

PRESENTATION CENTER (VBT 124) USE POLICY (Maximum Capacity 255)

NO FOOD OR BEVERAGES ALLOWED IN THE ROOM.

Violation of this policy will result in denial of future reservations

I. SCHEDULING

- a. Scheduling of the Presentation Center is through the Office of University Scheduling, Rental & Rentals. To make a reservation submit the online "Reservation Request Form" located on the University Scheduling web site: <http://www.csueastbay.edu/us/>

II. OPENING & CLOSING ROOM

- a. **Opening**
 - During the Week: The room will be left in the unlocked mode during the week when classes are in session.
 - Weekends & Holidays: University Police will be notified by University Scheduling to unlock the room for classes & special events.
 - Quarter Break: Custodial Services will unlock the room for special events when requested by University Scheduling.
- b. **Closing**
 - During the Week, Weekends, Holidays & Quarter Breaks: University Police will secure the room at 10 p.m.

III. TECHNOLOGY SETUPS:

Renters for special events must coordinate the use of the equipment in this room with the Rental & Reservations at least 5 working days prior to the event.

There will be a \$38 per hour (4 hrs. min) charge for an ITS Technician to work all events.

Equipment Available in the Room:

- P.A. system
- DVD system
- Powerpoint
- Computer

VI. CLEARING ROOM

The client or organization using the room is responsible for making sure all trash is cleaned and removed from the room after each use (e.g. flyers, printed material, etc.). The Rental & Reservations office will bill the client or organization if the room is not left in its original condition.