

POLICY: Fresno House Authorization

Policy:

Use of the Fresno House requires electronic approval from the UCSF Fresno Graduate Medical Education Office (GME) and is restricted to members of the UCSF Fresno Medical Education Program. Priority is given to 1) house staff, 2) faculty, and 3) staff. **No guests or family members may stay in the Fresno House at any time.** By receiving approval to utilize the Fresno House all individuals agree to abide by the published "House Rules" as described within this policy. The Fresno House is a non-smoking facility and no pets are allowed. Excessive noise or activity is prohibited. **Failure to adhere to the "House Rules" may result in restriction from future use of the facility.**

Purpose:

The Fresno House is a leased residential home, in San Francisco, **see Street Map**, within this policy. The Fresno House is located near the UCSF Parnassus Campus. It can accommodate up to (9) nine persons at any one time. The Fresno House is provided, and intended, as a convenient place for UCSF Fresno house staff, faculty, and staff members to stay during approved educational training activities (rotations, and educational conferences/meetings or other official UCSF Fresno business).

The UCSF Fresno GME Office is responsible for authorizing use of the Fresno House and for controlling keys. Priority reservations will be given to UCSF Fresno house staff rotating to or taking required rotations or courses at facilities in the San Francisco area.

Procedure:

1. Reservations for the Fresno House can be made by electronically completing the application form (located on the GME intranet), securing all required signatures (i.e. site director and program director) and submitting the application at least forty-five (45) days prior to the requested dates, email the GME office at: group-ome@fresno.ucsf.edu. (The Fresno House schedule can be found on the GME intranet: (<http://www.fresno.ucsf.edu/housestaffportal/fresnohousecal.html>)).
2. If approved, the GME Office will notify the program and the individual resident within 10 days of receiving the request. The Fresno House keys, maps, directions and house rules must be picked up from the GME Office prior to the rotation or course in San Francisco. Office hours are 8 am to 5 pm, Monday through Friday, unless other arrangements have been made.
3. As noted, priority for use of the Fresno House is given to house staff. The following will occur in case of scheduling conflicts:
 - a) In the event a house staff requires use of the Fresno House for a rotation or other required educational activity subsequent to reservations by a non-resident, notification will be made to that individual by the GME Office as far in advance as possible.
 - b) In the event of the GME Office receiving reservation requests for required rotations for more occupants than is allowed, priority will be given based upon the date the application was received by the GME office.
4. Responsibility of the house staff upon returning to Fresno: The Fresno House keys must be promptly returned to the GME Office. Failure to return keys in a timely manner will result in notification to the individual's Program Director, and possible restriction of further use of the Fresno House. There is a \$25 fee for keys that are lost or not returned to the GME office.
5. Some San Francisco UC Department services will require house staff to pay a \$25.00 fee for a UCSF badge. This expense is non-refundable.

IMPORTANT INFORMATION FOR RESIDENT PARKING: Parking is free at Parnassus from 4:45 am – 9 am for house staff on night rotations. UCSF Fresno will not reimburse expenses for parking at any time.

(Original signed Policy is available in the UCSF Fresno Graduate Medical Education Office)

Michael Peterson, M.D., Associate Dean, Co-Chair GMEC

Fresno House Reservation Request Form

Check one: ☐ House staff ☐ Faculty ☐ Staff ☐ Med Student Gender: ☐ Male ☐ Female

Availability of accommodations at the Fresno House is limited. Priority will be given to 1) house staff, 2) faculty, 3) staff based on details provided here. **Please be complete and thorough.** Use additional sheets if necessary.

_____ Name (Please print)	_____ Program
_____ Phone	_____ Cell Phone/Pager
Arrival date/time: _____	Departure date/time: _____

To avoid problems with reservations, you are asked to arrive and depart as indicated.

