



FOR DISTRIBUTION TO APARTMENT CONFERENCE RESIDENTS

APARTMENT REGULATIONS & SAFETY INFORMATION

TO THE CONFERENCE ORGANIZER:

You are responsible for ensuring that regulations are communicated to your conference residents and enforced by your staff. We distribute copies to residents at check-in, but communication of regulations and discipline is primarily the responsibility of the Sponsoring Organization. **You may wish to have participants sign copies of the regulations for your own records.**

TO APARTMENT RESIDENTS:

We are pleased that you will be staying in the University of California, Santa Barbara Apartments for your summer conference. Conference & Hospitality Services wishes to ensure that each of our guests has a SAFE and enjoyable stay on our campus. With this goal in mind, please take the time to familiarize yourself with these Apartment Regulations.

Compliance: Serious violations may result in an individual being asked to vacate the apartments.

Alcoholic Beverages: Conference participants and their guests must abide by State Laws referring to alcohol use and possession. The minimum drinking age in California is 21 years. Many states have instituted laws that expand the host's liability for drunk driving. Please keep this in mind if your program is having any event at which alcohol is served.

Alcohol may not be consumed outdoors, in public areas, the dining commons, and alcohol containers must not be visible in any outdoor/public space.

Smoking: *UC SANTA BARBARA IS A SMOKE AND TOBACCO FREE CAMPUS. NO SMOKING IS ALLOWED ON ANY CAMPUS PROPERTY.*

Drugs/Narcotics: The possession, use, distribution, manufacturing, cultivation, or sale of illegal drugs/substances or narcotics is prohibited and will be referred directly to the University Police.

Damage: Conference apartment residents and their guests will be held liable for any damage or theft of University property in both the apartment and public areas of the University apartment facilities. Bills for the cost of repairs are charged to the participating Conference, and in turn to the resident.

Theft/Misuse of Property: Theft, tampering or misuse of personal or University property (e.g. recreation equipment, vending machines, etc.) is unlawful and prohibited.

Pets: Pets are not allowed in any University residence, classroom, or other campus facility by California State Law. The only exceptions are service animals for individuals with disabilities.

Pests / Insects: To discourage pests (including ants and mice) we request your best efforts to maintain a clean and sanitary apartment, especially the kitchen and food storage areas. In the event of a pest infestation, we have contracted with a private vendor to exterminate pests with minimal pesticides.

Furniture:

- Public area furnishings (from community centers, etc.) may NOT be moved into resident apartments. The apartment responsible will be charged a minimum of \$50 per day, per person for unauthorized use of University furnishings.
- All apartment furniture should be returned to its original location before check-out, or fees may be charged.
- Apartment furniture may not be removed from the apartment property for any reason. It may not be used outdoors including balconies/patios. **Fees may be charged for furniture left outdoors or otherwise damaged.**

Laundry Facilities: Facilities can be accessed with an apartment key and are for the use of residents only.

Move-Out / Apartment Condition / Excessive Cleaning: Upon moving out, residents are required to leave the apartment undamaged, in essentially the same condition as when they moved in (see "Furniture" and "Damage" sections above). In addition, ***the Conference and/or Participant will be charged for any necessary cleaning of the apartment beyond "normal wear and tear."*** This will include charges for removing excessive trash (i.e., trash that exceeds the limits of the trash containers provided).



Lost and Found: The University is not responsible for any lost or stolen items. Please check your apartment carefully for all personal belongings before checking out.

Bicycles: Bicycles must be stored in a safe manner in designated bicycle racks, inside apartment, or on balcony/patio. Bike tags are required for all summer conference guests. If you have brought a bike with you, please see the Santa Catalina South Tower front desk or your program organizer for a bike tag.

Courtesy / Quiet Hours: Summer conference residents must be aware that even during summer, **academic students/families reside in the Family Student Housing apartments nearby**. Therefore, we encourage the maintenance of a respectful and courteous academic atmosphere for all residents. Any resident may politely request that any other person or group be quiet, or if necessary, cease any activity that is interfering with his/her ability to study, rest, or quietly enjoy the environment—and the requested party must comply.

