

## **CONFERENCE ROOM POLICIES & PROCEDURES**

The following policies and procedures have been developed to ensure the proper use and preservation of SDSU Research Foundation common area conference room facilities. All requests, scheduling, and arrangements for shared common area conference rooms are handled by the Facilities Planning and Management Department.

### *Reservation Procedures:*

To reserve an SDSU Research Foundation (SDSURF) conference room please complete the [Facilities Planning and Management \(FPM\) request form](#). You will receive an email within 48 hours confirming the reservation if the time slot is available, or declining if not. If you require an immediate reservation, please call (619) 594-5761. Please be advised that requests for meetings that are three (3) days or longer, or three separate meeting times, may require more time for coordination and confirmation by FPM.

Information requested for reservations:

- Meeting organizer name and contact information.
- Room being requested.
- Date and time requested.
- Name of program/group/tenant the organizer is associated with, and name of the primary PI (if applicable).
- Anticipated number of attendees.
- Request for approval to serve food (if applicable).
- HVAC needs for after-hours use (if applicable).
- SDSURF Fund and Account number or Commercial Tenant Billing Information

### *Eligibility and Priority:*

- Conference rooms are available for use by all current tenants within SDSURF properties, and within their respective site. If a tenant wishes to reserve a conference room at a different site, the request shall be reviewed by SDSURF management.
- Requests from university related, non-SDSURF tenants shall be reviewed by SDSURF management and will be subject to fees as described below.
- Reservations are made on a first-come, first-served basis.
- Reservations are accepted at least 24 hours in advance, but no more than 30 days in advance.
- Reservations more than 30 days in advance or long-term reservations shall require

management approval and shall be based on availability and requested use.

#### *Availability and Keys:*

- Conference rooms are available during normal business hours: 8:00 AM through 5:00 PM, Monday – Friday.
- Requests for after-hours and weekend usage may require special arrangements and fees may apply.
- For conference rooms that are not on card access and have physical keys, the key can be picked up at 6475 Alvarado Road, Suite 126 between 8:00 AM and 12:00 PM or 1:00 PM and 4:30 PM, Monday – Friday (closed for lunch between the hours of 12:00-1:00).
- Keys issued for conference room use must be returned to 6475 Alvarado Road, Suite 126 as soon as the meeting/event is over. If your event ends after business hours, please have someone return the key the following day.

#### *Locations:*

Various conference rooms are located at SDSURF “core area” sites, including Alvarado Research and Professional Center, Sky Park Court, City Heights, and Coastal Waters Laboratory. To inquire about specific locations and seating capacities please contact FPM at [sdsurffacilities@sdsu.edu](mailto:sdsurffacilities@sdsu.edu) or (619) 594-5761.

#### *Fees:*

There is no rental fee for funded or rent paying SDSURF projects or programs for use of the rooms. SDSURF offers two (2) free hours per month for university and commercial tenants. Anything thereafter would be charged at \$25.00 for up to 2 hours or a portion thereof, and \$25.00 per hour thereafter. The fees will either be charged back through invoicing or a journal voucher transfer from one SDSURF fund to another.

Fees may also apply to non-funded projects and/or programs, rent paying projects, or university tenants for use after normal business hours and for operation of HVAC systems.

Fees for use of SDSURF conference rooms by university related, non-SDSURF tenants, shall be \$75.00 per 4-hour block, or portion thereof, and \$25.00 per hour thereafter.

Fees will be applied if a key is lost or misplaced or if the room is not restored to its original setup or condition. The fee for a lost key is currently \$75.00.

#### *User Rules and Responsibilities:*

- The meeting coordinator shall be the main point of contact and responsible for making all arrangements for the meeting.
- Conference rooms should not be left unattended at any time.

- Please keep the noise level at a minimum.
- The SDSURF does not provide personal information regarding existing room reservations to others or try to rearrange organizers' time slots to accommodate various schedules.
- Instructional classes are not permitted within SDSURF space.
- Wireless internet is provided via the SDSU network to those approved to connect; projectors and other A/V equipment are not provided. The meeting coordinator shall be responsible for furnishing any equipment required for the meeting.
- Seating/table arrangements may be changed; however, the room must be restored to the original configuration at the end of the reserved time. Please allow enough time for setup and cleanup when making the reservation.
- Do not sit on the tables or use furniture in any way except for its intended purpose.
- Thoroughly erase all whiteboards upon completion of your meeting.
- Food and drink, except bottled water, are not permitted in rooms unless prior approval is provided.
- Smoking is prohibited at all times on SDSURF properties.
- Guests may not tape, tack, or fasten anything to the walls, ceilings, or floors of any of the conference rooms.
- Please ensure that trash, food, or items brought into the meeting are picked up, thrown away and/or removed at the end of the meeting. Please call Facilities at (619) 594-5761 if custodial services are needed to clean up large spills, etc.
- Please turn off all lights before leaving the room.
- Lock up the conference room when the meeting has ended, and return the key, if applicable.
- Report any problems or concerns to FPM at (619) 594-5761.

*Cancellations:*

Conference rooms are utilized frequently, and we request confirmed reservations be cancelled as soon as possible via email at [sdsurffacilities@sdsu.edu](mailto:sdsurffacilities@sdsu.edu) or phone (619) 594-5761. SDSURF has the right to cancel a confirmed reservation or rearrange the room on an emergency basis.