Use of Fresno House is being requested for:

Required Rotation - Name of rotation: _____

Elective Rotation – Name of rotation: _____

Conference/Course – Name of conference/course: _____

Meeting – Name/title of meeting: _____

Other Educational Activity: _____

Name of event-sponsoring entity: _____

Detailed description of event (In each case, details of the event must be provided in order to evaluate your request. Please provide dates of the event, name of sponsoring entity and attach a copy of the program brochure if a conference/course/meeting.) Attach a separate sheet if necessary.

Program Director (Please Print)

**** Program Director Signature****
Signature indicates approval of educational activity
(Must be signed at time of submission to GME)

FOR GME OFFICE USE ONLY:

Reviewed/Approved by GME

Date

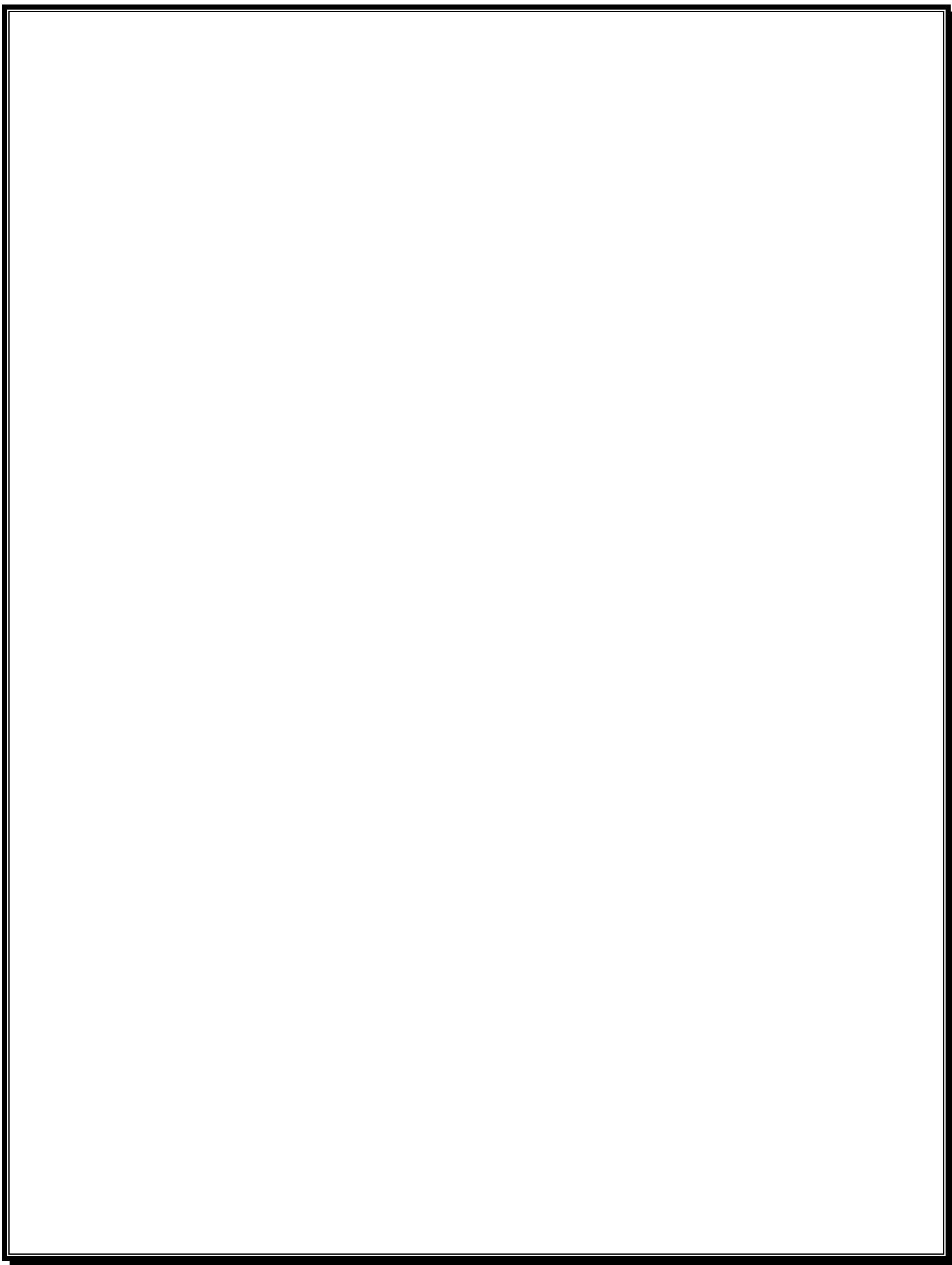
ROOM ASSIGNMENT: _____

KEY ASSIGNMENT

Key number/ID: _____

Key pickup: _____
*(Date & Initial)

Key return: _____
*(Date & Initial)



The Fresno House Rules

Street Address: 2062 21st Avenue, San Francisco, CA 94116

Your authorized rotation dates for use of the Fresno House are as listed on the approved registration application. IF YOU ANTICIPATE A CHANGE IN ROTATION DATES, PLEASE CONTACT THE UCSF FRESNO GRADUATE MEDICAL EDUCATION OFFICE IMMEDIATELY. (559 499-6520)

In order to make this a pleasant experience for all guests of the Fresno House, please follow these simple House Rules.

Initial Here Fresno House is for the use of UCSF Fresno residents/fellows, faculty and staff who are required to be in San Francisco for educational activities or official UCSF Fresno business. **No others, including family members or significant others, may stay at the Fresno House.**

Initial Here NO unassigned overnight guests are allowed on the premises. Rooms are assigned by the UCSF Fresno Graduate Medical Education Office. Since the assignments to the Fresno House may change on very short notice, unauthorized guests create problems. Please note that our lease agreement limits the number of persons allowed on site.

Initial Here Please return bed linens to your program clean if they were provided in advance (sheets, comforters, pillow cases, etc.) You may be required to bring your own bed linens if that is what your program directs you to do.

Fresno House is co-ed housing with 4 bedrooms and 4 bathrooms. Please respect the privacy of others.

