Riverside County Office of Education

External Request Form
Indio Conference Center

In order to ensure continued usage and to protect our facility, we ask that conference center users respect the following while using our facilities.

Reminders

- **Parking:** The Riverside County Office of Education (RCOE) Indio Conference Center visitor parking entrance is located at 83625 Dr. Carreon Blvd Indio CA 92201. Please follow all posted traffic and parking regulations.
- **Posting Materials**: When posting materials on the walls, only the "removable plastic adhesive" is allowed. It may be found inside the container on the lectern. Do not tape, or use push pins, on any surfaces.
- **Catering**: External catering must be arranged by program and vendor.
- **Office Supplies**: Meeting supplies are not provided (i.e. stapler, pens, scissors, paper clips, paper, and food supplies).
- **Reservations**: Reservations can be made up to three (3) months in advance of your meeting.
- **Fax/Copying:** Fax/Copying services are not provided.
- **General Info**: Please visit our website at www.rcoe.us/departments/administration and business services/operational support services/conference center or email staff at indioconferencecenter@rcoe.us for more information.

Policies

- **County facilities are nonsmoking**, both inside and outside.
- **No alcoholic beverages** on premises without express written permission and a Department of Alcoholic Beverages permit.
- **Cooking is not permitted** inside or outside the facility without prior permission from the Conference Center staff.
- **Equipment and furniture** are not to be removed from the room. Room furniture must be left in configuration requested in reservation.
- **RCOE** is not responsible for lost or stolen personal property.
- **Animals**, with the exception of Seeing Eye Dogs, are not permitted.

Caution

- All cancellations must be made seven business day prior to your reservation or the full rate will be charged; however, if the room can be re-booked for that same date and time, your agency will not be charged.
- A charge will be assessed if there is any damage to equipment or premises, either inside or out.
- A $60.00 clean up fee per room will be assessed if the room(s) are not left in the condition they were found.
- Room set-up changes must be made at least 48 hours before the event. Should custodial or Conference Center staff be required to return to the Conference Center to change the room set-up, a fee will be assessed.
- All supplies, containers, and AV equipment must be left in the room.
- RCOE reserves the right to cancel reserved rooms, with full refund.

Fees

- Direct Cost ($33.00 per room per hour): Public agencies, school districts, non-profit organizations, and service clubs using facilities will be charged on a direct cost basis which will also include any staff overtime for events scheduled outside of normal business hours of 5:00pm – 9:00pm or Saturdays.
- Fair Rental ($60.00 per room per hour): Private organizations will be charged a fair-rental value fee that includes direct costs as well as the amortized costs of the facility being used for the duration of the activity.
- Events scheduled after 5:00 p.m. Monday through Friday or on Saturdays require approval from RCOE Cabinet leadership and a two-hour minimum reservation. Additional fees may apply for custodian services at $23.41 per hour and conference center staff at $45.73 per hour.
- Costs provided include the use of audio/visual presentation equipment.
- A charge will be assessed if there is any damage to equipment or premises, either inside or out.
- Total charges must be paid seven business days in advance to reserve room. Make Check Payable to: RCOE or call 951-826-6114 to schedule payment via Credit Card.

I have read and agree to the above policies and reminders:

Print name & Title: _____ Date _____

Signature: _____ Date _____

(A) To Be Completed By Requester
(Return to indioconferencecenter@rcoe.us)

Name of Organization: _____ Today's Date: _____

Address: _____ City: _____ Zip Code: _____ Phone # _____

Organization Type: Public Agency ☐ School District ☐ Non-Profit ☐ Service Club ☐ Private ☐ Other _____

Name of Event: _____ Name of Host: _____

Room(s) Requesting: _____ Estimated Attendance: _____

(Reference the below Diagram for room names)

Date(s) Requesting:

Option A: _____ Option B: _____ Option C: _____ Open to Public? _____ Will admission be charged? _____

Preparation Time: _____ to _____ Event Time: _____ to _____ Clean Up Time: _____ to _____

Catering (Must select one):

- No Catering ☐
- ☐ Yes Catering, Provide vendor name _____

Audio/Visual Requirements: Projector/Screen ☐ Microphones ☐ In-Room Cameras ☐ Web conferencing (Zoom) ☐ No Audio/Visual ☐

Check Preferred Room Set Up: Classroom ☐ Conference Table ☐ Square ☐ Theater ☐ Train ☐ U-Shape ☐ Workshop Triple ☐

(Reference below Room Set Up diagram)

Comments/Special Requests:

(B) To Be Completed By RCOE Conference Center Staff
(Then sent to requester for final signature)

Fee Group: **No Charge | Direct Cost ($33.00 per room/per hour) | Fair Rental ($60.00 per room/per hour)** _____

Number Of Conference Rooms _____ Multiplied by number of hours _____ = $ _____

*Number Of Conference Center Staff _____ Multiplied by number of hours _____ = $ _____

