



UC San Diego

Policy & Procedure Manual

[Search](#) | [A-Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

USE OF UNIVERSITY PROPERTIES

Section: 510-1 SECTION IV

Effective: XX/XX/2017

Supersedes: 04/01/1981

Review Date: XX/XX/2017

Issuance Date: XX/XX/2017

Issuing Office: Vice Chancellor – Chief Financial Officer

INTERIM POLICY SECTION IV. - AUTHORIZED USERS

A. References

1. [University of California Business and Finance Bulletin A-54](#), 10/15/1987.
2. UC San Diego Policy and Procedure Manual ([PPM](#)) 522-1, Property Inventory Control System.
3. [University of California](#) Policy on Registered Campus Organizations .
4. SYSTEMWIDE POLICY, refer to [510-1 Section II: Related Policies](#).

B. General Use Space Priorities

1. Regular academic session;
2. Summer Session;
3. University Extension Programs;
4. Other Requestors.

C. Official Campus Units

1. Definition

A unit of the University is identified as an Administrative Unit or any subsection of one of these units authorized by the unit head to operate in the manner of a department.

2. Policy

- a. Official campus units are provided permanent assignments of space at no charge with the following exceptions:
 - (1) Auxiliary enterprises may be charged for building depreciation/debt service, utilities, and custodial and grounds services.
 - (2) Units with debt financed space must generate income through fees or net profits on sales to meet debt service.
 - (3) A use charge may be assessed for use of facilities which are wholly or partially self-supporting; e.g., theatre space assigned to another unit when such use incurs additional expense, and like circumstances.

- b. Official units may use all campus services at normal rates, except for:
 - (1) Services funded from Registration Fees.
 - (2) Services funded by a specific unit for that unit's internal priorities. Normally these services will be available to other units on an "as available" basis.

3. Procedure

In addition to space allocated permanently to official units, general use indoor or outdoor space can be reserved to conduct official University business by a verbal request to the appropriate office of jurisdiction (refer to [510-1 Section III](#)).

D. Contracted Essential Services

1. Definition

Contracting with an outside agency to perform an on-site service which is essential to the University and would otherwise be operated by the University.

2. Contract

Competitively bid contract.

3. Sponsor

Not applicable.

4. Comments

This pertains to contracting for an ongoing essential service such as food service and does not pertain to one-time services such as performances.

Use of University space and services must be detailed in the bid specification and the resultant contract. In general, the contracting agency has the same status as other outside agencies except as provided in the contract for use of University space and services. In regard to services, both direct costs and overhead are recovered.

5. General Guidelines

The cost of University space; i.e., building depreciation, is recovered either directly or indirectly as allowable. An indirect method is to receive a higher level of profit sharing or set a lower level of fees in return for free building use. Utilities are charged at metered or estimated usage if the usage is not separately metered.

Two types of services are provided to the contractor; those which the University may choose to provide to protect its assets such as custodial and grounds, and those which are essential for conducting University business. The latter might be telephones, intra-campus mail, and University mail lists which are necessary for two-way communication with the University community. Generally, the contractor will obtain all other services from commercial sources.

Contractor's employees can purchase parking permits but have general public status with regard to Library and recreational facility privileges.

Reservations of meeting and conference rooms would be made as follows:

Meetings to conduct University business in reserved space would be arranged by the University official responsible for contract management. Reservations for other purposes would be processed through the Conference Program subject to the criteria, sponsorship, and procedures used for non-University related organizations.

6. Procedures

The University official responsible for contract management will make any reservation of general use space for official University business.

The contractor will interface directly with service departments to receive services allowed by the contract following normal procedures.

E. On-Site Business by External Agencies

1. Definition

Periodic on-site performance of an outside agency's business pertaining to the University.

2. Contract

Either legislation or a contract in some form necessitates the work being performed.

3. Sponsor

Not applicable. University official designated responsibility for interface with the University.

5. Comments

This pertains to contract compliance officers, auditors of all sorts, and other agency officers.

Space normally is not assigned unless the agency's representative is permanently stationed at the University. Representatives on temporary assignments are provided with available space to perform their duties at no charge.

