

**REQUEST FOR USE OF COUNTY ADMINISTRATION CENTER CONFERENCE ROOMS**

1600 Pacific Highway, San Diego, CA 92101  
 Phone: (619) 531-6246 Fax (619) 232-3724

NAME OF ENTITY: (County Department or Governmental Agency)		
TITLE OF MEETING:		
CONTACT PERSON:	PHONE:	FAX:
EMAIL ADDRESS:	MEETING DATE REQUESTED:	
NUMBER OF ATTENDEES:	MEETING TIME REQUESTED:	TO

**ROOM(S) REQUESTED**

Room #	Description
<input type="checkbox"/> 052	Located on the Lower Level, this is a computer training room that seats 12, with individual PCs for training.
<input type="checkbox"/> Bayside Room I*	Located on the Lower Level, this is a multi-purpose room that accommodates up to 82 people, seating for 50.
<input type="checkbox"/> Bayside Room II*	Located on the Lower Level, this is a multi-purpose room that accommodates up to 82 people, seating for 50.
<input type="checkbox"/> Bayside Room III*	Located on the Lower Level, this is a multi-purpose room that accommodates up to 82 people, seating for 50.
<input type="checkbox"/> 301	Formal hearing room with a dais that accommodates five people and theater-style seating for 20 people.
<input type="checkbox"/> 302	Moveable tables and chairs. U-shaped dais accommodates 18; moveable chairs seat 60 people.
<input type="checkbox"/> 310**	Board Chambers; theater-style seating for 100 people; upper dais accommodates eight people; lower dais accommodates nine people.
<input type="checkbox"/> 402a	Clerk of the Board Conference Room; Seating for 25 people with movable tables and chairs.
<input type="checkbox"/> 358	South Board Chambers; theater-style seating for 70 people; dais accommodates eight people.
<input type="checkbox"/> 410**	Balcony to Board Chambers, seating for 40 people; no dais. Overlooks Room 310 through glass wall.
<input type="checkbox"/> Tower 6	6 <sup>th</sup> Floor Conference Room. Corral style set-up with nine moveable tables and chairs for 70 people.
<input type="checkbox"/> Tower 7	7 <sup>th</sup> Floor Conference Room. Corral style set-up with 9 moveable tables and chairs for 70 people.
<input type="checkbox"/> Tower 8	8 <sup>th</sup> Floor Executive Conference Room. Conference table seating for 20 people plus 22 moveable chairs.

\* Bayside Rooms I, II, III may be combined to accommodate 150 people.

\*\*Rooms 310 and 410 may be used together to accommodate 140 people.

**PARKING MANAGEMENT**

Parking at the County Administration Center (CAC) is limited. Employee spaces are for those who work at the CAC and public parking spaces are for members of the public with business in the CAC. To maintain adequate parking for those who work in and have business within the building, those scheduling large meetings with participants who do not work at the CAC must develop transportation plans. Plans may involve car/van pooling, the use of public transportation, off-site parking or other means to prevent the overcrowding of the CAC parking lots.

Describe Parking Plan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**AGREEMENT FOR USE OF CONFERENCE FACILITIES**

The User acknowledges that the Board of Supervisors meetings and activities have priority use of facilities. Reservations are subject to change or cancellation pursuant to the needs of the Board of Supervisors.

User agrees to be responsible for supplying any equipment that is needed. If multimedia assistance is required in the Board Chamber Room 310, please contact the County Communications Office at (619) 595-4680 at least three days prior to the meeting. The User agrees that immediately after the meeting, all tables and chairs are to be returned to their original state, lights are to be turned off, and the room locked. The key is to be returned to Property Manager.

Use of meeting rooms within the County Administration Center (CAC) is limited to normal building operation hours. After hours or weekend use of meeting rooms within the CAC is not permitted.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date