

Karl W.E. Anatol Center- Conference Rooms 1st Floor – Academic Services (AS 119)  
*UPDATED as of May 2023 – Please read as new guidelines are now into effect.*

**The Patio Room has been renovated into a Conference Center for events taking place after September 1, 2021:**

Patio Conference Center Capacity: Capacity – 34. [See map configuration on Page 5.](#)

1 Screen (requires laptop for use)

1 large table available for catering needs.

**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.

Reservations must be made at least a minimum of 5 working days in advance of the event.

Requests will not be processed more than 90 days before the event date.

*However, other campus areas can make reservations during June and July, when the regular semester is not in session.*

**SECURITY AND SETUP:**

It is the responsibility of the Individual who made the Reservation (“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, up to \$1,000.

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. Return all furniture back to its original layout. Refer to map for [Original Conference](#) and [Patio Conference Rooms](#) layouts.

Do NOT take and transfer furniture between the Original Conference Room and Patio Conference Center. Please schedule additional time to configure room to your preference. **Maximum time allowed for reservation including room set-up/break-down is 5 hours.** NO events may go longer than 5 hours unless you receive written notice of approval via email by the Anatol Center email, [AE-AnatolCenter-AS119@csulb.edu](mailto:AE-AnatolCenter-AS119@csulb.edu).

Reservation for the Original Conference Room and Patio Conference Center is ***distinct and separate***. A reservation for the Original Conference Room only does not constitute a reservation for the adjacent room (Patio Conference Center) and may not be used under any circumstances. To reserve both rooms, please specify “Both Original Conference Room and Patio Conference Center” in section of the Request Form Requirement. A minimum of 75 guests is required to reserve both rooms. A guest list with the invitation must be submitted to reserve both rooms.

In the Original Conference Room, there are 16 tables, (18"x 72") and 54 chairs available. There is also a podium, microphone, 2 screens and projector with built in computer. In the closet, there are an additional 6 tables and 56 chairs available. Grand total of entire Original Conference Room is 22 tables and 110 chairs.

In the Patio Conference Center, there are 10 tables (24"x72") and 24 chairs available. Additional tables and chairs are located in the Original Conference Room closet if available. There is also 1 screen available that requires a laptop for use. **The Anatol Center does NOT provide a laptop for the Patio Conference Center.** 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.

#### Original Conference Room Configuration:

- Original Conference Room Capacity, 120 guests: [Refer to map](#)
  - Room configuration – 6 tables and 38 for chairs, using screen 1
  - Room configuration - 10 tables and 16 chairs, using screen 2
  - Room configuration –16 tables and 54 chairs, using screens 1 and 2 (*standard seating*)

#### Patio Conference Center Configuration:

- The Patio Conference Center has two distinct areas, capacity in total 34 guests: [Refer to map](#)
  - Conference Area (A)
    - Room configuration – 10 tables and 25 chairs (*standard seating*)
  - Conversation and Fireplace Area (B) with seating for 9

#### TECHNOLOGY:

*Original Conference Room* – has computer/desktop to use however if you are requiring Zoom capabilities and want to see each other over Zoom, please [contact Classroom Support Services](#) to rent out a “Zoom Kit” to use for your event as there is no camera to showcase the entire room.

*Patio Conference Center* – has a Monitor but **requires** laptop for use. Please bring your OWN laptop AND HDMI cable to use for technology. If you do not have an HDMI cable, please [contact Classroom Support Services](#) to rent one out for your event.

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

If you encounter anyone technology issues during your event, please go to Classroom Support Services right next door in Academic Services (AS) room 120.

#### KEYS:

The Anatol Center Key will be available for pick up in Brotman Hall 300 after 9:00am the business day prior to your event and will be due by 4:00pm the business day after your event. **Failure to return the key on time may result in your department being charged for key replacement, which is up to \$1,000.** The week of your event, an email will be sent to the client's name on the submitted form to pick up the key with other detailed instructions.

The person /department who checked out the key is responsible for it and cannot pass the key to the next event/host. Failure to comply with this policy will result in a charge of replacement key up to \$1,000.

#### CANCELLATION:

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

### SIGNS:

Do not post any signs on painted surfaces in the halls or outside the facility. Do not use glue, tape or tacks on any of the painted walls.