Only direct costs are charged for services received.

6. Policy

If an agency's representative is permanently assigned to on-site duties and assigned space, the agency pays for all associated expenses except that normally there are no room use, custodial, or utility charges.

The services available to outside agency representatives at direct cost rates are University telephones, intra-campus mail, and copying. If an agency account is established, governmental representatives can purchase goods from Marketplace (<https://blink.ucsd.edu/buy-pay/ways/marketplace/>) and utilize other available services as outlined in the [Business and Finance Bulletin, A-54](#).

Library and recreational privileges are the same as those available to the general public.

7. Procedure

The University official designated responsibility for interfacing between the agency and the University will make any reservations for general use space and arrange for the delivery of services.

F. Academic Visitors

1. References

Postdoctoral Enrollment Program, PPM 165-98.
Payments to Postdoctoral Scholars, PPM 165-99.
Visiting Scholar Program, PPM 165-100.

2. Definition

Scholars are invited by the University to perform on-site research or to pursue their studies for a limited period of time without a University appointment and with support from sources outside of the University.

3. Contract

None. Postdoctoral scholars are registered with the Graduate Division.

4. Sponsor

I&R department chair or head of an Organized Research Unit.

5. Comments

This pertains to postdoctoral scholars who comply with eligibility requirements of PPM 165-98, Subsection A, faculty on sabbatical leave from their home institution and other scholars.

Available departmental space utilized but not formally assigned to the individuals.

6. Policy

The visitor or his/her funding source is not charged for the use of space, custodial service, or utilities. All services are available at total direct cost rates Library privileges are provided in accordance with current procedures and possibly fees.

Parking and recreational facilities are available by payment of the appropriate fees. Postdoctoral scholars also can obtain health insurance coverage by payment of the appropriate fee.

Courses may be audited without payment with permission of the instructor.

7. Procedure

The host department processes requests for general use space reservations and/or services for academic visitors.

G. Registered Organizations - General Information

1. Space

Registered organizations may use space made available by the campus for organizationally-related programs subject to the availability of space at no charge except in the following circumstances:

- a. Debt financed space is free only to the constituency which is assessed fees to pay the debt; for example, registered student organizations in Registration Fee financed space and residential student organizations in Housing Dining Hospitality bonded space. Income producing organizations with permanently assigned space may be

charged a fee to cover debt service for space which otherwise might be free.

- b. Space maintained and supported from outside sources; for example, the International Center may assess a space usage fee to organizations outside of their constituency.
- c. A fee may be charged for use for those facilities which incur unusual expenses to operate; for example, theatres and the Mandeville Suite. Refer to [510-1 Section VII](#) for expenses associated with the Mandeville Center, Mandeville Suite, and the University Theatre.
- d. Religious and political organizations pay a space usage fee to include building depreciation/debt service, custodial service, and utilities. Fees for incidental usage are excluded (refer to IV-J).

2. Services

Registered campus organizations - student and others - are eligible to request all campus services at normal University rates with the following exceptions:

- a. Religious and political organizations shall be assessed an overhead fee covering expenses not included in normal rates and, in accordance with U.S. Postal regulations, and cannot use the University's non-profit postal permit.
- b. Non-religious and non-political campus organizations may use equipment, services, and supplies funded by a "sponsoring" or affiliated University unit, as allowable and authorized by the unit at no charge. Such use may include intra-campus mail, telephones, typewriters, and supplies.

3. Guidelines

- a. A campus organization lending its name, membership, property, or financial support to a function shall be held responsible for the conduct of its members or guests attending the function. The organization's officers or representatives listed on the registration form are responsible for the planning and organization of all functions sponsored or co-sponsored by their organization. At least one officer and one other responsible member must be in attendance at such functions.
- b. Registration of a campus organization may be revoked if the organization's activities are unlawful, are outside of the scope of its stated purpose, are in violation of its constitution or are not in compliance with University policies, procedures, and regulations.
- c. The name, insignia, seal, or address of the University may not be used in any manner, political or otherwise, which implies that the University supports or agrees with any of the activities, positions, purposes, or goals of any registered campus organization or its individual members.
- d. The geographical designation AT UC San Diego may be used by any registered campus organization as part of its name without obtaining special approval.
- e. Permission to use the name of the University of California San Diego or any abbreviation thereof as part of a registered campus organization's name may be granted only by the Chancellor or the Chancellor's designee. Permission, when granted, does not involve (expressly or by implication) any endorsement or sponsorship by the University and permission may be made conditional upon a requirement of an express statement that the University does not endorse or sponsor a particular activity. Permission to use the name of the University of California San Diego may be withdrawn by the Chancellor or the Chancellor's designee at any time.