“Quiet Hours” for all apartment complexes are established as follows:

Sunday–Thursday: 10:00pm–7:00am Friday–Saturday: 11:00pm–7:00am

Earthquake Evacuation: If you are inside a building during an earthquake, **STAY THERE**. Sit or stand against an inside wall, or take cover under a desk or table. Stay away from all glass such as windows and mirrors. When the earthquake stops, leave the building and remain outside keeping away from all buildings and power lines.

Fire Safety: It is a crime to tamper with or interfere with fire alarm pull stations, smoke and heat detectors, fire extinguishers, fire hoses, “EXIT” signs and all lights. Violators are subject to legal prosecution. It is a crime to possess, store, or use fireworks in Santa Barbara County. Burning candles, barbecues, sterno, incense or any open flames are not allowed in University housing. In addition, storage or use of any flammable liquid is not allowed. Upon discovery of a fire, remove all persons from the room, if safe to do so, shut the door tightly, then break the nearest alarm box or call 911 for the fire department. In addition, notify the office or Resident Coordinator on duty.

General Safety: The University is committed to maintaining high standards for safety and security in all of our apartments and other facilities. The Sponsoring Organization and the individual will be subject to legal action, from both the University and civil authorities, for any violation of safety and security regulations that jeopardize the safety of yourself and/or others.

- The use of ledges and roofs for any purpose, and the scaling of exterior walls are strictly prohibited.
- Throwing, dropping or allowing any object to fall from a University apartment window is strictly prohibited.
- Removal of window screens is not allowed and conference guests will be charged a minimum of \$40 each for any screens which are removed or damaged.
- For the safety of pedestrians and bicyclists, you should **never walk** on the campus bicycle paths.

Safety Tips:

- Always **LOCK** your windows (bedrooms, bathrooms, kitchen) when you are away from your apartment.
- Always **LOCK** your doors (sliding glass door and front door).
- If someone knocks, ask who it is and use the peephole to identify your visitor.
- Do not walk around the complex at night alone.
- Please report all strangers and odd occurrences to our police at (805) 893-3446 (or dial 911 for emergency services).

Parking: Parking is complimentary for conference apartment residents, but a parking permit is required. If you wish to park on campus, please ask the Guest Services Representative if your conference organizer has reserved permits for you. If so, these will be available from the Guest Services Representative. If no permits have been reserved for your group, you may purchase daily permits self-pay machine in visitor lots. The cost is \$8 daily Monday-Friday, and \$4 per day on weekends.

Entry: Residents must be aware that University personnel designated to perform such duties as cleaning, inventory, repairs, and emergency service, may enter any apartment or room to perform their duties. When practicable such personnel shall give prior notification to the occupants of the room of intended entry.

Staff Directions / Authority: Residents and visitors must follow the directions of University staff at all times regarding university policies.

Visitors: Conference participants will be responsible for their guests and their guests’ actions on UCSB property.

State Laws: All laws of the State of California apply to this campus and are enforced by the University.



UCSB APARTMENT INFORMATION SHEET

THE UCSB CAMPUS

UCSB is located in the Goleta Valley, 10 miles (15km) north of downtown Santa Barbara. The 815-acre campus accommodates approximately 18,500 students. As a research-oriented university, UCSB has extensive laboratory facilities and a 1.9-million-volume library. The high standards of scholarship, attention to the individual student and the tradition of informality combine to make the campus a unique blend of academic excellence and individual enrichment.

CONFERENCE SERVICE DESK

Our Conference Service Desk is here to assist you in making your stay an enjoyable one. It is located in the Santa Catalina South Tower and may be reached by calling (805) 893-7202. General hours at the Santa Catalina South Tower front desk is open 24 hours daily. The desk provides service in a number of areas:

- * Guest message service
- * Housekeeping/Maintenance requests
- * Sightseeing recommendations/directions
- * Emergencies

PARKING

Parking is complimentary if you are staying in the UCSB Apartments; however a parking permit is required. Visitors must purchase a parking permit using the self-pay machine in the Parking Lot 60. Visitors and participants that need to park on campus will be required to pay \$8 for an entire day (Monday-Friday), as well as \$4 per day on the weekends.

