Conference Participant Guidelines

UC San Diego Hospitality and Conference Services
Phone: 858.534.4220 | General Questions: meetings@ucsd.edu
CONFERENCE PARTICIPANT GUIDELINES

All Conference Participants must comply with the “Conference Participant Guidelines” and any other policies contained herein below and sign as acceptance of understanding guidelines.

SAFETY REGULATIONS

For health and safety reasons, all Conference Participants must be aware of and abide by all of the regulations stated below.

SMOKE-FREE CAMPUS

UC San Diego is a smoke-free and tobacco product-free campus. The use, sale, and advertising of all tobacco or tobacco-related products, including but not limited to cigarettes, electronic cigarettes, cigars, marijuana, pipes, and smokeless tobacco is strictly prohibited in any indoor or outdoor spaces, including parking lots, private residential space, the Medical Center campuses, and all UC facilities.

FIRE SAFETY

Acts that are a threat to safety, i.e. setting fires in trash cans, using lighter fluid in a prank, open flames, using charcoal grills, and using candles are prohibited in all housing areas. Such behavior will result in the removal of all parties involved from campus, and the University may seek legal action.

Misuse of fire safety equipment, such as pulling the fire alarms and pranks involving the fire hoses and fire extinguishers, are prohibited. Such misuse of the fire safety equipment is a felony and will result in the removal of the involved party/parties from campus, and the University may seek legal action.

It is each guest’s responsibility to evacuate to the designated assembly areas when the fire alarm sounds. Failure to evacuate immediately is prohibited and a violation of the California Fire Code.

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.

EMERGENCY PREPAREDNESS AND SAFETY EQUIPMENT

Refer to the campus emergency guide: blink.ucsd.edu/safety/emergencies/preparedness/guide.html.

The residential halls and apartments are supplied with smoke detection devices. The detector(s) are in proper working order. 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. It is a criminal offense to disconnect or otherwise impair the function of these devices. Tampering with fire detection or safety equipment will be subject to disciplinary action. If building alarm is activated due to the guest’s negligence or malicious act, the Organization will be charged a $200.00 fee and may be asked to vacate without refund.

It is each guest’s responsibility to evacuate to the designated assembly areas when the fire alarm sounds. Failure to evacuate immediately is prohibited and a violation of the California Fire Code.

QUIET HOURS POLICY

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

Any guest may ask another to cease making noise that is disruptive to study or sleep at any time. Violations can be reported to the Conference Desk staff via phone or email. Guests are to take the initiative to self-monitor noise, it is not acceptable to assume that a noise level is appropriate until someone complains about it.
Pets and animals are prohibited throughout all residential and dining facilities. Breach of this provision will result in a $50.00 per day per room charge for cleaning and fumigation, beginning on the first day of arrival until the animal is removed from UC San Diego's premises. Service animals for individuals with disabilities (as defined by the Americans with Disabilities Act) are permitted in the residential and dining facilities.

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. Failure to comply with, or interfering with, the legitimate directives or questions of University staff, law enforcement, or emergency personnel in the performance of their duties in the residential facilities is prohibited.

Every guest should be aware that UC San Diego is strongly opposed to any acts of discrimination based on race, ethnicity, sex, gender identity, age, disability, sexual orientation, religion, and political beliefs, and will confront and appropriately respond to such acts. Physical abuse, threats of violence, harassment, or any conduct that threatens the health and safety of any person is strictly prohibited. All guests are expected to conduct themselves in a manner consistent with applicable the Guest Guidelines and local, state, and federal laws.

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. 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. Persons in the presence of controlled substances, with or without objective signs of intoxication, may be in violation of this policy.

The possession and/or use of drug paraphernalia is prohibited in or around all residential facilities. 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.