- f. Registered organizations are expected to maintain adequate financial records if appropriate; i.e. fund-raising activities (refer to 510-1 [Section XI, Fund Raising](#)). Such records may be audited by the University as outlined in 510-1 Section XI, para. B. 2. c.

H. Registered Student Organizations

1. Definitions

A Registered Student Organization is an organization whose membership is predominantly comprised of UC San Diego students and attains recognition through the Center for Student Involvement by complying with this policy and related procedures. Registered Student Organizations are independent entities and are not official units of UC San Diego. As such, UC San Diego is not responsible for the acts or omissions of Registered Student Organizations and/or any members/persons acting on behalf of those student organizations.

A Cooperative Registered Student Organization is a Registered Student Organization that:

- a. Has the primary purpose of providing UC San Diego student members with significant and meaningful business experience running retail enterprises,
- b. Is incorporated as public benefit corporation under the laws of the State of California,
- c. Is officially recognized by the federal government and the State of California as a not-for-profit organization under section 501(c)(3) of the United States Internal Revenue Code and the California state law equivalent, and
- d. Has applied for and been recognized by the Center for Student Involvement as being a Cooperative Registered Student Organization. All Cooperative Registered Student Organizations must include in their constitution a statement of their non-profit status.

A College Student Organization is a special service oriented group of currently enrolled students affiliated with the college by participating in college-related activities. A College Student Organization's membership may also include faculty and staff members participating in an activity sanctioned and/or sponsored by the college. These groups must be recognized by the Dean and/or Provost of their respective college, and are not required to register with Center for Student Involvement.

2. Registration Procedures

An organization must register with the Center for Student Involvement to become a Registered Student Organization at UC San Diego. Prospective and current Registered Student Organizations must complete the registration process as established by the Center for Student Involvement and include a copy of their constitutions and all other documents required by the Center for Student Involvement. The registration process can be found at <https://students.ucsd.edu/student-life/involvement/organizations/register.html> and may be updated from time to time by the Center for Student Involvement. If any information submitted by a Registered Student Organization to the Center for Student Involvement as part of the registration process changes after the information has been submitted, the Registered Student Organization must update that information in the Student Organization Registration System within 15 business days of the date that the change occurred.

Students applying for status as a Registered Student Organization must certify that the organization will not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. This certification will override any contrary language in the organization's constitution, bylaws, or other governing documents.

In addition to the registration requirements listed above, students applying for status as a Cooperative Registered Student Organization must, on an annual basis, provide the Center for Student of Involvement with copies of the organization's (i) articles of incorporation, (ii) bylaws, (iii) membership list of the board of directors, and (iv) evidence of non-profit status.

To maintain status as a Registered Student Organization, the organization is required to meet at least once each academic year.

3. Membership

Registered Student Organizations provide students with opportunities for leadership, exploration, and campus engagement. Involvement in student organizations contributes to students' educational experience and enriches the campus community.

All Principal Members of a Registered Student Organization at UC San Diego must be enrolled UC San Diego students in good standing.

- a. Registered Student Organizations that are in good standing with the Center for Student Involvement are authorized to conduct business with the University (e.g., planning and hosting events, reserving facilities, managing and spending organizational funds).
- b. For Registered Student Organizations, good standing means that the Registered Student Organization meets all registration requirements, is not under a current student conduct suspension, and has not been deregistered due to previous student conduct matters. For students, good standing means that the student is currently enrolled at UC San Diego, is not on academic or disciplinary probation, is not currently suspended, and does not have an order of suspension or dismissal pending.
- c. By signing the Principal Member Agreement, Principal Members of a Registered Student Organization agree to be personally responsible for the organization's debts and all other financial liabilities. If a Principal Member later wishes to relinquish this responsibility, the Principal Member may remove themselves using the online student organization registration system. If the removal of a Principal Member results in a Registered Student Organization having fewer than four Principal Members, the Center for Student Involvement may end the organization's registered status until minimum requirements are met.

