

## MEETING ROOM USE GUIDE

Welcome to the Sonoma County Office of Education (SCOE). This publication provides information and assistance to SCOE staff and external agencies that use the meeting rooms at the facilities on Skylane Boulevard. in Santa Rosa. As a public service, SCOE provides the community with use of its meeting rooms when they are not needed for SCOE-sponsored activities. More than 250,000 people from local schools, nonprofit organizations, and other public and private agencies have attended workshops, meetings, and conferences at SCOE.

The front desk receptionist coordinates meeting room reservations. This person also serves as the primary contact for questions or further assistance during meetings. The receptionist can be reached by telephone at (707) 524-2600 x0 or fax (707) 524-2602.

When planning a meeting at the SCOE facility, please read this guide carefully to become familiar with the procedures to follow. SCOE appreciates your assistance in following established guidelines so that we can continue to open our facility to the community.

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### Meeting Room Reservations for Outside Agencies

Meeting rooms at SCOE's Skylane facilities are available for use by local school districts, nonprofit organizations, public agencies, and private organizations when they are not reserved for SCOE activities. Individual rooms may be reserved up to six weeks prior to the scheduled meeting date. Outside agencies are required to provide certification of liability insurance prior to using SCOE meeting rooms.

To inquire about room availability, please contact the front desk at (707) 524-2600 x0. The receptionist can tentatively book rooms and provide required paperwork. **PLEASE NOTE: No reservation will be considered final until all paperwork has been submitted and approved and arrangements have been confirmed.** Required paperwork includes: Conference Room Reservation Form, Facilities Use Agreement form, and Certificate of Liability Insurance. If paperwork is not received within two weeks of the initial booking, the room reservation will be released.

When making a reservation, please pay careful attention to the room capacities (see chart on the following page). Due to safety requirements, meeting rooms will not be set up to accommodate more participants than specified in the room capacities chart. SCOE reserves the right to cancel meeting room

### Host Responsibilities

- Submit all reservation paperwork to SCOE. Paperwork is due within two weeks of the initial room booking.
- Read the information in this guide and follow all established procedures.
- Provide proof of liability insurance two weeks prior to the meeting date, if required.
- For large groups, greet guests in the front lobby and direct them to the meeting room.
- Inform meeting participants of key information and safety procedures.
- Clean up after meetings by removing handouts, wall charts, and any remaining refreshments from the room.
- Notify the receptionist of any problems.

reservations should the room be required for SCOE business.

**PLEASE NOTE:** Animals are not permitted inside SCOE facilities, except licensed therapeutic service animals with a supporting medical prescription.

### Building Locations and Hours

SCOE is located at 5340 Skylane Boulevard in Santa Rosa, which is at the north end of Santa Rosa near the Sonoma County Airport. To get to SCOE from Highway 101, exit on Airport Boulevard and proceed 1.5 miles west. Turn right on Skylane Boulevard. SCOE is the second driveway on the right.

There are two facilities located at SCOE: the Skylane building and the Teacher Learning Center (TLC). The buildings are open during regular business hours, from 8:00am to 5:00pm on weekdays (8:00am to 4:30pm during the summer). The front doors to both the Skylane building and the Teacher Learning Center are open for visitor entry; all other perimeter entryways are locked.

### Parking

Limited parking is available on the property in addition to a satellite lot immediately north of the Skylane campus. When large meetings are scheduled, parking is at a premium. Please encourage meeting



participants to carpool if possible. Note that cars parked in no parking zones or in the lots of neighboring businesses may be—and frequently are—towed at the owner's expense.

### Room Equipment and Set-Up

Each meeting room is equipped with a chart stand, projector, and screen. Additional technology and audio/visual equipment may be available, but must be reserved through the booking process and is based on availability. Please report any missing or defective equipment to the receptionist.

