

Mission Bay Housing Community Room Campus Reservations and Use Policies

Room Amenities

The Community Room is on the 1st floor of Mission Bay Housing's North Building across the way from the Housing Office (525 Nelson Rising Lane). The size of the Community Room is 1038 sq. ft. It is carpeted, and has floor-to-ceiling windows and blinds on 3 sides. The windows look out onto a central courtyard. The facility has two restrooms and a full kitchen complete with a refrigerator, oven, range, microwave and a dishwasher. The room has WiFi access through the UCSF Guest and WPA networks. The room contains 8 square tables, 32 red chairs, a L-shaped couch, a coffee table, a conference table (9' x 4'6") and 10 conference chairs. There is an entertainment center with a DVD player and a 50" HD television with satellite service. The furniture and appliances in the Community Room should not be removed from the room at any time. A projector, screen (53" high and 59.5" wide), polycom conference phone and 2 easels are available upon request for a fee.

The room is best suited for events with no more than 50 people.

Hours

The Community Room is open for departmental reservations on University business days from 8:00 AM to 5:00pm. Departments can reserve the room for anywhere between one to eight hours. Night and weekend bookings are not usually available.

Reservations and Fees

Bookings will be made on a first-come, first-served basis and should be made at least 24 hours in advance and are not confirmed until you receive a response from a housing representative. The booking form is available directly from the Housing Services website.

Payment for departmental reservations is only available through campus recharge.

For room access, a departmental representative should check in at the Housing Services front desk no more than 15 minutes before the room reservation begins. A housing services employee will either check a key out to you or escort the departmental representative to the Community Room and answer any questions.

When reservations are complete, please return the key to either the Housing Office or use the drop box located in the kitchen. If your reservation ends early, the departmental representative should notify the Housing Office.

Cleaning and Maintenance

Before leaving the space, users should place all waste in the trash, recycling, and composting containers provided. Any maintenance or cleaning issues should be reported the Housing Services staff immediately. Departments are liable for any damage to the Community Room Facility and damage costs will be assessed to their recharge account.

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Use Policies

- Smoking is not permitted in the room or anywhere on the UCSF Campus in accordance with the UCSF Policy on smoking, “*Smoke-Free Workplace 550-10.*” <http://policies.ucsf.edu/550/551010.htm>
- Alcohol is prohibited in the Community Room, in accordance with the UCSF policy on alcohol. “*Sale and Service of Alcoholic Beverages 200-22 III.*” <http://policies.ucsf.edu/200/20022.htm>. Also see “*Substance Abuse in the Workplace 150-11.*” <http://policies.ucsf.edu/150/15011.htm>.
- Pets are not permitted in the Community Room. Housing Services enforces a No Pet Policy in addition to the campus No Pet Policy.

Restrooms are provided for your convenience. Please note that these restrooms are also the primary workplace restrooms for Housing Services maintenance and custodial staff. Therefore, entry to these rooms is possible at any time, including during events. Staff enters the room via the internal entrance behind the kitchen. For privacy, a glass door separates the restroom area from the Community Room meeting space.

Cancellation Policies

You may cancel your reservation up to 5 days prior to your event, at no charge. If you cancel within 5 days of your event, 50% of your reservation will be charged to your Chart of Accounts.