

UCSB APARTMENT INFORMATION SHEET (2008)

WELCOME TO UCSB!

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 Santa Ynez Apartment #237 and may be reached by calling (805) 893-2626. (After hours, your phone call will be forwarded to the person on duty.) Our desk is open 7 days a week (7:00 am–1:00 am). The desk provides service in a number of areas:

- * Guest message service
- * Mail and UPS distribution
- * 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 Santa Ynez parking lot. Visitors and participants that need to park on campus will be required to pay \$8.00 for an entire day (Monday-Friday), as well as \$3.00 per day on the weekends. Please note that parking permits are only valid in the lot designated on the permit.

MAIL

Mail and messages may be picked up at the Conference Service Desk in Apt. #237. **Mail is not sorted before 3:00 PM.** The nearest US Post Office is located on campus in the University Center, or in the University Village Shopping Center near the corner of Hollister Avenue and Storke Road. (If you turn right out of the Santa Ynez Apartments onto El Colegio Road, the road will eventually make a natural right turn and will become Storke Road.)

KEYS

Your keys open the door to your apartment, bedroom and the apartment complex laundry facility. If you ever find yourself locked out of your apartment, contact the Conference Service Desk in apartment #237 and the Guest Services Representative will help you gain entry. If you lose your keys, the replacement charge is \$50.00 for your apartment key and \$10.00 for your bedroom key.

LAUNDRY

A complete laundry facility is located in each of our Apartment Complexes. There is a \$2.00 cost for the initial laundry card. Washing machines cost \$1.25 and dryers cost \$.25 a cycle. There are no soap dispensers, so please bring your own detergent.

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 893-2000. You can help our efforts by the following:

- * Always locking your front and sliding glass door; NOTE: front doors are very heavy so please check to make sure that the latch has caught
- * 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.

Apt. #237 has a courtesy phone with local/calling card/credit card access. Our desk has a telephone to accept messages and emergency calls. Messages will be filed in the mailbox under your last name. 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) 893-2626.

Pay-for-service fax, copy machines and computers are located at **Kinko's**, 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 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 outside of each apartment cluster. We appreciate your efforts on our behalf.



ADDENDUM A: Apartments (2008)

EACH APARTMENT INCLUDES THE FOLLOWING ITEMS:

Living and Dining Room: Couch and chair, dining table with four chairs, end table and one lamp.

The apartments have one table lamp (in addition to ceiling lights), but these may not be adequate for extensive studying. **We suggest that participants bring study lamps with them.**

Bedrooms (2 per apartment) & Linens: Two single beds per bedroom, double closet, two desks, two dressers. We will try to provide some hangers for each apartment; however, there are not enough to suit every person's needs. **Please have participants bring extra hangers with them if required.**

Linen: Sheets, pillowcase, pillow and blanket will be provided; new linen will be provided each week.

* We can only provide **ONE BLANKET PER BED**; participants may wish to bring extra blankets.

* Beds are not made upon arrival; fitted sheet will be placed on the bed and attendees are responsible for making up the rest of the bed.

Kitchen: Table service for four, including knives, forks, spoons, cups and plates. Refrigerator, stove/oven.

Bathrooms (1-1/2 per apartment): Shower curtain, towels, washcloths (towels and washcloths are changed twice per week), toilet paper and a cleaning pack consisting of: wastebasket, toilet brush, dustpan, broom, cleanser.

Internet: Internet access (ResNet) will be available in the UCSB apartment rooms at no cost for summer 2006.

THE FOLLOWING ITEMS / SERVICES ARE NOT INCLUDED:

No phone service: Phone service is **NOT** included in Santa Ynez Apartments. Long-term guests can schedule their own service directly through the UCSB Communications Services website <http://www.commserv.ucsb.edu/>.
NOTE: You are required to have a UCSB "Perm number" in order to secure this service.

VERY IMPORTANT: There are separate phone lines in each bedroom of the apartment (there is no main phone line in the living/kitchen area); thus, if you are sharing an apartment, it is very important that you indicate your apartment/bedroom number as "A or B." (Phones and cords are not provided, participants must bring their own phones.)

No television: No televisions are provided and cable television service is not available.

No clocks.

No microwaves, cookware, pots, pans.

No soap or dish soap.

No regular cleaning / maid service: Light trash removal (emptying of contents of trash cans only) and vacuuming will be done once per week.

SERVICE DESK INFORMATION: There is a Conference Service Desk (Apt. 237) which will be open from 7:00am-1:00am in order to receive messages for participants, collect mail, and help participants with any concerns or questions. The Conference Service Desk phone number is **805-893-2626.**

MAIL INFORMATION:

Participant mailing address will be as follows:

Participant Name

c/o Name of Conference

Santa Ynez Apartments

Conference Service Desk - Apt. #237

6750 El Colegio Road

Goleta CA 93117



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:

Campus Conference 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, and alcohol containers must not be visible in any outdoor/public space.

Bicycles: Bicycles must be stored in a safe manner in designated bicycle racks, inside apartment, or on balcony/patio.

Courtesy / Quiet Hours: Summer conference residents must be aware that even during summer, **academic students reside in apartment facilities.** 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: 9:30pm–9:30am Friday–Saturday: 11:00pm–9:30am

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.

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.

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.

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.

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, sternos, 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.

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.
- Upholstered furniture (sofa, chairs) may not be used outdoors (balconies/patios)
- **Apartment dining chairs or desk chairs only may be used on outdoor balconies/patios but MUST BE BROUGHT INDOORS when not in use. Fees may be charged for furniture left outdoors or otherwise damaged.**



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). **NOTE: Apartment doors are heavy and may not shut completely. Make sure that the latch has caught by pulling or pushing the door firmly;**
- 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 893-3446 (or dial 911 for emergency services);

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

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.

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).

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; \$3 per day Saturday/Sunday.

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.

Smoking: Smoking is prohibited in all public areas of the apartments (community centers, laundry). Smoking is allowed only within the privacy of the individual apartment unit, if all roommates agree, or outdoors if 25 feet away from apartment buildings. The rights of a non-smoker to a smoke-free environment prevail.

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

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 (e.g. recreation equipment, vending machines, etc.) is unlawful and prohibited.

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