Except for Cooperative Registered Student Organizations, only registered UC San Diego students may be appointed or elected as an officer in a Registered Student Organization, participate in the selection of the organization's officers, Principal Members, or Community Advisor, preside or officiate over meetings, make changes to their organization's constitution, and vote on organizational issues.

For Registered Student Organizations recognized as Cooperative Registered Student Organizations, the organization's governing documents may (but are not required to) allow for participation by alumni and community members as members of the organization's board of directors or as officers of the organization, provided that the organization meets the following requirements:

- a. More than half of the organization's board of directors must be comprised of currently enrolled UC San Diego students, who are in good standing,
- b. The organization's president (if any) must be a Principal Member,
- c. More than half of the organization's officers must be currently enrolled UC San Diego students who are in good standing,

- d. Each Principal Member of the organization must have the power under the organization's bylaws to veto or block any proposed action by the organization not supported by an affirmative vote of a majority of the student members of the board of directors, and
- e. If the above requirements are not met, the Center for Student Involvement may suspend the organization's registered status until all requirements are met.

Registered Student Organizations may invite faculty, staff, and community members to attend its events and participate in its activities and meetings, Registered Student Organizations may also authorize non-student members to solicit funds on behalf of the organization in accordance with Student Life Business Office policies, distribute information and materials related to the organization, and/or assist student members with implementing events.

Non-student members of local, regional, or national chapters of student organizations with a recognized national affiliation may hold office, preside, officiate, vote, and/or make or second motions at organization meetings. Such chapters must be in good standing with the national organization and UC San Diego.

4. Advisors

The Center for Student Involvement provides all Registered Student Organizations with a Student Organizations Advisor. The Advisor's primary role is to provide assistance with event planning for on-campus events, student organization registration, conflict resolution, and strategic planning.

Registered Student Organizations may also appoint a Community Advisor (i.e. faculty, staff, or community member). The role of the Community Advisor is limited to providing expertise about the organization's specific area of interest, mentoring members, and providing advice about procedural and organizational concerns. Community Advisors are subject to the same limitations as non-members and may be removed by the organization.

5. Reservation of Space and Services

All reservations for indoor or outdoor general use space are made by the appropriate venue coordinators. Principal Members of Registered Student Organization can plan campus events using the Triton Activities Planner (TAP) system at <http://TAP.UCSD.edu>.

I. Registered Campus Organizations

1. Definitions

Registered campus organizations consist of a group of staff, faculty, spouses of staff or faculty, alumni, and other persons interested in furthering University goals. The organizational purpose of the group furthers the University's general interests and welfare. Registered campus organizations must be registered with the University.

- a. Employee Associations

A group of University employees (faculty and/or staff) organized to aid administration in gathering views of affected employees regarding professional activities, operations, salaries, benefits, personnel policies and practices, and other matters of concern to employees and administrators in the University, and may serve to help staff task forces and advisory committees and to help publicize policy, procedures, and other information of interest to employees.

University of California San Diego Policy – PPM 510 - 1 SECTION IV
PPM 510 - 1 SECTION IV Authorized Users

Employee Associations may not:

- (1) Act as advocates or represent individual employees or groups in negotiations, grievances, complaints, or other disputes with management.
- (2) Encourage employees to join or elect employee organizations as defined in Section IV-K or interfere with the right of employees to make an informed choice.
- (3) Advocate economic, political, public, or other pressures upon the University, disrupt operations, or otherwise injure the valid interests of the University.

Should an employee association engage in any of the above advocate activities, it could then be identified as an employee organization as defined in Section IV-K and become subject to the [Guidelines for Relations with Employee Organizations](#) and, in that case, all management support and endorsement of any kind must then be withdrawn.