### PARKING

Parking Permits are available for \$15 each permit plus a \$30 print out fee to use in Lot E8 and E9. If you choose to use this option, please let us know at least 7-10 days prior to your event so that we can let the respective parties know and process the information on time.

Signage is also available at \$60 per sign. We can also provide other parking options such as no-cite parking or cone off-parking in these lots but at an additional cost. Please reach out to us via email for any questions, [AE-AnatolCenter-AS119@csulb.edu](mailto:AE-AnatolCenter-AS119@csulb.edu).

### CATERING:

You may choose from a variety of on-campus catering options from the below approved vendors:

- The Grand
- Naples Rib Company
- Jay's Catering
- TGIS Catering
- Erhart's Custom Catering

Please note vendors not mentioned are not permitted to cater on campus without prior authorization from the Forty-Niner Shops. Please refer to the [Food Service \(Hospitality\) page](#) for pre-approved caterers.

If the meeting is catered, you are responsible to provide access to the building and the room for the caterer and clean-up after the event. Please keep in mind that caterers often arrive 30 to 60 minutes prior to your event. You will be their only access to the building and the room.

Additional tables are available for catering needs inside the Original Conference Room closet. Extra tables require rental from facilities. Additional fees may apply.

### UNIVERSITY SERVICES:

Please be advised that a 10-day advance notice is required should you need the following services:

- *Parking Office* for printing parking permits for event guests and/or signage for your event. Parking fee may apply.
- *Beach Building Services (Facilities)* for extra tables/chairs or trash bins. Additional fees may apply. Special rates may apply to requests made less than 10-days before the event and when requesting any services after regular business hours.
- *Risk Management Office* if your event will feature a guest speaker. Please submit the speaker's name at least 30-days in advance to Risk Management Office for approval

### CLEANING FEE AND REPLACEMENT COSTS

As a service to faculty and staff, there is *no rental fee* for the Anatol Center. As a community, we depend on you and your guests to be responsible when occupying the Center, keeping the rooms clean, and leaving the Center in same condition, if not better, for the next guests. However, if applicable, there is a cleaning fee of \$250 per hour for damages to the rooms (carpet stains, etc.) and the current replacement costs for damaged or lost equipment and keys. One official warning will be sent out for first offense and you will be charged. If occurrence keeps on happening, you will no longer be able to book the Anatol Center in any capacity.

*Note:* If your event occurs over the weekends or outside of cleaning service hours, a fee may occur. If you do choose to book an event during these times, you will be subject to applicable fees if necessary.

#### 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 of all trash, food, flyers, and signs. Red beverages, confetti, streamers, and/or glitter are never allowed in the center. **Food should be placed in plastic bags and put outside (south entrance to hallway) and not left in the building.**

#### QUESTIONS/CONTACT:

For any questions or information, please email us at: [AE-AnatolCenter-AS119@csulb.edu](mailto:AE-AnatolCenter-AS119@csulb.edu).

### ***CHECK LIST***

#### *PRIOR TO EVENT*

- Online reservation form filled out at least five days before event or the scheduled date will be released.
- Key(s) checked out from Academic Affairs (BH-303) after 9am.
- Condition of the room at beginning of event
  - Note any stains on carpet and walls:
  - Note any damaged furniture:
  - Any trash left on tables and floors:
  - Note any furniture not in appropriate space. Including vases, pictures, or other décor items (per attached floor plan):

This information would be helpful to Academic Affairs to determining responsible party for cleaning services or repairs to rooms. Email comments to (AE-AnatolCenter- AS119@csulb.edu).

#### *AFTER EVENT*

- Original Conference Room and Patio Conference Center:
  - Return extra tables and chairs in Original Conference Room back to closet
  - Return layout back to its original form. Refer to map for [Original Conference Room](#) and [Patio Conference Room](#) layouts.
  - Trash receptacles must be placed outside the South entrance of Academic Services building (formerly Library East) hallway.
  - Facility should be vacuumed, and dirt receptacle should be emptied. (Instructions are provided inside the closet where vacuum is stored)
  - Clean, wipe, and disinfect all areas using the cleaning supplies that are provided.
  - Once the checklist has been completed, please return the Anatol Center keys to BH-303 by 4pm.

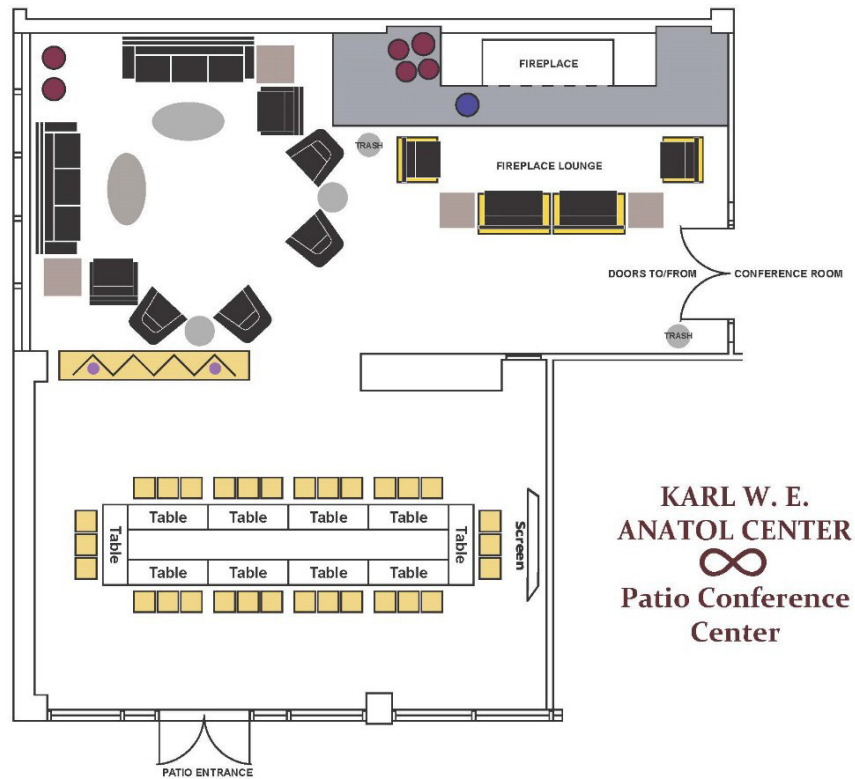


CALIFORNIA STATE UNIVERSITY, LONG BEACH

KARL W. E. ANATOL CENTER

**PATIO CONFERENCE CENTER** (Academic Services 119) FLOOR PLAN

Capacity: 34



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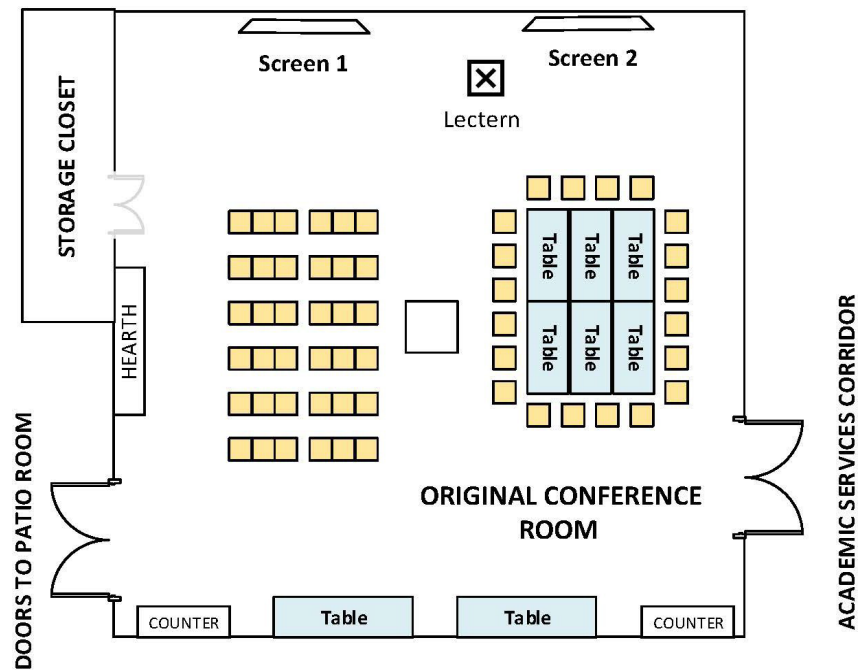


CALIFORNIA STATE UNIVERSITY, LONG BEACH

KARL W. E. ANATOL CENTER

**ORIGINAL CONFERENCE ROOM** (Academic Services 119) FLOOR PLAN

Capacity: 120



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