

The Village at Torrey Pines

Resident Handbook 2016-2017

Office of Residential Experience

Village East Building 6

858-534-9380 | thevillage@ucsd.edu

hdh.ucsd.edu/thevillage



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Part I: Information and Tips for Living at the Village

BICYCLES

Bikes are a great way to get around campus and the neighborhood! We recommend you register your bike on campus, if it's lost or stolen, it's much more likely to be recovered or returned. Please note that all bike racks are cleared during the summer months, don't leave your bike here if you're not staying! Abandoned bikes are confiscated by the UCPD. Summer residents will be notified in advance of bike rack clearing (Also see 'TRITON BIKES' below).

THE BISTRO AT THE STRAND

The Village has its own unique dining opportunity! The Bistro is an upscale table-service and dining venue that accepts your Dining Dollars. Proper attire is required and reservations are strongly recommended. You can make a reservation by calling 858-822-4275. Visit their website to check out the menu and see current hours of operation:

<http://hdh.ucsd.edu/bistro/>

BREAKS

The Village remains open for all breaks during the Rental Agreement period (e.g. Winter Break, Spring Break). Due to lower occupancy during breaks, you are advised to take extra precautions for safety of yourself and your belongings.

CABLE

Cable television services are provided by Time Warner Cable. All apartment living rooms are wired for cable. You have free access to this service, which provides you with approximately seventy channels (including HBO channels) without charge. Please check the Housing website for the most up-to-date information on services and the channel line-up.

<https://acms.ucsd.edu/students/resnet/tvlineup.html>

CHECK-OUT / MOVE-OUT

At the end of the Contract period (or if your Contract has been cancelled prior to that), you must complete the check-out procedures set by The Village Residential Services Office and vacate the space accordingly. **The end of the Contract for the 2016-17 academic year is 6:00pm, June 17, 2017.** Please follow the checkout and closing instructions in the Closing Notice sent via email by Week 6 of Spring Quarter. You will also receive a Damage liability Form that you must fill out, sign (with all of your apartment mates), and turn in. If you fail to vacate your apartment, you will be responsible for daily rental damages plus statutory damages. There is a link to the contract located at:

<http://hdh.ucsd.edu/housing/currentresidents/pages/HousingContracts.html> Specifically see #17, "Move-out/Vacating the Premises" and #18, "Holding Over". When you check out or at any time you wish to make a room change, paperwork must be completed and keys must be returned to The Village Residential Services Office. Your room must be left cleaned and vacuumed, and the trash must be removed.

COMMUNITY BARBEQUE

There is a built-in barbeque located in Village West, between Buildings 1 and 8. The barbeque can be reserved by Village residents at the Residential Services Office during business hours for personal use only. **Students are not permitted to utilize this space for events hosted by student organizations, or any groups.** Barbeque tools are provided but must be cleaned before being returned.

COUNSELING

A large competitive university such as UC San Diego is both an exciting and challenging environment. Academic mastery, social relationships, and participation in the University community can provide fulfilling experiences that contribute to

personal growth and wellness. However, at times these positive experiences can be interspersed with feelings of distress and self-doubt when you are confronted with the demanding academic and personal tasks that are commonplace while in college.

Counseling and Psychological Services (CAPS) provides individual, group, couples, and family psychotherapy to registered undergraduate and graduate students. Services are free of charge to currently enrolled students who have paid their registration fees. The Central CAPS Office is at Galbraith Hall 190. You may call (858) 534-3755 or stop by their central office to make an appointment. Visit the CAPS website (<http://caps.ucsd.edu>) for more information.

If you, or someone you know, needs immediate assistance you can contact Counseling and Psychological

Services at 858-534-3755 or, after hours, call campus police at 858-534-HELP (4357). Your Resident Advisor or the Residential Life Office may also be able to provide assistance.

EMERGENCIES (See also, "Safety")

For information regarding any type of campus emergency visit: <http://emergency.ucsd.edu>

To find out how to sign up for emergency text and voice notification visit: <http://blink.ucsd.edu/go/emergencyphonereg>

Emergency Status - UCSD's Emergency Status Phone Number 888-308-UCSD (8273) In the event of a major emergency affecting the campus, call the toll-free number above for a recorded message, or check the Emergency Status page for information on campus closures, interruption of classes and work schedules, etc.

Earthquakes are a reality here in California. They are a natural phenomenon just like tornadoes or hurricanes, but because there is no warning and no escaping earthquakes we tend to panic in the midst of one. Below are simple yet important procedures to follow in the event of an earthquake.

1. You may experience momentary panic when your usual plane of reference, terra firma, begins to dance. It should pass soon.
2. If the shaking is severe enough you will find it difficult to walk.
3. Remain CALM. Think before you act. Reassure others.
4. For specific information on what to do during an earthquake, visit the FEMA website: <https://www.ready.gov/earthquakes>
5. Do not use your telephone - except to report a fire or a casualty requiring transportation to a medical facility. However, anticipate that your phone may not be working.
6. Turn your radio to LOCAL radio stations for damage reports and vital public information. Stations include: KFMB(AM 760), KLSB(AM 1360), KOGO(AM 600), and KPBS(FM 89.5)
7. Be prepared for "aftershocks", which are usually weaker than the initial tremor, but may be strong enough to cause additional damage.
8. After the shaking, exit the building by stairways. DO NOT USE ELEVATORS.
9. Cooperate with directives of campus personnel.

