

Room Rental Policies

I. Which rooms are eligible for rental?

A. Generally, no fees are charged for “general purpose classrooms” used for academic courses conducted by the schools of medicine, pharmacy, nursing and dentistry or related entities. *None of the fee information below applies to classroom space for regularly scheduled classes by academic departments or other instructional units.*

1. See list of general use classrooms
2. Priority when assigning space
 - a) Numbered academic courses
 - b) Grand rounds
 - c) Academic journal clubs, university symposia and conferences
 - d) General meetings and events: All general meetings events are scheduled in the order received. Requests are scheduled only after all events in categories 1 through 3 have been scheduled.
3. Rooms available for rental for special events at specified times/days
 - a) Cole Hall
 - b) N217 and N225
 - (1) Available late afternoons, evenings, weekends and weekdays when no classes are not in session
 - c) Byers Auditorium in Genentech Hall
 - d) Genentech room N114
 - (1) Available late afternoons, evenings, weekends and weekdays when no classes are in session
 - e) Mission Hall 2100 and 2103
 - f) Mission Hall 1400 and 1401/02
 - (1) Available late afternoons, evenings, weekends and weekdays when no classes are in session
 - g) Other rooms may be available as schedules permit.

II. Who is charged to rent UCSF Classrooms?

A. General purpose classrooms are dedicated primarily for use by instructional programs. All other uses of general purpose classrooms are secondary to UCSF instructional needs.

1. UCSF departments or programs which charge an admission fee for seminars, workshops, or conferences that exceed the cost of mounting the event itself.
2. Non-UCSF sponsored by UCSF departments or programs
 - a) UCSF departments or organizations are responsible for non-UCSF organizations they are sponsoring. Unpaid fees, damages or penalties by either the sponsoring department or non-UCSF entity may result in the loss of reservation privileges for non-class related events in the future.
3. Registered Campus Organizations (RCOs)
 - a) No fees are assessed for RCOs unless they broadly market events to non-UCSF audiences or charge an attendance fee for anything other than cost recovery.
4. Approved Non-profit and Non-UCSF organizations
 - a) Please review reservation policy.

B. When is an event considered non-university and/or eligible for rental fee?

1. When 75% or more of those attending are non-UCSF employees,
 - a) ETS will make this determination based on the title and nature of the event, past experience with similar events, and publicity associated with the event. Due consideration will be given to a unit's rationale for sponsoring the event as well.
 - b) Exceptions are student recruitment events and UCSF-sponsored outreach programs.
2. When an event is only marginally aligned with the UCSF mission.
3. When an admission fee is charged that recovers more than the cost of mounting the event itself.

III. What are the rental rates?

- A. Half Day – Up to 4 hours \$240.00
- B. Full Day – 4 plus hours \$480.00

IV. What are Conditions of Use?

- A. Classrooms may not be used for sales, advertising, promotions or other programs designed for personal profit.
- B. Fundraising (unless conducted by the University Department of University Relations) or games of chance are not permitted.
- C. Political campaign events are not permitted unless approved by the Chancellor's Office
- D. Tables, chairs, desks or other furniture may not be removed or moved between rooms.
- E. Food may be brought into the space but food and beverage setups must be outside the room and tables ordered in advance from Facilities Services
 - 1. Exceptions – food setup space available in N114
- F. Set up and clean up are the renters responsibility and must be completed within the rental period.
- G. Renters are responsible for arranging tables and chairs according to their requirements, then returning the room to its original condition either by doing it themselves or by paying Facilities Services or ETS to do it for them.
 - 1. Rooms with power-connected tables can only be disconnected and reconnected by technical ETS staff for an hourly fee.
- H. Renters are responsible for any damage to the facility, AV systems or furniture. ETS staff must be notified immediately if damage occurs.

V. Room Support and Cancellation Policies

- A. Technical support is not provided unless requested (see rate sheet) but all rooms are checked for workability and cleanliness before the event.
- B. No charge for room reservations cancelled two weeks before the event. 50% space use fee up to 1 week before the event, and full space use charge for events cancelled under one week or if left unused the day of the event itself.