Facility Operations

Planning – Scheduling - Standards – Use

June 2016
(V12.1)
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1. **General:** The planning, allocation, operation, management and use of all University facilities, whether owned or leased, are under the direct charge of the Vice President of Business Affairs (VPBA). The Business Services & Facilities Department (BSF) is responsible for the day-to-day operations and management of these facilities. This includes, but is not limited to: design and construction; facility use, space allocation and standards; maintenance; safety; scheduling; real property leases; and all other related activities.

2. **Facility Use:**

   A. The University is a private, not-for-profit, institution and has no political or religious affiliations. The University deeply respects its students and employees and their diverse beliefs in these areas, and thus makes every effort to avoid renting or providing facility space to any individual or group that would give the appearance of supporting or indorsing any political or religious organization. And the University will not support, endorse, sponsor or provide space for any event that violates Federal, State or local laws; or that may adversely affect its accreditation, not-for-profit status, image, or that may jeopardize the safety and security of the University community.

   B. The University facilities are primarily reserved for events or activities conducted by or on behalf of the University. This includes: academic classes (for credit and not-for-credit), make-up classes, study-review sessions, academic testing and exam preparation, continuing education and professional certification training and testing, and organizational meetings. Any excess (unused) space may be made available for use by external rental clients as detailed in this document.

   C. Given the physical constraints of the facilities, and potential liability issues, athletic events, are not normally allowed on campus or at any of the regional teaching sites. Musical events are also strongly discouraged given the limited capability to adequately isolate the sound from traveling throughout the facilities. However, requests for such events will be considered on a case-by-case basis. These requests must be coordinated through, and approved by the applicable dean of students (for student related events) or the school dean or department director (for employee functions) or the applicable alumni director (for alumni events). The request must then be routed to BSF for approval.

3. **Responsibilities for Using and Occupying Spaces:**

   A. BSF is responsible for controlling and managing all un-assigned, common area, and infrastructure spaces. This includes: classrooms, lecture halls, lounges, lobbies, hallways, bathrooms and the facility mechanical, equipment, and storage areas.

   B. The IT Department is responsible for managing and maintaining all computer labs, server rooms and other IT infrastructure support areas, as well as all technology (to include media components and systems) contained in the classrooms and other common-use areas. Close coordination between IT and BSF is required so that the facility operations are properly maintained.

   C. Each school and department is responsible for managing their assigned space. This includes space assignments and non-structural configurations, and for insuring that BSF is notified as soon as possible of any repair that is needed or of any unsafe condition.

   D. Occupants are not permitted to make any structural or cosmetic changes to their space, whether temporary or permanent. This includes: painting; re-carpeting, adding or removing or altering light fixtures; adding or removing lamps or bulbs; tampering with, adjusting, modifying or affixing anything to any part of the life-safety and/or heating-and-ventilation system components; covering window glass or removing any window coverings; altering any building signage; blocking (to include placing
signs on or near) entry-exit doors or evacuation routes; tampering with, removing, adjusting or disconnecting any IT equipment, components or systems.

E. All schools-departments that have a kitchen and/or break-room imbedded within their area are responsible for the upkeep and cleaning of the area. This includes the counter tops, cabinets, sink, appliances (refrigerator, microwave, coffee-maker, etc.). BSF housekeeping services will clean the floor and empty the trash. The cleanliness of these areas must be closely monitored to avoid any potential health issues or vermin infestations.

F. University facilities cannot be used for private business activities, nor are units allowed “lend”, sublease or otherwise make their space available to any outside organization.

G. The food-and-beverage service provider is responsible for maintaining their assigned space to include their customer service areas as well as storage locations, and any associated equipment (i.e. vending machines, microwave ovens, change machines, etc.) that may be installed throughout the university facilities. They are also responsible for obtaining all required permits for the operation of their services.

H. The bookstore operator is responsible for the operation of the store and related areas. These responsibilities are normally detailed in the operating agreement between the university and the bookstore operator.

4. **Master Planning:** The University facility resources must be carefully programmed and managed. The configuration and condition of the facilities helps shape all aspects of University programs and activities, and has a direct impact on enrollments, retention, student life and employee satisfaction. Therefore the facilities must be developed and used in the most efficient and effective manner to best serve the institution’s goals and objectives.

A. The overall general use and programming for the University’s San Francisco facilities are outlined in the *Institutional Master Plan* which is filed with the City of San Francisco Planning Department. Other documents must be filed from time-to-time depending on the operation (e.g. Conditional Use Permit, Traffic and Engineering Studies, etc). Business Services & Facilities will complete and submit these documents to the required agencies as needed.

B. Allocating facility space, and making changes to these allocations, is typically accomplished through the long-range master planning activities that occur whenever the *Institutional Master Plan* is updated (typically once every 7-10 years, or before a major construction project begins). Prior to filing the master plan, BSF will meet with representatives from all units to determine future requirements, and will use these to develop the overall master plan.

C. The University also values flexibility and recognizes that changes to curricula, programs and technologies all have an impact on facility space needs. When changes are required, the following apply:

1) As a first step in the allocation process, space needs must be clearly articulated and then coordinated through the appropriate dean and/or director for approval, followed by approval/endorsement by the applicable vice president. The VPBA, in conjunction with BSF and the applicable senior management from the school and/or department, will discuss and devise a tentative facility plan to support the request.

2) A needs assessment and programming evaluation will be conducted. This activity is normally led by the University architect and/or space planner. Members of the applicable unit are a part of this process along with representatives from BSF and the senior staff.
From these sessions, a tentative usage plan along with the design, estimated budget, and time-line will be developed. This must then be mapped against the Institutional Master Plan to determine the feasibility and impact.

3) Changes to space assignments (i.e. adding or eliminating space, renovations, or constructing new space) must be approved by the applicable vice president and the VPBA, to include establishing the funding source for this work. Depending on the scope-cost of the change, approval from the President and Board of Trustees may also be required.

4) Minor changes to space assignments (i.e. moving functions or employees between existing offices, or a small incremental add to a unit’s current space, etc.) can normally be handled at minimal cost. However, the expenses for making these changes (i.e. space planning, movers, disconnecting/re-connecting IT service, minor facility repair, etc.) are the responsibility of the unit requesting the change. Adequate funds must be available in the unit’s budget to cover all expenses.

5. **Space Allocation and Standards:** The University facility resources present a finite amount of space that can be used for academic and administrative programs as well as the customer service experience in-and-out of the classroom. Therefore, all space will be allocated by the VPBA in concert with the applicable vice president, based on operational requirements, and consistent with the space standards contained in this document. These standards will be used for all newly constructed or renovated space.

   A. In order to maintain as much flexibility as possible, an open-architecture design will be used wherever practical based on the facility configuration and operational needs.

   B. Uses of a similar nature, or uses which are functionally related, may require proximity. Units should not be fragmented and whenever practical, should have all of their assigned facilities located as contiguously as possible.

   C. Common requirements (i.e. faculty/staff break rooms, copier/admin work rooms, storage rooms, etc.) should be shared within multiple units as much as possible.

   D. Academic units are authorized one private office for the dean, and additional private offices as needed for the senior academic manager and the full-time faculty. However, there may be instances when due to programming needs or space constraints, these individuals are assigned to shared office space. Adjunct faculty should be assigned to shared space whenever practical. Open architecture work stations will be used for all of the support staff.

   E. Each administrative unit is authorized one private office (normally for the director or senior manager) and open architecture work stations and/or work areas as needed for the assigned staff. An additional private office can be assigned as needed, justified and approved.

   F. Hotelling space, that is sharing space between individuals and programs, is encouraged to the maximum extent possible. Space should be allocated, for example, so that adjunct faculty can share one or more work areas in which they can meet with students, check email, prepare class materials, etc. Part-time staff should always be assigned to hotelling work spaces as a matter of routine.

   G. Units that counsel, or meet with students on a regular basis to discuss sensitive or confidential information, should have at least one private space imbedded in their area where these meetings can take place. Existing private offices, unit conference rooms can be used for these sessions.
H. Emeritus faculty and staff can be assigned to an office or a workspace depending on any contractual obligations that may be in effect, and as space permits.

I. In order to insure that the university facilities are as functional and user friendly as possible, the following space (size) standards have been developed and should be used whenever possible.

<table>
<thead>
<tr>
<th>Function-Position</th>
<th>Assignment</th>
<th>Size (square feet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic/Administrative</td>
<td>Open architecture – Workstation</td>
<td>64</td>
</tr>
<tr>
<td>Administrative</td>
<td>Private Office</td>
<td>110</td>
</tr>
<tr>
<td>Administrative Work Room</td>
<td>Can also be open architecture</td>
<td>225</td>
</tr>
<tr>
<td>Classroom</td>
<td>Large – Lecture – up to 60 people</td>
<td>900</td>
</tr>
<tr>
<td>Classroom</td>
<td>Medium – Lecture – up to 50 people</td>
<td>750</td>
</tr>
<tr>
<td>Classroom</td>
<td>Medium – Seminar - up to 30 people</td>
<td>625</td>
</tr>
<tr>
<td>Classroom</td>
<td>Small – Seminar – up to 20 people</td>
<td>400</td>
</tr>
<tr>
<td>Computer Lab</td>
<td>Dedicated or multi-purpose</td>
<td>625</td>
</tr>
<tr>
<td>Conference Room</td>
<td>Large – up to 15 people</td>
<td>225</td>
</tr>
<tr>
<td>Conference Room</td>
<td>Medium – up to 10 people</td>
<td>144</td>
</tr>
<tr>
<td>Counseling Room</td>
<td>For 2 people</td>
<td>110</td>
</tr>
<tr>
<td>Dean</td>
<td>Private Office</td>
<td>225</td>
</tr>
<tr>
<td>Director (department head)</td>
<td>Private Office</td>
<td>144</td>
</tr>
<tr>
<td>Executive Staff (President)</td>
<td>Private Office</td>
<td>500</td>
</tr>
<tr>
<td>Executive Staff (VP)</td>
<td>Private Office</td>
<td>300</td>
</tr>
<tr>
<td>Faculty</td>
<td>Private Office (space permitting)</td>
<td>110</td>
</tr>
<tr>
<td>File-Work Room</td>
<td></td>
<td>144</td>
</tr>
<tr>
<td>Janitor Closet</td>
<td></td>
<td>64</td>
</tr>
<tr>
<td>Kitchen-Supply Room</td>
<td></td>
<td>144</td>
</tr>
<tr>
<td>Lecture Hall</td>
<td>Tiered – up to 90 people</td>
<td>1,350</td>
</tr>
<tr>
<td>Library</td>
<td></td>
<td>As Needed</td>
</tr>
<tr>
<td>Lounge – Faculty/Staff</td>
<td></td>
<td>225</td>
</tr>
<tr>
<td>Lounge – Student</td>
<td></td>
<td>900</td>
</tr>
<tr>
<td>Reception Area</td>
<td></td>
<td>225</td>
</tr>
<tr>
<td>Server-Equipment Room</td>
<td></td>
<td>145</td>
</tr>
<tr>
<td>Study Room</td>
<td></td>
<td>625</td>
</tr>
<tr>
<td>Study Carrels</td>
<td></td>
<td>25</td>
</tr>
</tbody>
</table>

6. **Facility Hours of Operation**: The University is typically open for business as follows:

- **Monday – Friday**: 7:30 am – 11:00 pm
- **Saturday**: 7:30 am – 8:30 pm
- **Sunday**: 7:30 am – 11:00 pm

* These hours are adjusted during the year for holidays and as required.

7. **Facility Scheduling**:

A. For the San Francisco Campus:

1) The BSF Scheduling Office is charged with managing and scheduling the use of all San Francisco Campus facilities. This includes all: classrooms, lecture halls, specialized training rooms, conference rooms not imbedded within a unit’s assigned space, lobbies, lounges, the Plaza Courtyard, the Student Commons and lounge areas within in the Student Services Center, and all other common areas. In general, common areas are defined as those areas not specifically assigned to a school or department.
2) Assigned rooms and spaces at the San Francisco Campus (i.e. school and/or department conference rooms, the Student Services Center Conference and Interview Rooms, etc.) are normally scheduled by the assigned unit. However, these rooms may be needed from time-to-time to support the academic schedule. The school and/or departments that have such areas will make them available as required. In these instances, BSF, in coordination with the applicable school/department, will also be responsible for scheduling these areas.

3) Business Services & Facilities is also responsible for managing the facility rental program. This includes: room reservations and bookings; billing; room set-up and re-sets; custodial services and security. Media and/or technology support is handled by the ETS Department and requests for their services need to be routed through them as required.

B. For the Regional Teaching Sites:

1) The regional teaching sites are responsible for scheduling their classrooms and facility spaces for all academic classes and related activities.

2) Excess facility capacity may be rented to external rental clients. However, all facility rentals must be routed through BSF for coordination and approval.

8. Class-Periods: The primary goal of having standardized class-periods is to maximize the efficiency of classroom utilization and the required facility support systems. And it also provides a greater flexibility for each academic unit by allowing more rooms to be available for each period from which rooms can be scheduled for classes. In addition, it gives our students greater opportunity and flexibility in scheduling their classes that are offered by different schools and academic disciplines. The following standard class periods are:

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7:30 am until 10:10 am</td>
</tr>
<tr>
<td>2</td>
<td>10:20 am until 1:00 pm</td>
</tr>
<tr>
<td>3</td>
<td>1:10 pm until 3:50 pm</td>
</tr>
<tr>
<td>4</td>
<td>4:00 pm until 6:40 pm</td>
</tr>
<tr>
<td>5</td>
<td>6:50 pm – 9:30 pm</td>
</tr>
</tbody>
</table>

9. Scheduling Priorities: The number one priority is to insure that there are a sufficient number of rooms available to meet the requirements of the university’s academic schedule. Once this requirement is met, then any excess capacity (rooms and areas that are not needed for academic classes) can be made available for other events. The BSF Scheduling Office will make room/area assignments based on the following priorities:

A. Priority 1  Academic For-Credit Classes: This includes all degree-program classes and related make-up sessions, study and review sessions and exam periods.

B. Priority 2  Academic Not-for-Credit Classes: This includes programs such as the Preparation in Language and University Studies (PLUS) classes, and other similar classes conducted by university schools or departments.
C. Priority 3  Non-Academic Student Programs: These are events that support the university's academic programs and mission. This includes activities such as tutorial sessions, placement and certification type exams, student orientation sessions, and advising.

D. Priority 4  Organizational Sponsored Events: These are school and/or department events that further support the academic program or enhance student and alumni life. This includes events such as guest-speaker series, continuing professional education, career fairs and counseling, and student/alumni meetings and events.

E. Priority 5  Institution Meetings: These are school and/or department official business meetings.

F. Priority 6  External Rental Clients: These are events that are conducted by non-university organizations such as professional and continuing education programs, business meetings, professional association seminars and conferences and other related activities. These are further identified as being sponsored or non-sponsored events. The organization conducting the event is charged a room rental and services fee based on their use (see the Facility Fee Schedule for the current rates).

10. Room Assignments and Criteria:

A. Using the university academic schedule, and in coordination with the applicable schools and departments, the BSF Scheduling Office will assign a room for each class or event.

B. Blocks of rooms may also be assigned for specific programs needs (i.e. Cyber Campus testing, PLUS Program classes, EMBA Program classes, Law School classes, etc.). Rooms that are assigned in a block can be used by the requesting unit for as long as needed for the duration of the specific program or event. In no case can block room assignments be made for a period that extends beyond one semester.

C. When scheduling a class or an activity, the following criteria will be followed:

1) The scheduling priority.

2) The projected enrollment.

3) The technology support requirements (computers, data-telephone connections, media equipment, etc.)

4) The room configuration (lecture, seminar)

5) The scheduling blocks (the events that precede and follow).

6) The instructor preference.

D. The University Room, in the Academic Building, and the Dan & Irene Riley Conference Room and Koret Terrace, in the Student Services Center, are reserved for senior business meetings (e.g. Board of Trustee meetings, President’s Cabinet, etc.), executive level functions (e.g. luncheons for trustees, donors, etc.), or for events that help promote the university (e.g. guest speaker lectures, etc.). These areas are not to be used for routine meetings, a break-lunch room, or other such activities.

E. The Hearst Student Lounge, the Student Government Association Lounge, and the Plaza Courtyard, in the Academic Building, and the Bechtel Student Commons and Herbst Student Lounge in the Student Serves Center, are normally not used for dedicated events since these areas are for general
use by all students to study, read, and relax and therefore must remain open and available throughout the day. And in the case of the Student Services Center, care must be taken not to impinge upon the business operations of the Student Center Café or the University Bookstore since access to these businesses is made via the Bechtel Student Commons. Closing the commons to foot traffic for a special event can result in a loss of business for these activities.

11. Renting University Facilities to External Rental Clients:

A. Excess facility space may be rented to external clients as the needs of the academic schedule permit, and as authorized by BSF. In addition to the facility use requirements listed in paragraph 5, programs and/or events operated by external rental clients that are similar in content to those offered by the university are not normally permitted.

B. All external rental requests must be coordinated through and approved by the BSF Scheduling Office. This includes rental requests for the San Francisco Campus as well as all teaching site locations. A *GGU Tenancy Agreement* must be completed and signed by the external rental client and the Director of BSF or the BSF Operation Manager before the event occurs. And, unless otherwise waived as part of the *GGU Tenancy Agreement*, the rental client must comply with the rental terms and conditions listed on the agreement.

C. Business Services & Facilities is responsible for billing the external rental clients and for insuring that payments are received and current. Rental space will not normally be made available to clients who are 60 or more days in arrears on previous billings, or have a history of delinquent accounts.

12. Gratis Use of Facility Space: The University charges non-GGU organizations (outside groups) a room rental fee for the use of facility space. This fee can be waived in exceptional circumstances. And if the fee is waived, all of the following criteria must also be met:

A. The non-profit organization requesting the free use of space has a nexus to the GGU mission. And this must be clearly explained in the request to use the University facility space.

B. The applicable approval is obtained. The VPAA must approve requests generated by the business schools; the Dean of the Law School must approve requests generated by the Law School units; and the VPBA must approve all other requests.

C. The outside group is a non-profit organization, and provides the BSF Scheduling & Events Office with evidence of nonprofit status such as a copy of the tax exemption letter from the Internal Revenue Service (IRS) showing the organization's exemption from the payment of federal income tax and cites the section of the Internal Revenue Code under which the organization is exempt (e.g., U.S.C. 501(c)(3)).

D. The use of GGU facility space by this outside group does not violate the provisions of paragraph 2A of this document, and does not conflict with our regular course offerings.

E. The outside group is responsible for providing, at their own cost, the applicable *Certificate of Insurance* (COI) and any other permits and/or licenses.

F. All direct costs incurred in support of the facility use (i.e. catering, decorating, supplies, special room set-up/re-set requirements, additional housekeeping services, security, etc.) are the responsibility of the outside group, and they shall provide a valid credit card to which these expenses will be charged.

G. The *GGU Room Rental Agreement* must be completed and executed by an authorized representative of the outside group. This agreement along with the COI, proof of non-profit status and a valid credit
card number must be received by the BSF Scheduling and Events office not later than 5-business days prior to the event start date.

H. A single-point-of-contact for the organization will be identified and will coordinate exclusively with the BSF Scheduling Office for all matters relating to this facility use.

I. All of the provisions of the GGU Facility Operations policy regarding facility and classroom use will apply.

J. If a chargeback is authorized, the room rental fee that would have been charged to the outside group will be charged to the requesting (sponsoring) school or department. The non-profit rate will be used for these transactions, and this will be done via the normal monthly chargeback process. All direct costs associated with the event will be charged directly to the outside group as detailed above.

13. Facility Rental Discounts: Non-profit organizations who do not have a nexus to the GGU mission can rent University facility space and receive the non-profit discount. The following apply provisions must be met before the discount can be applied:

A. The outside group is a non-profit organization and provides the BSF Scheduling & Events Office with evidence of nonprofit status such as a copy of the tax exemption letter from the Internal Revenue Service (IRS) showing the organization's exemption from the payment of federal income tax and cites the section of the Internal Revenue Code under which the organization is exempt (e.g., U.S.C. 501(c)(3)).

B. The use of GGU facility space by this outside group does not violate the provisions of paragraph 2A of this document, and does not conflict with our regular course offerings.

C. The outside group is responsible for providing, at their own cost, the applicable Certificate of Insurance (COI) and any other permits and/or licenses.

D. All direct costs incurred in support of the facility use (i.e. catering, decorating, supplies, special room set-up/re-set requirements, additional housekeeping services, security, etc.) are the responsibility of the outside group, and they shall provide a valid credit card to which these expenses will be charged.

E. The GGU Room Rental Agreement must be completed and executed by an authorized representative of the outside group. This agreement along with the COI, proof of non-profit status and a valid credit card number must be received by the BSF Scheduling and Events office not later than 5-business days prior to the event start date.

F. A single-point-of-contact for the organization will be identified and will coordinate exclusively with the BSF Scheduling Office for all matters relating to this facility use.

G. All of the provisions of the GGU Facility Operations policy regarding facility and classroom use will apply.

All other outside groups will pay the regular rate.

14. Advertisements and Solicitations on Campus: The posting of advertisements, in any media form (flyers, placards, signs, handouts, etc.), is not permitted on campus. However, the operators of the auxiliary services (bookstore, food-and-beverage service, ATM, etc.) may post announcements and advertisements for their products and services as allowed by their operating agreement. This typically requires the prior coordination and approval of BSF. Solicitations of any kind by outside groups, vendors, or non-GGU personnel are strictly prohibited.
15. Animals on Campus:

A. GGU is a place for our many students, faculty and staff and visitors to pursue academic and professional endeavors. It is also a busy workplace for our many employees. The welfare of the entire GGU community must therefore be considered when setting parameters for allowing animals on campus, as they have the potential to affect the safety, health and well-being of the members our community. And animals on campus also have the potential to affect the hygienic and physical condition of the facility.

B. We understand and appreciate the unique nature of the owner-pet relationship and the inimitable bond that is formed between owners and their pets. Nevertheless, for the reasons stated above, animals are not permitted inside any GGU owned or operated facility except for guide, signal and service animals who are assisting the assigned student, employee or visitor. Animals may be brought into the facility on a case-by-case basis in support of University sanctioned events such as the exam de-stress events. Approval to bring animals on campus must be obtained from BSF.

C. For those occasions in which animals are brought into the facility, the animal must be non-aggressive, healthy (i.e. no fleas or other forms of infestation, etc.), clean, trained in its’ role and properly licensed as applicable. Also, the entrance into the room(s) in which the animal is visiting must be signed stating that an animal is present to avoid encounters with those who may have a fear of animals or who have allergic reactions. And if the animal has a “sanitary event”, BSF must be notified immediately so that proper cleaning can be performed.

16. Appliances:

A. The use of any heating and/or open element cooking appliance such as: toasters, toaster ovens, grills, hot plates, popcorn-poppers and other similar appliances is strictly prohibited. These units pose potential safety hazards if not properly used and monitored; they can overload electrical circuits; and the fumes-smoke-odors emitted can activate the building fire-smoke detectors.

B. Microwaves (within office suites): These units are discouraged but will be permitted if approved in advance by BSF. The unit must be properly ventilated and connected to a dedicated circuit. And it must be UL Listed, the power output cannot exceed 1,000 Watts, and the capacity cannot exceed .09 cubic feet.

C. Microwaves (within dedicated kitchens): These units must be approved in advance by BSF. The unit must be properly ventilated and connected to a dedicated circuit. And it must be UL Listed, the power output cannot exceed 1,200 Watts, and the capacity cannot exceed 2.0 cubic feet.

D. Refrigerators (within office suites): Refrigerators are discouraged but will be permitted if approved in advance by BSF. It must be UL listed, frost-free, a “compact” size (the capacity cannot exceed 4.0 cubic feet) and the unit must be connected to a dedicated power circuit.

E. Refrigerators (within dedicated kitchens): These units must be approved in advance by BSF. It must be UL listed and cannot exceed 18 cubic feet in capacity. Units that include an ice-maker require additional plumbing and therefore depending on the location of the kitchen, a water line may not be readily available-accessible. The unit must also be connected to a dedicated power circuit.

F. Coffee-makers, electric tea kettles, blenders, mixers and other such beverage-maker appliances are permitted in suites and offices providing that the unit is: UL listed, is connected directly to the closet wall outlet (extension cords cannot be used), not more than one appliance at a time is plugged into the outlet, has an automatic shut-off feature, and is monitored at all times when the unit is in use.

G. The Faculty & Staff Lounge at 6-West is equipped with full-size refrigerators, microwaves and other appliances for the shared use by all GGU employees.
H. A maximum of one refrigerator and one microwave are allowed in each office suite and/or dedicated 
kitchen except for the Faculty & Staff Lounge.

I. Appliances that are deemed to pose a safety or health risk will be removed by BSF.

J. Care must be exercised at all times to prevent spills and stains. The applicable school and/or 
department is responsible for the upkeep, repair, cleaning, servicing and replacement-upgrade of 
their assigned appliances.

17. Art Work: While there is not a formal art program at GGU, BSF does maintain a limited collection of 
fine art for display throughout the University. These pieces are typically placed on temporary or 
permanent display in the common areas and within the school and/or department suites. And BSF 
typically works with an interior design/art consultant in the selection, display and installation of these 
pieces. Additional art may be acquired via either a temporary loan or purchase. And BSF also works 
with MARCOM to design-select-install marketing and promotional pieces throughout the campus to 
include classrooms, common areas and the exterior banners.

18. Barbeque-Grills: The use of a small electric barbeque-grill is permitted on the Plaza Courtyard of the 
Academic Building only. It must be positioned at least 25-feet away from any exterior door and air intake 
vent; and not more than two grills may be used simultaneously for an event.

A. The person responsible for the event must insure that smoke does not enter the facility.

B. The power source for the barbeque-grill must be properly routed so as to not cause any tripping or 
other safety hazard.

C. The operator(s) of the barbeque-grill must be thoroughly familiar with the operating instructions for the 
device.

D. When a barbeque-grill is in use, an appropriate fire extinguisher must be positioned not more than 10- 
feet away from the heat source, and the person(s) using the grill must be knowledgeable of the fire-
extinguisher operation.

E. When the event is finished, the person(s) responsible for the event must insure that the clear is 
thoroughly cleaned, all food items and trash is properly disposed of, and all equipment and utensils 
are cleaned and returned to their storage area.

F. When scheduling the Plaza Courtyard for an event, the requestor must advise the BSF Scheduling 
Office that barbequing-grilling will be included as part of the event.

G. The GGU Teaching Sites that operate leased-rented facilities must also comply with the policies 
established for the property by the lesser and/or property management organization. If there is a 
conflict in the requirements of each policy, then the policy in effect for that specific property takes 
precedence.

19. Bike Parking (also see Wheeled Vehicles): Parking for bicycles is extremely limited on campus.

A. Other than for the bike racks that are provided by the university, bikes must not be parked at, chained 
to or otherwise secured to any tree, rail, door, post or any other fixture on the university property. 
Bikes that are parked in unauthorized locations are subject to removal and disposition.
B. Parking for bicycles is provided on a first-come, first-serve basis during university business hours. The bike racks are located at the Academic Building Plaza Courtyard, and at street level at Mission Street and Jessie Street. And parking for bikes is strictly subject to availability of space and operational requirements. Bicycles parked for more than 30 consecutive days at the same location, without movement, will be considered abandoned and will be removed and are subject to disposition.

C. Parking bikes on campus is at the owner-operators sole risk. The university is not responsible or liable, for any lost, stolen or damaged bikes or any items attached thereto.

20. Closed-Circuit Television (CCTV) Security Monitoring:

A. The University employs the use of a closed-circuit television (CCTV) security monitoring system. This system will be used in a professional, ethical and legal manner; and monitoring of public areas is restricted to those uses that do not violate the reasonable expectation of privacy. The images and information captured via the CCTV system will be used for safety, security and crime prevention purposes only.

B. The recorded images are stored in a secure location with only authorized staff allowed access to operate the system, or to view the images contained therein. However, the University will make available to the applicable law enforcement or legal authorities those images that may be required as part of an investigation or by court order.

21. Decorating the Campus: These guidelines apply to the San Francisco Campus. However, the spirit and intent of these guidelines also apply to the regional teaching sites. The sites must also comply with the applicable property management rules-and-regulations for their respective location.

A. The use of holiday decorations, and decorations for other special occasions, contributes to an aesthetically pleasing and festive environment. When decorating the campus, we must also recognize the cultural, ethnic, religious and social diversity of the University community; and in doing so, care must be taken to insure that the decorations are as inclusive as possible. And we must also insure that our decorations are deployed in such a manner that we don’t jeopardize the safety and security of the facilities.

B. BSF will normally arrange for decorating the common areas on campus. These areas include: entryways into the buildings; all of the lobbies, lounges, and hallways; the bathrooms; balconies and stairwells; the Plaza Courtyard and other exterior areas; and all non-assigned spaces. BSF is also responsible for the classrooms and lecture halls. Schools and departments may decorate their own areas in accordance with the guidelines included in this document.

C. When decorating the campus, the following apply:

1) Open-flame type decorations are not permitted.

2) Decorations cannot be affixed to any exterior doorway, window, or any interior or exterior Emergency Exit.

3) When affixing decorations to the structure, be sure to use non-permanent type tape. And when taping to any painted surface use only enough tape to secure the decoration, and be mindful of the paint when removing the decorations. Decorations cannot be nailed or screwed down.

4) Holiday-type lighting, or decorations requiring the use of an electrical power source are permitted. These decorations must have a UL Listed certification. The decoration must be unplugged from the power source when leaving for the day, or before leaving it unattended. Do not use extension
cords, and do not drape the power cord over any part of the building structure, or furniture. The power cord must be positioned in such a way as to not present any tripping hazards.

5) If a “live” potted tree, or other greenery, is used it must display an approved San Francisco Fire Department Fire Retardant certification. A copy of this certification must be provide to BSF and is subject to inspection by the San Francisco Fire Department.

6) Decorations must be removed within two business days after the event or holiday.

22. Decorating Offices and Workspaces: Employees are permitted to decorate their offices and workspaces with small accessory pieces, art work and greenery as long as their areas are maintained in a professional business-like manner. And when decorating the pod workstations, employees must insure that their decorations do not interfere with the spaces occupied by other employees within their workstation pod. The following apply when decorating:

A. Items cannot be tacked-stapled-nailed to workstation or wall panels as that adversely affects the sound attenuation properties of those panels; and they cannot be nailed or screwed to any surface.

B. Decorations cannot be attached to, or cover, any part of HVAC ducting, fire-sprinkler pipes or heads, or light fixtures; and they cannot cover or alter any University signage; and decorations cannot be affixed to any entry-exit door.

C. Window accessories (curtains, blinds, shades) and other decorative items cannot be affixed to any storefront glass, windows (both exterior and/or interior) or door glass. And University installed window coverings, such as blinds, cannot be removed or otherwise altered, defaced or rendered inoperative.

D. Decorations must be positioned in such a manner that they do not block the view of, or impede the flow to or through, evacuation routes and exits.

E. When affixing decorations to any location, be sure to use non-permanent type tape (the blue-green painters tape is best). And when taping to any painted surface use only enough tape to secure the decoration, and be mindful of the paint when removing the decorations.

F. All decorative items must be flame retardant.

G. Derogatory, sexually explicit, profane and/or offensive items are not permitted.

23. Emergencies: The procedures for responding to crisis and emergency situations as well as facility outages and malfunctions are contained in the Emergency Response and Evacuation Plan (the E-REP). This document has been distributed to all schools and departments. It is also available online at the BSF website. An extract of the E-REP, the Quick Reactions Procedures, is posted online and is also affixed within each classroom and office suite.

24. Fire Safety: Activating the building fire alarms when a fire, smoke or other immediate danger is not present or tampering with the life-safety equipment and alarms (to include the automatic door closures, smoke detectors, sprinkler heads, fire-fighting equipment or security systems) is prohibited and illegal. This also includes affixing anything to any of the life-safety equipment and/or alarm systems that could possibly render them ineffective or non-operational.

25. Fleet Vehicle Operations: Revision in process.
26. **Furniture & Equipment:** BSF is responsible for developing, in conjunction with the architectural design team, the specifications and standards for all furnishings and non-IT related equipment used on campus; and all such furnishings (whether procured by BSF or any other GGU organization) will comply with these specifications and standards.

A. Furnishings for Common Areas: BSF is also responsible for all common area furnishings (e.g. furniture for the classrooms, lobbies, lounges, hallways, outdoor areas, etc.).

B. Furnishings for Schools and Departments: each unit is responsible for funding the acquisition of all furnishings for use within their suite, offices and work-areas. This also includes, but is not limited to, the purchase of any ergonomic or user prescriptive furniture and/or equipment.

1) **Guidelines for Purchasing Furniture and Equipment:** All furniture requests must be routed through BSF to determine if there is anything in storage or coming available, than can be re-deployed to fulfill the request, or if new items need to be procured. If new furniture is required, BSF will determine the specifics, insure the items meet the University standards, and will process the order. The following guidelines will be used when purchasing any new or replacement furniture and non-IT equipment.

2) **Codes -** The item must meet all applicable fire, safety and building code requirements.

3) **Ergonomic Considerations -** The University makes every reasonable attempt to specify and select furnishings and related work accessories that embrace ergonomic guidelines as established by the American National Standards Institute (ANSI). Employees and students who have specific needs (as verified by Human Resources and/or Student Services) will be accommodated as quickly and practically as possible.

4) **Application –** The proper item will be selected for the specified application.

5) **Durability-Quality -** The item must be durable and offer quality construction. Trade publications, buying guides and independent testing evaluations should be used to verify such.

6) **Comfort-Practicality -** Depending on the product, it should be easy and comfortable to use and offer a practical solution for the need at hand.

7) **Aesthetics-Image –** Furnishings must comply with and compliment the facility design standards.

8) **Upkeep and Service Life –** Furnishings need to be easily maintained and serviced (preferably in-house), and the anticipated life expectancy needs to be considered by using ANSI tests and standards (such as chair back-strength, fabric rub-tests, etc.).

9) **Cost –** All of the above guidelines drive towards a price-point that must weighed against comparable products.

27. **Housekeeping, Refuse, Recycling, Shredding:**

A. BSF is charged with the maintenance and upkeep of all University owned facilities. However, all employees are encouraged to be active participants in helping to keep the GGU facilities clean and tidy.

B. Cleaning, trash removal and recycling services are as outlined in the Facility Cleaning Schedule. Additional cleaning services can be arranged by BSF. The cost for these additional housekeeping expenses, of for extra cleaning as a result of accidents or non-routine facility use (i.e. toner spills, extra carpet cleaning due to food-beverage stains, school-department-office moves, etc.) will be billed back
to the requesting unit. The maintenance and cleaning of University leased facilities is typically handled by the property manager for each location. Business Services & Facilities will serve as the liaison for these services.

C. Each school-department is responsible for cleaning any refrigerators, microwave ovens, and other amenities located within the applicable suite or as assigned to the school or department.

D. Shredding services are arranged by BSF. Typically the shredding service provider provides a weekly pick-up from each school and department that is enrolled in the service. The cost for this is billed by to each unit on a monthly basis. Requests for additional shredding services (extra shred bins, increased frequency, etc.) must be made through BSF.

28. Mail Services: Revision in process.

29. Open Flames: Open-flames are defined as the burning of any natural or man-made fuel source. This includes, but is not limited to: charcoal, wood, paper-stock, propane, gasoline and all other combustible fuel source.

A. Open-flame barbeque-grills are prohibited on campus.

B. Open-flame type decorations (to include candles) are prohibited on campus.

C. Open-flame heating elements (such as Sterno cans) are permitted for an event providing the event is under the direct control of a professional caterer.

30. Security Systems (also see Closed-Circuit Television): The University employs several security systems, and these are installed throughout the campus facilities. This includes, but is not limited to, the CCTV system, an intrusion alarm system, and the Primary Alerting Security System (PASS) which when activated signals that immediate help is needed at a specific location. These system components must not be tampered with. And the PASS Alarm notification devices must not be removed from their installed location(s) without prior coordination with BSF. Failure to do so will result in assistance being dispatched to the wrong location when the alarm is activated.

31. Signage: This section outlines the protocols for posting banners, flyers, posters and signage at the San Francisco Campus and the Monterey Teaching Site. For the teaching sites (except for Monterey), the property management policies for each site apply. For ease of understanding, signage includes all banners-flyers-posters and similar media.

A. Prior to posting any signage, approval for posting must be obtained from Student Affairs, or Law School Student Services, and/or BSF as applicable. Student Affairs and Law School Student Services have the authority to approve signs for installation on their bulletin boards and within their respective suites/offices. BSF is responsible for approving signage for all other areas to include common areas and the classrooms. Signage that does not bear the “approval stamp” will be removed.

B. All signage must be neat, and be designed so that it properly fits the space where it is posted. And signage cannot be taped over, or otherwise affixed to, any other temporary or permanently installed signs.

1) All signage must also be professional and in keeping with the university’s academic mission and non-profit, non-political and non-religious status.
2) All wording, symbols and pictures must be in good taste and not contain any pornographic, inflammatory, derogatory or otherwise obscene and/or inappropriate language or photographs.

3) GGU reserves the right to remove any signage deemed inappropriate or in violation of these protocols.

C. Signage may be posted as follows:

1) Information Kiosk (Academic Building, Main Lobby) – Announcements for university-wide programs and events may be posted here. No other signage, sign-stands, or other such devices/materials may be placed in the Main Lobby, at the Information Desk, or at the Security Station. All signage for the Main Lobby must be approved by BSF.

2) Elevator Placards – Announcements may be placed in the sign-holders that are permanently affixed in the elevators. Signage must not be taped on the interior walls or the doors. Signage placed on the doors can cause jams and result in the car being removed from service.

3) Elevator Lobbies – Mobile sign-stands are located in the Elevator Lobby of each floor in the Academic Building. A maximum of two sign-stands per floor are permitted. No other signage can be placed in the lobbies. The blank placards for these sign-stands are available through BSF.

4) Bulletin boards that are located within an organization’s suite are under the direct control of that organization. These policies should be followed when practicable.

5) Bulletin boards that are in common areas, but are assigned to a specific school/department, are under the maintenance and administrative control of the owning organization. These policies should be followed when practicable.

6) The exterior columns of the Plaza Courtyard.

D. Signage cannot be taped, tacked, affixed to, or hung from, the following locations:

1) the exterior of any building (to include the columns, balconies-railings, benches, or any other permanently affixed part of the structure.

2) interior or exterior windows

3) the walls, to include the stairwells and elevator columns

4) Emergency Exit Doors, or within 10 feet of the exit or path of travel

5) room and/or suite designator sign

6) way-finding signs

7) whiteboards and/or chalkboards in any classroom, lab, conference room or lounge.

8) the bathrooms

9) the elevators (except when placed in the approved sign holder)

10) vending machines and other equipment

E. Signage must be removed within one business day after the event/activity expires. The organization installing the signage is responsible for removing the signage.
32. Smoking on Campus: Golden Gate University makes every effort to provide a safe, secure and healthy environment for all students, employees and visitors. In doing so, it fully supports, and complies with, all applicable laws and ordinances that govern smoking in the workplace. This policy applies to all University owned, leased or operated facilities and vehicles.

A. Smoking is prohibited on all University property to include: within all buildings and stairwells; the Silo; outdoor roof tops; exterior balconies, porches and walkways; the Plaza Courtyard; and within 30 feet of any door, doorway, air intake vent, or exterior food and beverage service operation.

B. This smoking ban applies to: all tobacco products (i.e. cigars, cigarettes, pipes), smokeless tobacco products, hookahs, e-cigarettes and other vapor-producing devices/products.

C. Smoking is also prohibited at all times in all University owned, leased or operated vehicles.

D. The sale and advertising of all products listed in paragraph B above is prohibited on campus to include at or within the University Auxiliary operations (i.e. the Bookstore, Café, etc.)

33. Space Heaters: BSF attempts to maintain a temperature range of 68-72 degrees throughout all areas in the university buildings. This is the standard applied within most commercial and educational facilities. Even when we are operating in this range, some employees may not be comfortable (they are either too warm or too cold). So layered clothing is always suggested. And while we strongly discourage the use of space-heaters, we also understand that they may be needed at times based on comfort and facility HVAC limitations. Therefore the limited use of space-heaters is permitted providing these protocols are followed.

A. Space-heaters used within University buildings must:

1) be a liquid-filled and sealed type. These liquid-filled heaters use an electric element to warm water or oil which in turn heats a radiator creating natural convective air currents. The thermal mass of liquid retains heat thereby minimizing temperature fluctuations.

2) be inspected by BSF personnel to verify compliance, and to insure that the amperage draw will not overload the electrical circuit intended for use to power the heater. If additional electrical circuits are required to support the power requirements for the heater, then the requesting department is responsible for the associated installation costs.

3) have a thermostat to automatically shut-down the unit when the desired temperature is attained.

4) have a low center of gravity and an automatic shut-down feature if the heater tips over.

5) be properly grounded and not have any worn-frayed cords or defective parts.

6) bare an Underwriters Laboratory (UL) Label and be approved for indoor use.

B. The following precautions must be followed when using a space-heater:

1) Space-heaters must be kept at least 3-feet from all combustible materials (e.g. filing and supply cabinets, trash cans and recycling containers, paper boxes, etc.).

2) Do not place the heater under desks or other enclosed spaces.

3) Heaters must be kept at least 3-feet away from all doorways, exits, walkways and paths of travel.
4) Plug the heater directly into the wall receptacle; never use an extension cord or other device.

5) If a circuit breaker trips, and the heater shuts-off, do not attempt to restart the heater. Contact BSF immediately for assistance.

6) Heaters must be constantly monitored when in operation. If an office-room-area is unattended, then all space-heaters must be turned-off, and the power cord must be unplugged from the electrical outlet.

7) Heaters that are missing guards, control knobs, protective devices, etc. must be taken out of service immediately.

8) Do not use heaters in areas where water is present (i.e. water bottles, lounge and break rooms/areas with wet sinks, etc.).

C. Heaters that do not comply with the above will be taken out of service immediately, and removed from the area. The Fire Marshall, BSF, or representatives of the Safety & Security Committee may inspect facility safety status, to include the use of heaters, at any time.

34. Televisions in Common Areas: Television sets are installed in various locations throughout the university. In all cases, the channels that are selected for viewing must be proper for the viewing audience, and in good taste. Some television sets are have limited channel and volume access (such as those in the Student Commons) and others are available for general use, while others are first-come, first-serve in selecting the channel for viewing.

35. Wheeled Vehicles (also see Bike Parking): Wheeled vehicles are defined as: bikes, skateboard, scooters, personal transportation devices (i.e. Segway type vehicles or other similar), roller blades, roller skates and anything else that has wheels and is used as a form of transportation, whether self-propelled or motorized.

A. Due to the potential for injury and property damage and in the interest of the safety and comfort for all, the possession, use, operation, parking or storage of wheeled vehicles is strictly prohibited inside of all campus buildings, and the campus property routes leading into the around the facilities. This includes the Bridge, the Plaza Courtyard as exterior walkways.

B. The exception is that wheeled vehicles can be brought inside of the Academic Building (at 536M) for the express purpose of securing it to, or removing it from, the bike racks located at the Plaza Courtyard. When in the building for this purpose, the wheeled vehicle must be carried or rolled and not operated or ridden upon. The owner-operator must take the most direct route via the stairwell or elevator.