Important information about your reservation request for use of the Desert Studies Center

1. To begin the process contact our Administrative Assistant, Norma Charest, at (657) 278-2428 or ncharest@fullerton.edu to determine space availability. She will need the proposed dates of your visit, the number in the group, purpose for your visit, institution or group name, and main contact person. You will then be sent a reservation packet.

2. Payment of use fees (including catering fees) should be submitted to Norma at least 30 days in advance of your arrival date.

3. Those opting for catered food service at the Center (preferred) must provide a list of which meals will be needed each day, including lunches to go into the field. It is important to poll the members of your group about any dietary restrictions, food allergies, etc., and let us know ASAP. If your group prefers to prepare their own meals (limited space available), you will need to obtain a special use permit from the San Bernardino County Public Health Department to use our facilities. Norma can provide the permit application form but this should be done well in advance.

4. At least 10 days before your arrival, you must send the enclosed roster sheet showing ALL who will be in attendance, their gender, and any special requests for couples, family or single occupancy rooms (these can sometimes be accommodated but cannot be guaranteed). Send these directly to the Managers at the Center (contacts on reverse).

5. Groups are strongly encouraged to arrive as a group, with their group leader(s), and by 5 PM. Arrivals over various times on the arrival date are acceptable, but the mandatory orientation and room assignments will not take place until the entire group is on site. Agreeing to a target rendezvous time for the group works best, particularly if coming from different places/distances. Arrivals after 10 PM will be by prior arrangement with the Managers ONLY.

(over)
6. If group members will be arriving or departing on alternative dates during your stay, indicate those on the roster and itinerary.

7. If the numbers in your group increase or decrease from those originally proposed, you must notify our office within 14 days of arrival. Reductions in fees due to reduced numbers in the group will not be issued a refund within 10 days without the consent of the California Desert Studies Consortium’s Director, Dr. William Presch, 657.278.3774 or wpresch@fullerton.edu.

8. RESEARCH: If you or group members will be conducting research, request a research application from our office. The Center’s Managers can assist you with how to obtain government permits required by the National Park Service, the California Dept. of Fish and Game, or the US Fish and Wildlife Service. These permits can have a long-lead time so you should start the process as early as possible.

9. If you will require any special room setups, AV equipment, Lab equipment, or other items, please contact one of the Managers in advance. The Managers can also provide information on the greater region and its resources.

Finally, please be sure to copy and disseminate the list of items to bring to the Center to all participants.

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