



CHANGE THE WORLD FROM HERE

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Frequently Asked Questions for Meetings at the Presidio Campus

920 Mason Street, San Francisco, CA 94129

The Building – The Presidio Campus houses staff and faculty from the School of Nursing & Health Professions (SONHP). Other departments have the opportunity to have meetings at this location, but please keep in mind that you are a guest in this space. Please refrain from hanging out in the lounge space, as the lounge has offices in it, and its primary function is for students to study. Please remain in your assigned classroom, and keep to limited use of the kitchen. If you plan on making copies, please ensure you load your One Card with money, as the copier machine only accepts this form of payment. The SONHP staff/faculty are not able to provide support to you for your meeting. Should you need any materials for your meeting (white board markers, flipchart, mac adapter, etc.), you can check any of these items out from Events Management & Guest Services (EM&GS) in advance of your meeting, as these items are not readily available at the Presidio Campus.

Classroom Setup? The classrooms come in a standard classroom style setup. As the classroom tables are wired to provide power to students, please do not move the furniture in the room. Each of the classrooms has a whiteboard.

A/V? The classrooms have the standard A/V setup, just like the Hilltop Campus. If you bring a PC laptop, you can connect to the projector in the room with no key. If you bring a mac laptop, don't forget you will need a mac adaptor. There are no laptops built in, so if you are using the projector, you must bring a laptop. WiFi is available in the building, and you connect just like you do at the Hilltop Campus.

Parking? The University does not own any parking spots in the Presidio. All spaces immediately surrounding the building are pay per hour from 10:00am - 7:00pm, 7 days per week. There are pay machines located near Planet Granite next door. Parking is \$1.20/hour up to \$7/day. There is also free parking available for USF faculty, staff, students and visitors located in the Stables lot at McDowell and Cowles Streets, 2 blocks away. Look for the Park Archives and Records Center and you know you're in the right lot. A map can also be found at <http://tinyurl.com/usfpresidiocampusmap>.

One Card Access? Please provide a list of attendees to EM&GS, and EM&GS will grant one-day access for your attendees to the building via each attendee's One Card. While there is a front desk, for security reasons, please remind each of your guests to bring their One Card and to refrain from knocking each time they enter the building. There is also an alarm to the building, but you should not need this, as your meeting falls during a time when SONHP staff are in the office, and have already dis-armed the building.

Food/Beverage? Bon Appétit Catering is the exclusive caterer for the University, even at the Presidio Campus. If you'd like your meeting catered, you will be assigned an Event Manager in EM&GS to assist you with your order. Please keep in mind that there is a \$75 off-campus delivery fee. Catering from other restaurants is prohibited; however, if your group wishes to go out to eat instead, there are a few restaurants nearby: The Warming Hut, Beach Hut Café, or the cafeteria at LucasFilm.

Conclusion – At the conclusion of your meeting, please leave the space as you found it. Be sure to throw away any trash, close any windows, lower all blinds, and turn off the lights.

Should you have any questions during your meeting at the Presidio Campus, please call
Events Management & Guest Services.