Meeting tables and chairs are available to accommodate the maximum number of participants allowed in each room. When completing the Conference Room Reservation Form, please specify how the tables and chairs need to be configured. Tables and chairs will be set up in advance of the

meeting as specified on the request form. Note that room capacities vary depending on the set-up requested. Extra tables and chairs are sometimes stored along the perimeter of the room if needed.

SCOE's Skylane Facility and Teacher Learning Center have moveable walls that allow for reconfiguration of the rooms to accommodate meetings of various sizes. **These moveable walls may be opened and closed by the custodial staff only.** Ask the front desk receptionist to page the custodian if assistance is required during a meeting.

White boards are available upon request. Be sure to use only dry-erase pens on these surfaces. Most of the meeting rooms also have tackable wall areas for hanging signs and chart paper. Push pins or tape may be used on tackable wall areas, glass, windows, and on moveable walls only. **Please do not use tape on painted walls or finished wood surfaces.**

For audio/visual or other technology support during regular business hours, please call (707) 524-8324 or email [helpdesk@scoe.org](mailto:helpdesk@scoe.org) for assistance.

**PLEASE NOTE:** The Board Room does not have any tackable surfaces or walls that can be used for hanging charts and/or signs. Additionally, use of the Board Room is permitted only in the gallery seating area; use of the dais is restricted.

### Building Entry, Liability, and Safety

SCOE is committed to ensuring the safety of employees and visitors. Agencies using SCOE facilities are asked to comply with all aspects of SCOE's safety plan and to help ensure that meeting participants understand and follow established procedures. Outside agencies using meeting rooms are required to submit a certificate of liability insurance to the SCOE receptionist prior to a meeting.



All visitors to the SCOE campus should enter buildings through their front lobbies. All other entryways are locked for security reasons. There are digital display boards in the front lobbies, as well as near each conference room to display the name and location of meetings. When hosting large meetings, please have someone stationed in the lobbies to greet guests and direct them to the appropriate room(s).

Please keep a roster of attendees so that, in the event of an emergency, you can account for all attendees.

At the conclusion of meetings, guests may exit any hallway door leading directly to the parking lot. Note that outside doors in the Redwood Room C and Oak Room D, which exit to the back of the building, are to be used in emergencies only.

### Food and Beverages

Food and non-alcoholic beverages may be served during meetings, but no supplies or equipment are provided by SCOE. If using the Teacher Learning Center, only beverages and dry snacks may be served in the classrooms. Full meal service (including hot/cold foods) must remain in the kitchen area. Please do not bring meals into classrooms. If coffee or tea service is required, please make arrangements for coffee and hot water pots, beverage supplies, and condiments—or arrange for catering services. Services must be at tables that have floor mats placed in front. Please let the receptionist know if a caterer is expected so they can be directed to the correct meeting room. Catering kitchens are available and may be used by prior arrangement.

SCOE does not allow liquid beverages to be transported outside of the meeting rooms and asks that you make this policy known to your guests. Should a spill occur in a room, please let the receptionist know immediately so a custodian can be paged.



**PLEASE NOTE:** Alcoholic beverages are not allowed at any SCOE facility.

If a meeting includes a lunch break and lunch is not provided, please be aware there are limited luncheon facilities in the immediate vicinity.

### Required Clean Up After Meetings

SCOE requests that agencies that use meeting rooms leave the rooms as neat as they were found. Please clear all tables and walls of paper, clean up food and beverage serving areas, use the recycling bins located in each room to dispose of aluminum cans and glass bottles, put all trash in the covered garbage

containers, and notify the receptionist of any spills or damages that occur.

### SCOE is a Tobacco-Free Site

SCOE is a tobacco-free site. Smoking (including e-cigarettes and cannabis) is not allowed inside either the Skylane building or the Teacher Learning Center or on the surrounding grounds. This policy is in compliance with state law prohibiting the use of tobacco products on the property and in the facilities of all publicly funded educational institutions.