Please note that parking permits are not valid on campus and are only valid in the lot designated on the permit.

MAIL

UCSB Conference & Hospitality Services is **not** able to accept and distribute mail for attendees. **Mail sent to San Joaquin and Santa Catalina will be returned to sender.** P.O. Boxes are available for rent on campus at the University Center.

Method: Must visit the post office in person at the UCEN (M-F, 9am-4pm) and pay in cash or by check (NO CREDIT CARDS).

The nearest US Post Office is located on campus in the University Center, or the main distribution center on Storke Road.

KEYS

Your keys open the door to your building, apartment, bedroom, and the apartment complex laundry facility. If you ever find yourself locked out of your apartment, contact the Conference Service Desk in Santa Catalina South Tower and the Guest Services Representative will help you gain entry. If you lose your keys, the replacement cost is \$10.00 for your apartment key and \$50.00 for your bedroom key.

LAUNDRY

A complete laundry facility is located in each of our Apartment Complexes. There are **no soap dispensers**, so please bring your own detergent. A credit card is required to use the machines. Only major credit cards accepted and must have credit card logo (ex. Visa, MasterCard).

HOUSEKEEPING/MAINTENANCE

Each conference group contracts for specific housekeeping services. If you have questions about the initial cleanliness of your apartment, or the frequency and/or coverage of housekeeping services for your group, please ask a Guest Services Representative. If any maintenance emergency should arise, please report it promptly to the service desk so that we may assist you.

KITCHEN USE

Based on your group's contract, some apartments have been equipped with basic kitchen utensils and equipment. Please maintain the kitchen areas and leave the refrigerator empty when you depart.

SAFETY AND SECURITY

We are committed to maintaining high standards for safety and security in our apartment living community. The UCSB Community Service Organization (CSO), in conjunction with our UCSB Police Department, services our community with regular patrols. CSO's wear distinctive yellow and blue clothing. Should you wish to avoid traveling alone in the community at night, they provide an escort service as well; simply call their office at (805) 893-2000. You can help our efforts by the following:

- * Always locking your front and sliding glass door
- * Keeping your vehicle locked
- * Reporting any suspicious person to the service desk, or by calling 9-1-1. (9-9-1-1 or 8 911 is required from some phones)
- * NEVER walk around the complex at night alone

TELEPHONES, FAXES, AND COMPUTERS

There are no active phone lines in any apartment (unless previously arranged by a specific conference). We strongly recommend that conference attendees bring a cellular phone if they have one. Cellular phones are available for rent in most major airports for those traveling internationally.

Santa Catalina South Tower front desk has a courtesy phone with local/calling card/credit card access. Our desk has a telephone to accept messages and emergency calls. In the event of an emergency, the Guest Services Representative will attempt to locate you as soon as possible. The message and emergency phone number is (805) 893-8001.

Pay-for-service fax, copy machines and computers are located at **SBPrinter.com** in the University Center.

Internet stations are located at the Davidson Library, the University Center and the Bookstore.

PEST CONTROL

If you should see any signs of pests, please notify the service desk as soon as possible, and the Guest Services Representative will give you instructions on how to obtain fumigation services. Leaving food out is a sure way to attract ants. Putting food away and emptying your trash on a regular basis will help to limit your exposure.

LOCAL COMMUNITY

Challenge our Guest Services Representative to assist you in finding Santa Barbara's finest restaurants, shopping malls, movie theaters, grocery stores, and other local community services. Written materials are available at the service desk and on Internet stations located in the library.

CAMPUS TOURS

The Visitor's Center and the Admissions Office are located in the Student Affairs and Administrative Services Building (SAASB) on campus. For more information regarding a free-guided tour of the campus, call (805) 893-2487.

ENVIRONMENTAL CONCERNS:

We ask that you help us to conserve water and electricity whenever possible. Recycling containers for aluminum, paper, newspaper and cardboard are located on the property. We appreciate your efforts on our behalf.