FACILITIES

Furniture

Loft beds or lofting of beds is not permitted except where provided by the university. All university provided furnishings must remain in your apartment.

Sprinkler Heads - Don't hang ANYTHING on them! All buildings in the Village are equipped with advanced fire safety equipment including a heat-sensor "fire sprinkler" system. To ensure proper functionality items are not to be hung on or near sprinkler heads or any exposed piping, clearance of at least 18 inches is required around sprinkler heads. Do not place or store any items within this area. Residents must heed caution when moving objects as to avoid colliding with a sprinkler head and setting off the device. Balls, Frisbees and other items that may also damage sprinkler heads should be used in a safe manner. Please note: Any misuse or abuse of any fire safety equipment is strictly prohibited. It is also a violation of Housing Policy and the California Penal Code (section 184.4) and will result in disciplinary action, financial responsibility, and possible criminal charges.

Thermostats

The Village is equipped with thermostats to control the level of heat emitted into the space. Air conditioning is not an available option. All residential room thermostats are located in the baseboard heaters throughout the unit.

Residents may control the warmth of the room by turning the cylindrical knob in the access panel to the desired temperature. (Thermostats in some units are located along the top of the heater). If the temperature of the room decreases below the selected temperature, the baseboard heater will activate to warm the space. Once the desired temperature is reached, the baseboard heater will discontinue emanating heat.

Please note that baseboard heaters take a while to heat a room. Unlike forced-air heaters, cold air is drawn into the bottom of the unit and the heated air is then emitted from the top. The heated air rises and forces the cold air to the floor, where the process repeats itself.

Upon initial heating, it is common for the heating unit to emit a faint burning smell. If the smell is strong or lingers for long period of time, Customer Service should be contacted. Any other malfunctions of the heating system should also be reported to Customer Service at 858-534-2600.

Tips for operating a baseboard heating system:

BE GREEN! Turn down the thermostat in rooms that aren't being used (especially if you leave for breaks or weekends). Set thermostats to temperatures at the low end of the comfort range. This prevents excessive heating at night or when no one is home. Keep the area around the heating units free from obstructions to allow proper air flow. Do not place combustible materials on or near heaters. Do not stand on heaters.

Window Screens

Do not remove or damage your window screen. Removing your screen will result in a reinstallation fee and damages will result in a charge for repair/replacement and reinstallation. See Housing and Residential life Policies #19(a) and #24.

KEYS AND LOCKOUTS

Access to apartments is via University ID and a unique four-digit PIN. You will receive a key to your individual bedroom. If your key is lost or misplaced, the lock may be changed and the key(s) will be replaced. There is a \$10 replacement fee for a lost or misplaced bedroom key. It is a violation of the Student Code of Conduct to duplicate University keys and violators will be subject to disciplinary action. No one may check out a key to a room other than his or her own and never give your

key to someone else. For your convenience and security, always carry your keys with you and LOCK ALL YOUR DOORS. If you get locked out more than three times over the course of the year, you may be charged up to \$10 per lockout.

If you are locked out between 8:00AM and 9:00PM Weekdays, come to the Residential Services Office where they will assist you (times are subject to change). After hours, please call the **RA on duty at 858-534-9123**. At certain times or over some breaks, you may be directed to the UC San Diego Police Department (UCPD) to handle your lockout, you may be charged up to \$10 for this service. Lockouts can generally be handled within a few minutes but you may be asked to wait up to an hour or longer.

HEALTH/MEDICAL

Student Health Services (<http://studenthealth.ucsd.edu/> or 858-534-3300) operates during the normal business day, from 8:00 a.m. to 4:30 p.m., Monday through Friday. Visit their website for health related resources.

Appointments can be made online. For critical emergencies at any time, call the Campus Police Department at 534- HELP (4357). It is recommended that you program the campus Police Department into your cell phone for ease of use. Dialing 911 from any cell phone may connect you with the California Highway Patrol. Dialing 911 from a landline on campus will connect you to Campus Police.

HEALTH INSURANCE

The University of California system requires health insurance for all students. Many students are covered on their parent or guardian's policy. Students not covered in this way will be automatically billed for health insurance coverage by the University. You should carry basic information about your insurance coverage, including the name of the company, and the group plan and policy numbers.

HOUSEKEEPING

Housekeeping staff will provide apartment common area cleaning services once a week in undergraduate areas. Please read carefully the Housekeeping Guidelines found on the inside of your front apartment door. The cleanliness of your room and apartment is your responsibility. All Custodial workers wear uniforms and University identification. Vacuums are available for check-out from your RA for up to one hour. It is best to plan ahead and coordinate a time with your RA in advance. Vacuums will not be checked out after 10:00PM.

