

CONFERENCE REGULATIONS

The Sponsoring Organization and the individual may be subject to legal action from the University and/or civil authorities for any violation of safety and security regulations that jeopardize the safety of themselves and/or others. Serious violations may result in an individual being asked to vacate the apartment/room.

The Sponsoring Organization and its counselors/staff/chaperones are primarily responsible for the oversight of their youth participants.

Alcoholic Beverages – Guests must abide by California state laws referring to alcohol use and possession. The minimum drinking age in California is 21 years.

- Youth attendees: Consumption of or possession of alcoholic beverages by youth participants under the age of 21 will NOT be tolerated under any circumstances.
- Adult attendees: Alcohol may not be consumed outdoors, in public areas, or in the dining commons. Alcohol containers must not be visible in any outdoor/public space.

Bicycles – Bicycles must be stored in designated bicycle racks.

Courtesy Quiet Hours – Daily 10pm-8am. We encourage a respectful and courteous academic atmosphere for all.

Damages – Sponsoring Organization/Guests will be held liable for any damage or theft of University property.

Decorations and Signage

- Only use blue tape (not masking or duct tape). All signage must be removed before check-out. Paint taken off the walls with masking or duct tape will incur damage charges.
- Do not tape group signs or messages onto Conference & Hospitality Services signage. Please contact your conference planner if your group requires special signage. Signage is strictly regulated on campus property.
- Streamers/banners are a fire hazard and are prohibited in hallways. Allowed are 8½" x 11" signs posted on doors.
- **Glitter is not permitted. A cleaning fee per room with glitter will be assessed.**
- **Sidewalk chalk is not permitted.**

Dining Commons – You may only eat in your assigned dining commons. Shirts and shoes must be worn. Disruptive behavior of any type will not be tolerated; this includes cheering, chanting, yelling, fighting, or group singing. Diners are expected to comply with directives of Campus Dining staff. All food and beverages must be consumed inside the dining commons. Amplified music is not permitted. Failure to observe dining commons rules may result in loss of meal privileges.

Disruptive Behavior – We strive to provide excellent customer service and value a safe work environment for the front desk team, all our employees, and our guests.

- Conduct such as rudeness to staff, rowdiness, destructive behavior, water/shaving cream fights, cutting in meal lines, and food fights are not acceptable.
- Cheering, singing, or loud demonstrations on campus or in dining halls are NOT allowed except in previously authorized and designated areas and times. This is highly disruptive to staff, students, and other residents.
- Guests and visitors must follow the directions of University staff regarding University policies.

Drones may not be flown anywhere on campus without prior approval from the UC Center of Excellence on Unmanned Aircraft System Safety.

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.

Conference & Hospitality Services

Entry – University personnel designated to perform such duties as cleaning, inventory, repairs, and emergency services, 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.

Earthquake Evacuation – Click [Here](#) for More

- If you are inside a building during an earthquake, STAY THERE.
- Sit or crouch against an inside wall or take cover under a desk or table.
- Stay away from all glass such as windows and mirrors.
- Don't try to restrain falling objects.
- When the earthquake stops, leave the building and remain outside, keeping away from all buildings, power lines, and trees. Stay away from the beaches.
- Be cautious of aftershocks and wait for instructions from staff.

Fire Safety – Click [Here](#) for More

- It is a crime to tamper/interfere with fire alarm pull stations, smoke and heat detectors, fire extinguishers, fire hoses, "EXIT" signs, and all lights.
- It is a crime to possess, store, or use fireworks in Santa Barbara County.
- Storage or use of any flammable liquid, burning candles, barbecues, sternos, incense or any open flames are not allowed in University housing.
- Bonfires are prohibited.
- If the building fire alarm rings, evacuate the building.
 - If door is cool and hallway clear: take your shoes, keys and jacket; lock your door behind you; and exit quickly through the nearest safe exit. A diagram showing all exits can be found on the inside of each bedroom door. Do not try to use elevators.
 - If door is hot or there is smoke: do not open, place blankets or towels at the base of the door, go to the window and call 911 for help.
 - Once outside, look for University staff to for direction.
- Upon discovery of a fire, remove all persons from the room, and if safe to do so shut the door tightly. Activate the building fire alarm system at the nearest manual fire alarm pull box, and immediately call 911. Evacuate the building.
- Every fire alarm is treated as an emergency. California State Fire Marshal requires all persons to evacuate a building upon activation of the fire alarm. Failure to do so may result in police action.
- Fire officials will instruct you when it is safe to return to the building.

Furniture – There is a minimum \$50 furniture resetting fee.

- Interior furniture may not be removed from the property for any reason. It may not be used outdoors.
- Fees charged for any interior furniture left outdoors, damaged, or not returned to its original location.
- Public area furnishings (from lounges, etc.) may NOT be moved into resident rooms.
- All furniture should be returned to its original location before checkout or a fee will be assessed.
- Do not move pool tables as this may permanently damage them. Fees will apply.
- Bidets/bidet attachments are not allowed.

Grills – A few outdoor grills exist at the apartments and residence halls. If you elect to use one, please note that you must stay with the grill once it is lit. You are responsible for clean-up. NOTE: Santa Barbara is a high fire risk area. Check in with your Conference Manager for a permit to use the grills. Permits are required.

Linen – Do not use any University-provided linen at the beach or anywhere outside of the building. A fee will be assessed for any damaged items. Please provide or ask participants to bring their own beach towels.

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

Move-Out/Lodging Condition/Excessive Cleaning – Apartments/Residence Hall should be left in the same condition as when guests checked in. **A fee will be assessed for any excessive cleaning of the apartment/residence hall beyond normal wear and tear** (ex. trash that exceeds the trash containers). The Sponsoring Organization will be assessed a fee for lost keys, which may be passed down to the guest.

Conference & Hospitality Services

Pets – Pets are not allowed in any University residence, classroom, or campus facility. Service Animals are permitted.

Pests/Insects – To discourage pests (including ants and mice) we request your best efforts to maintain a clean and sanitary apartment/room, especially the kitchen and food storage areas. Food should always be stored in a sealed container. If you should see any signs of pests, please notify the front desk as soon as possible.

Safety & Security

- The UCSB Student Safety Partners (SSPs), in conjunction with our UCSB Police Department, serve our community with regular patrols. SSPs wear distinctive blue clothing. Should you wish to avoid walking alone at night, they provide a safety escort program as well (805-893-2000).
- Please report suspicious incidents to our police at (805) 893-3446 (or dial 911 for emergency services).
- Always LOCK your doors (including patio/balcony) and windows when you are away from your apartment/room.
- Do not prop exterior doors.
- 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 residence hall/apartment window is strictly prohibited. Throwing objects (balls, frisbees, etc.) within the residence halls/apartments is NOT allowed.
- Removal of window screens is not allowed, and the Sponsoring Organization will be charged for any removed or damaged screens.
- Tampering with or misuse of elevators is prohibited. Do not jump in or overload elevators.
- For the safety of pedestrians and bicyclists, you should **never walk** on the campus bicycle paths.
- Use of skateboards, inline skates, bicycles, electric scooters, or hoverboards within the residence halls and apartments is prohibited.
- Water guns and water balloons are not allowed.
- Weapons of any kind (including paintball guns, BB guns, stun guns, and tasers) are strictly prohibited.

Smoking – UC Santa Barbara is a smoke and tobacco free campus. Smoking, the use of smokeless tobacco products, e-cigarettes, and unregulated products will not be allowed on UC-owned or leased properties.

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

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

Visitors

- Residence Halls: Non-registered (non-paying) guests may NOT stay in residence halls overnight. Conference participants are not permitted to enter the residence hall of any group other than their own.
- Apartments: Apartment conference participants may have occasional overnight and/or weekend guests. The apartment conference participant is responsible for all actions and the behavior of their guest(s)/visitor(s). Any guest(s) violating any University policy or regulation shall be required to leave the premises immediately. Apartment conference participants should communicate with their apartmentmate(s) before having guest(s)/visitor(s). No overnight guest may stay longer than 5 days.

NSF Funds – The **National Science Foundation** requires that when a University receives NSF funds to sponsor an event or will receive an NSF reimbursement to cover an event, information must be disseminated to all attendees about campus policies on sexual and other forms of harassment or discrimination, as well as procedures for reporting violations that may occur during the conference. Please distribute [this linked notice](#) to all attendees. For more information about this requirement, please click [here](#).

GENERAL INFORMATION FOR SIERRA MADRE VILLAGES & SAN JOAQUIN VILLAGES

Front Desk Located: Santa Catalina Hall (South Tower) – Open 24 Hours

Phone: (805) 893-7202 **Phone Service Starts:** Saturday, June 21

WiFi: Complimentary access is available through "UCSB Wireless Web." For more information, click [here](#).

Parking: Permits required on campus at all times. Permits are only valid in the lot(s) designated. You will need the vehicle's license plate number when purchasing your parking permit. You may purchase a permit at the Pay Station on-site, but we highly encourage purchasing in advance through the [TPS website](#). Please select permit "Conference Services – H60 Summer Qtr – SCH/SJ Conf Permit" when purchasing online. Check-in with your program organizer for more information.

Mail: Mail sent to the apartments will be returned to sender. No access to on-site mailboxes during the summer.

- P.O. Boxes are available for rent on campus at the University Center. Visit the post office in person at the UCen (M-F, 9am-4pm) and pay cash or check (no credit cards).
- Amazon Locker located in Isla Vista.

Laundry: Free on-site laundry. Access with apartment key. Please bring your own detergent.

Trash: Apartment conference participants are responsible for taking out trash to trash can/trash rooms on-site in between service days. Staff is only responsible for trash inside trash cans during the service day. Please take out any extra trash and boxes that do not fit in the trash cans provided.

