Topic General Administration [1]
Policy Number 050-17
Reviewed Date December 10, 2001
Responsible Office

- Office of Communications [2]

Purpose

This policy has been adopted to ensure the development of positive relations with community organizations and to ensure that the resources of the campus are effectively shared with the community.

Policy

A. Requests by community groups or individuals for information, participation in community events, surplus equipment, and any other types of assistance shall be coordinated by the Vice Chancellor--University Advancement and Planning.

B. In responding to requests from community groups for campus participation or contributions, the Vice Chancellor--University Advancement and Planning shall attempt to involve faculty, staff, students, or other campus resources as appropriate.

C. Community organizations requesting the use of meeting rooms on the Parnassus campus should contact Classroom Scheduling in the Office of Admission and Registrar; for Laurel Heights, the Community & Governmental Relations Office; and for the Mission Center Building (MCB), MCB Facilities. Organizations requesting the use of rooms at Mount Zion should contact the Director -- UCSF/Mount Zion Medical Center. Room use shall be in conformance with existing policies regarding fees and usage.

D. Faculty, staff, and students are encouraged to volunteer their services to community groups. Members of the campus community who volunteer are asked to keep the Vice Chancellor--University Advancement and Planning informed.

Responsibilities

Contact Office of Origin (see above) with any questions.

Related Policies
- 050-14 - Use of Campus Public Spaces and Special Use Areas [3]
- 300-23 - Contribution and Donations [4]
- 600-17 - Reservation of Conference and Meeting Space [5]

References
- *University of California Policies Applying to Campus Activities, Organizations, and Students* [6]
- Office of the President:*Policy on Use of University Properties* [7] (Section 40.00)