

**POLICIES AND GUIDELINES:**

The Anatol Center is designated for retreats and special meetings for faculty and staff members of Academic Affairs only. Students may attend Faculty/Staff events in the conference room, but they should not be the main participants. **This area is not to be used in lieu of a classroom for instruction. Off campus groups may not schedule the center. This policy will be strictly enforced. Any violation of this policy will result in the loss of reservation privileges.**

- Departments are limited to one event per week.
- Reservations must be made a minimum of 5 working days in advance of the event.

**CANCELLATIONS:**

**A \$75.00 fee will be applied for cancellations made less than three days in advance or for failure to use the facility.**

**SECURITY AND SETUP:**

It is the responsibility of the Event Coordinator to maintain the security of the facility. This includes protecting the furniture, ensuring that the furniture is left inside the facility and that the facility is locked after the event. The door may be unlocked from the inside to allow easy access to the event. The doors must be locked after an event. The Event Coordinator will check out the key and assume all responsibility for the keys. **Any damage or loss of the key will result in your department being charged the full extent for key replacement.**

The Event Coordinator is responsible for setting up and arranging the furniture. It is the responsibility of the Event Coordinator to maintain aisles wide enough for ADA standards. Please pick up the tables and chairs, do not drag across the carpet. Keep furniture clear of emergency equipment and fire hose.

**Do not take and transfer furniture between the Conference and Patio Room.**

In the Conference Room, there are 12 tables, (3' x 8') and 120 chairs available. There is also a podium, microphone, 2 screens and projector. If any other audio-visual equipment is required, please contact Classroom Support Services at extension 5-4962. Please note, Classroom Support does not deliver equipment.

<b>Conference Room Capacity:</b>	Chairs only	120 max
	All Tables and Chairs	90 max
	ADA aisle space needs to be maintained	

**Internet Connection:** Set Computer to DHCP – No IP Address Needed

**Phone Number in Patio Room:** (562) 985-1954

**Patio Room has four distinct areas:**

1. Conference Area, with a long table for 12
2. Conversations Area (A) with seating for 10
3. Conversations Area (B) with seating for 12
4. Fireplace Area with seating for 4

**SIGNS:**

Do not post any signs on painted surfaces in the halls or outside the facility. Check out an easel from Classroom Support Services if you need to display a sign.

Inside the room, there will be a tack board on three walls. **Do not use glue, tape or tacks on any of the painted walls.**

**FOOD:**

The Forty-Niner Shops are proud to offer a variety of on-campus catering options from the below approved vendors.

- Beach Catering
- The Grand
- Naples Rib Company
- Jay's Catering
- TGIS Catering

**Please note, vendors not mentioned are not permitted to cater on campus without prior authorization from the Forty-Niner Shops.**

After the event, all food and trash must be bagged and placed outside in or near the trash receptacles at the South entrance of the Academic Services Building (formerly Library East) hallway. Any stains in carpet due to food spillage are the responsibility of the event coordinator. Please do not serve red beverages.

**AFTER EVENT**

It is the responsibility of the Event Coordinator to ensure that all food is removed from the facility. Food may not be left in the facility overnight.

The Facility should be cleaned and all trash picked up and thrown away. Food should be placed in plastic bags and put outside (south entrance to hallway) and not left in the building.

**The keys must be returned to BH-303 promptly after the end of the event. Failure to do so may result in your department being charged for key replacement.**

# **CHECK LIST**

## **PRIOR TO EVENT**

- Online reservation form filled out
- Tentative confirmation form signed and emailed to Anatol Center inbox ([AE-AnatolCenter-AS119@csulb.edu](mailto:AE-AnatolCenter-AS119@csulb.edu)) five days before event or the scheduled date will be released
- Key(s) checked out from Academic Affairs (BH-303)
- Condition of the room at beginning of event
  - 1) Note any stains on carpet and walls: \_\_\_\_\_
  - 2) Note any damaged furniture: \_\_\_\_\_
  - 3) Any trash left on tables and floors: \_\_\_\_\_
  - 4) Any Audio Visual Equipment left outside of closet or inside the room:  
\_\_\_\_\_
  - 5) Note any furniture not in appropriate space. Including pots, pictures, or other décor items (per attached floor plan): \_\_\_\_\_  
\_\_\_\_\_

