

Office of Mary C. Barlow  
Kern County Superintendent of Schools  
Advocates for Children

## **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 (external groups) may use the rooms as availability permits. A completed contract and certificate of insurance are required before a room can be reserved by an outside agency. Reservations for external groups may not be made more than 30 days in advance.

Staff who are members of non-profit boards may book rooms for the groups' use using the "KCSOS Staff" process with the approval of their immediate supervisor. The staff member reserving the room is considered the responsible party and must be present for the duration of the meeting. If the staff member will not be present, the group is considered an "External Group" and use the process for "External Groups".

The reservation books follow the fiscal year - July 1 of the current year through June 30 of the following year. Requests are approved in the order they are received.

Room use is free to KCSOS programs and non-profit groups who use the rooms during normal operating hours, and who do not charge an entrance fee. Groups that 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 \$45.00 per hour. Use of rooms after hours is subject to the availability of Maintenance and Operations Staff to work overtime.

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

Saturday: 9 a.m. - 4 p.m.

The Facilities Department distributes a calendar of conference room use one week ahead of schedule. This calendar includes requested room layouts and is used by Maintenance and Operations staff to schedule staff work loads at the sites with conference rooms. Any changes in furniture placement requested after this document is printed will require a work order and incur a fee. Please make requests for changes by emailing the Facilities Department at [conferenceroomscheduling@kern.org](mailto:conferenceroomscheduling@kern.org). Custodial staff does not have the authority to rearrange rooms without prior notification from the Facilities Department.

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 other groups. An email will be sent to division secretaries when the calendar is open to book all non-priority meetings. The conference room calendar runs on fiscal year calendar.

## **Facilities Available Through Main Reservation System**

### **City Centre**

**1300 17th Street - Bakersfield, CA 93301**

#### **Conference Room 1A (Board Room)**

| <b><u>Set-up</u></b> | <b><u>Capacity</u></b>     |
|----------------------|----------------------------|
| Theater              | 90 chairs (standard setup) |
| Workshop             | 60 max                     |
| Pod                  | 54 (9 pods)                |
| Square               | 40                         |
| U-shape              | 30                         |

\*Internet, Microphone, Screen, Podium, Coffee, Easel

#### **Conference Room 1B**

| <b><u>Set-up</u></b> | <b><u>Capacity</u></b> |
|----------------------|------------------------|
| Theater              | 115                    |
| Workshop             | 85(standard setup)     |
| Pod                  | 66 (11 pods)           |
| Square               | 50                     |
| U-shape              | 30                     |

\*Internet, Microphone, Screen, Podium, Coffee, Easel,

### **Larry E. Reider Center (LEREC)**

**2000 K Street, Bakersfield, CA 93301**

#### **Conference Room 101**

| <b><u>Set-up</u></b> | <b><u>Capacity</u></b> |
|----------------------|------------------------|
| Theater              | 132                    |
| Workshop             | 100(standard set up)   |
| Pod                  | 90 (15 pods)           |
| Square               | 50                     |
| U-shape              | 45                     |

\*Internet, Microphone, Whiteboard, Podium, Coffee, Easel

#### **Conference Room 201**

| <b><u>Set-up</u></b> | <b><u>Capacity</u></b> |
|----------------------|------------------------|
| Workshop             | 50                     |
| Pod                  | 30 (5 pods)            |
| Square               | 25                     |
| U-shape              | 20                     |

\*Internet, Whiteboard, Coffee

**Conference Room 202**

| <u>Set-up</u> | <u>Capacity</u>   |
|---------------|---|
| Workshop      | 36 - with 2 chairs per table; 45 – with 5 chairs per two tables |
| Pod           | 30 (5 pods)   |
| Square        | 25  |
| U-shape       | 20  |

\* Internet, Whiteboard, Coffee

**Conference Room 204**

| <u>Set-up</u> | <u>Capacity</u> |
|---------------|-----------------|
| Theater       | 100             |
| Workshop      | 100             |
| Pod           | 90 (15 pods)    |
| Square        | 60              |
| U-shape       | 45              |

\*Internet, Microphone, Whiteboard, Podium, Coffee, Easel

**Access Center**

**1330 Truxtun Avenue, Bakersfield, CA 93301**

**Conference Room**

|          |                       |
|----------|-----------------------|
| Workshop | Capacity: 70          |
| Theater  | Capacity: 70          |
| Pod      | Capacity: 48 (8 pods) |
| Square   | Capacity: 50          |

\* Screen, Podium, Screen, Coffee

\* Not reserved in the evenings or weekends except with Superintendent permission

\*Parking is available at the City Centre Parking Structure, 1300 17<sup>th</sup> Street

**Downtown Child Development Center**

**1130 17th Street, Bakersfield, CA 93301**

**Gym**

|          |              |
|----------|--------------|
| Workshop | Capacity: 45 |
| Theater  | Capacity: 50 |

*Please note: 1) Coffee, Microphone, Internet, and Overhead Projector are not available.*

