Yolo County Office of Education
Conference Center Reservation Form

Agency Information

Name of Agency or Group: __________________________________________
Name of Contact Person: ___________________________ Phone Number: ___________________ E-Mail: ________________
Meeting Title: _____________________________________________________________________________
Specific signage event title: ______________________________________________ (If different than meeting title)

Room(s) Reservation

Meeting Room(s): Please confine activity to the room(s) that you reserved only, do not use adjoining rooms or corridors for activities.

- Single Room
- Two Rooms
- Three Rooms
- All Four Rooms
- Esparto Technology Lab (30 Seats)
Catering Kitchen
Other __________________________

Requested Date(s) of Use: __________________________________________ Number of People Expected: ______________

***You will be given 30 minutes before and after actual event time, for set-up and clean-up, unless otherwise requested.
Meeting Start Time - ________________ Temporary Access: Open- ________________
Meeting End Time - ________________ Temporary Access: Close- ________________

Room Set-up Style: (Capacity Per Room)

- Theater Style (60)
- Cluster Style (36)
- Classroom Style (40)
- Hearing Panel (26-28)

Conference Style (26-28)
U-Shape (26-28)

Board Room
Other __________________________ *** Please be specific, attach diagram if other.

Equipment Required

- Chart Stand/Markers
- Dry Erase Board/Markers
- ELMO Imaging Camera
- DVD
- Teleconferencing
- Laptop Computer
- Polycam
- Streaming Web Broadcast Live
- Video Conferencing
- No equipment required

Before signing please read terms and conditions on page 2-3.

➢ I have read and agree to abide by YCOE’s Conference Center Conditions for Use of Facilities.

Signature of Coordinator: ________________________________ Date: __________________

FOR OFFICE USE ONLY
Date Request Received: ___________________________ Rooms Assigned: ___________________________
Internal Ticket #: ____________
Received by: ___________________________
Welcome to the Yolo County Office of Education (“YCOE”) Conference Center. In order to make your experience go smoothly, we have developed the following set of terms and conditions for coordinators and participants:

- Please complete the “Conference Center Reservation Form” (First page of this document) and return via email to celia.lugo@ycoe.org. Our staff will coordinate your set-up and equipment needs with others at YCOE as appropriate. If you have questions after reading these terms and conditions, please call Celia Lugo, Conference Room Coordinator, at (530) 668-3708.

- Use of our Conference Rooms is scheduled on a “first-come, first served” basis.

- Please be as specific as possible when providing information. Please be sure to note all equipment needs on the request form. Note projector, screen, speakers, podium and microphones are all included in the room no need to request. If no equipment is needed, please select NO equipment required.

- Final charges will be assessed after the event has occurred. If room is left in an unsatisfactory condition after a meeting, we reserve the right to charge an additional cleaning and/or damage fee.

- Should you need access to the meeting room prior to your event, special arrangements may be necessary. Our normal operation hours are limited to Monday through Friday, 8:00 a.m. until 5:00 p.m.

- **Room configurations should not be modified the day of event. Modifications are accepted 3 business days prior to event date.**

- YCOE will make every attempt to accommodate special needs for your meeting or event, if requested in advance. **Last minute requests are very difficult to accommodate, and we cannot guarantee our ability to do so.**

- Please do not interrupt YCOE staff with copy center, office supply, or phone needs. Contact conference center coordinator with any requests.
✓ We do not provide catering services in-house. You may provide your own beverages and food items or secure an outside caterer (with current Certificate of Liability Insurance on file with YCOE). Your agency/group is responsible for clearing any food items brought to the facility.

✓ No food and/or beverage service is permitted in the Esparto Technology Lab.

✓ Invoices are sent at the end of each month. If you have any questions about the charges, please call Celia Lugo at (530) 668-3708, or you can e-mail her at Celia.lugo@ycoe.org.

✓ Please make checks payable to: **Yolo County Office of Education**.

**Thank you**