

# Housing Services Aldea Center

## Tenant Reservations and Use Policies

### Purpose

Under the direction of Housing Services, the Aldea Center on Mount Sutro is a resource for the benefit of the tenants of Aldea San Miguel. Tenants may use it as a place to lounge, study or to gather for small, private events (non-RCO events). Wedding, wedding receptions, and the like, are not permitted. “Tenants” are defined as Aldea Housing Agreement holders or adult secondary tenants (spouse, partner, roommate) listed on the Agreement at Aldea. By agreeing to the “General Use Policies”, the Tenant takes full responsibility for the use of the Center, including the actions of their guests. Supplemental Agreements regarding event type and number of attendees must be signed and returned to Housing Services prior to the event. RCO events must fill out the “Campus Request Form”.

### Room Amenities

The Aldea Center is located at 155 Johnstone Dr. San Francisco, CA 94131. The event space is called the Great Room and is located on the second floor. The size of the Great Room is 1500 sq. ft. The Great Room has hardwood floors, a fireplace, TV with basic Comcast cable access, a blu-ray player and Wi-Fi access (the wifi network is ucsfguest). The facility also has two restrooms and a full kitchen complete with a refrigerator, oven, range and microwave. The room contains 8 Banquet Tables (6 foot) tables, 40-50 grey chairs, 2 sectional couches, 2 coffee tables and 2 end tables. There is an entertainment center with a blu-ray player and a 60” HD television with basic cable. The furniture and appliances in the Great Room should not be removed from the room at any time. Housing Services does not provide any other audiovisual equipment such as projectors, projection screens, laptops, Internet cables, etc. for tenant use.

The maximum occupancy for the Aldea Center is 50 people for tenant personal events.

There is an elevator on the west side of the building (near the driveway) and stairs on the east side. The main entrance to the Great Room is on the west side of the building, on the 2<sup>nd</sup> floor, near the elevator and can be opened with a fob key obtained from Housing Services once a tenant request has been confirmed.

### Hours

The Great Room is open daily by reservation only, 8:00 am to 10:00 pm, including University holidays and weekends. Tenants must vacate the Great Room by 10:00 pm.

Tenants may reserve the room for a maximum of six (6) hours (including set-up and clean up) for each event, for a maximum of 12 hours per month. This will allow access to a larger number of Aldea tenants. If an “other occupant” (listed on the

Housing Agreement) makes a reservation, this is counted toward the combined maximum number of hours for that month.

For safety purposes, the doors to the facility automatically lock between the hours of 10:00 pm and 8:00 am daily. Fobs are inactive during these hours.

## **Reservations and Fees**

Aldea tenants have free access to the facility. Bookings are made on a first-come, first-served basis and should be made at least 24 hours in advance. Weekends and holiday reservations must be made by the preceding University business day. Tenants of Aldea San Miguel Housing may reserve the Aldea Center for personal use, 7 days a week, 8am – 10pm up to 30 days in advance of their event.

For room access, the Tenant must pick up a fob key on the business day of, or prior to the reservation date if the reservation falls on a weekend or University holiday. A proxy may pick up the key for the Tenant, provided that the Tenant submits a written request to Housing Services. The fob key must be returned to Housing Services on the business day following the Tenant's event. Late fobs will result in a \$10 charge if returned one day past due, and a full fob replacement fee of \$35 if returned two days past due or if the fob is lost.

The Tenant who reserves the space must be present during the event. When children under the age of 10 are present, the fireplaces must remain off and may not be used.

## **Cleaning and Maintenance**

Tenants are responsible for leaving the room in an organized and clean condition. Routine cleaning and maintenance is provided by Housing Services. Users who find the facility in need of cleanup or maintenance should report this to Housing Services immediately. Otherwise, the user is liable for cleaning charges and maintenance repairs. Cleaning supplies are provided in the kitchen, in the cabinet to the bottom, left of the kitchen sink. Tenants are responsible for emptying and removing the trash, recycling and compost from the Great Room after their reservation.

**Cleanup or maintenance performed by Housing Services staff will be billed to the tenant's account with Housing Services. The charge for this is at the rate of \$60 per hour.** "Cleaning" may be defined as, but not limited to, food and stain removal; heavy cleaning of the floor due to dirt/debris; cleaning of stovetop, oven, counters, sink or other kitchen areas; removal of trash/recycling/compost or any items left in the cupboards and refrigerators; clean up of biohazards in restrooms or kitchen; repairing landscaping, broken furniture or damaged walls/windows; removal of decorations (including chalk); cleaning outside walkways, elevator, etc. Please leave the room in the same condition as when you received it. Please compost and recycle as much as possible.

## Use Policies

Smoking is not permitted in the Aldea Center or anywhere on UCSF campuses, in accordance with the UCSF Policy on smoking, “Smoke-Free Workplace 550-10.” <http://policies.ucsf.edu/550/551010.htm>. Open flames or flammable materials are also prohibited. Use of candles is not allowed. Fireplaces must be turned off at the end of the Tenant’s event.

Animals are not permitted in the Great Room, even if they are “just visiting”. Housing Services enforces a no pet policy, in addition to the campus no pet policy.

Noise – Aldea San Miguel tenants live directly next to the Aldea Center. Tenants agree to be respectful of neighbors, especially in the evening, and maintain reasonable levels of amplified noise and music, in accordance with campus time, place and manner regulations. No noise is permitted after 10:00 pm, including loud conversations on the Aldea Center’s exterior premises.

Catering – Housing Services and the Aldea Center do not provide catering services. However, a list of approved caterers is available upon request.

Signs/Decorations – Nothing may be secured to the walls, windows or furniture in the Great Room. The use of nails, pushpins, tape and/or other items to adhere decorations or signs is prohibited. Please contact Housing Services in advance so easels can be provided.

Parking – There are 28 designated Aldea Center parking spaces that are marked in red and white numbers. There are 10 spaces on Johnstone, north of the Aldea Center, and 18 spaces further up Johnstone (across from 165 and 175 Johnstone) on the west side of the street. Use of these spaces is limited to only when your event is happening and cars should not be parked in these spaces at any other time or overnight for any reason. The Aldea Center has a parking lot for loading/unloading of materials near the elevator. Cars may not be parked in this area for more than 30 minutes and must be actively loading/unloading. There is also an ADA parking spot that anyone with the proper permit may use.

Cancellation – Tenant agrees to notify Housing Services at least 48 hours prior to the event.

Alcohol Use – **Tenant must contact Housing Services for more information at least two weeks prior to the event – email [aldeacenter@ucsf.edu](mailto:aldeacenter@ucsf.edu).** According to University policy, tenants must have renter’s insurance or purchase Event Insurance from UCSF, in order to serve beer or wine at an event (hard alcohol is prohibited). Please note that if there is any incident involving alcohol and injury or worse, the host of the event is personally liable and may be named in a lawsuit. Future earnings, reputation and more may be affected if you are found negligent in relation to an event where you were serving alcohol. Please be extremely mindful of alcohol use and guests who will be driving.

## **Violations and Penalties**

If the fire alarm in the Aldea Center is accidentally pulled by the tenant or any of the tenant's guests (including children), the cost incurred by Housing Services by the Fire Department will be billed directly to the tenant. This may also result in the loss of use privileges.

Any violation of these policies is subject to loss of Aldea Center use privileges through the term of the Tenant's current Housing Agreement. For minor violations, a warning will be issued prior to privilege revocation. The Housing Services Manager will determine the severity of the penalty.