INTERNET

Network jacks for data connections are provided in each bedroom through Residential Networking (Res Net). To connect your computer, you need an Ethernet card and cable; these can be purchased at the UCSD bookstore or any other computer equipment store. Your wired connection should be your primary connection to the network. Wired and wireless connections are provided for access to the UCSD network. These are available for your use. Abuse of Res Net privileges could result in loss of access to the network. See Res Net policies for more information. Residents will be held responsible for any damages to ACMS equipment. In addition, please be aware that agencies like the RIAA and MPAA are targeting universities. UCSD students have been sued; fines have ranged from **\$3,000-\$5,000**. Res Net recommends that all students uninstall peer-to-peer programs.

You can review the full ResNet policies on their website: <http://acms.ucsd.edu/students/resnet/>

The ACMS help desk number is 858-534-2267. The email address is resnet@ucsd.edu. Main Help Desk: Applied Physics & Mathematics Building, Room 1313.

LAUNDRY

There is one laundry room in Village East (Building 3) and there are two laundry rooms in Village West (Building 1 and Building 3). All laundry rooms are located on the ground floor. Your Student ID is required to access to the laundry facilities. Note that the laundry facilities only take Laundry Dollars! That means you don't need quarters, but you do need to purchase Laundry Dollars. Funds may be added to your account online 24/7 or at the Triton Card Accounts Office in the Housing*Dining*Hospitality Administration Building located in Revelle College during business hours. Visit the website for more details: <https://hdh.ucsd.edu/housing/currentresidents/pages/Laundry.html>

MAIL/PACKAGES

Proper format for your on campus address is: Student Name

Box #XXXXX

9450 GILMAN DR

LA JOLLA, CA 92092-0100

Residents are responsible for regularly checking their mail (at least once every 48 hours) in their University provided mailboxes. The university provided mailboxes are utilized as one of the official means of personal communication to residents.

We will make every effort to receive mail and/or packages on your behalf. You must use your legal name on mail and packages sent to your box. To receive an item it must have YOUR legal name on it (not a nickname or the name of a friend or family member). It is important for you to know that your mail/packages may be re-directed should you decide to have these items mailed/shipped to you prior to our opening day. We anticipate being able to mail/packages on your behalf beginning September 17th, however, our website will announce the final determination for the official start date. When you receive a package, you will receive an email to your UC San Diego email account to pick up a package(s) at the Residential Services Office. Any difficulty with your University provided mailbox should be reported to the Village Residential Services Office.

Amazon locker delivery service: When ordering from Amazon you may select the Amazon lockers at the Village. They are located in the lower lobby of Village West Building 2.

MAINTENANCE

Housing*Dining*Hospitality provides 24-hour maintenance coverage of the facilities. All maintenance repairs should be called in to the **Customer Service Center, 858-534-2600**. Repairs are handled by an emergency priority system. If the call has not been addressed within a reasonable amount of time, call the Customer Service Center again. For non-urgent issues, you may also utilize the online reporting tool at the Housing website (<http://hdh.ucsd.edu/housing/>). Chronic maintenance problems not properly addressed should be reported to The Village Residential Services for assistance. All maintenance workers wear uniforms and University identification. Do not allow unauthorized individuals into your apartment. The University will do its best to avoid construction and general maintenance work during stressful periods of the quarter. Your understanding, patience, and respect for University personnel are requested during times when such activity is required. Residents should be aware that it is impossible to completely eliminate these activities and still meet the operational demands of the University.

OUTDOOR RINSE STATIONS

There are two outdoor rinse stations provided for rinsing surfboards, wetsuits, and other beach gear. No soap (or any type of cleanser) is permitted to be used at the rinse stations. The two stations are in Village West on the east side of Buildings 4 and 7.

POSTING POLICY

The Residential Life Office must approve all postings at The Village. Approval will be based on compliance with appropriate campus regulations. Banners or large-scale advertisements are required to be general in nature, such as announcement of Election Day, advertisement for a dance, etc. All postings are at the discretion of the Village Administration and permission may be granted by dropping off postings to the Residential Life Office for approval. The Village will generally post only for University departments, student organizations, and Village events. Any group or individual who flagrantly or consistently violates these policies is subject to university disciplinary action.

PROPERTY INSURANCE

The University and its employees/agents assume no responsibility for loss, theft, damage to or destruction of personal property kept in the apartment or any other location on the premises from any cause whatsoever. **The University strongly recommends that each resident maintain personal property insurance (renter's insurance) to help protect your personal property and/or in the event of liability claims against you.** You may be covered under your parent's home owners' insurance policy. For detailed information regarding renters insurance specifically designed for UC San Diego renters, please visit <https://gradguard.com/school-search>.

RENTAL AGREEMENT TERMINATION

Read your Housing Contract carefully, it is a legal document. You are responsible for all the terms and conditions of the UC San Diego Single Undergraduate Residential Housing Contract.

You are responsible for the full term of the Contract; requests to terminate the Contract early should be made in writing to the General Manager of the Village. All requests still require 30-day notice and should be based on one of the following criteria:

1. You will no longer be a student at the University;
2. You have a compelling and unanticipated medical or financial problem or;
3. You have legal proof of entering a committed relationship (e.g. you get married or enter a domestic partnership).

Please refer to your Contract for further details on this subject. If you have questions, you may schedule an appointment with the Residential Services Office to discuss your situation.

RESIDENT ASSISTANTS

There are several different members of the Village Residence life team here to assist you. The most important person is your Resident Assistant (RA). The RA is an upper-class student who has gone through a comprehensive and thorough selection and training process. They are one of the first people you should go to for help with any situation. They are prepared to help with things like home-sickness, finding your way around campus, roommate issues, and much more. They will plan events and activities and help get you connected with the other students, the University, and San Diego. They will also confront inappropriate behavior to help the community be a great place to live and study. Your RA is a great resource, ally, mentor and friend!

When the Residential Services Office is not open, there is an RA on duty, they can be reached for lockouts or emergencies at 858-534-9123 (See also KEYS AND LOCKOUTS or EMERGENCIES).

RESIDENTIAL LIFE PROFESSIONAL STAFF

There is one Director of Residence life and three Assistant Directors of Residence life at the Village. The Residential life staff are professional university staff members who are committed to assisting you in your transition to the University and on-campus housing. Our team is here to help you with any sensitive, personal, or extenuating situations that may arise. They also supervise the Resident Advisors, assist with large-scale programs, resolve conduct issues, and provide emergency response. Their offices are located on the east side in building 6 in the Residential Experience Office.

THE OFFICE OF RESIDENTIAL EXPERIENCE

The Office of Residential Experience – which houses Village Residence Life professional staff, ICRA and NRHH offices, HDH Sustainability staff, and other Residential Success and Community Development staff offices is located on the east side in building 6 above the Village Market. Hours are: Monday- Friday: 8:00am-4:30pm.

RESIDENTIAL SERVICES OFFICE HOURS

Hours of operation (Hours will vary on some holidays and breaks and during the summer, times are subject to change):

- Monday-Friday: 8:00AM-6:00PM (full service), 6:00PM-9:00PM (package pick-up/lockouts)
- Mailroom hours/ Monday- Friday: 8am-9pm and Saturday/ Sunday: 1pm-6pm

Additionally, there is a Resident Assistant (RA) at the front desk 7 days a week from 6:00pm-9:00pm.

ROOM CHANGES/SWITCHES

If you are thinking of a room change for any reason, we encourage you to talk with your RA or a professional staff member in Village Residence Life. If you wish to change rooms it must be approved through the Residential Life Office. Unapproved room/apartment changes are subject to a fine and you will be held financially responsible for the condition of your old room/apartment. See "Check-Out" or your "Move-in/Move-out Inspection Checklist" for more information.

SAFETY (see also, "Emergencies")

Residents must take an active role in ensuring adequate safety and security. Always keep your room/apartment door locked, carry your keys, lock your bike, and don't let unescorted people in any room, suite, or apartment. Solicitors are not allowed on campus. Use common sense and always be aware of what is going on around you.

If you see, hear, or smell anything that could put you or anyone else in danger, do not hesitate to call 911 or 534- HELP (4357) for police assistance. Your safety is our priority. Emergency call boxes (indicated by a blue light on top) are located throughout the campus and at the Village. They can be used to contact the police department directly and also can be utilized by the campus as loudspeakers for emergency announcements.

STUDY ROOMS AND COMMUNITY SPACES

There are many spaces available for private and group study. All Village residents have equal access to these spaces, regardless of whether you live in Village East or Village West:

- Village East Group Study Rooms (Swami's, Tourmaline, Beacon's, Trestles, little Wai-mea, and New Break) are open for resident group study 24 hours a day/7 days a week. These rooms are subject to closure over some holidays or breaks and may be reserved for Village-sponsored events. They may also be closed, or access restricted, if vandalism, theft, or damage occur.

- North Break Study lounge in Village West Building 3 also provides additional quiet study space for Village residents. Watch for announcements about the lounge that will include specific information.
- Village Game Room in Village West Building 3 is equipped with a pool table, foosball table, TV and comfortable seating. It is open daily; hours are 7:00AM-11:00PM.

VILLAGE PLACE & MARKET

The Village Place & Market should be your first stop for all of your needs! The Market offers everything from a latte to fresh veggies to cleaning supplies. The best part? You can get it all with your Dining Dollars! Hours are generally 8:00am-1:00am on weeknights and 10:00am-1:00am on weekends. Hours may change throughout the year and especially over holidays, breaks, and summer. For the most current hours of the Village Place & Market and all H*D*H Dining facilities, check the website: <http://hdh.ucsd.edu/diningservices/hours.asp>

VILLAGERS IN PROGRAMMING (VIP)

VIP is a student organization dedicated to creating an engaged Village community through entertaining and exciting programs. These programs are designed to make the Village an even better place to live. Programs that have occurred in the past include: Unwind Your Mind, Monster Ball, and others. Position appointments occur in the Fall Quarter. If you're interested in getting involved in VIP please email thevillage@ucsd.edu for more information.

WATER CONSERVATION

As San Diego's 3rd largest water consumer, UC San Diego makes water conservation a priority when conducting our daily activities. We must all do our part in conserving this valuable resource. You should look for new opportunities to conserve water and report broken irrigation heads, leaking faucets or other water leaks as soon as possible. Visit <http://sustain.ucsd.edu/initiatives/water.html> for more information.

Part II: Housing and Residential Life Policies (2016-2017)

Introduction

At UC San Diego, we believe you will find living on campus is an integral part of your education. As a result of your community living experience, we hope that you will develop a concern and respect for others; make responsible choices and decisions about a lifestyle which suits you best; share your academic, social, and cultural experience with other students; and learn to live peacefully in close quarters with a diverse group of people. We encourage you to work toward developing a positive involvement in your community, based on your rights and responsibilities as a resident living on campus.

Please be aware that as part of your housing contract, everyone who chooses to live in our residential communities must abide by the rules and regulations of UCSD, including, but not limited to, the [UCSD Student Conduct Code](#), the [UCSD RESNET Acceptable Use Policy](#), all applicable local, state, and federal laws, and the Housing and Residential Life policies outlined below. All of these guidelines are here to establish a safe and secure living environment and to support your success as a UCSD student. Any student who anticipates or observes a potential violation of policy is expected to immediately remove themselves from the environment in which the violation may occur. One's presence during any violation of University or Housing policy ultimately condones, supports, and/or encourages the behavior or potential violation of policy.

It is important to realize that students living in a group environment affect each other's lives in many ways. We strongly believe that one's actions demonstrate one's commitment to respecting differences. In addition, we will not accept ignorance, humor, anger, alcohol or substance abuse as an excuse, reason, or rationale for behavior. Certain shared responsibilities such as mutual cooperation, inclusion, and respect are integral to any successful group living situation. It also means accepting personal responsibility for how your everyday actions affect others living with you as roommates and neighbors. Establishing a positive and supportive residential environment means each individual must make occasional adjustments in personal habits, attitudes, and beliefs. Successful on-campus living, whether in the residence halls or apartments, means exercising your rights while recognizing your responsibilities in respecting the equally legitimate rights of the other members in your community.

Housing and Residential Life Policies:

In accordance with the University of California San Diego (UCSD) Single Undergraduate Residential Housing Contract, every UCSD student who lives in or enters our residential communities must abide by the rules and regulations of UCSD, including, but not limited to, the [UCSD Student Conduct Code](#), the [UCSD RESNET Acceptable Use Policy](#), all applicable local, state, and federal laws, and the Housing and Residential Life policies contained herein. Violations of the rules and regulations may become the basis for a referral to the student conduct process. Additionally, breach of any term/provision of the Single Undergraduate Residential Housing Contract may result in contract cancellation prior to move-in, termination of the contract after move-in, or exclusion from future UCSD student housing application processes.

1. Alcohol: Federal law, California State Law, and University policies prohibit the consumption, possession, solicitation, procurement, sale, or manufacture of alcohol for those under the age of twenty-one (21). Further, these policies prohibit those over the age of twenty-one (21) from manufacturing or providing alcohol to anyone under the age of twenty-one (21). Residents are responsible for their behavior at all times and may be responsible for that of their guests (see Guest or Visitor Behavior policy). More specifically:

a. Under twenty-one (21): Persons under the age of twenty-one (21) are prohibited from consuming, possessing, soliciting, procuring, selling, or manufacturing alcohol at any time. Persons under the age of twenty-one (21) in the presence of alcohol, with or without objective signs of intoxication, may be in violation of this policy. Alcohol possession or consumption which can be detected from outside the room/suite/apartment will result in further inquiry and may be a violation of this policy;

b. Over 21: Residents who are twenty-one (21) or older and their guests who are twenty-one (21) or older may possess and/or consume alcohol in the resident's contracted bedroom space so long as they are following all other University policies. Manufacturing alcohol or providing alcohol to those under the age of 21 is prohibited. Residents who are 21 or older must store open, sealed, or empty alcohol containers in their own contracted bedroom space and must dispose of or recycle empty alcohol containers regularly;

c. Roommates: Residents who are under twenty-one (21) and who have roommates who are twenty-one (21) or over may be present in their residence when their roommate is consuming alcohol, but may neither consume nor possess any alcohol at any time;

d. Alcohol paraphernalia: Devices and games intended for the rapid consumption of alcohol (e.g., beer bongs, beer pong, commercial dispensers) are prohibited whether or not alcohol is present. The presence of any open, full, or empty alcohol containers will be interpreted as possession of alcohol;

e. Bulk Alcohol: Possession of *bulk* quantities of alcohol is prohibited. Bulk quantities include, but are not limited to: kegs, punch bowls, greater than 750mL of liquor or wine, greater than 144 oz. of beer, powdered alcohol, or any alcohol by volume equivalencies;

f. Alcohol delivery: Regardless of age, alcohol delivery from any source is prohibited;

g. Gatherings: Social gatherings, where alcohol is present, are allowed provided all guests are 21 years or older and attendance at the gathering does not exceed two (2) guests per resident of the room/apartment. Hosting of multiple room gatherings where the consumption of alcoholic beverages takes place and where people move from one room to another is prohibited. This regulation applies even if all rooms involved are within allowable guest limits, and;

h. Public Consumption: At no time should the consumption of alcohol occur in public areas or occur outside of resident rooms or apartments.

2. Balconies/Window ledges: Balconies, ledges, window ledges, and sunshades may not have any items hanging from them or covering them. Further, balconies, patios, and decks may not contain decorative items, food storage, trash, trash containers, items to be recycled, or recycling containers.