Overnight Guests: Apartment conference participants may have occasional overnight and/or weekend guests. The apartment conference participant is responsible for all actions and the behavior of their guest(s)/visitor(s). Any guests(s) violating any University policy or regulation shall be required to leave the premises immediately. Apartment conference participants should communicate with their apartmentmate(s) before having guest(s)/visitor(s). No overnight guest may stay longer than 5 days.

APARTMENTS INCLUDE

Living and Dining Room

- Couch, coffee table, dining table with chairs.
- Lighting may not be adequate for extensive reading. We suggest bringing a reading lamp.

Bedrooms (2-3) & Linens

- 2-3 single beds per bedroom, double closet, 2-3 desks, 2-3 dressers.
- Some hangers: Please bring extras if required.
- Linen: Sheets, pillowcase, pillow, blanket, towels, and washcloth. We provide 1 blanket per bed.
 - **Standard Linen Service:** Fitted sheet placed on bed with regular sheet and blanket folded at foot of bed. Light trash removal (emptying of contents of trash cans only), vacuuming, bathroom cleaning, and linen change will be done once per week.
 - **Please Note:** Our standard linen is white. If you would like to use your own linen, please bring linen that is not white, off-white, or beige. This will help our housekeeping team to differentiate your linen from our linen during apartment service days. Housekeeping will not wash linen provided by guests. Thank you.

Kitchen

- Table service for 4 for 2-bedroom apartments and for 6 for 3-bedroom apartments, including knives, forks, spoons, cups, plates, and bowls.
- Refrigerator (please empty when you depart)
- Stove/oven (electric tea kettles available at the front desk)
- Microwave
- Dish soap and sponge

Conference & Hospitality Services

Bathrooms (2)

- Soap, shampoo/bodywash combo, and shower curtain
- Toilet paper and wastebasket
- Bidets/bidet attachments are not allowed

APARTMENTS DO NOT INCLUDE

- Phone service, cable service, or televisions
- Clocks
- Cookware, pots, or pans
- Air conditioning



UCSB Dining Commons Essential Information

Please review the following information. **You are responsible for ensuring that ALL of the information in this document is communicated to conference participants and program staff.**

1. Upon check-in to the residence halls, all guests with a contract meal package will be issued a room key ring with a meal tag attached which will be their pass to eat in the dining commons. **Key tag sharing is not permitted.** Guests are required to hold up their key tag when entering the dining commons, and tell the lobby attendant the name of the conference with which they are affiliated.
2. Program commuters lodged off-campus or campus-lodged participants who would like to dine at any meals not included in the Room and Board contract package **must use guest meal tickets to enter the dining commons.** The cost per meal ticket is \$15.00 for adults ages 13+, or \$10.00 for youth ages 4-12. Children ages 0-3 eat free! Each meal ticket may be used once for breakfast, lunch or dinner. Meal Ticket charges will be included in the master conference bill. **Please inform your dining coordinator how many tickets you will need at least one week before the conference arrival date.** Due to their monetary value, any unused meal tickets must be returned at the conclusion of your conference to your dining coordinator or conference manager only. Conferences will be billed for any unreturned tickets. Please be extra careful with meal tickets, do not misplace them or throw them away. If the conference does not wish to arrange for guest meal tickets, then individual guests are responsible for purchasing out-of-pocket any desired meals not included in a Room & Board package. Guest meals may be purchased with a credit card at the dining commons point of entry at the rates listed above; VISA and Master Card accepted.
3. We recommend that your program participants observe the designated meal periods and urge them to arrive at the dining commons at the start of the assigned meal period. These meal times are designed specifically for your program, to give your guests an optimal dining experience. The dining commons can be very busy during peak meal hours in the summer conference season, observing the designated meal hours will help your participants avoid lines and crowds. **Please alert your dining coordinator immediately if your assigned times do not work with your conference schedule.**
4. Guests are asked to take their plates, bowls, glasses, and silverware to the bussing station after they have enjoyed their meal. A dining room staff member can direct participants to the dish return area and assist any participants with disabilities.
5. Guests may only enter the dining commons **once per meal period.** Guests are not permitted to re-enter after exiting the dining room.
6. Outside food and beverage is not permitted in the dining commons.

7. Beer, wine or any other alcoholic beverage is not permitted in the dining commons.
8. Guests may exit the dining room with one dessert item that completes a meal (ice cream cone, cookie, piece of fruit). **No other item may leave the dining commons.**
9. Individuals with restricted diets or food allergies are not *guaranteed* menu choices which will meet their needs in our campus dining facilities or at catered events, but may be accommodated with advance notice. Individuals with restrictions are expected to take personal responsibility for appropriate food choices, work closely with dining and catering managers, and supplement meals where needed. Please inform your Dining Coordinator of any guests who follow medically prescribed diets for food allergies or Celiac Disease/Gluten Intolerance.