

**UNIVERSITY BUSINESS CENTER**  
**School of Business and Administrative Sciences**  
**California State University, Fresno**

**Policies and Procedures for the Use of the UBC Facilities**

- I. **Introduction.** The conference facilities were provided through private donations for the primary use of business practitioners to engage in continuing education. The functions held in the Center must comply with the UBC charter as described in the UBC Board of Advisors' Constitution and Bylaws. The priority use of the facilities of the University Business Center shall be for workshops, seminars, institutes and other similar functions for the business and professional community of the San Joaquin Valley. Requests for use should also meet the following criteria:
- A. **Appropriateness.** The activities, programs, and other functions must fall within the charter of the School of Business and Administrative Sciences as well as its strategic plan. In addition, all activities must be acceptable and in compliance with the laws of the State of California, California State University, Fresno (CSUF), the City and County of Fresno, the United States and all governmental units. The Director will use his or her good judgement to ensure that all programs are conducted within the moral and legal standards of California State University, Fresno, and the School of Business and Administrative Sciences.
- In addition, appropriate dress codes will be maintained; no lounging and no pets are allowed in the building. No food or beverages unless approved by the UBS Director.
- B. **Exploitation Avoidance.** The Director will ensure that no individual uses the facilities for his or her own personal gain or commercial activities which are in conflict with the Constitution and Bylaws of the Board of Advisors of the University Business Center. For example, the foyer will not be rented to commercial activities selling merchandise, but trade exhibits open to all competitors to Demonstrate new products are acceptable under the usage guidelines of the University Business Center.
- C. **Smoke Free Environment.** Please refrain from smoking anywhere in the UBC. Smoking is permitted on the outside UBC patio only. Smoking is not permitted anywhere in the School of Business Complex.
- D. **Use Privileges and Priorities.** The following activities which are listed in order of priority, will guide the use and rental of the Center facilities on a space available basis:

1. UBC sponsored and conducted educational seminars - at no charge.
2. SOBAS sponsored and conducted programs - at no charge.
3. Donor privileges which will run over a 5-year period, starting September, 1988 for use at no charge.
4. SOBAS support groups, such as Alumni and Friends, at no charge.
5. Rental by other organization and conventions with appropriate purposes as approved by the UBS Director. If a CSUF faculty member is "hosting" a meeting or convention attended by non-CSUF Faculty and Staff, the normal fee may be waived if the activity is deemed to be a contribution to the mission of the School. Please note: no organization can receive permission to use UBS facilities and then subcontract and/or let another group use the facilities and then subcontract and/or let another group use the facilities under their name.
6. SOBAS student organization - at no charge.
7. Other CSUF student organizations - at no charge.
8. Other Official University use - at no charge.
9. SOBAS Academic Degree Program Credit Classes - at no charge.

**II. Minimal Rental Fees:** Upon request.

**Deposits:** Organizations responsible for rental fees, must deposit 50% of the charge which is nonrefundable in the event of cancellation. The UBC requires a three week advance notice of cancellation. (Three weeks prior to the scheduled event.) All fees must be paid upon receipt of billing. Deposits are due upon approval.

**III. Procedure for Use and Rental.** The attached application form will be completed and forwarded to the UBC Director for approval. It should be remembered that at no time can regular university credit classes be scheduled on a semester basis without the approval of the UBC Director as this would destroy the flexibility of the facility and be contrary to the use for which the funds were raised.

**Appeals:** Appeals relative to use of the UBC can be made to the UBC Board of Advisors. Consistent with the State and University policies, in all disputes and appeals relative to the UBC and its policies, the Dean's decision shall be the final authority.

Social events are encouraged on a space available basis including the production of "theater in the round" type shows in the Auditorium-Theater and in any of the other facilities. It is anticipated that the Business Associates, the Business Advisory Council and the University

Business Center Board of Advisors, SOBAS Alumni and Friends, student and faculty organizations will hold their meetings and social functions including Banquets and other similar events in the UBC facilities.

All UBC Advisors, Donors, Business Associates, Business Advisory Council and SOBAS Alumni members as well as all SOBAS faculty will have the right to use the UBC library and Conference Room unless it has been scheduled for an official UBC function. Reservations must be made through UBC Administrative office. Note: SOBAS students must receive permission from the UBC Director to use the library.

**IV. Damages.** Persons and/or organizations using the UBC facilities are responsible for damages and breakage of facilities and equipment. In some instances the user must provide for and pay for security guards.

**V. The Marketing Research-Computer Lab.** When this lab is not being used by the UBC's computer workshops or SOBAS faculty-staff, the minimum rental charge is \$750 per day. Please note that the "no charge policy" for donors and other organizations listed in Section I.D3 of this document does not apply to the Marketing Research-Computer Lab.

**VI. The Foyer.** The foyer can be used for art gallery purposes, traveling exhibits and other such programs that are appropriate and compatible with the mission of the School of Business and Administrative Sciences, the University Business Center, and CSUF **so long as these exhibits do not Interfere with the primary purpose of the UBC which is management education. contract research and related activities.** It is preferable to have the art work appropriate for business i.e., paintings and professional photography of early Fresno Agribusiness Organizations, historic Pen and ink sketchings of Fresno companies, and business art from around the world. It must be remembered that the foyer area is also an informal case study area for the executive seminars and had furniture for that purpose. When the UBC is holding educational seminars that require team participation, other events will not be scheduled for use in the foyer area.

**IMPORTANT NOTE:** All applicants for space should keep this policy document as at will become part of the rental contract if and when the request is approved.

Thank you for thinking of the UBC!

University Business Center  
SOBAS/CSUF  
Fresno, CA 93740-0005  
(559) 278-2352

**University Business Center  
Base Rental Prices**

**Effective 9/1/96**

**Per Day\***

**Conference Rooms**

Alice Peters Auditorium	\$220.00
Break-out Room 194A-C	195.00
Each Pod (A, B, or C)	80.00
Executive Lecture Rooms (192 or 193)	120.00
Gallery: Receptions for 50 or less	80.00
For more than 50, luncheon or dinner	120.00
Duncan Patio	50.00
Computer Lab w/20 stations	**

**Equipment**

Overhead Projector	20.00
Slide Projector	25.00
w/ Remote control	35.00
VCR w/TV Monitor	35.00
Computer Projection hookup	50.00
Microphone	35.00
16mm movie projector	40.00
Cassette Player/Recorder	25.00
Easels	10.00
Flip Charts for Easels	15.00
Pens for Write-on boards	1.00

**Satellite Telecasts:**

Hourly Rate - charges begin with test time	\$125.00
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Please note that for evening and weekend events requiring access to the projection booth for slide projection or VCR projection in Alice Peters Auditorium a UBC attendant must be on site. Evening and weekend rates for attendant are \$12.00/hr.

\*Based on a 6-8 hour maximum. Additional \$25/hr. after 8 hours.

\*\*Determined on individual needs.