



The Center for Applied Horticultural Research Conference Room Policy

Mission Statement:

The conference room of the Center for Applied Horticultural Research (CfAHR) is available to organizations, institutions, companies and individuals who can benefit from physical space for conducting events related to the nursery industry

General Policy:

The conference room at the CfAHR can comfortably accommodate a maximum of 55 people and can be reserved from 7:00am to 6:00pm from Monday to Friday, if you have weekend or after hours events please contact the center director at 760-802-9787.

Parking:

Parking is available directly across the conference room. For large groups please inform the center director so that additional space can be made available for your event.

Reservations:

A reservation form must be completed and submitted to the center director before the room can be reserved. The form is available online at this location:
<http://www.cfahr.org/center/reservation-form.html>.

It is the responsibility of the user to explain to the event attendees that the CfAHR is located inside a commercial nursery and to provide clear directions to the conference room. Signs at the entrance of the center can be placed by the organizing party; all signs must be removed at the conclusion of the event. The organizing party must ensure that a phone number, other than the Center's phone number, is clearly displayed in the event promotional materials so event attendees can contact the organizing party directly.

Food and Beverages:

Food and non-alcoholic beverages are allowed in the conference room. The CfAHR does not provide or arrange for any food or beverage service, the organizing party is responsible for snacks/lunch/dinner arrangements.

Decorations:

Decorations and other materials can be placed in the conference room only if there is no physical damage to the room. No nails, screws, hooks, etc can be driven into any walls, floors, doors or ceilings. All materials used must be removed from the room at the end of the event. The center is not responsible for theft or damage of any materials left at the facility, there is no storage space at the center and items are the sole responsibility of the user.

Kitchen:

There is a small kitchen available inside the conference room. All equipment and utensils are available for use however, at the conclusion of the event all items must be cleaned and put away.