

San Diego Unified School District
Conference Room Availability

Conference Room Location	Seating Capacity	Hours Available	Contact	Equipment Available	Parking Capacity
Ballard Parent Center, Fremont 2375 Congress St. (92110) Auditorium	110 - 150	7:00a – 9:00p	Elneda Shannon (619) 293-4431	Whiteboard, Easel, Internet Hook-up, screen, PA system	Lot parking available
Ballard Parent Center, Fremont 2375 Congress St. (92110) Room 1	30	7:00a – 9:00p	Elneda Shannon (619) 293-4431	Whiteboard, Easel, Internet Hook-up, screen	Lot parking available
Ballard Parent Center, Fremont 2375 Congress St. (92110) Room 2	30	7:00a – 9:00p	Elneda Shannon (619) 293-4431	Whiteboard, Easel, Internet Hook-up, screen	Lot parking available
Ballard Parent Center, Fremont 2375 Congress St. (92110) Room B8	30	7:00a – 9:00p	Elneda Shannon (619) 293-4431	Whiteboard, Easel, Internet Hook-up, screen	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, HR Dept 4100 Normal St., (92103) Room 1241	10 - 12	7:00a – 5:00p	Norma Velázquez (619) 725-8043		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 2039	12	8:00a – 5:00p	Outlook Global Address List ROOM EC Room 2039	N/A	Parking lot as available

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Education Center 4100 Normal St., (92103) Room 2226	18 (21 additional chairs)	7:00a – 5:00p	Mitzi Martinez (619) 725-7076	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	Mitzi Martinez (619) 725-7076	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	Tim Betteridge (619) 725-5664 (Call to request)	Internet Hook-up, Wifi, Speaker Phone	Parking lot as available
Education Center 4100 Normal St., (92103) Auditorium	290	8:00a – 9:00p	Teresa Avalos Roman (619) 725-8072	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, Wifi	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, Wifi	Parking Lot

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FPC Annex 4860 Ruffner Street (92111) Room 3	8 - 10	8:00a – 5:00p	Outlook Global Address List	Internet, Wifi	Parking Lot
FPC Annex 4860 Ruffner Street (92111) Room 11	8 - 10	8:00a – 5:00p	Dolores Womack-Williams (858) 637-6275	Internet, Wifi, Whiteboard	Parking Lot
IMC 2441 Cardinal Lane (92123) Meeting Room, Trailer G	20	7:00a – 5:00p	Mary Engle (858) 503-1738 (If needed after 5:00p please contact Custodian)	Promethean Board Internet, computer, 10 notebooks	Street parking or north parking lot
IMC 2441 Cardinal Lane (92123) Rooms 1 & 2, Bldg. I	Room 1 for 20 Room 2 for 20 Rooms combined – 50 people	8:00a – 5:00p	Elizabeth Kramer (858) 503-1707 Email: ekramer@sandi.net	Promethean Board, Internet, Wifi	Street parking or north parking lot
Mission Bay HS 2475 Grand Ave. (92109) Prof. Dev. Ctr. RM 186	50	Call for Hours	Maria Johanesen (619) 725-7264 or 7392	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

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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	Overhead Projector, Whiteboard	Street parking and limited parking lot spaces available
Revere Center 6735 Gifford Way (92111) Room 1	30 or 50	7:00a – 4:00p	Karen Havens (858) 627-7340 or 7305	N/A	On-street parking 25 cars
Revere Center 6735 Gifford Way (92111) Room 2	50 or 60	7:00a – 4:00p	Karen Havens (858) 627-7340 or 7305	N/A	On-street parking 25 cars
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)	Promethian 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)	Promethian Boards, wireless microphone System, breakout rooms	Parking Lot as available
SDCOE 6401 Linda Vista Road (92111) Numerous Rooms	Various	Call for Hours	Valerie Reese (858) 292-3738	Various	Parking Lot
SDCOE 6401 Linda Vista Road (92111) Technology Center	Various Check Website	Call for Hours	Website: www.sdcoe.net/technology/jrtc/ (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, Pulldown screen, Whiteboard, Cisco phones	Parking Lot

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Transportation Center 4710 Cardin Street (92111) Operations Conference Room	16	8:00a – 5:00p	Linda Knipple (858) 496-8701	Promethian 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	Maria Johanesen (619) 725-7264 or 7392	Whiteboard	Parking Lot as available

- 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, Rosa Calderon (619) 725-5575 or rcalderon@sandi.net