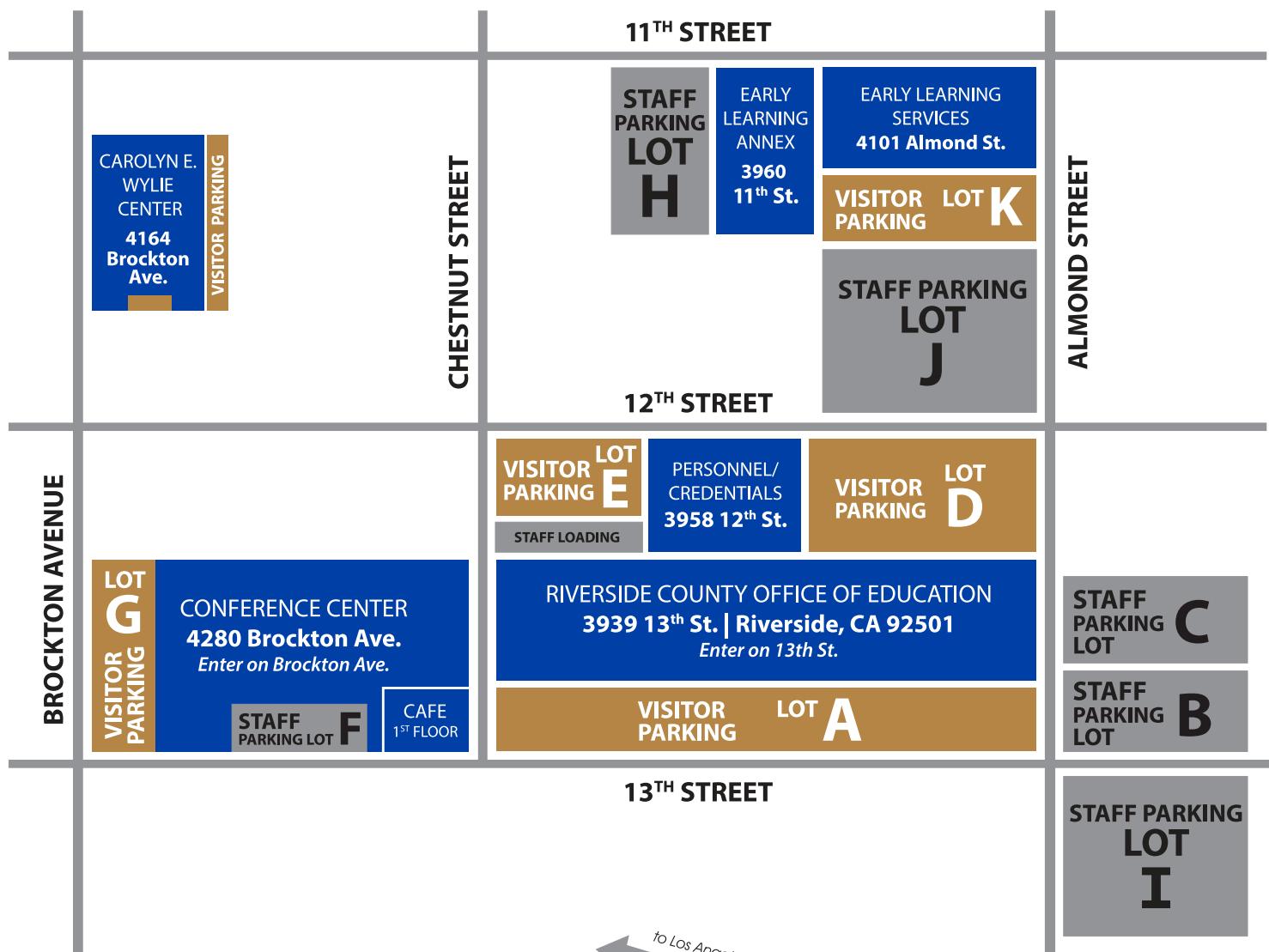
■ Restrooms/Lactation Room

■ Common Areas

■ Catering Stations

■ Exits

■ Restricted Areas



PARKING TIPS

Due to limited free parking, we are unable to guarantee free parking to conference center participants and visitors.

We strongly encourage carpooling. Please allow sufficient time to locate parking at, or near, our office.

Metered parking is available on designated streets.