In addition to University property privileges afforded registered campus organizations, employee associations may be granted the following management support with the approval of the Chancellor:

University funding for appropriate operating expenses, and/or

A reasonable amount of time off while on pay status for officers and members to pursue legitimate association activities.

b. University Support Groups

An unincorporated association or a charitable corporation which obtains and maintains a tax-exempt status, that expresses interest in the campus or an institutional unit within the campus by volunteering assistance through fund-raising efforts, and provides financial or other support for the activities of the unit in which that group has particular interest.

c. University Associates

A group from industry/business community that expresses interest in a particular program of the campus by providing financial support, shares perceived needs of industrial applications of technology, and receives program progress reports which are generally available to the public.

d. Political Organizations

Refer to Section IV-J for complete definition. Membership is limited to staff, faculty, and students.

e. Religious Organizations.

Refer to Section IV-J for complete definition. Membership is limited to staff, faculty, and students.

2. Registration Procedures

A currently registered campus organization annually initiates and updates the following:

- a. A registration form containing the organization's officers or four currently registered members of the organization in the absence of officers:

University of California San Diego Policy – PPM 510 - 1 SECTION IV
PPM 510 - 1 SECTION IV Authorized Users

- (1) Employees will provide their names, departments, Mail Codes, and phone extensions.
 - (2) Alumni, friends of the University, or spouses of staff or faculty will provide their names, addresses, and phone numbers.
- b. A statement of Non-Discrimination.
 - c. A copy of the organization's constitution and/or by-laws.
 - d. An information sheet including a statement of purpose used to categorize the organization and whether financial records will be maintained (refer to Section XI, Fund Raising).

Staff Associations are required annually to submit a signed copy of the UC San Diego Staff Association/Affiliate Group Registration Form ([http:// www-hr.ucsd.edu/qwl/SARegForm.pdf](http://www-hr.ucsd.edu/qwl/SARegForm.pdf)) to Human Resources, Work/Life by August 31 of each year.

To register a new staff association, the interested group must submit the UC San Diego Staff Association/Affiliate Group Registration Form and a copy of the new staff association/affiliate group by-laws or constitution to Human Resources, Work/Life. Work/Life will review the forms, forward them to the Assistant Vice Chancellor – Human Resources (AVC-HR) for review, and schedule a meeting with the proposed group's leadership, the AVC-HR, and Work/Life. The AVC-HR will then determine if the organization qualifies as a staff association/affiliate group.

3. Reservation of Space and Services

An authorized officer/member of a registered campus organization can reserve general use indoor and outdoor space with the office of jurisdiction (refer to 510-1 Section III) and order services directly from University service departments.

J. Political and Religious Organizations

1. Definitions

a. Political Organizations.

A registered campus organization with a statement of purpose of sponsorship of one or more of the following activities:

- (1) Supporting or opposing a candidate or group of candidates formally running in a primary or general election for city, county, state, local, or national office.
- (2) Supporting or opposing a ballot measure or a drive to put an issue on the ballot.
- (3) Raising funds or sponsoring programs to provide on-going support for any political party.

A registered campus organization that is not a political organization within the above definition may on occasion engage in political activities; that is, those related to the making of governmental policy and, on such occasions, will be treated in the same manner as a political organization.

b. Religious Organizations

A registered campus organization that meets one or more of the following criteria:

- (1) The activity is viewed by the organization as "religious."

University of California San Diego Policy – PPM 510 - 1 SECTION IV
PPM 510 - 1 SECTION IV Authorized Users

- (2) The purpose of the activity is worship, devotion, prayer, or study of religious literature; e.g., the Bible or the Koran.
- (3) The membership in or affiliation with a group generally recognized as a religious sect is a criterion for participation.
- (4) The stated purpose of the activity is to bring together persons professing a belief in one or more divine beings or other belief encompassing theories of Man's nature or place in the Universe and occupying a place in member's lives comparable to organized religion.
- (5) Raising funds or sponsoring programs to provide on-going support for any political party.

