The Ray S. Dezember Leadership Development Center (DLDC) is funded by private donations. The purpose of the DLDC is to provide business, government, non-profit, and service organizations with a facility for training and continuing education of their employees. The facility gives priority to workshops, seminars, institutes and other similar training functions, but also is available for meetings and receptions. Requests for use must also meet the following criteria:

A. The activities, programs and other functions must fall within the charter and strategic plan of the Leadership Development Center.

B. All activities must be acceptable and in compliance with the laws of the State of California, California State University, Bakersfield (CSUB), the City of Bakersfield, the County of Kern, the United States and all governmental units. The Facility Coordinator will use their good judgment to ensure that all programs are conducted within the moral and legal standards of CSUB and the Foundation.

C. In addition, appropriate dress codes will be maintained: no lounging and no pets are allowed in the building. No outside source food or beverages are allowed without appropriate approval. All food service is provided by an approved University food service provider.

D. The Facility Coordinator will ensure that no individual or group uses the facilities for personal gain or commercial activities. For example, no part of the facility will be rented to or used by any enterprise for the purpose of selling merchandise or services. However, trade exhibits, open to all competitors, are acceptable as long as they meet usage guidelines.

E. Smoking is not permitted in any of the buildings in the Business Development Center. A smoking area is provided outside of the complex.

F. The University Police will sign-off on all use of campus facilities for events and determine the level of need for security dependent on the size and nature of the event.
I. Procedure for Use and Rental
   A. A Facility Use Application must be completed and forwarded to the Facility Coordinator for approval. Approval must be confirmed within forty eight (48) hours of the start time of the event or the room reservation will be cancelled.
   B. Cancellations must be made at least forty eight (48) hours prior to the event start time. Groups making cancellations less than forty eight (48) hours before the start of the event will be charged the full room rental and parking fees.
   C. Rental of the facility will be on a first-come, first-served basis. A commitment to use the facility will be valid when all required documents have been filed and accepted, and a written confirmation has been made.
   D. Appeals relative to the use of the DLDC must be made through the Facility Coordinator who will take the appeal to the Vice President of University Advancement. The decision of the Vice President is final.
   E. Damages - People and/or organizations using the DLDC are responsible for damages and breakage of facilities and equipment. In some instances the user may be required to provide and pay for security guards or other outside services. Posting flyers, signs, announcements or banners to any wall, pillar, door, window, railing or any other part of the building is prohibited. Any such posting must have prior approval from the DLDC Facility Coordinator for content, location and mode of posting. Any violation of this policy will result in immediate cancellation of the room contract and possible fees for damages.

II. Rental Fees
   A. All rental charges apply to use the facility at any time during normal business hours. There may be additional charges for after hours and/or weekend operation.
   B. A minimum charge of seventy-five ($75) for set-up, room clean-up, furniture arrangement, and installed equipment is required for use of any training room or area with the exception of the small breakout rooms where the minimum charge is fifteen dollars ($15).
   C. Room rates are set as follows by the CSUB Foundation each year.

<table>
<thead>
<tr>
<th>Rooms</th>
<th>Capacity</th>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aera Room 409 or 411</td>
<td>25</td>
<td>$30/hour</td>
<td>Same per hr rate</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$125 ½ day</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$225 full day</td>
</tr>
<tr>
<td>Aera Combo</td>
<td>40</td>
<td>$35/hour</td>
<td>$40/hour</td>
</tr>
</tbody>
</table>
409/411 | Varner Room 407 | 25 | $30/hour | Same per hr rate $125 ½ day $225 full day

Executive Seminar Room 401 | 45 | $40/hour | Same per hour rate $180 ½ day $300 full day

Executive Seminar Room 402 | 45 | $40/hour | Same per hour rate $180 ½ day $300 full day

Castle & Cooke Lounge | 20 | $25/hour | Same per hour rate $100 ½ day $175 full day

Wells Fargo Foyer | 35 | $25/hour | Same per hour rate $100 ½ day $175 full day

Tejon Ranch Plaza | 100+ | $40/hour | $50/hour $200 ½ day $340 full day

Entire Bldg + TRP | 150+ | $750 (flat rate) | $900 (flat rate)

D. The Rates and Charges Schedule includes reimbursement of the costs of maintenance, upkeep & repair; additional custodial services and supplies needed to restore facilities to their normal use; equipment; parking; university police; technical services; and other types of assistance as needed for the event.

1. In most cases, the tables, chairs and media services are included in the rental of the space. If needed, equipment such as tables and chairs may be rented through Facilities Management or an approved vendor such as Walker Lewis, Knight’s Pumping, etc.

2. Parking fees start at $1.00 per car for on-campus users and $2.00 per car for off-campus users. For more information on parking and pricing regulations, please reference CSUB Parking Regulations. Additional fees may be required if more than 30 spots are needed.

3. University Police

4. Technical Services – Includes ITSS and Media Services, such as internet or additional podium rentals.

E. Food Service – All food served on campus must be provided by a caterer approved by the CSUB Foundation. A list of approved caterers can be found on the UES website http://www.csub.edu/events/.

F. Alcoholic Beverage Service

1. Individuals or groups wishing to serve alcoholic beverages at an event must submit an Alcohol Approval Request Form. This form and the corresponding Alcohol Use Policy & Procedure can be found online at http://www.csub.edu/events/.

2. A completed Alcohol Approval Request Form is required before a space reservation request can be confirmed.

G. FOR CSUB ON-CAMPUS GROUPS, a $25/hr fee will be charged per room rented, with a minimum charge of fifty dollars ($50) for set-up, room clean-
up, furniture arrangement, and installed equipment is required for use of any training room. All rental charges apply to use the facility at any time during normal business hours. There may be additional charges for after hours and/or weekend operation.

HISTORY: September 1, 2010
REVIEWED: Beverly Byl, Executive Director of CSUB Foundation; Susan Hopkins, Director of University Advancement Events
REVISION: