

Room Reservation Form & Guidelines

EMPLOYER DATA

Agency or employer	
Event contact name	
Contact (who will be in attendance for the entire event for logistics questions)	
Contact phone	
Contact email	

EVENT DATA

Event name – for Marquee		
Date and start/end time of event		
Number of attendees anticipated		
Event type	<input type="checkbox"/> Workshop <input type="checkbox"/> Training <input type="checkbox"/> Open Forum	<input type="checkbox"/> Meeting <input type="checkbox"/> Other
Will you be bringing food in?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Catered? <input type="checkbox"/> Yes <input type="checkbox"/> No
If catered, at what time?		

BSC SUPPORT DATA

Room requested	<input type="checkbox"/> Large Conference room -107 (26 guests max) <input type="checkbox"/> Small Conference room - 109 (10 guests max)	
Coffee requested	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Water pitchers requested	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Use of speaker phone requested	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Overhead / Projector <u>(USB flash drive only, no laptop connection)</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Room configuration (Large Conference room only)	<input type="checkbox"/> Large rectangle <input type="checkbox"/> Horse shoe (with open space up front) <input type="checkbox"/> Class room style <input type="checkbox"/> Groups	

Please plan on having someone arrive early to confirm your needs have been met. Provide immediate notice to the BSC if the event has been cancelled or if there are any changes that affect the BSC. Send your meeting requests to Jennifer Axtell, jaxtell@workforce-connection.com or call (559) 230-4062 with any questions. Thank you for partnering with the Fresno BSC for your organization's success.

ADDITIONAL GUIDELINES – Please see following pages

WORKFORCE DEVELOPMENT BOARD - BUSINESS SERVICES CENTER
7475 N. PALM AVE., SUITE 105, FRESNO, CA 93711
559-230-4062

Welcome to the Business Services Center (BSC)! The BSC offers a wide array of business services for you. Below are guidelines to ensure your stay with us is successful in helping you meet your business needs. Please contact the BSC Director, Christine Nutting, for any questions you may have.

HOURS OF OPERATION

- Standard business hours are (exceptions can be made but should be approved in advance):
 - 8:00 a.m. to 5:00 p.m., Monday through Thursday (closed every other Monday)
 - 8:00 a.m. to 4:00 p.m., Fridays
 - Unless special arrangements are made in advance, the office alarm will be set promptly at closing time, so please plan your end time, clean up, and packing accordingly. (No meetings will be booked past 4:30 p.m.)
- Should there be a need to conduct business outside of standard business hours, please discuss this with the Director prior to your arrival for approval.

BOOKING OF CENTER FACILITIES

- The types of activities sponsored at the BSC are focused on assisting businesses meet their goal to be successful. They include, but are not limited to, no-cost employer workshops, staff training, business consulting in a group or one-on-one meeting, industry cluster forums, and trade association meetings.
- Meeting rooms can only be used by businesses with a current business license.
- So that we can serve as many businesses as possible, use of rooms are limited to one (1) day a week with a maximum usage of four (4) days a month unless prior approval is received by the Director.
- If you are booking a recurring meeting, the limit is two (2) months unless approved by the Director.
- If your meeting requires you to work through lunch, you must confirm availability with your point of contact before booking the room.
- If you are breaking for lunch, all guests must leave the premises unless prior approval.
- Reservations are only confirmed when the guest has 1) completed the guest reservation form, 2) reviewed the guidelines, 3) signed the document indicating their acceptance of these guidelines, and 4) received approval by the Director.
- New guests may be asked to meet with the Director prior to authorizing the use of our rooms to discuss the guidelines of use.
- As this facility is provided and funded by the Fresno Regional Workforce Development Board (FRWDB) for the benefit of all businesses, no fees can be charged or accepted for the use of the facility, or for any services (training, consulting, etc.) that you provide here.
- Space may be available for job seeker services and recruitments at another location, but generally are not conducted at the BSC.
- So that we may adequately address your needs, rooms should be reserved through Jennifer Axtell as far in advance as possible. The following options are available:
 - Conference room - (26 guests max)
 - Board room - (10 guests max)
 - Computer lab with three (3) computers
- We can provide internet access, projector, and screen. For PowerPoint presentations, please bring in USB, or email to point of contact prior to meeting so we can load onto the conference room computer.

SAFETY TIPS

- To ensure your safety, as well as other visitors, please be aware of room capacity limits, emergency exits, fire extinguisher locations and other safety regulations such as non-smoking designations.
- Visitors should report any safety concerns or note suspicious activities such as equipment removal.
- The FRWDB accepts no liability for personal affects brought into, or left at, the BSC.

USE OF CENTER FACILITIES

- Please plan on having someone arrive early to confirm your needs have been met and that all computers, copiers, etc. meet your specifications.
- If you are not able to make it in, PLEASE contact the BSC at 559-230-4062.
- Facilities should not be marketed as a temporary or permanent business office. Therefore, all materials, property, and staff should be removed once your activity is completed unless otherwise approved.
- All marketing material for the event has to be approved through the Marketing and Communications Manager at jparker@workforce-connection.com.
- Please use the front door whenever entering or leaving the BSC and advise your guests of the same.
- All client visitors should sign in at the front counter.
- The coffee pot and refrigerator are for your use, and water and coffee will be supplied in conference rooms as requested. Other refreshments or a vending machine are not available. If you will be bringing in large amounts of food requiring the refrigerator, or having food catered, please inform your point of contact.
- Alcohol and weapons are prohibited in the BSC.
- There is two (2) hour parking in front of the building and all day parking around the sides and back of the building.
- All papers, handouts, supplies and materials should be thrown away or removed when you leave. A recycling bin is available in the break room.
- Please ensure that your guests are aware of our policies and use of the BSC.
- Please be mindful and respectful of other business clients and staff sharing BSC resources. In promoting a professional environment, noise levels should be kept at acceptable levels. Please do not use the speaker phone, and close your office door during meetings when offices nearby are occupied.
- BSC staff is happy to assist you with getting situated in your conference room, greeting your clients, assisting with troubleshooting of BSC provided office equipment and making your stay comfortable. However, our resources do not provide for them to perform clerical work such as copying, assembling materials, etc.
- So that we can inform businesses of the services we offer, we distribute to “business” visitors a pamphlet on what the FRWDB can do for them. Please feel free to have them speak to our staff to see if we can help them with their needs as well.
- The BSC reserves the right to collect a fee for damaged or stolen property or damaged to facilities.

USE OF EQUIPMENT

- Copiers and faxes are available for use. Please ask staff for assistance. We ask that you limit printing to black and white output to 25 pages per day.
- The computers in the BSC are common computers. Files left on BSC hardware will be deleted. Do not store any electronic files on BSC computers or load any external software/hardware onto BSC computers.
- Do not access sites that are not for public viewing, including but not limited to those are obscene, racially offensive, harassing, or otherwise illegal.
- Do not place outgoing messages on BSC telephones or have your correspondence mailed to the BSC.

I have read and agreed to the guidelines of using the Business Services Center.

Signature: _____ **Printed Name:** _____