### Special Notes for Meetings During Evenings/Weekends

The front reception desk is not staffed after 5:00pm on weekdays, although a custodian is in the building until 11:00pm. Should an emergency arise during an evening meeting, please contact the custodian for assistance.

Evening meetings should conclude by 9:00pm. All participants must exit the buildings before 10:00pm.

Conference rooms are available for weekend meetings only if a SCOE employee is sponsoring the meeting and will be present the entire time. No reservations will be permitted on three-day holiday weekends. Since the front reception desk is not staffed during non-business hours, the employee sponsor is responsible for overseeing the meeting room usage and knowing any special rules and conditions that apply.

There is no custodial service on three-day holiday weekends and room set-up is not available.

During evenings and weekends, meeting hosts are responsible for maintaining the security of the building. Please do not prop exterior doors open without assigning a monitor to that door to ensure no unauthorized persons gain entry. Doors to the front lobbies should not be left open unless there is someone in attendance in the lobby. Note that all entry and exit doors are electronically programmed to lock when closed during non-business hours.

## What to do in an Emergency

Should an emergency occur or an emergency drill take place, the meeting host is responsible for directing participants to a safe exit and verifying each participant is accounted for. At the beginning of a meeting, please explain the procedure for emergency exits and indicate the exit doors that should be used.



Meetings held in the Redwood and Oak Rooms should exit to the rear of the building; meetings held in the Board Room exit to the front of the building.

After exiting the building, use an attendance roster to verify that each meeting participant has exited safely.

## Suggested Meeting Announcements

When holding a meeting at SCOE, it is suggested that hosts begin meetings by welcoming guests and providing a few business announcements. Suggested announcements related to building requirements and SCOE procedures are listed below. Hosts may also have meeting-specific announcements to make at the same time, including any lunch arrangements.

- SCOE is pleased to welcome you to this facility. As you may have noticed, entry into the building is through the front lobby only. When you exit the building at the end of our meeting or at lunch, you may exit any hallway door that leads directly into the parking lot.
- In case of an emergency, please exit the building through (indicate location of nearest emergency exit door). Once outside, please gather as a group to take attendance, confirm everyone has exited safely, and wait together for further instructions. Emergency exit doors should only be opened in an emergency—an alarm will sound when the doors are opened.
- Cars parked in neighboring lots may be towed, especially if you parked in the lot on the right side of the main driveway or in a posted no parking

area. If you did not park in the main SCOE lot or designated satellite lot, your car may be towed at your expense. If you have a question about whether or not you are parked in the SCOE lot, please see the receptionist in the front lobby and move your car if necessary.

- Restrooms in the Skylane building are located down the short hallway across from Redwood Rooms A and B and near the front lobby. Restrooms in the Teacher Learning Center are located at the southwest corner of the building.
- Like all K-12 education institutions, SCOE is a tobacco-free site and no smoking is allowed in the building or on the grounds. If you must smoke, please walk out to the street to do so.
- SCOE does not allow liquid beverages outside of meeting rooms so please do not carry cups of coffee or open soda cans outside of the room during breaks or at lunch time.

## Skylane Building Room Capacity

	Theater Style	Classroom
Redwood Room A	50	24
Redwood Room B	50	24
Redwood Room C	90	60
All Redwood Rooms	200	120
Oak Room D	50	32
Oak Room E	50	24
Both Oak Rooms	100	64
Board Room	50	30
Gravenstein	36	36