*Number Of Custodial Staff _____ Multiplied by number of hours _____ = $ _____

Total Charges $ _____

*Meeting reservations between the hours of 5:00pm - 9:00pm

Total charges must be paid seven business days in advance to reserve room. Make Checks Payable To: RCOE or call to pay via Credit Card

(C) To Be Finalized By Requester After Sections "A" and "B" Are Filled Out
(Return to indioconferencecenter@rcoe.us)

I, the undersigned, certify that:

1. In submitting this application, I have read and understand the County policies and procedures on facilities use and will abide said regulations.
2. I understand that it is my responsibility to enforce the above regulations with my group.
3. I certify that any County facilities used under this permit will be used solely for the purpose described herein.
4. I will strictly enforce the hours of use listed on this permit.
5. I will enforce maximum occupancy limits.
6. I will be personally liable for any damages sustained by the facility, furniture or equipment during my use.
7. I understand that the County has the right to cancel this permit at any time if the facility is needed for the Counties' own use.

Signature: _____ Print Name: _____

Title: _____ E-mail Address: _____ Phone # _____

APPROVALS: Conference Center Representative: _____ Date: _____

Site Administrator: _____ Date: _____

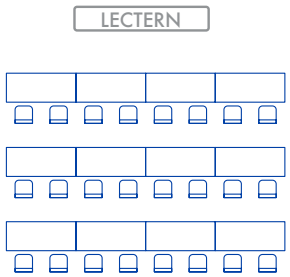
(Required for locations other than 83625 Dr. Carreon Blvd Indio CA 92201)

RIVERSIDE COUNTY OFFICE OF EDUCATION

EDWIN GOMEZ, Ed.D. | County Superintendent of Schools

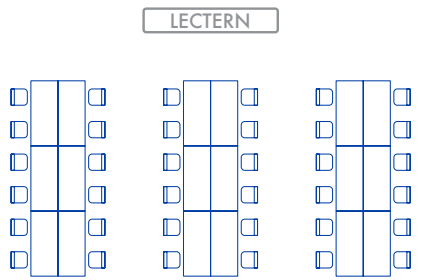
INDIO CONFERENCE CENTER
ROOM CAPACITIES BY SET-UP

CLASSROOM



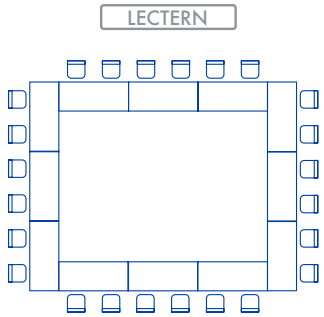
ROOMS	CAPACITY
Festival 1	30
Festival 2	30
Oasis 1	30
Oasis 2	30
Polo	60
Festival 1 & 2	60
Oasis 1 & 2	60
Festival 1, 2 & Polo	160
Oasis 1, 2 & Polo	160
La Sala Room	260

TRAIN



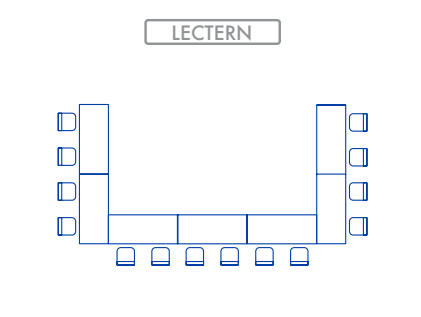
ROOMS	CAPACITY
Festival 1	36
Festival 2	36
Oasis 1	36
Oasis 2	36
Polo	72
Festival 1 & 2	72
Oasis 1 & 2	72
Festival 1, 2 & Polo	216
Oasis 1, 2 & Polo	216
La Sala Room	336

SQUARE



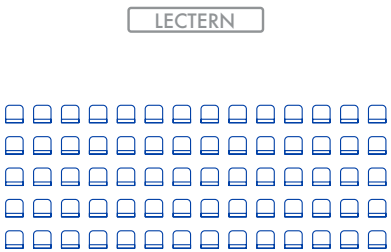
ROOMS	CAPACITY
Festival 1	24
Festival 2	24
Oasis 1	24
Oasis 2	24
Polo	48
Festival 1 & 2	48
Oasis 1 & 2	48
Festival 1, 2 & Polo	N/A
Oasis 1, 2 & Polo	N/A
La Sala Room	N/A

U-SHAPE



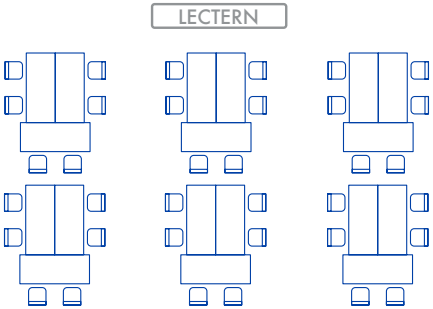
ROOMS	CAPACITY
Festival 1	20
Festival 2	20
Oasis 1	20
Oasis 2	20
Polo	32
Festival 1 & 2	32
Oasis 1 & 2	32
Festival 1, 2 & Polo	N/A
Oasis 1, 2 & Polo	N/A
La Sala Room	N/A

