Conference Desk Information

The Conference Desk Staff will assist you with lost keys, lockouts, Summer Triton Card purchases, parking permit information, maps, directions and advice on local attractions. If you need assistance when the desk is closed, please call the 24-Hour Desk line at 858.534.4165.

Village Conference Desk
Village West, North Break Lounge
7 am – 2 am | 7 Days a Week
858.534.4165

ERC Conference Desk
ERC Student Activities Center
7 am – 9 pm | 7 Days a Week
858.534.1142

Revelle Conference Desk
Revelle College Center Blake Hall
7 am – 11 pm | 7 Days a Week
858.534.3303

Telephone Services
Telephone messages can be received at the Conference Desk locations. If you should receive a phone message during your stay, you will receive a notification posted on your entry door to check in at the Conference Desk.

Mail Services
Mail can be received at the Conference Desk locations. If you should receive mail or packages during your stay, you will receive a notification posted on your entry door to check in at the Conference Desk. Please note, you will need identification to pick up any mail. Please have correspondence addressed to the correct Conference Desk location. Please allow 1-2 business days for delivery.

Name of Guest
Name of Conference Group
(The Village, ERC, Revelle) Conference Desk
9450 Gilman Drive La Jolla, CA 92092-0100

Lockouts/Lost Keys
If you should get locked out or lose your key of your room during your stay, please visit your Conference Desk location to receive a courtesy key or replacement for immediate use. If you are unable to get to your Conference Desk location, please call 858.534.4165 for assistance.

Laundry
Washers and dryers are located in laundry rooms in both apartment buildings and residence halls. To use laundry facilities, you will need to purchase a Summer Triton Card. Cards are available at any of our Conference Desk locations in $5 and $10 denominations.

Dining
Conference attendees can enjoy an all-you-care-to-eat experience during breakfast, lunch and dinner at most campus Dining Services restaurants. Offerings range from fresh baked goods to grilled items, organic produce, cage free eggs and daily entree specials. [hdh.ucsd.edu/DiningMenus](http://hdh.ucsd.edu/DiningMenus)

Pick up additional snacks, coffee or retail items at The Village Market open throughout the summer.

Meal Cards
Lost meal cards will be replaced for a $5 fee and payment is due at the time of replacement (unless otherwise arranged with Hospitality and Conference Services). These can be purchased at your Conference Desk location.

Maintenance Request
If you have a maintenance request (clogged toilet, running faucet, broken garbage disposal, etc.) please call our Campus Customer Service Center to report the issue at 858.534.2600. HDH Maintenance Staff will enter premises to fix the issue at the earliest opportunity unless otherwise arranged with Hospitality and Conference Services.

Furniture
Upon check-out, furniture in the residence halls and apartments must be left in the same set-up as upon check-in. If furniture is relocated, there will be an additional fee applied to the master invoice.

Housekeeping Services
The University shall provide housekeeping services in all housing areas based on your conference program.

Housekeeping services may include:
- Hallways, residential suites and common areas vacuumed
- Trash removal
- Bathrooms cleaned

Linen Services vary according to the program that your conference organizer has arranged. Most housing areas include a linen bundle (including towel and bedding sets) provided upon arrival. These sets are refreshed weekly.

Additional linen sets can be rented at our Conference Desk locations:
- Towel Set $5 | Bedding Set $5 | Bedding & Towel Set $8

Checkout
To check out, please return your room keys and meal cards to your Conference Desk. If your key and meal card is not turned in by the scheduled check-out time for your group, you may be charged a key and/or lock replacement fee.

Parking & Permits
Parking permits can be purchased on-line prior to your arrival to campus or at any of the Conference Desk locations using the complimentary computer Kiosks. Please visit [transportation.ucsd.edu](http://transportation.ucsd.edu) to purchase your permit. Permits can also be purchased at the Parking Office located in the Gilman Parking Structure or at one of the kiosks located in the parking lots.

Parking Permit Rates are as follows: (B) $35/week, (5 only) $65/1-month. Rates are subject to change. No refunds will be issued for any unused permits regardless of cause. Permits are required Monday through Friday 7 am – 11 pm.

Vending Machines
The locations of soft drink and candy machines are posted in the main entrance to many of our residence halls and apartment buildings.