## Teacher Learning Center Room Capacity

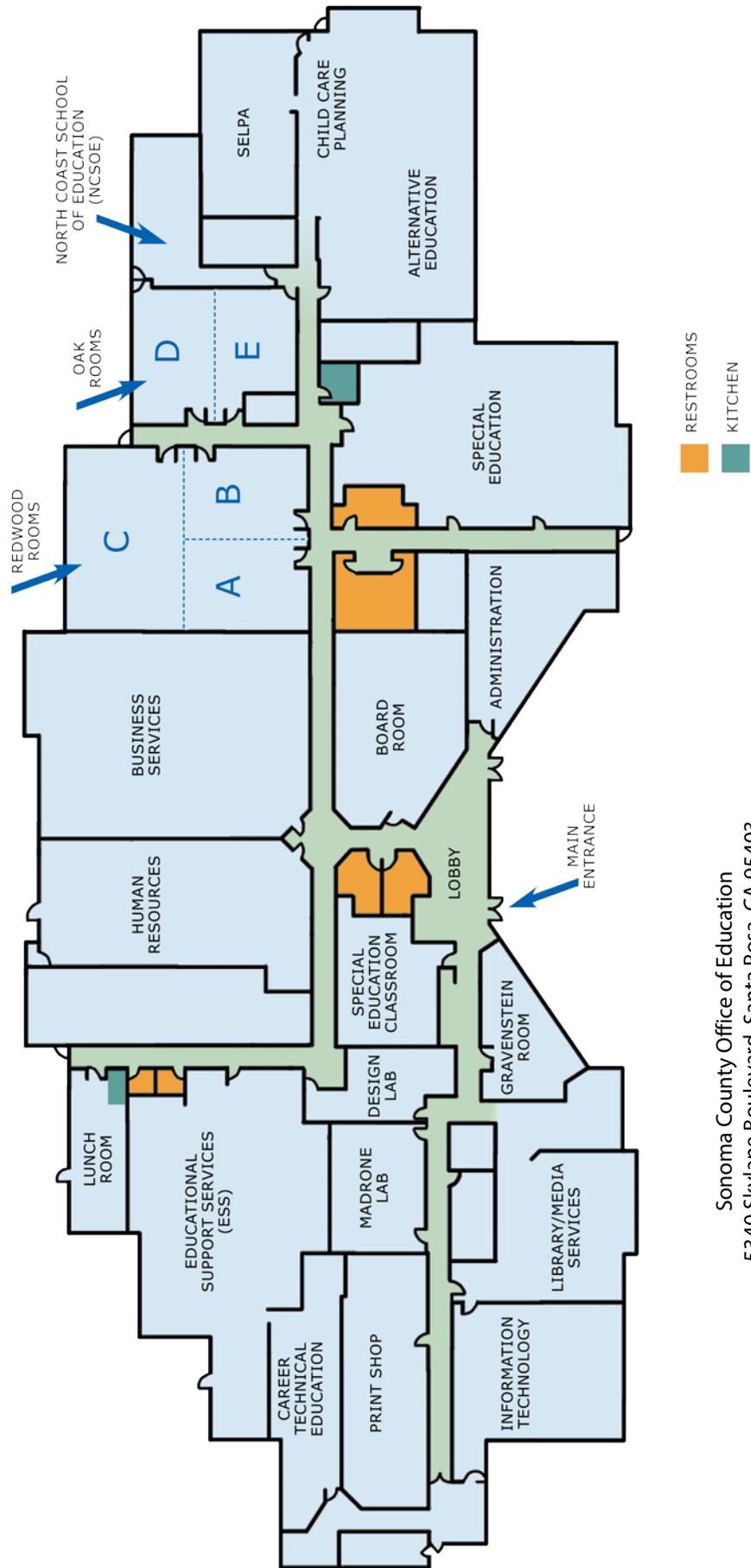
	Theater Style	Classroom
Eagan Classroom 1	47	30
Eagan Classroom 2	48	48
Eagan Classroom 3	48	48
Eagan Classroom 4	47	47
Eagan Classrooms 1-4	190	173

**QUESTIONS?** Contact the front desk receptionist at the Sonoma County Office of Education



Phone: (707) 524-2600 / Fax: (707) 524-2602

# SKYLANE BUILDING FLOOR PLAN



Sonoma County Office of Education  
 5340 Skylane Boulevard, Santa Rosa, CA 95403

# TEACHER LEARNING CENTER FLOOR PLAN