THEATER



ROOMS	CAPACITY
Festival 1	62
Festival 2	62
Oasis 1	62
Oasis 2	62
Polo	124
Festival 1 & 2	124
Oasis 1 & 2	124
Festival 1, 2 & Polo	248
Oasis 1, 2 & Polo	248
La Sala Room	400

WORKSHOP TRIPLE



ROOMS	CAPACITY
Festival 1	36
Festival 2	36
Oasis 1	36
Oasis 2	36
Polo	72
Festival 1 & 2	72
Oasis 1 & 2	72
Festival 1, 2 & Polo	144
Oasis 1, 2 & Polo	144
La Sala Room	252

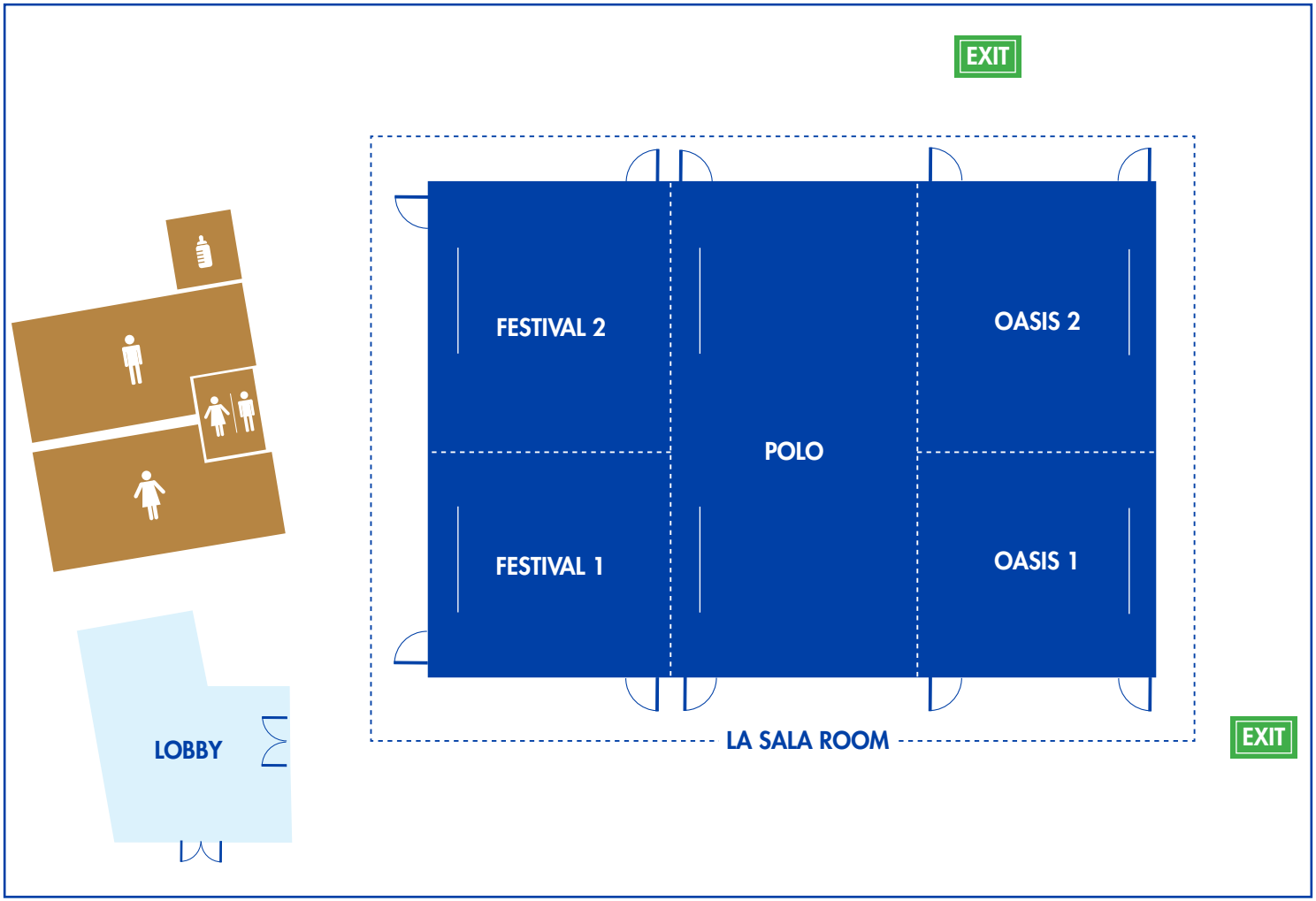
Any changes in room set-up must be made 48 hours in advance of your meeting.

Rev: 8/26

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INDIO CONFERENCE CENTER
DIAGRAM

83625 Dr. Carreon Boulevard | Indio, CA 92201



Conference Rooms | Restrooms/Lactation Room | Common Areas | Exits