

San Diego Unified School District
Conference Room Availability

Interested in catering services for your event, please contact Food Services Catering at catering@sandi.net or access their website <https://www.sandiegounified.org/node/460>

Conference Room Location	Seating Capacity	Hours Available	Contact	Equipment Available	Parking Capacity
Ballard Parent Center, Fremont Family & Community Engagement Department 2375 Congress St. (92110)	Up to 150	7:00a – 9:00p	Marco Beltrán 619-293-4431 mbeltran@sandi.net	Whiteboard, Easel, Internet Hook-up, screen, PA system	Lot parking available
Education Center 4100 Normal St., (92103) Special Education Room 103	14	7:00a – 5:00p	Maria Ibarra (619) 725-7700	Whiteboard	Parking lot as available
Education Center 4100 Normal St., (92103) Room 2038	8	8:00a – 5:00p	Outlook Global Address List ROOM EC Room 2038	N/A	Parking lot as available
Education Center 4100 Normal St., (92103) Room 2226	18 (21 additional chairs)	7:00a – 5:00p	Outlook Global Address List ROOM EC Room 2226	Promethean Board, overhead projector, internet, conference call (ph: 619-725-5509), flip chart, whiteboard, laptop	Parking lot as available
Education Center 4100 Normal St., (92103) Room 2249	12 (12 additional chairs)	7:00a – 5:00p	Outlook Global Address List ROOM EC Room 2249	Overhead Projector, Whiteboard, internet, Cisco speaker phone (ph: 619-260-5448)	Parking lot as available
Education Center 4100 Normal St., (92103) Annex 8 Hearing Room	12	8:00a – 3:30p	Rosa Calderon 619-725-5560 rcalderon@sandi.net	Internet Hook-up, Wi-Fi, Speaker Phone	Parking lot as available
Education Center 4100 Normal St., (92103) Auditorium	290	8:00a – 9:00p	Erlinda Martinez (619) 725-8072 emartinez3@sandi.net	Upon Request	Parking lot as available

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Education Center 4100 Normal St., (92103) Auditorium	290	8:00a – 9:00p	Erlinda Martinez (619) 725-8072 emartinez3@sandi.net	Upon Request	Parking lot as available
Fleet Maintenance 4770 Cardin (92111)	12	7:30a – 5:00p	Renee Marin (858) 496-8195	TV, VCR, Whiteboard Projector Screen	Limited Street Parking
Fleet Maintenance 4770 Cardin (92111) Lunch Room	40 Three Tables in Room	5:30p - 10:00p	Renee Marin (858) 496-8195	TV, VCR, Whiteboard Projector Screen	Limited Street Parking
FPC Annex 4860 Ruffner Street (92111) Room 1	15	8:00a – 5:00p	Outlook Global Address List	Promethean Board, Internet, Wi-Fi	Parking Lot
FPC Annex 4860 Ruffner Street (92111) Room 1A Room 1B	1A - 15 1B – 12	8:00a – 5:00p	Outlook Global Address List	Promethean Board, Internet, Wi-Fi	Parking Lot
FPC Annex 4860 Ruffner Street (92111) Room 11	8 - 10	8:00a – 5:00p	Outlook Global Address List	Internet, Wi-Fi, Whiteboard	Parking Lot
Mission Bay HS 2475 Grand Ave. (92109) Prof. Dev. Ctr. RM 186	50	Call for Hours	Marilyn Snovel 619-725-7264/7392 msnovel@sandi.net	Whiteboard	Limited Parking