The House is furnished, but at a minimum. Each bedroom has a XL twin Long bed. The kitchen has pots, pans, dishes and cooking utensils. However, it is not stocked with any food. You will be responsible for food. You must supply your own toiletries (i.e. soap, toilet paper, etc.) and bath towels.

NO pets are allowed at any time for any reason.

Fresno House is a non-smoking facility. Smoking is not allowed on any part of the property.

There is a cleaning service every other week. We ask that you work with the housekeeper in a professional manner. The housekeeper is not a personal maid. The housekeeper will dust, clean, mop, vacuum and tidy the premises. The housekeeper will clean your room if you leave the door open, if you leave your door closed, they will not enter your room. **Dirty dishes are not included in cleaning services.**

Laundry facilities are provided. Please clean the dryer filter following each use.

For your safety, post your schedule for other house occupants. Your schedule is invaluable.

There will be no altering of walls or décor. If you damage or alter the premises you will be charged for damages and/or repair.

Parking - Garage, Driveway and/or street parking at the Fresno House.

- o **All occupants will work together to determine parking.**

Trash must be taken out Monday evening for Tuesday morning trash pick-up.

Street cleaning:

East Side (house side) 2nd & 4th Monday – 7AM-9AM

West Side (across the street) 2nd & 4th Thursday 8AM-10AM

Wifi is available and posted in each bedroom and cork board in the kitchen.

Report any problems immediately to the UCSF Fresno Graduate Medical Education Office

For emergencies only: 24-hour emergency contact: numbers are posted in the house.

Key control is critical to the success of the Fresno House. Please protect the key(s) you are issued. **There is no spare key on site.** There is a **\$25 fee** for keys that are lost or not returned to the UCSF Fresno GME Office. DO NOT DUPLICATE KEYS.

The Fresno House is provided through limited departmental funds. We ask that you always consider your electricity and water usage. Conservation will allow us to support future rotations.

Thank You

*Your initials indicate that you have read & understand the House Rules

Fresno House Picture and Map

Address: 2062 21st Avenue, San Francisco 94116