3. Bathrooms: Residents and their guests are not permitted to enter or use bathrooms designated for the gender of which they do not identify. Gender-neutral bathrooms are available in most residential areas. Please contact your Office of Residential Life for assistance.

4. Bicycles/Scooters/Skateboards/Roller skates/Blades/Hoverboards: The use of bicycles, scooters, skateboards, roller skates, and roller blades is prohibited inside any residential facility. Residents may store bicycles only in the owner's bedroom or apartment upon approval of all roommates, if applicable, or in designated bike rack areas. Bicycles cannot be stored in stairwells, common areas, and lounges and cannot be locked to handrails, trees, or signposts. Performing tricks on roller skates, roller blades, skateboards, bicycles, and scooters is prohibited in or around all residential facilities. Use, possession, and storage of hoverboards are prohibited from all residential facilities.

5. Business: Students are prohibited from operating a business of any kind, including an e-business, and/or utilizing University owned or operated facilities or services for the business. With the exception of food delivery, no resident may contract any vendor for services in the residential facilities without the approval of the Office of Residential Life.

6. Campus Card: UCSD students must carry their Campus Card (i.e., UCSD student identification) at all times for proper identification. The Campus Card is not transferable and students cannot lend, sell, or give the card to others.

7. Cleaning: Residents are responsible for maintaining a clean, sanitary, and hazard-free living environment. Administrative charges and/or other sanctions will be assessed for excessive cleaning that must be performed by University and University-contracted staff, including Environment, Health, and Safety (EH&S) inspection staff.

8. Controlled Substances:

- a.** Federal law, California State Law, and University policies prohibit the unlawful possession, solicitation, procurement, sale, consumption, or manufacture of narcotics or controlled substances. Marijuana, including marijuana for medical use, is specifically prohibited;
- b.** Possession or consumption of controlled substances that can be detected from outside the room/suite/apartment will result in further inquiry and may be a violation of this policy;
- c.** Persons in the presence of controlled substances, with or without objective signs of intoxication, may be in violation of this policy;
- d.** The possession and/or use of drug paraphernalia is prohibited in or around all residential facilities; and,
- e.** The use of any prescribed medication, over the counter drugs, and other controlled substances in an abusive or recreational manner is prohibited. Prescription medication may only be used or possessed by the person to whom it is prescribed.

9. Decorations: Corridor, room, and common area decorations must conform to the following EH&S standards. Damages resulting from violating these policies may be assessed to the resident(s).

a. Decorative materials are not permitted in corridors. Do not obstruct exit signs, fire alarms, extinguishers, sprinkler heads, or hose cabinets;

b. Ceiling Decorations: Items of any kind are not to be affixed or adhered to any ceiling and no ceiling may be altered by painting;

c. Walls: Walls may not be altered in any way and any item hanging from any wall must be mounted with removable adhesive strips or painter's tape; and,

d. Door Decorations: Message pads on the exterior of your room, suite, or apartment door must be limited to two pieces not larger than 8 1/2" x 14" each.

10. Disruptive Behavior: Behavior that intentionally or unintentionally creates an unsafe environment in the community or that poses a significant risk to the health or safety to any person, including oneself, or that damages university property or the property of others, is prohibited.

11. Failure to Comply: Failure to comply with, or interfering with, the legitimate directives or questions of University staff, law enforcement, or emergency personnel, identified as such, in the performance of their duties in the residential facilities, is prohibited. Such behavior includes, but is not limited to, not answering your room/suite/apartment door, providing false information, and failing to immediately produce one's UCSD Campus Card upon request.

12. Fire Policy:

a. Appliances: Every electrical appliance must be UL-listed and may only be used within the limitations of that listing. Any appliance not specifically listed for use "where exposed to the outside elements" is prohibited on an outdoor balcony or patio. All appliances (e.g., cooking, portable heaters) with exposed heating elements are prohibited. Microwaves must be 750 watts or less and refrigerators must be 5.0 cubic feet or less. Heat producing cooking appliances (e.g., toasters, electric grills, water boilers, coffee makers, rice cookers, etc.) must be used in kitchen areas only. Burned food may activate the building fire alarm and the resident responsible may be financially responsible for the costs of the response to the alarm, including fire suppression. Portable or installed air conditioning or heating units are prohibited.

b. Evacuation Maps: Evacuation maps may not be removed or altered;

c. Extension cords and power strips – All extension cords must have the following components: 1) Must be three-pronged; 2) Must be UL Listed; 3) Must be plugged directly into a wall outlet (not another extension cord or power strip); 4) Must be sized adequately to handle the load and; 5) Power strips must be circuited and have an on/off switch. Extension cords may only be used on a temporary basis and not as a substitute for permanent wiring. A power strip with a built-in breaker may be used in place of an extension cord for low-draw appliances (generally 600 watts or less). Some examples of appliances with low wattage that can be used with power strips include, laptop computers (40W-120W), 25" televisions (150W), clock radios (7W), gaming consoles (195W) and curling irons (90W). Multi-plug, non-circuited, adaptors and extension cords can create fire hazards and are not allowed. Flexible wiring (i.e., circuited power strips and extension cords) shall not be extended through walls, ceilings, floors, under doors or floor coverings, or be subject to environmental or physical damage. Wiring, including but not limited to electrical, telephone, cable, or computer wiring, from apartment to apartment or from room to room is prohibited;