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Mission Bay HS 2475 Grand Ave. (92109) Prof. Dev. Ctr. RM 186	50	Call for Hours	Marilyn Snovel 619-725-7264/7392 msnovel@sandi.net	Whiteboard	Limited Parking
Pacific Beach Center 4606 Ingraham Street (92109) Conference Room	30 or 40	8:00a – 5:00p	Brenda Brigham (858) 490-8678	TV, VCR, Screen	Lot behind PB Center, approximately 40 cars & on-street parking
PPO (formerly M & O) 4860 Ruffner Street (92111) Executive Conference Room	12	7:00a – 4:00p	Gayle Watkins, (858) 627-7171 E-mail Reception Desk mocrecep@sandi.net to schedule	Promethean Board / Contact Brian Meyers W/Equip Questions (858) 637-6228	Street parking and limited parking lot spaces available
PPO Training 4860 Ruffner Street (92111) Room A	30	7:00a – 4:00p	Gayle Watkins, (858) 627-7171 E-mail Reception Desk mocrecep@sandi.net to schedule	As Requested Brian Meyers (858) 637-6228	Street parking and limited parking lot spaces available
PPO Training 4860 Ruffner Street (92111) Room B	73	7:00a – 4:00p	Gayle Watkins, (858) 627-7171 E-mail Reception Desk mocrecep@sandi.net to schedule		
Revere Center 6735 Gifford Way (92111) Room 1	30 or 45	7:00a – 4:00p	Food Services Central Office Staff 858-627-7305 (Main Office Phone Number)	Promethean Board Overhead Projector Internet Capability	Parking Lot Street Parking
Revere Center 6735 Gifford Way (92111) Room 2	12	7:00a – 4:00p	Eleanore Viado 858.627.7302 or x7305 eviado@sandi.net	White board	Parking Lot Street Parking

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Conference Room Location	Seating Capacity	Hours Available	Contact	Equipment Available	Parking Capacity
Scripps Mesa Conf. Center 103080 Spring Canyon Rd (92131) Break out rooms (6)	30 (6 rooms)	8:00a – 5:00p	Outlook Global Address List, Room Scripps Mesa Conference Center (enter # of attendees & HCM code for custodial support)	Promethean Boards	Parking Lot as available
Scripps Mesa Conf. Center 103080 Spring Canyon Rd (92131) Main Conference Room	180 or 225	8:00a – 5:00p	Outlook Global Address List, Room Scripps Mesa Conference Center (enter # of attendees & HCM code for custodial support)	Promethean Boards, wireless microphone System, breakout rooms	Parking Lot as available
SDCOE 6401 Linda Vista Road (92111) Numerous Rooms	Various	Call for Hours	Karina Montgomery (858) 569-7259	Various	Parking Lot
SDCOE 6401 Linda Vista Road (92111) Technology Center	Various Check Website		Website: www.sdcoe.net/technology/jrrtc/ (858) 571-7259	Call for availability	Parking Lot
Strategic Sourcing 2351 Cardinal Lane, Bldg. M (92123) Conference Room	30	Call for Hours	Debi Giolzetti (858) 522-5808	Wireless connection, Overhead projector, Pull down screen, Whiteboard, Cisco phones	Parking Lot
Transportation Center 4710 Cardin Street (92111) Administrative Conference Room	16	7:00a - 5:00p	Linda Knipple (858) 496-8701	Promethean Boards	Limited lot spaces & street parking
Wiggin/Mt. Everest Academy 4350 Mt. Everest Blvd. (92117) Auditorium	242	Call for Hours	Norma Gallegos (858) 496-8778	Laser Player, Podium, Microphone, TV, VCR, Overhead Projector	Street parking or dirt lot & dirt field on Mt. Everest for approximately 200
Zamorano Elementary 2655 Casey St. (92139) Conference/Training Rooms	50	Call for Hours/ availability	Marilyn Snovel 619-725-7264/7392 msnovel@sandi.net	Whiteboard	Parking Lot as available

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- For additional District small meeting room availability, see Outlook Global Address List – search “Room” for a list of rooms that can be reserved using Outlook Calendar.
- Many San Diego County Libraries have meeting rooms available for free: <http://sdcounty.ca.gov/library/index.html>
- Mission Trails Regional Park has meeting rooms available for low cost: <http://www.mtrp.org/>
- Balboa Park has meeting rooms available for low or no cost: <http://www.balboapark.org/info/events>
- University of San Diego allows limited use of its facilities to SDUSD programs/departments: <http://www.sandiego.edu/campusscheduling/facilityschedulingpolicy.php>

For changes or additions please contact: Communications Department, Maria Shaw (619) 725-5578 or mshaw@sandi.net

Parking Lot
Street Parking