

INTER-GOVERNMENTAL OFFICE USE POLICY

In order to achieve the Charter mission of the San Francisco Department of the Environment, we are establishing a policy to facilitate the hosting of staff from local, state, federal and international governmental agencies engaged in environmental activities. This policy shall be effectuated by allowing such government agencies to use office space in the San Francisco Department of Environment on a discretionary basis for environmental projects directly tied to the Department of the Environment's goals and objectives.

The process for usage of departmental space will require a formal letter of request to the Director of the Department of the Environment from the head of the relevant administrative unit of government. The Director will make a determination based on available space, time considerations, and relevance to department's mission. The Director shall inform the Commission on the Environment of his/her decision. Any use of space will be reviewed at least annually.

All visiting government staff will be required to sign an indemnity waiver holding the City and County of San Francisco harmless for any and all activities and risks.

All visiting government staff will only use city facilities, equipment and property for purposes that comply with all relevant CCSF rules and requirements including a prohibition on all fundraising activities.

All visiting staff will track and reimburse the Department for telephone calls and photocopying. All other incremental costs (over and above the Department's annual operating costs) shall be paid by the visiting government agency.