

# Mission Bay Housing Community Room Tenant Reservations and Use Policies

## **Purpose**

Under the direction of Housing Services, the Community Room is a resource for the benefit of the tenants of Mission Bay. Tenants may use it as a place to lounge, to study or to gather for personal events. "Tenants" are defined as Mission Bay Housing Agreement holders or adult secondary tenants (spouse, partner, roommate) listed on the Housing Agreement at Mission Bay. RCO events must fill out the "Campus Request Form".

## **Room Amenities**

The Community Room is in the North Building (525 Nelson Rising Lane) on the 1st Floor. 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 facility has two restrooms and a full kitchen complete with a refrigerator, oven, range, microwave and a dishwasher. Two wireless networks are available in the Community Room (UCSFGuest and UCSFWPA) as well as several Ethernet access points located on the walls. The room contains 8 square tables, 30 chairs, 2 couches, a coffee table, two side tables, a conference table and 14 conference chairs, 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. Housing Services does not provide any other audiovisual equipment such as projectors, projection screens, laptops, Internet cables, etc.

The maximum occupancy for the room is 50 people. There is an East and West entrance to the community room, which can be opened with a fob key, obtained from the Housing Services office.

## **Hours**

The Community Room is open daily for reservation from 8:00 AM to 12:00 Midnight, including University holidays and weekends. Users will comply with Quiet Hours beginning at 10:00 PM on weeknights (Sunday through Thursday), and 12:00 Midnight on weekends (Friday and Saturday).

Tenants can reserve the room for a maximum of six (6) hours (including set-up and cleanup) for each event, for a maximum of 12 hours per month. This will allow access to a larger number of Mission Bay Housing tenants. If a Tenant has another person (listed on his/her Housing Agreement) make the reservation on his/her behalf, this is counted toward their combined maximum number of hours for that month.

For safety and security purposes, the doors to the facility automatically lock between the hours of 12:00 Midnight and 8:00 AM daily. Fobs are inactive during these hours.

## **Reservations and Fees**

Mission Bay tenants have free access to the facility. Bookings will be 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.

For room access, 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 Mission Bay 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

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fee of \$50 if returned two days past due or if the fob is lost. Tenants may return the fob by placing it in the lock-box located in the kitchen of the Community Room.

## Cleaning and Maintenance

Tenants are responsible for leaving the room in an organized and clean condition. Routine simple 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. Dishwashing liquid and a sponge are provided. There is a vacuum cleaner in the cabinet in the kitchen. Trash cans and extra bags are located in the kitchen. Tenants are responsible for emptying and removing the trash, recycling and compost from the community room after their reservation.

**Cleanup or maintenance performed by Housing Services staff will be billed to the tenant's account at 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 vacuuming of carpet 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 broken furniture or damaged walls/windows; removal of decorations; cleaning outside walkways if used, etc. Please leave the room in the same condition as when you entered it and only use blue painter's tape when hanging decorations on the walls, in order to avoid damage.

## Use Policies

Smoking is not permitted in the room or anywhere on the UCSF Mission Bay Campus in accordance with the UCSF Policy on smoking, "*Smoke-Free Workplace 550-10.*" <http://registrar.ucsf.edu/new-students/tobacco-free-policies>

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>.

Animals are not permitted in the Community Room, even if they are "just visiting." Housing Services enforces a No Pet Policy in addition to the campus No Pet Policy.

Jump houses or bounce houses and barbecues are not permitted in the Community Room or inner courtyard.

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 tenant events. Staff usually enters the room via the internal entrance behind the kitchen.

## Violations and Penalties

If the fire alarm in the Community Room 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 Community Room privileges.

Any violation of these policies is subject to loss of Community Room 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 severity of the penalty will be determined by the Housing Services Manager