

Conference Room Use and Scheduling Guidelines

General Information

Conference rooms are for use primarily by Kern County Superintendent of Schools Office departments and programs. Local non-profit organizations and publicly-funded agencies may use the rooms as availability permits. Bookings for outside groups may not be made more than 30 days in advance.

Conference room reservation books follow the fiscal year - July 1 of the current year through June 30 of the following year. A list of priority meetings has been established by senior cabinet. These meetings are scheduled in January of each year, before the facilities are available to the public. Non-priority requests are dated in the order they are received. Reservations are made on a first-come, first-served basis, and are confirmed after priority meetings are entered into the books.

Priority Meeting List *(updated January, 2007)*

Academic Decathlon Committee	Accounting and Data Processing Advisory
Administrators' and Directors' Meetings	Articulation Council
Blood Bank	Categorical Programs
Curriculum Advisory	District Technology Advisory Committee
Educational Services Meeting	KEEP Foundation
Kern County Board of Education	Kern County Network for Children
Legal Services Board	Migrant Parent Advisory Board
MOVE	New Employee Orientation
PAKCS	Payroll Users Group
Prevention Consortium	PTA
ROP	School Business Officials
Secretaries' Meetings	

Facilities Available Through Main Reservation System

e-mail: conferenceroomscheduling@kern.org

Phone: 661 636-4500

City Centre - 1300 17th Street - Bakersfield, CA 93301

Conference Room 1A	Conference Room 1B
Theater Set-up Capacity: 125	Workshop Set-up Capacity: 70

University Square - 2000 K Street, Bakersfield, CA 93301

Conference Room US1	Conference Room US3
Workshop Set-up Capacity: 100	Square Set-up (only) Capacity: 20
Square Set-up Capacity: 60	
Theater Set-up Capacity: 100	

Conference Room US2	
Workshop Set-up Capacity: 100	
Square Set-up Capacity: 60	
Theater Set-up Capacity: 100	

Downtown Child Development Center, 1130 17th Street, Bakersfield, CA 93301

Gym	
Workshop Capacity: 45	
Theater Capacity: 80	

Please note: 1) Coffee is not available. 2) Note on the form if children six or younger will attend.

Guidelines for Use

Room Availability and Fees

Room use is free to KCSOS programs and non-profit groups who use the rooms during hours the office is normally open, and who do not charge a fee for entrance to their event. Groups who charge a fee for entrance are charged \$15.00 per hour during normal operating hours and \$45.00 per hour for after-hours use. Groups who do not charge a fee, but use the rooms after-hours are charged the \$45.00 per hour fee.

Normal operating hours are:	Monday - Friday	7 a.m. - 9 p.m.
	Saturday	9 a.m. - 4 p.m.

Use of rooms after-hours is subject to the availability of Maintenance and Operations Staff to work over-time.

Cancellation

A fee will be assessed if a reserved room was not used and the reservation was not cancelled.

Meeting Start/End Times

One hour is allowed between meetings for custodial staff to clean and reset rooms for the next event. The starting time requested must include ample time to set up materials and make coffee. The ending time must allow enough time for people to exit and for clean up. If people linger, direct them to the lobby or patio area.

Capacity

Reservations for a workshop or meeting may not exceed the capacity of the room reserved.

Set-up

The Conference Room Request form provides space to indicate the desired arrangement. A diagram of the arrangement may also be attached. If set-up is not specified, a standard workshop style (all tables and chairs facing one way) will be arranged.

To prevent damage to furniture and carpet, room arrangements may not be altered by anyone except KCSOS custodial staff. If last minute changes are necessary, please contact the Facilities Department at 636-4500. A fee will be charged for rearranging the room.

Temperature/Lights

Room temperature is set at 68 degrees in all office facilities. To request a temperature change, please contact the Facilities Department at 636-4500. Air conditioning and heating controls may not be adjusted by anyone other than KCSOS custodial staff. Lights are on a sensor and will turn on and off automatically.

Refreshments

Food and drink are permitted in conference rooms. Coffee pots and supplies are available free of charge. Clean up is the responsibility of the person reserving the room. Trash cans are available in all facilities. Left-over coffee and other liquids must be disposed of in the sink. Please leave the room neat and orderly for the next event. If custodial staff must clean up after an event, a fee will be charged.

