



**Facilities Planning, Development and Operations  
California State University, Bakersfield**

5 CORP  
9001 Stockdale Highway  
Bakersfield, California 93311-1022  
  
(661) 654-2211  
FAX (661) 654-2290

**MEMORANDUM**

**TO:** Campus Community **DATE:** July 1, 2006  
**FROM:** Carl Waite, Director Facilities Support Services  
**SUBJECT:** Event Rentals and Fees

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Effective July 1, 2006 the following policy will be implemented by Facilities Management for use of campus owned materials.

Tables, chairs, and trash cans are available for use on campus at campus approved events. Request for off campus use or use by off campus organizations require prior approval of the Vice President for Business and Administrative Services.

*A minimum of one week advance notice via a Facilities Management Service Requisition Form (available online) is required in order to confirm availability and to arrange set-up.* There will be a minimum charge of \$25.00 on all requests. This includes set-up and take-down during normal business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.). Advance arrangements must be made for set-up and take-down procedures performed outside normal working hours. Additional overtime charges will apply to services performed outside of normal working hours, if available.

**The following fees and charges will apply:**

Trash Disposal Fees:

Per 2 yard dumpster .....\$25.00 each

Rental Fees:

Tables (Rectangular 8' x 2.5' – 55 available).....\$7.25 each  
Tables (Round 5' diameter – 10 available).....\$7.25 each  
Risers (Rectangular 4' x 8' – 8 available) .....\$15.00 each  
Chairs (Folding – 500 available) .....\$0.90 each  
Trash cans w/liner (20 gallon) – 15 available.....\$5.00 each  
Podium (1 available).....\$20.00

Damage Loss:

The requesting organization will be responsible for all losses or damages that occur to campus materials. The following fees will be charged to all requesting organizations, on or off campus, if damage occurs.

The following replacement charges will apply to all organizations:

Rectangular Tables .....	\$400.00 each
Round Tables .....	\$550.00 each
Risers .....	\$550.00 each
Chairs .....	\$40.00 each
Trash Cans .....	\$60.00 each

If campus materials are scheduled for an outdoor, evening, or weekend event, the requesting organization is responsible for the security of the equipment until the scheduled pickup.