d. Failure to Evacuate: It is each resident's responsibility to evacuate to designated assembly areas when the fire alarm sounds. Failure to evacuate immediately is prohibited and a violation of the California Fire Code;

e. False Fire Alarms: Causing a false fire alarms (pulling fire alarm stations without cause, tampering with smoke detectors, etc.) is prohibited and a violation of the California Fire Code. Engaging in such behavior may be punishable by up to 6 months in jail and/or \$1000 fine;

f. Fire Doors: Residents should not bypass or disable safety design features by propping doors or blocking latches;

g. Fire and Emergency Equipment: It is a misdemeanor to tamper with, cover, or interfere with fire alarm pull stations, smoke and heat detectors, fire extinguishers, hoses, fire sprinkler systems, EXIT signs, and emergency lighting. Hanging items on, damaging, dismantling, deactivating, covering, or otherwise altering smoke detectors, heat detectors, or any fire/emergency equipment is prohibited. In addition to a referral to the student conduct process, violations of this policy may result in contract cancellation and/or exclusion from future UCSD student housing application processes;

h. Flammable, Explosive or Corrosive Substances: Storage or use of any flammable liquids, fireworks, compressed gas canisters, photo developing chemicals, or corrosive materials in any quantity is prohibited in or around the residential facilities. No vehicles or machines with flammable or corrosive materials can be brought into or stored in or around the residential facilities;

i. Halogen Lamps: Halogen lamps are prohibited; and,

j. Open Flames: Use of candles, charcoal grills, incense, tiki torches, or any other open flames are prohibited in or around the residential facilities. Propane gas and charcoal for BBQs may not be stored in or around any residential facility. Gas BBQs may be used 25 feet away from all residential buildings.

13. Gambling: California State Law forbids the dealing, playing, conducting, betting on, and providing facilities for games involving cards, dice, and other devices for money, checks, credit, or other representation of monetary value on state property. As such, gambling in or around the residential facilities is illegal and thus prohibited.

14. Guest or Visitor Behavior: A guest is defined as anyone that is not contracted in the space that is being visited. Residents are responsible for and may be held accountable for the actions and behavior of their guests, visitors or other persons they are hosting, at all times. Resident hosts should accompany their guests at all times while in the residential community. Should a resident's guest(s) or visitor(s) violate any University policy, the host may be held accountable and the guest or visitor may be asked to leave. Residents are responsible for properly and accurately identifying their guest(s) to University staff upon request.

15. Guest Visitation: All guests need to be approved by all roommates or apartment mates of a particular residence. Overnight guest are not allowed to stay longer than three consecutive days and no resident may have overnight guests more than six nights in any quarter. Guests may not sleep in any of the common rooms or public spaces and must use

gender appropriate restrooms or one that is approved by all apartment mates. During the Sun God Festival and other special events, limitations and/or restrictions on guest visitation may be implemented.

16. Noise:

a. Quiet Hours: The minimum quiet hours in each residential community are as follows: 11:00 P.M. – 8:00 A.M., Sunday through Thursday and 1:00 A.M. – 8:00 A.M., Friday and Saturday. These hours may be amended at the student's area of residence for University holidays and finals week. Others in neighboring spaces must not hear noise generated during this time.

b. Courtesy Quiet Hours: Any community member may ask another to cease making noise that is disruptive to study or sleep at any time. Failure to comply with such a request may be a violation of this policy. Community members are encouraged to directly request that other community members cease any activity that hampers their ability to study or sleep. Community members are to take the initiative to self-monitor noise and it is not acceptable to assume that a noise level is appropriate until someone complains about it.

17. Posting/Solicitation: All posting, distribution, or solicitation in the public areas of the residential facilities must be approved by the Office of Residential Life responsible for that space. Refer to the residential areas' posting policies and the University posting policy for further detail. Posting on exterior balconies or railings of apartment rooms or residence hall suites is prohibited. Postings inside bedrooms or on the inside of exterior-facing bedroom windows or doors may not interfere with the operation of doors or windows or otherwise endanger health or safety. Posting of material in common living areas of apartments or residence hall suites not open to the general public is permitted provided that none of the residents of adjoining rooms with access to the common area object to the material. Any material posted in the common area of apartments or residence hall suites must be removed in the event that any resident of an adjoining room with access to the common area objects to the posting of such material.

18. Public Areas: Depending on the unique architecture of each residential community, public areas are generally defined as any residential space excluding residence hall bedrooms and the interiors of apartments. All public areas must be kept free of obstructions and/or trash. Additionally, no one may sleep in lounges or public areas unless it is in conjunction with a University-sponsored event in the lounge or public area. Use of these areas for group activities and/or hired performances requires permission from the Office of Residential Life responsible for the space. Lastly, public areas may be closed at any time by the Office of Residential Life responsible for the space.

