Use of University Properties
Section: 510-1 Section X
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Issuing Office: Vice Chancellor – Finance & Administration

COMMERCIAL PURPOSES

SCOPE

The policy governs commercial activities involving the use of University Property. Except as otherwise provided, this policy applies to all persons on University property and/or using university facilities, including all University Affiliates and University Non-affiliates. This Policy does not apply to University Supported Activities conducted or organized by university officials acting within the course and scope of their assigned duties and responsibilities with the knowledge and approval of their Vice Chancellor or, in the case of the Health System, the Chief Executive Officer, UC San Diego Health.

POLICY SUMMARY

Commercial activities on University Property without a valid executed agreement with the University are prohibited.

DEFINITIONS

- **Commercial Activities**: Selling, soliciting, hawking, or otherwise peddling or renting any goods, wares, merchandise, liquids or edibles, or services, including operating any commercial enterprise. For purposes of this policy, soliciting and selling include the leafletting or distribution of advertisements or other promotional devices. The fact that an individual may be paid to circulate petitions or distribute literature does not by itself make the circulation or distribution a commercial activity. For purposes of this policy, Commercial Activities do not include isolated, occasional, one-to-one personal transactions involving the sale or exchange of personally owned property for personal use (such as the sale of a used item), provided that the transaction is not part of any recurring, ongoing, organized, or profit-seeking commercial endeavor. For purposes of this policy, the mere delivery of goods, food, and/or other items to University Property does not, by itself, constitute a Commercial Activity.

- **University Affiliate**: Any person who is a student, officer, official volunteer, employee, Regent, emeritus of the University, or a member of a household authorized to reside in University Property, including as such terms are used in Section 100001.A.1-100001.A.4 of the Regulations Governing Conduct of Non-Affiliates in the Buildings and on the Grounds of the University of California.

- **University Non-affiliate**: Has the meaning as defined in Section 100001 of the of the Regulations Governing Conduct of Non-Affiliates in the Buildings and on the Grounds of the University of California.

- **University Property**: Any University-owned, -operated, -leased, -controlled, or -maintained property, including all University grounds and structures or such other property as may be designated by the campus as property subject to University Policy, including "Property" as defined in PACAOS 14.20 and "University Property" as defined in the Regulations Governing Conduct of Non-Affiliates in the Buildings and on the Grounds of the University of California.

- **University Supported Activity**: Any activity on, or off-campus which is initiated, organized, or supervised by the University. University Supported Activities include, but are not limited to, classes, research, lectures, administrative and student services, meetings, housing, programs, and events (including any such activities that may be conducted virtually (e.g., videoconferencing)).

POLICY STATEMENT

Commercial Activities on University Property may be permitted in accordance with this Policy, all other University Policies, and applicable laws. The requirements of this Policy are designed to protect the rights, safety, and property of the University community and the ability of the University to perform its functions, in alignment with the University's mission of educating, generating and disseminating knowledge and creative works, providing high-quality health care and engaging in public service.

Commercial Activities on University Property are prohibited unless expressly authorized by a valid written agreement signed by an appropriate designated university official.

Conduct that violates this Policy is prohibited. Failure to comply with this Policy may result in discipline and/or civil and/or criminal legal liability.

RESPONSIBILITIES

Procurement / Business Contracts Office – Reviews commercial activity requests for compliance with procurement policy, verifies vendor eligibility, and authorizes the necessary purchase orders. Drafts, negotiates, and executes formal contracts (including Sponsorships, vendor agreements, location use licenses) and maintains contract records in accordance with university retention policies.

Real Estate Department – Reviews proposed use(s) of university locations, checks space use constraints, and drafts, negotiates, and executes any required lease or space use agreements.

Student Affairs and Campus Life – Oversees Commercial Activities requests from students, Registered Student Organizations, or student-led groups, ensuring they meet policy requirements and receive appropriate approvals.

University Communications – Processes requests for written permission (Chief Communications and Marketing Officer) for request to use the UC San Diego name, seal, trademarks, logos, and visual images in any form or any media, and reviews requests and provides approvals for Commercial Photography, Filming, and video production.

PROCEDURES

1. Seeking Authorization to Conduct Commercial Activities

- To seek authorization, the requester must complete the UC San Diego Commercial Use Authorization Form.
- An electronic version of the UC San Diego Commercial Use Authorization Form is available on the Business Contracts website.
- The approved form should be displayed at all times while conducting Commercial Activities on University property.
- This form is not intended for Commercial Activities conducted pursuant to a lease or space use agreement.

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2. Other Arrangements

- Arrangements for parking, police, custodial, electrical, or other services must be coordinated through Conference Services in Retail, Residential and Supply Chain Services, with associated costs charged to the vendor.

FORMS

UC San Diego Commercial Use Authorization Form

RELATED INFORMATION

- Regulations Governing Conduct of Non-Affiliates in the Buildings and on the Grounds of the University of California
  UC San Diego's Student Conduct Procedures (PPM 160-10)
  UC San Diego Policies relating to Use of University Properties (PPM 510-1 Section I-XIII)
- UC San Diego's Policy relating to Environmental Sanitation- Housing, Camping, Fires, Fencing, Electricity, and Water Usage (PPM 516-10.3)
  Policies Applying to Campus Activities, Organizations, and Students ("PACAOS"), including:
  - the Policy on Use of University Properties (PACAOS 40)
  - the Policy on Student Conduct and Discipline (PACAOS 100)
  - the Policy and Supplemental Guidelines on the Marketing of Credit Cards to Students (PACAOS Appendix D)

FREQUENTLY ASKED QUESTIONS (FAQ'S)

- **Question 1**: If I have a handmade item that I want to sell on University property, do I need a formal written agreement?

  Answer 1: Yes, you must have a formal written agreement in order to sell your item on University property.

- **Question 2**: Does this policy apply to faculty and staff or just non-affiliates?

  Answer 2: This policy applies to any individual, organization, or entity that wants to conduct commercial activity on University property, including faculty and staff (except when faculty and staff are engaged in University Supported Activities conducted or organized by university officials acting within the course and scope of their assigned duties and responsibilities with the knowledge and approval of their Vice Chancellor or, in the case of the Health System, the Chief Executive Officer, UC San Diego Health).

REVISION HISTORY

MM/DD/2026 This policy was revised and reissued.

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