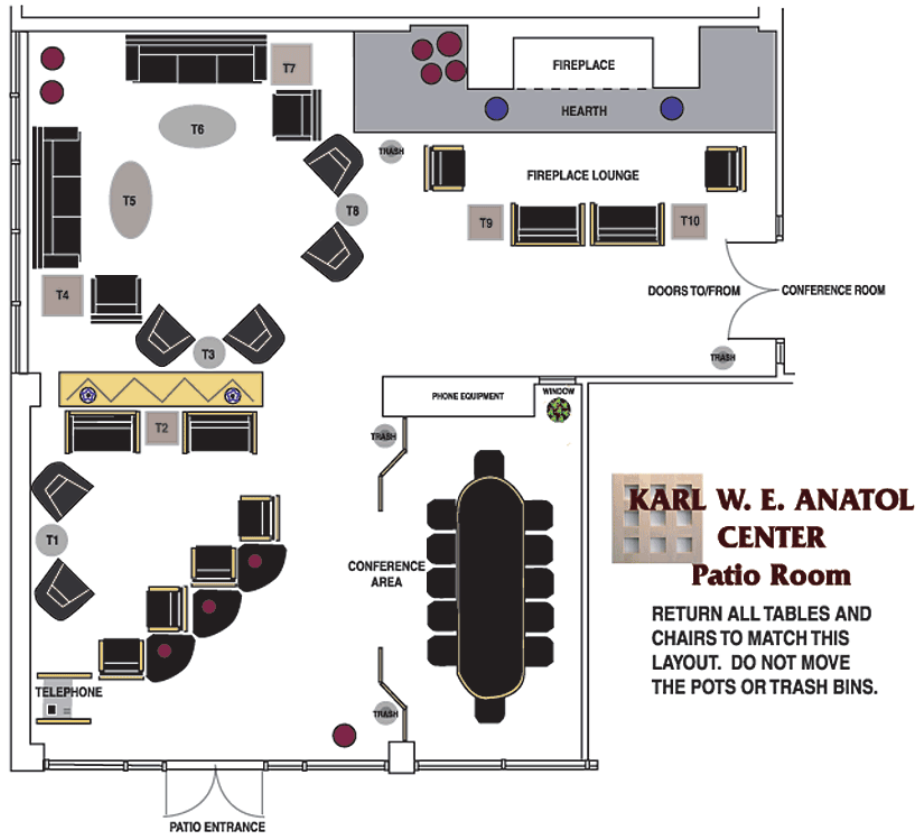
## **AFTER EVENT**

- Conference Room and Patio Room:
  - 1) Return extra tables and chairs in Conference Room back to closet
  - 2) Return all furniture back to its original floor plan (attached)
  - 3) Trash receptacles must be placed outside the South entrance of Academic Services building (formerly Library East) hallway.
  - 4) Facility should be vacuumed and dirt receptacle should be emptied. (Instructions are provided inside the closet where vacuum is stored)
- Once the checklist has been completed please return the Anatol Center keys to BH-303. (Failure to do so could result in your department being charged for any damages reported after your event, even if it was not done by your party)



CALIFORNIA STATE UNIVERSITY, LONG BEACH

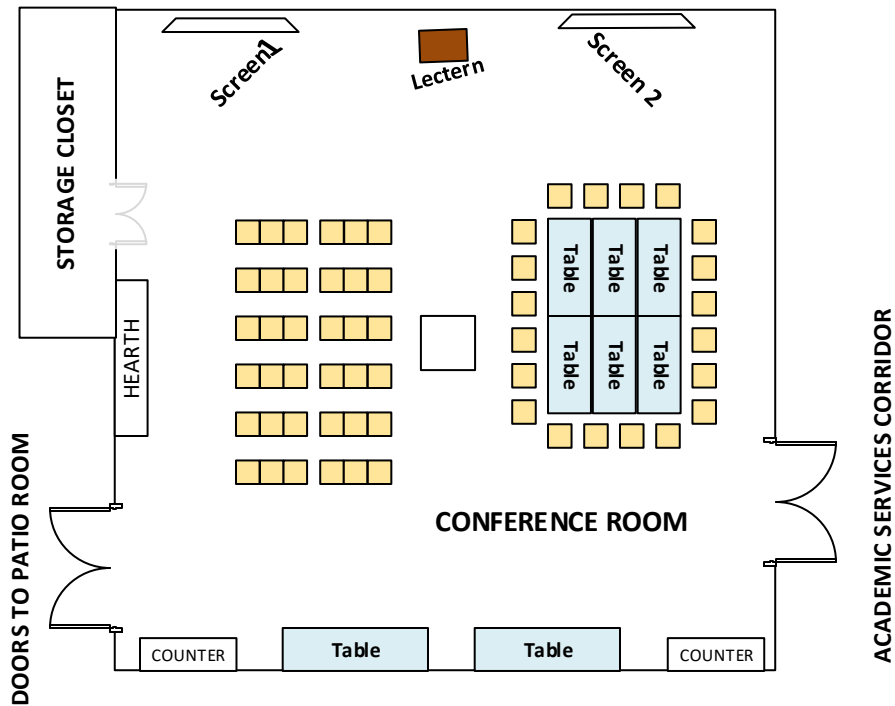
**KARL W. E. ANATOL CENTER  
PATIO ROOM (Academic Services 119)  
FLOOR PLAN**





# CALIFORNIA STATE UNIVERSITY LONG BEACH

## KARL W. E. ANATOL CENTER CONFERENCE ROOM (Academic Services 119) FLOOR PLAN



KARL W. E. ANATOL CENTER  
Conference Room

**RETURN ALL CHAIRS AND TABLES  
TO THIS LAYOUT  
AFTER YOUR EVENT**