19. Residential Facilities:

a. Alteration/Damage/Theft: Residents will be held responsible for the theft, loss, alteration, or damage of university fixtures, furnishings, equipment, or decorations or damage to the facility, if either the resident or a resident's guest is the cause of such loss, theft or damage. The University, at its sole discretion, shall determine such costs, and payment for such costs shall be made by the resident and is due upon receipt of the notice. Damage should be reported immediately to Housing's Customer Service Center 858-534-2600. Do not attempt to repair damages; doing so may result in additional administrative charges;

b. Closet/Cabinet Doors: Removing doors is prohibited. If doors are removed, they will be re-installed immediately and the student will be assessed an administrative charge for their reinstallation/repair;

c. Doors/Walls: Written messages, tacks, or tape (other than painter's tape) placed directly on any door or wall is prohibited;

d. Door Closure Devices: California State Law requires that door closure devices be in working order. If a door closure device has been tampered with, it will be repaired and the residents charged;

e. Elevators: Tampering with, misuse of, or vandalism of elevators is prohibited by law and University policy. Those responsible for such activities will be charged for cleaning or repair;

f. Unauthorized Events: All organized and/or publicized events in or around the residential facilities must have the prior approval of the community's Office of Residential Life.

g. Unauthorized Facility Use: All residential facilities, including the grounds immediately surrounding the facility, is intended for the use of residents, each area's Office of Residential Life, and residential activities. Use of these facilities by outside organizations or the general public is limited and determined by the Office of Residential Life responsible for that area;

h. Furnishings: Moving furniture from any rooms/suites/apartments is prohibited. Students who move furniture from public areas or use furniture for purposes other than its original intention are subject referral to the student conduct process which will include any labor costs associated with returning the furniture to its appropriate location or its replacement. Outdoor use of University-owned furniture from rooms/apartments/suites is prohibited;

i. Keys: Residents are responsible for all University-issued keys. Students may be charged for the costs associated with a lost or stolen keys or keys that are unreturned after a resident vacates a space. It is against policy to duplicate or use, without authorization, any University-issued key. Providing false information to obtain a University key is a breach of security and grounds for referral to the student conduct process;

j. Pets: Pets and animals are prohibited in the residential facilities. This includes pets or animals of visitors, regardless of length of stay. However, the following exceptions apply:

- Personal 'Service or Assistance Animals' that assist with a disability as certified by the Office for Students with Disabilities;
- Aquarium fish in tanks not to exceed 10 gallons. Limit of one tank per resident.

k. Recycling: Recycling is each resident's responsibility and should be regularly removed to designated areas. If recycling from a resident's room is found in non-designated areas, residents will be held accountable for its appropriate removal and all administrative charges associated with its removal and cleaning;

l. Trash: Trash is each resident's responsibility and should be regularly discarded to designated areas. If trash from a resident's room is found in non-designated areas, residents will be held accountable for its appropriate disposal and all administrative charges associated with its removal and cleaning; and,

m. Unauthorized Entry: Unauthorized entry into any HDH-owned space and/or facility is prohibited. During University breaks, as defined by the UCSD Single Undergraduate Housing Contract, all residence halls are closed and unavailable for entry, occupation, or use.

20. Roofs/Rails/Ledges: Residents are prohibited from scaling or climbing walls, traversing to/from balconies, accessing roofs, rails, and ledges of all residential facilities unless otherwise designated. Throwing objects to or from the roofs, rails, or ledges of any residential facility is prohibited.

21. Security: Residents should not bypass or disable residential security. Residents should not allow suite and/or building access to unauthorized persons. Students are reminded to lock doors and close and lock windows when they are not present in the room or while asleep in the room. Students are required to call the Customer Service Center at 858-534-2600 if they are unable to lock and secure room doors and/or windows. If a resident sees suspicious activity, they are expected to call University police at 858-534-4357. The safety and security of the community is everyone's responsibility.

22. Smoke-Free & Tobacco-Products-Free Campus:

a. Smoking: Smoking of any kind is not permitted in any area owned or leased by UCSD; and,

b. The use, sale, and advertising of all tobacco or tobacco-related products, including but not limited to cigarettes, electronic cigarettes, cigars, pipes, and smokeless tobacco is prohibited on campus and on properties owned or leased by UCSD.

23. Weapons and Explosives: University and Housing policies prohibit the use or possession of firearms, on campus, with or without a California permit. Also prohibited, on campus, is the use, possession, or storage of any kind of ammunition and/or weapon(s), including but not limited to, stun guns, daggers, knives with a fixed blade over 2.5 inches used for any purpose other than cooking, martial arts equipment, any device resembling a fire arm (including but not limited to, airsoft, paintball, bb guns, “nerf”-type guns), slingshots, spear guns, bows and arrows, explosives, fireworks, laser pointing devices and Taser guns. The improper discharge of a chemical agent including, but not limited to, mace, pepper spray, or other aerosols is prohibited. Other items or implements used aggressively or for violent purposes are prohibited and should be reported to the UCSD Police at (858) 534-4357.

24. Windows and Screens: Throwing to or from, dropping, or allowing any object to fall from any window, climbing in or out of windows to gain entrance to a room, or the unauthorized removal of window screens is prohibited. Any weather-related damages that occur to a room as a result of a resident not closing a window will be billed to the resident(s) responsible for the damage.