*2) Note on reservation if children six or younger will attend.*

*3) The Gym is open from 7 a.m. - 5 p.m. only. Parking is extremely limited. Overflow parking is available at the Larry E. Reider Education Center, 2000 K. Street.*

## **ROOM RESERVATION PROCESS**

### **KCSOS Staff:**

Log on to [www.myschoolbuilding.com](http://www.myschoolbuilding.com)

Account number 643300891

- 1) Enter email address
- 2) Follow prompts until you get to **Welcome** screen
- 3) To check room availability
  - Click on **My Request** tab
  - Click on **My Schedule Requests (under Shortcuts)**
  - Choose **Month Calendar View (under Related Links)**
  - Choose location and room you would like to view  
Times may be viewed by hovering over the reservation or by clicking on it
- 4) Once you verify a room is available (allowing one hour before and after for custodial setup) click on **Schedule Request** tab
- 5) Click on a new schedule (**Normal Schedule** recommended)
- 6) Complete all required information
  - Enter department's budget number in box labeled PO Number –  
**If budget number is not included the reservation request will be declined.**
  - Fill in equipment needs and desired room setup under **Setup Requirements**.  
If not noted the default room setup will be used.
  - Enter password – kcsos
- 7) You will get an email notifying you that the request was routed.  
Another email will be received when the request is either activated or declined.

**To cancel or modify the reservation after it has been submitted electronically, please email [conferenceroomscheduling@kern.org](mailto:conferenceroomscheduling@kern.org).**

**For technical support at any time, call 1-877-868-DUDE (3833).**

### **External Groups:**

For first time reservations, e-mail request on letterhead to: [conferenceroomscheduling@kern.org](mailto:conferenceroomscheduling@kern.org), or FAX to (661) 636-4597. Once an external group has been approved to use KCSOS facilities, information on how to register and use the Community Use aspect of the reservation system will be emailed to the contact.

Rooms are considered on-hold and not guaranteed until the completed contract and certificate of insurance are received in the Facilities Department.

## **GUIDELINES FOR USE**

### **Meeting Start/End Times**

One hour is required between meetings for Maintenance and Operations 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.

### **Cancellation**

In the event a reserved room is no longer needed, please notify the Facilities Department at [conferenceroomscheduling@kern.org](mailto:conferenceroomscheduling@kern.org) at least 24 hours in advance. A fee of \$15.00 per hour will be assessed to internal and external groups if a reserved room was not used and the reservation was not cancelled.

### **Room Arrangement**

For safety reasons and to prevent damage to furniture and carpet, furniture may only be moved by Maintenance and Operations staff. In addition, chairs and other equipment may not be moved from one room to another for any reason. If last minute changes are necessary, please contact the Facilities Department at 636-4041. **A fee of \$50.00 will be charged for rearranging the room.**

Requests for changes in room layout may be made through the Facilities Department at [conferenceroomscheduling@kern.org](mailto:conferenceroomscheduling@kern.org). A work order will be generated with the Maintenance and Operations Department to accommodate the request. **On-site custodial staff have no authority to change the room layout. Requests made to custodial staff to alter the room layout will be re-directed to the Facilities Department.**

### **Capacity**

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

### **Parking**

Parking structures are available at both the City Centre and Reider Center buildings. Please ask meeting attendees to park on the top floor of the structure. For meetings at the Access Center attendees should be asked to park in the City Centre parking structure on 18<sup>th</sup> Street.

### **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 provided. Coffee and other liquids must be disposed of in the sink. Please leave the room neat and orderly for the next event. Custodial service is available to empty trash and wipe tables after lunch or dinner if requested in advance. Please indicate this request when reserving the room.

**Visual Aids**

Posters, charts and other display items may not be attached to walls, ceilings, windows or blinds. Materials left behind will be discarded.

**Restrooms**

Restrooms and drinking fountains are available near all conference rooms. Baby changing tables are available in LEREC first floor restrooms. Arrangements for baby changing tables in other 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. The following equipment is available free of charge:

|                           |        |
|---------------------------|--------|
| Ceiling Mounted Projector | Podium |
| Chart Rack                | Easel  |
| Microphone                |        |

Laptop computers and a mobile PA system are available through Technology Services. To reserve this equipment a separate IT request must be submitted. External groups should email their request to [conferenceroomscheduling@kern.org](mailto:conferenceroomscheduling@kern.org).

**Internet Access**

Wi-fi Internet access is available in each KCSOS conference room.

Login: kcguest

Password: winter

## **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***

***Sonia Rodriguez, administrative secretary, 661 636-4789***

Room 318 - City Centre, Third Floor

Workshop Set-up            Capacity: 25

Square Set-up              Capacity: 20

### ***SISC***

***Laurie Swan, office manager, 661 636-4887***

SISC Board Room - LEREC, Fourth Floor

Conference Table Only    Capacity: 30

### ***CTAP***

***Alejandra Munoz, secretary, 661 636-4542***

Conference Room 203 – LEREC, Second floor

Workshop for 29 - with 3 rows, 29 seats and one 6 foot table

(Furniture is stationary and cannot be reconfigured)