



CSU Bakersfield

Office of the President

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MEMORANDUM

DATE: August 7, 2018

TO: 25 Live Schedulers

FROM: Lynnette Zelezny, Ph.D., M.B.A. *LZ*
President

SUBJECT: Delegation of Authority to Sign Facility Use Agreements for External Events at CSUB

In consultation with the Cabinet, I am delegating authority to Elizabeth (Ellie) Fergon, Director of Events/Office of Events, and Victor Martin, Vice President for University Advancement/Executive Director CSUB Foundation, to sign and approve Facility Use Agreements relating to External Events, previously signed and approved by Michael Chavez, Director of Procurement and Contract Services. All external organizations hosting an event at CSU Bakersfield must sign and adhere to a Facility Use Agreement. This is done in accordance with [Executive Order 1000](#), which was established by the Chancellor's Office in July 2007 to implement cost recovery for use of Campus facilities.

Effective immediately.

c: President's Cabinet
Michael Chavez, Director of Procurement & Contract Services
Kellie Garcia, Associate Vice President for Human Resources & Administrative Services
Carrie Rockwell, Lead Buyer III – Procurement & Contract Services