2. Policy

As a State instrumentality, the University must remain neutral on religious and political matters. The University cannot sponsor nor fund religious activities and cannot sponsor or fund political activities, except when authorized by The Regents or the President or their designees. Religious and political campus organizations shall have access to University properties on the same basis as all other registered campus organizations. Properties include space, equipment, supplies, and services. Permanently assigned space for conducting any political or religious activity is charged at established rates which recover building depreciation, debt service, custodial services, and utilities.

There is no charge for incidental use of space; for example, the use of classrooms for informational meetings. Repetitive or scheduled reservation of space is not considered incidental. There is no charge for use of traditional or designated public forums; however, such use must comply with campus time, place, and manner rules.

There is no charge for incidental use of equipment; for example, typewriters, which are generally available for other activities. Depreciation and maintenance are charged on assigned or repetitively used equipment.

University services and supplies are available at established recharge rates plus administrative overhead. Overhead is assessed at the current year's predetermined indirect cost rate for non-Federally sponsored programs, adjusted to exclude costs in the recharge rates. Administrative overhead is not assessed on rates established for sales to the general public; for example, the Bookstore.

In accordance with U.S. Postal regulations, outgoing U.S. mail cannot be charged to the University's non-profit postal permit for bulk mailings.

No University-controlled funds may be allocated or donated to support religious or political activities. This includes Associated Students and other mandatory fee monies, unrestricted gifts and donations given to the University, and funds raised by non-political and non-religious campus organizations.

Persons other than University students, faculty, and staff shall not be permitted to engage in religious or political activities on University grounds, buildings, or other University properties except:

- a. As individuals exercising their rights of free speech, assembly, and worship in free speech areas.
- b. As invited, sponsored speakers to address meetings on campus.

An invited speaker who exercises political or religious rights (as contrasted to an informational presentation) cannot be paid an honorarium or be reimbursed for expenses unless sponsored by and paid by a religious or political campus organization.. Exceptions to this are only authorized by The Regents, the President, or their designees.

Except as stipulated above, political and religious groups will be treated in the same manner as all other registered campus organizations.

3. Reservation of Space

Registered campus political and religious organizations use the same procedures as other registered organizations. Offices with jurisdiction over space will be responsible for assessing a room usage charge for any but incidental use of space. Service departments will be responsible for charging an administrative overhead fee for services performed.

K. Employee Organizations

Not to be confused with *Employee Associations*, Employee Organizations within the meaning of the Higher Education Employer-Employee Relations Act (HEERA) are not covered by this policy. The activities of such organizations involving use of University time or property are governed by applicable policies, procedures, regulations, agreements, and/or guidelines as administered by the Manager(s) of Labor and Employee Relations.

L. Credit Union

1. Definition

A cooperative organization of members with the purpose of providing financial assistance to its members which is chartered by the State or Federal Government in conformance with appropriate legislation.

2. Criteria

A Credit Union requesting use of University properties must comply with the following criteria:

- a. Credit Union membership is available to all University employees without restrictions; for example, membership in any other organization or association is not a requirement for Credit Union membership.
- b. The majority of the Credit Union membership is composed of University employees and their immediate families or, in the event no such Credit Union is available, the Credit Union shall be that Credit Union utilized by more University employees than any other Credit Union.

3. Policy

Written approval from the Chancellor is required for all of the below uses of University properties:

- a. A Credit Union may be allocated permanent space under a lease agreement and permitted to use University space upon reservation subject to the availability of space. Use of such space is charged at rates which recover building depreciation, utilities, and custodial services plus any extraordinary costs incurred.
- b. Credit Union information may be posted on "General Information Bulletin Boards" subject to the availability of space.
- c. Credit Unions by direction of Systemwide Policy are not permitted use of University mail services but may distribute materials relative to their services through other means, subject to University, campus, and/or Laboratory time, place, and manner

regulations provided that no charge is made for the materials distributed and prior written approval is obtained from the Chancellor or the Chancellor's designee. All other University services may be used at established recharge rates plus overhead. Rates for auxiliary services are not subject to an overhead markup; for example, Transportation Services, Bookstore, Housing Dining Hospitality.

