

## EVENT HOSTING

SCCOE Partnership is required. Partner with one of our departments to guide you through the process of hosting your educational event at one of our three wonderful locations.

### Requirements:

- ★ Non-Profit, Educational
- ★ SCCOE Department Representative
- ★ Facility Use Agreement
- ★ General Liability Insurance
- ★ Partner with In-House Caterer
- ★ Walk-Thru Tour
- ★ Security and Custodial Services (service fees may apply)

### Amenities:

- ★ Free Wi-Fi
- ★ Free Parking
- ★ Furnishings; Tables, Chairs, Monitor
- ★ Privacy Rooms
- ★ Easy Access to All Conference Rooms
- ★ Easy Access to Local Highway, SJ Airport

## LOCATIONS

### Ridder Park

1290 Ridder Park Drive  
San Jose, CA 95131

### Snell Office

3500 Snell Avenue  
San Jose, CA 95136

### South County Annex

9300 Wren Avenue  
Gilroy, CA 95020

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*For more information,  
please contact:*

### Conference Center Coordinator

[ccenter@sccoe.org](mailto:ccenter@sccoe.org)  
(408) 453-6866

Santa Clara County  Office of Education

1290 Ridder Park Drive, San Jose, CA 95131  
[www.sccoe.org](http://www.sccoe.org)



## SANTA CLARA COUNTY OFFICE OF EDUCATION ..... CONFERENCE CENTER



The Santa Clara County Office of Education is committed to serving, inspiring, and promoting student and public school success.

Santa Clara County  Office of Education

## RIDDER PARK

### Large, versatile rooms

- ▶ East Side & San Jose  
Seats 200
- ▶ ERC Classroom  
Seats 80

### Medium, collaborative rooms

- ▶ Cupertino  
Seats 30
- ▶ Milpitas  
Seats 60
- ▶ Morgan Hill  
Seats 30
- ▶ Oak Grove  
Seats 50



## RIDDER PARK (CONT'D)

### Small collaborative rooms

- ▶ Atrium  
Seats 10
- ▶ ERC Conference #2  
Seats 10
- ▶ Guadalupe  
Seats 12
- ▶ Santa Clara  
Seats 18

## SNELL OFFICE

### Medium, collaborative room

- ▶ Conference Room #9  
Seats 20

## SOUTH COUNTY ANNEX

### Medium, collaborative room

- ▶ Conference Room  
Seats 20

### Large, versatile room

- ▶ Multi Purpose Room  
Seats 100
- ▶ Courtyard @ SCA  
Seats 100

We look forward to providing the perfect conference room for your event at SCCOE. Room reservation requests, inquiries or questions should be submitted via email to [ccenter@sccoe.org](mailto:ccenter@sccoe.org).

Please include the following information in your inquiry:

- ★ Name of your SCCOE Partner
- ★ Type of Event
- ★ Date(s) of Event
- ★ Name of Event
- ★ Number of Attendees
- ★ Start and End Time of Room Use
- ★ Special Accommodations Required
- ★ Your Contact Information

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