Custodial service is available to empty trash and wipe tables after lunch or dinner if requested in advance. Please indicate this request on the Conference Room Request form.

Visual Aids

Posters, charts and other display items may not be attached to walls, ceilings, windows or blinds. Dry erase boards/pens and tack boards are available through the Facilities Department and may be requested on the Conference Room Request form. Boards must be cleaned before the room is vacated. Materials left behind will be discarded.

Restrooms

Restrooms and drinking fountains are available near all conference rooms. Baby changing tables are not provided in KSCOS bathrooms. Arrangements for baby changing facilities may be made in advance through the Facilities Department for an additional fee.

Telephones

Telephones at KCSOS workstations are not available for use by workshop attendees.

Tobacco Free Environment

Tobacco use is prohibited by law in all facilities owned and operated by the Kern County Superintendent of Schools Office, including indoors, outdoors, and in all KCSOS vehicles whether located on or off the premises. Included in this prohibition is tobacco use in privately owned vehicles located on KCSOS owned or operated property. This policy applies to employees, students, and the general public.

Audiovisual Equipment

Audiovisual equipment may be requested when the room is reserved or at least 24 hours in advance. Equipment is for use in the designated room only, and may not be removed. A fee will be charged for equipment cancellations received less than 24 hours in advance. The following equipment is available free of charge:

Chalkboard	Overhead Projector
Chart Rack	Podium
Dry Erase Boards/Pens	Screen
Easel	Slide Projector
Microphone	VCR/DVD Player
Monitor	

Compaq projectors, laptop computers and a mobile PA system are available for rental through Technology Services. To reserve this equipment, contact Technical Support by e-mail at supportdesk@kern.org or by phone at 661 636-4549.

Half Day Rental (less than 4 hours)	\$25.00
Full Day Rental	\$50.00
Equipment Setup/Take-down	\$75.00

Internet Access

Internet access is available in each KCSOS conference room. The internet may be accessed through county office computers without advance clearance from Technology Services.

Before connecting a non-KCSOS computer to the internet, the *Protocol for Computers Not Owned by KCSOS* must be followed. This protocol was developed by Technology Services and includes a review of the computer before connecting to the internet. A fee of \$35.00 is charged to conduct this review. To schedule a review please contact Technical Support by e-mail at supportdesk@kern.org or by phone at 661 636-4549 24 hours or more in advance of your event. The review will take 5-10 minutes and can be performed immediately prior to the event. Limited equipment rental is available should your equipment fail to comply with the protocol.

Protocol for Computers Not Owned by KCSOS

Technology Support must be notified in advance of any computers that do not belong to KCSOS (outside computers/laptops) when there is a need for them to access the internet. For all computers coming into our network, the following is required:

1. All current patches and updates for the computer's Operating System
2. Virus scan software with current Virus DAT files installed
3. KCSOS Technical Support representative will run a quick Virus/Trojan scan (Stinger from NAI) on the computer before connection.
Nothing will be installed on the computer.
4. A brief description of what the computer will be used for while at this location.
5. SET TCP settings for DHCP.

In the event that a presentation will be done and an outside machine is going to be used but will not need to access the internet, the above will not be required. To clarify, this is any computer that will be used for a presentation but will not, in any way, be connected to our network or the internet via KCSOS network connections.

Facilities Available through Other Divisions

Conference rooms not on the main reservation system appear below. Please note that dates and times of use may vary significantly from those available through the main reservation system. To request use of one of these rooms, please use the contact information listed.

Special Education Services

Patty Shultz, administrative secretary, 661 636-4789

Room 318 - City Centre, Third Floor
Workshop Set-up Capacity: 25
Square Set-up Capacity: 20

SISC

Cheri Payne, office manager, 661 636-4887

SISC Boardroom - City Centre, Fifth Floor
Conference Table Capacity: 22

Child and Family Services - 2000 24th Street, Bakersfield

Geanna Salmon, secretary, 661 861-5228

Conference Room A
Workshop Set-up Capacity: 30
Theater Set-up Capacity: 40
U-Shape Set-up Capacity: 34
Square Set-Up Capacity: 30

Conference Room B
Square Set-Up Capacity: 20

Conference Room C
One Table Capacity: 8-10

Board Room (Full)
Workshop Set-up Capacity: 45
Theater Set-up Capacity: 74
U-Shape Set-up Capacity: 30
Square Set-Up Capacity: 30