

## **Housing Services Tidelands Pelican Room Tenant Reservations and General Use Policies**

### **Purpose**

Under the direction of Housing Services, the Tidelands Community Rooms known as the Pelican and Sandpiper rooms are resources for the benefit of the tenants of the Tidelands. Tenants may use the rooms as a place to lounge, study or to gather for small, private events (non-RCO events). “Tenants” are defined as Housing Agreement holders at the Tidelands. By agreeing to the “General Use Policies”, the Tenant takes full responsibility for the use of the community room spaces defined above, including the actions of their additional occupant and/or guests.

### **Room Amenities**

#### **The Pelican Room - 590 Minnesota**

The Pelican Room is located at 590 Minnesota Street, Room 105. The Pelican Room has carpeted floors, 3 TV monitors with the ability to stream from your own device, and Wi-Fi access. The facility also has full kitchen complete with a refrigerator (no freezer), oven, range and microwave. The furniture and appliances in the Pelican Room should not be removed from the room at any time. Housing Services does not provide any additional audiovisual equipment such as projectors, projection screens, laptops, Internet cables, etc. for tenant use.

The maximum occupancy for Pelican Room is 50 people for tenant personal events.

Access to the building is dependent on the tenant letting their guests into the front door and directing them to the Pelican Room.

### **Hours**

The Pelican Room is open daily by reservation only, 8:00 am to 12:00 am, including University holidays and weekends. Tenants must vacate the rooms no later than 12:00 am. Please be respectful of your reservation request times and do not run over your reservation.

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 total for both meeting rooms at The Tidelands. This will allow access to a larger number of Tidelands tenants. If an “additional occupant” (listed on the Housing Agreement) makes a reservation, this is counted toward the combined maximum number of hours for that month.

### **Reservations and Fees**

Tidelands tenants have access to use the Pelican Room at no cost. 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 previous University business day. Tenants of the Tidelands Housing may reserve the Pelican Room or the Sandpiper Room for personal use, 7 days a week, 8am – 12am up to 60 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.

### **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 tenant is liable for cleaning charges and maintenance repairs. Cleaning supplies are provided in the kitchen. Tenants are responsible for emptying and removing the trash, recycling and compost from the room they reserved 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 \$90 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.

### **Use Policies**

Smoking is not permitted anywhere on UCSF campuses, in accordance with the UCSF Policy on smoking, "Smoke-Free Workplace 550-10."

<https://policies.ucsf.edu/policy/550-10>

Open flames or flammable materials are prohibited. Use of candles is prohibited.

Animals are not permitted in the Pelican Room or the Sandpiper Room, even if they are "just visiting". Housing Services enforces a no pet policy, in addition to the campus no pet policy. <https://policies.ucsf.edu/policy/550-19>

Noise - Tidelands tenants live directly next above each of our community room spaces. 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 loud noise is permitted after 10:00 pm.

Catering – Housing Services and the Tidelands do not provide catering services. You may seek out catering on your own.

Signs/Decorations – Nothing may be secured to the painted walls or furniture using tape or other sticky items. Please use the white boards and tack board walls spaces for this use.

Parking – Housing Services does not provide guest parking at the Tidelands. Tenants will need to direct their guests to use of the surrounding areas parking

spaces along the streets or over to the UCSF Parking Garages at Mission Bay.

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 [Pelican.Tidelands@ucsf.edu](mailto:Pelican.Tidelands@ucsf.edu).** According to University policy, tenants must have renter's insurance or purchase Event Insurance from UCSF (<https://ucsf.campusconnexionsuc.com/student-insurance/tenant-user-liability-insurance.html>), 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 tenant hosting 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**

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