



**California State University, Bakersfield
Campus Facilities
Rental Information**

Reservation Process

You must submit a Campus Facilities application form to the Academic Scheduling Office a minimum of two weeks prior to the date of your event.

It is important you understand that your reservation is tentative until all signatures have been obtained, proof of insurance is received and approved, and you received a letter of confirmation from the Academic Scheduling Office. If you choose to advertise your event prior to receiving confirmation, you do so at your own risk.

Rental Fees

	<u>4 hour Rental</u>	<u>8 hour Rental</u>
Standard Rooms (30 persons)	\$50	\$75
Lecture Classrooms (45 persons)	\$65	\$90
Large Lecture (46+persons)	\$100	\$150

DDH Hallway or outside on Campus \$100 per day

Parking

\$2.00 per day per vehicle. Parking permits can be purchased at each entrance to campus or arrangements can be made with the University Police Office for optional rates.

Utilities & Custodial

Fees are determined by the Facilities Management Office (661) 654-2211.

Insurance

All groups, including CSUB student organizations, must provide a hold-harmless statement and proof of liability insurance in the amount of \$1 million. An endorsement extending coverage to “the State of California, the Trustees of the California State University, California State University, Bakersfield, and their officers, agents and employees must be included. **It is your responsibility to submit proof of liability coverage at least two weeks prior to the date of your event or your reservation will be cancelled.**

Food & Beverages

Must obtain signature of the Director of Food Services located in Cafeteria Room 110 or to contact by phone call (661) 654-2254.

Further Information

For further information, contact the Academic Scheduling Office at (661) 654-2285.