- d. Credit Union employees can purchase parking permits but have general public status with regard to Library and recreational facility privileges.
- e. The Director, Payroll can qualify a Credit Union as meeting criteria for membership payroll deductions. Such deductions must be voluntary and individually authorized and withdrawn by the employees on forms approved by the University.
- f. The Credit Union must agree to pay all administrative costs of payroll deductions.

M. Non-Profit, Profit, Promotion, Contract, and External Agencies

1. Definitions

- a. A non-profit organization is a community chest, corporation, trust, fund, or foundation organized or created in the United States, any state, the District of Columbia, or any possession of the United States, and organized and operated exclusively for charitable, religious, educational, scientific, or literary purposes, or for the prevention of cruelty to children or animals, or to foster national or international amateur sports competition, but only if no part of its activities involve the provision of athletic facilities or equipment.
- b. A profit organization is a sole proprietorship, partnership, corporation, or unincorporated association which offers services or goods for sale and has not obtained or maintained non-profit tax status.
- c. A promoter is a for-profit organization which uses University properties to conduct a commercial activity retaining all financial responsibility and net profits.

2. Contract

All external organizations and individuals using University properties (space, services, or equipment) are required to have a fully-executed contract with the University prior to making any commitments; for example, advertising or commencing use.

3. Sponsorship

All non-university groups wishing to use general campus facilities must have a University sponsor approve the event. This sponsor may either be a departmental sponsor or an institutional sponsor, as described below. The facility manager and the Campus Conference Office will be responsible for the administration of the event.

a. Departmental Sponsorship

A University department or unit, including the Academic Senate or one of the recognized campus organizations, may sponsor a non-university group when the group's activities have a direct relationship to the purposes of that University department or unit.

b. Institutional Sponsorship

A non-university group may have an institutional sponsor when there is no direct relationship to a University department or unit but when the use of a University facility is in the best interests of the University. Institutional sponsorship must have the

approval of the Vice Chancellor and Chief Financial Officer or designee. All requests from non-university groups for institutional sponsorship will first be reviewed by the Campus Conference Services Office, which will make recommendations to the Vice Chancellor and Chief Financial Officer.

c. Related Use

The use of a University facility by a non-university group will be considered related when all of the following conditions apply:

- (1) The group has an institutional sponsor.
- (2) The use will not interfere with any existing or planned University program.
- (3) The nature of the event is clearly consistent with University purposes.
- (4) The need for the facility will be for a short duration or will have a minor impact on the facility or the general campus.
- (5) The general public will not be invited.
- (6) The use is clearly consistent with the policies on the extracurricular use of University facilities by non-university groups.

Requests for the related use of campus facilities by non-university groups need the approval of the office responsible for managing the facility.

d. Non-Related Use

When any one of the above conditions is not present, then the request for the use of a facility will be considered non-related. In the event of any questions regarding the presence of these conditions, then the organization should be considered to be non-related. Such requests for the non-related use of facilities will be reviewed by Hospitality and Conference Services and directed, as needed, to the Vice Chancellor and Chief Financial Officer or designee for approval.

e. Functions of Sponsors

The sponsor has the initial responsibility, subject to review and approval by the Vice Chancellor and Chief Financial Officer, to ensure that the activity of the external organization/individual meets the criteria as delineated in para. 4 below. The sponsor is responsible for coordinating with the proper University office(s) in securing a contract between University and the external organization/individual and in making facility and service arrangements. Finally, the sponsor has financial responsibility for all costs and losses incurred by the University which are not recovered from the external organization/individual.

4. Guidelines

In addition to being sponsored by an eligible unit or organization of the University, the criteria for external organizations/ individuals use of University properties are:

- a. The activities are related to and/or have benefit to the primary functions of the University of teaching, research, or public service related to teaching or research. The activities must be a public service or of benefit to the campus in furtherance of University related purposes.
- b. All extracurricular use and unrelated use of campus facilities by non-university groups will only be scheduled when there is no interference with the university's activities,

University of California San Diego Policy – PPM 510 - 1 SECTION IV
PPM 510 - 1 SECTION IV Authorized Users

- c. functions, and programs. In addition, in order to mitigate potential scheduling conflicts with academic programs, non-academic groups may reserve facilities no more than twenty-four (24) months in advance of the event. Exceptions to this policy must have the approval of the Vice Chancellor or designee.
- d. No off-campus publicity to the public for a program which involves the use of a University facility may be released without the prior approval of the University sponsor or Hospitality and Conference Services.
- e. The external organization/individual is not engaging in fund raising except as allowed by the fund-raising policy in 510-1 Section XI.
- f. The external organization/individual is not using University facilities for promotional activities of a political or religious nature.
- g. Use of the University's name shall be limited to sponsorship or co-sponsorship by a specific University unit and shall not be used in connection with any endorsement of any product, service, or viewpoint, unless otherwise expressly permitted and approved in accordance with University policy.
- h. If the external organization/individual is a "promoter", the event must be co-sponsored by the University Events Office.
- i. If the external organization/individual is a "profit organization" in addition to the activity being related to the primary functions of the University, there must be a substantial benefit for the campus which justifies the use of University properties for profit.
- j. If the external organization is Government related, it must operate under the auspices of a Federal, State, or local Government agency, district, or board.
- k. The facilities of the University of California San Diego are not available for rent, lease, or other form of assignment to organizations, groups or individuals offering programs or courses of study, which are purported to satisfy requirements for the award of degrees, diplomas, certificates, or other evidence of completion of academic work at the post-secondary level and higher.

The policy does not apply to academic programs sponsored by other campuses of the University of California, or to programs sponsored jointly by proper academic units of the University of California San Diego and other academic institutions, provided that the latter programs have been approved by the Committee on Educational Policy of the Academic Senate.

If instruction is being offered, such instruction cannot duplicate any UC San Diego program, and it must be open to qualified members of the UC San Diego community. In addition to being sponsored by the appropriate academic department, instruction must be approved by the Executive Vice Chancellor-Academic Affairs who will seek advice from the sponsoring department or unit, along with the appropriate academic dean or director.

The meeting of all criteria for approval does not result in automatic acceptance. The University retains the right of denial for use based upon conflict with University activities.

5. Policy

External organizations or individuals shall not be assigned permanent space unless:

- a. Conducting on-site business pertaining to the University or a contracted service;
- b. Leasing University space which is surplus to University needs.

University of California San Diego Policy – PPM 510 - 1 SECTION IV

PPM 510 - 1 SECTION IV Authorized Users

Only a non-profit organization conducting instruction, research, or health care functions would be eligible for a lease of University property.

All related costs for using UC San Diego facilities will be charged to any group using the facilities. These charges will include all identifiable costs related to the event, including supervision, equipment, custodial services, utilities, insurance where appropriate and damages. A facility use fee charge will be made in accordance with campus policies.

Support services normally provided to conferences will be available at cost plus overhead. Only auxiliary enterprises which have rates established for the general public are exempt from the recovery of overhead expenses. These are Bookstore, Housing Dining Hospitality, and Transportation Services.

External organizations and individuals can purchase goods at retail outlets only; for example, Bookstore, Revelle Sundry Store, Aquarium Bookstore, Co-ops, but not from Marketplace.

University Libraries and parking facilities may be used through payment of the appropriate fees.

University services will not be provided to external users for programs conducted off-campus.

6. Procedure

For use of University properties by external organizations or individuals, the sponsor and the external entity must request space through the office responsible for the space. The University maintains a list of commonly used spaces at <http://blink.ucsd.edu/go/conferencerooms>.

7. Exceptions

News media may be provided access to University grounds and buildings at no charge through University Communications or UC San Diego Health Sciences Marketing and Communications Office.

Professional photographers - still photo, motion picture, and television - are charged fees for use of outdoor as well as indoor space and must be sponsored by University Communications or UCSDMC Health Sciences Marketing and Communications Office. Professional photographers must obtain an approved *Photography, Motion Picture, and Television Permit* in conjunction with a *Film Location Release Agreement* from University Communications prior to filming on campus.

Any request for use of University properties may be denied if the requestor does not comply with regulations contained herein or if the event is inconsistent with the other campus activities, functions, or programs.