Recreation Facilities
Enjoy tennis, racquetball, handball, squash, weight training, swimming, running, softball, and volleyball at one of the campus recreation facilities by purchasing a daily or weekly pass. Passes may be purchased at RIMAC or at Canyonview Aquatics & Activities Center. Guests will need to have a picture ID to purchase a pass. Children ages 10-17 can utilize the facilities if they are accompanied by an adult, except for the weight rooms.

To view the latest information and rates on our Sports and Recreation facilities, visit [recreation.ucsd.edu](http://recreation.ucsd.edu).
Resources

University of California San Diego
9500 Gilman Drive La Jolla, CA 92093
858.534.2230

Lost and Found.................................................................858.534.4361
Directions to the campus....................................................858.534.2208
UC San Diego Police.........................................................858.534.HELP
CSO Walking Service (after sundown)......................858.534.WALK
Counseling & Psychological Services.......................858.534.3755
Environment, Health & Safety .......................................858.534.3660
Office for Prevention of Harassment & Discrimination.....858.534.8298
Office of the Ombuds.........................................................858.534.0777
Sexual Assault & Violence Prevention Resources Center...858.534.5793
Student Health Service....................................................858.534.3300
Telephone/Data/Repair Service....................................858.534.1853

Medical Services
Emergency medical care is available 24 hours a day at Sulpizio Cardiovascular Center adjacent to UC San Diego Thornton Hospital (approximately 1.8 miles away from campus) and Scripps Memorial Hospital (approximately 3.2 miles away from campus). If there is an immediate, life threatening emergency, DIAL 9-1-1. Notify dispatch that you are on the UC San Diego campus.

Hillcrest Emergency
UC San Diego Medical Center
200 West Arbor Drive
San Diego, CA 92103
619.543.6222

La Jolla Emergency
Sulpizio Cardiovascular Center
9434 Medical Center Drive
La Jolla, CA 92037
858.657.7600

Scripps Memorial Hospital La Jolla ER
Barbey Family Emergency and Trauma Center
9888 Genesee Avenue
La Jolla, CA 92037
858.626.4123

Transportation Information
For bus route information, public transportation rates and other info, check out UC San Diego Transportation: transportation.ucsd.edu for more information.

Taxi Service
Taxi fares vary, but they are generally around $30.

La Jolla Cab...........................................................619 or 858.453.4222
Yellow Cab.................................................................619.234.6161

SuperShuttle: 1.800.9.SHUTTLE (1.800.974.8885) for reservations and current rates. For groups of up to four, SuperShuttle provides economical van service to UC San Diego with a one-day notice. Discount Code: 556CV

Emergency Evacuation Plan

- Review the Emergency Plan prior to an Emergency
- In case of fire use stairs for exit. Do not use elevator
- Quickly move to the outside of the building using the nearest door marked with an EXIT sign
- Be certain all persons in the area are evacuated immediately
- Help those who need assistance, disabled, small children, etc...
- Report immediately to the designated assembly area (see map) to do a headcount
- Do not reenter the building and wait for instructions from emergency response personnel

Emergency Phone Numbers

- Fire, Police, Medical.................................................................911
- Poison Control Center.......................................................800.876.4766
- UC San Diego Emergency Status Phone No..................858.309.6273

When calling any emergency phone numbers, calmly state:

- Your name
- Building and room location of emergency
- Nature of the emergency: fire, chemical spill, etc.
- Injuries?
- Hazards present which may affect responding emergency personnel
- A phone number near the scene where you can be reached

Fire Procedures Fire Alarm: Bell/Horn with flashing light

- Pull the fire alarm and call Campus Police at 858.534.4357 or 911
- Alert people in the area to evacuate
- Close door to confine the fire

In case of small fire

- IF YOU HAVE BEEN TRAINED to use a fire extinguisher, while keeping an exit behind you, position yourself within six feet of the fire
- Pull the pin located in the extinguishers handle, aim the nozzle at the base of the fire, squeeze the handle and sweep from side to side at the base of the fire until it is out

Have persons knowledgeable about the incident and location assist emergency personnel.

Evacuation maps are included in the following housing locations:

- Eleanor Roosevelt College Residence Halls
- Revelle College: Argo and Blake Residence Halls and Keeling Apartments
- Village East and West Apartments
- Warren College: Apartments and Residence Halls

Evacuation maps may not be removed or altered. Take time to familiarize yourself with the evacuation plan for your residence. It is each resident’s responsibility to evacuate to designated assembly areas when the fire alarm sounds. Failure to evacuate immediately is dangerous and a violation of the California Fire Code.

Fire alarm testing and evacuation drills are conducted annually.