

## Conference Facilities

**I. Introduction.** The conference facilities are available for use Monday-Friday -- 8:00 am - 5:00 pm or during university summer hours -- 7:30 am - 4:00 pm. The functions held in the conference facilities must comply with the mission of CATI and its research centers. The priority use of the facilities shall be as follows:

1. CATI/Center sponsored dissemination meetings and/or events;
2. School of Agricultural Sciences and Technology (SAST) meetings and/or events;
3. Other agricultural or agribusiness meetings and events related to the purposes of CATI, its research centers, or SAST.

**II. Guidelines.** Requests for use should also meet the following criteria:

**A. Appropriateness.** The activities, programs, and other functions must fall within the mission of CATI and its research centers, and SAST. In addition, all activities must be acceptable and in compliance with the laws of the State of California, California State University, Fresno, the City and County of Fresno, the United States and all governmental units. Each Director will use his/her good judgment to ensure that all programs are conducted within the moral and legal standards of California State University, Fresno and SAST,

In addition, appropriate dress codes will be enforced; no lounging and no pets are allowed in the facilities. No smoking is allowed anywhere in the conference facilities. No food and/or beverages, including alcoholic beverages, are allowed unless approved by the Director or his/her designee. It is against California State laws to serve alcoholic beverages to anyone under the age of 21.

**B. Exploitation Avoidance.** Each Director will ensure that no individual uses the facilities for his/her own personal gain or for commercial activities, which are in conflict with the mission of CATI and its research centers.

**III. Use Privileges and Priorities.** The following activities, which are listed in order of priority, will guide the use and rental of the conference facilities on a space-available basis:

1. CATI/Center sponsored dissemination meetings and/or events -- facilities may be used free of charge.
2. SAST meetings and/or events for which no fee is charged to participants will be charged a security deposit only. SAST meetings and/or events for which a participant fee is charged will be charged a security deposit and appropriate rental fee.
3. Other agricultural and agricultural research organizations will be charged security and rental fees.

No. person or organization can receive permission to use the CATI/Center facilities and then subcontract and/or let another group use the facilities under their name.

#### **IV. Procedure for Use and Rental.**

**A. Application.** Please complete and submit the application (located in the University Forms Section of this manual) for consideration to the appropriate office shown on the following page. Applications will be accepted up to six months in advance of the event. All supporting documentation, i.e. agenda, announcement, program, and catering information must accompany the application. Once all information is reviewed, client will be advised of the status of the request. If approved, the client will receive a signed agreement. A security deposit and final payment (two separate checks) will be required within ten working days of confirmation.

**Tentative Bookings.** CATI and its Centers cannot be responsible for tentative bookings. On occasion, to accommodate a time lag while a client checks with a committee person or other purpose, the Center will note in pencil that an inquiry has been made on a particular date. This does not mean that the client has reserved the space. A signed agreement, security deposit, and rental fees must be on file in the appropriate office to guarantee the reservation.

**B. Security Deposit.** The client must submit a \$100 security deposit to the office listed below payable to the California State University, Fresno Foundation within ten working days of confirmation. Failure to do so will result in the automatic cancellation of the reservation. Persons and/or organizations using the conference facilities are responsible for damages to the facilities and/or equipment. Should damage occur, the entire security deposit will be forfeited. Any damage in excess of the security deposit will be billed to the client. Any damage may result in denial of future use of the CATI/Center facilities. CATI and its Centers reserve the right to determine what constitutes misuse of facilities and/or an unsatisfactory rental relationship, which may result in denial of use of the facilities.

**C. Confirmation and Final Payment.** Client's reservation will be confirmed in writing. Payment in full is due within ten working days of confirmation. Checks should be made payable to the California State University, Fresno Foundation and forwarded to the office indicated below,

**D. Cancellation.** Cancellation must be received in writing to the office listed below a minimum of ten working days prior to the event in order to receive a refund less a handling fee of fifty percent of the total rental fee. The \$100 security deposit will be returned.

**Note:** In the unlikely event that CATI or its Centers should require the use of their facilities even though an agreement has been made, CATI or its Centers will inform the client of cancellation in writing no later than ten working days prior to the event,

will refund all fees, and will make a reasonable effort to reschedule the reservation at another CATI or Center facility.

**E. Set-up and Restoration.** The client is responsible for setting up, including signs and posters, and restoring the facilities to their original condition. Leftover food and beverages, as well as trash, must be removed from the facilities. No materials may be attached in any way to walls or permanent structures in the facilities. Directional signs, posters, and all supplies are the responsibility of the client. It is also the client's responsibility to be on the premises to receive any deliveries related to the event.

**V. Fees.** All facilities require a \$100 security deposit within ten working days of confirmation.

<b>Conference Facility</b>	<b>Security Deposit</b>	<b>Daily Rental Fee</b>	<b>Maximum Capacity* Theater Style</b>
CATI Administration	\$100	\$150	60
Center for Agricultural Business	\$100	\$150	50
Center for Irrigation Technology	\$100	\$150	80
Viticulture & Enology Research Center	\$100	\$200	74

\*Maximum capacities are determined by the Fire Marshall.

**IMPORTANT NOTE: All applicants should keep this policy document as it will become part of the signed agreement if and when the request is approved.**

Please complete the conference facility reservation application/agreement (located in the University Forms section of this manual) and return to the appropriate person as indicated:

Linda Alatorre  
**CATI Administration**  
2910 E. Barstow Ave.  
Fresno, CA 93740-0115  
(559) 278-2361

Debra Deakin  
**Center for Agricultural Business**  
2910 E. Barstow Ave.  
Fresno, CA 93740-0115  
(559) 278-4405

Kate Norum  
**Center for Irrigation Technology**  
5370 N. Chestnut Ave.  
Fresno, CA 93740-0018  
(559) 278-2066

Helen Chrisman  
**Viticulture & Enology Research Center**  
2360 E. Barstow Ave  
Fresno, CA 93740-0089  
(559) 278-2089

Effective date: