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UCSF Conference Center Subsidy Protocol

As a service to our community, the UCSF Office of Community and Government Relations co-sponsors the use of conference facilities at our Laurel Heights, Parnassus Heights and Mission Bay campuses for non-profit groups and organizations throughout the City and County of San Francisco.

The purpose of these subsidies is to offer San Francisco-based non-profit groups and organizations access to UCSF facilities for events such as meetings, receptions, conferences, or retreats. Annual subsidies are limited and will be distributed on a first-come, first-served basis.

The process for applying for a conference center subsidy is as follows:

1. Write a letter on your agency's letterhead to:

Paul Takayama, Assistant Vice Chancellor
UCSF Community and Government Relations
3333 California Street, Suite 103
San Francisco, CA 94143-0462
Fax: 415/476-3541

Written requests on organization letterhead are required. Letters may be mailed or faxed (see information above). A copy of your agency's Tax Exempt Letter from the I.R.S. must also be attached. Written requests must contain the following:

- Brief description of the group or organization
 - Organization contact information: name, address, phone, fax, and e-mail
 - Date and time of the event
 - Purpose of the event
 - The number of people that will be attending the event
 - Desired location of the event (Laurel Heights, Parnassus, or Mission Bay)
2. If you would like to hold your event at Mission Bay, please note the following restrictions:

If you plan to have food at your event, all groups, including non-profit and community groups, must use the catering services at the Mission Bay Conference Center and catered food cannot be removed from the conference center. The use of outside caterers at the Mission Bay Conference Center is not permitted.
 3. Your request will be reviewed. If your organization is approved as eligible for a subsidy, we will send you a copy of the approval. The approved request will include the contact information of the conference center representative with whom you will then work to finalize your event contract.

If you have any additional questions about this program, please contact UCSF Community & Governmental Relations at 415/476-3206.