Alcoholic beverages are only allowed in private rooms if ALL occupants and parties present are twenty-one (21) years of age or older. Campus policy further prohibits the possession or consumption of alcoholic beverages in the public areas of campus at any time, without prior UC San Diego approval. No large volume containers of alcohol, such as kegs or pony kegs, are allowed. The use of alcohol or drugs shall in no way limit the responsibility of individuals for their actions.
GENDER INCLUSIVE HOUSING

Housing • Dining • Hospitality is an inclusive organization for all members of UC San Diego’s community, including our transgender, non-binary, genderqueer, gender non-conforming and intersex students, staff, faculty, summer program and conference attendees. Because many believe that areas like housing are only for men and women, we want to ensure all genders, gender identities and gender expressions are included in our housing, dining and hospitality efforts. This extends to those who contract with our facilities. In effort to support all members for our community, we request that all campus, conference and non-UC San Diego groups abide by gender inclusive housing, including non-binary, inclusive options for people in all programs, especially our children and youth programs. Centering the needs of non-binary, intersex and transgender children and their parents ensures we are living the UC San Diego Principles of Community, and abide by state non-discrimination laws and the California Gender Recognition Act. For more information or questions about our commitment to gender inclusion, please contact Jackie Campbell at 858.534.3468.

PARKING PERMIT

- Parking is by permit only and parking spaces are not guaranteed.
- Transportation & Parking Services will be directly responsible for selling all permits via their website transportation.ucsd.edu/parking/visitor and permits can be purchased up to sixty (60) days prior to arrival to campus.
- HCS will provide computer stations with printers at each Conference Desk for parking permit purchasing.
- Permits are required 7 days a week, 7 am – 11 pm. No refunds will be issued for any unused permits regardless of cause.
- The tentative rates are as follows:
  - One (1) Day Permit $7.00 (B)
  - Five (5) Day Permit $35.00 (B)
  - Seven (7) Day Permit $42.00 (B)
  - One (1) Month Permit $95.00 (B)
- Rates are subject to change.

DINING WITH US

Conference Groups will be offered a 45 minute meal period based on capacity of the dining unit and available dining times. If your group is larger than the capacity of the dining unit or dining block, the conference group will be assigned multiple dining blocks per meal period. The group needs to arrive at the beginning of its meal period to help minimize overcrowding in the dining facility.

- Each guest will be provided a meal card.
- Lost meal cards can be purchased at the Conference Desks for a $5.00 fee and payment is due at the time of replacement.
- Any meal card not returned at the time of check-out will incur a replacement fee of $5.00 per card.
- No one is allowed entrance into the all-you-care-to-eat dining unit unless they paid for the meal for that meal period.
- All meals provided in dining halls will be accessible through a serving line and no table service will be provided.
- As all campus dining facilities are shared with other summer conference groups, reserving seating is prohibited.
- The Organization’s staff and counselors are responsible for their guests’ behavior and etiquette. Shirt and street shoes are required at all times in the dining facilities – no rollerblades are allowed.
- No food or beverages of any kind may leave the dining facility.
INTERNET INFORMATION AND USAGE

Basic Internet access is available during your conference stay. Access and speed is not guaranteed and may vary due to campus location and number of devices attempting to access wireless systems.

How to Connect Your Computer to the Internet
resnet.ucsd.edu/get-connected/computer.html

Once you are connected and open an Internet browser you will be directed to a ResNet “Authentication” website with the option to register as a Guest on the Resident network (ResNet).

UC San Diego ResNet Acceptable Use Policy
acms.ucsd.edu/students/resnet/info/resnet_aup.html

To reduce the amount of time it takes to get connected, make sure you have the following before coming to campus:

- Enabled Firewall
- Updated Antivirus software
- Updated operating system
- Updated software (Especially Adobe products and Java)

For wireless Internet access on the main campus, the UCSD-GUEST wireless network will only require agreeing to the AUP. For any questions or problems with the network, please call ResNet at 858.534.2267. Additional information and steps for the requirements listed above can be found on the ResNet website at: resnet.ucsd.edu.

CAMPUS SECURITY

Conference Participants must not bypass or disable residential security systems. Conference Participants must not allow suite and/or building access to any unauthorized persons. Conference Participants are reminded to lock doors and close and lock windows when they are not present in the room or while asleep in the room. If a Conference Participant sees suspicious activity they are expected to call University Police at 858.534.HELP (858.534.4357).

BED BUGS

- Conference Participants shall not bring any personal furnishings or belongings that are known to or should reasonably be known to be infested with bed bugs.

- Bed Bug Appearance: Bed bugs have six legs. Adult bed bugs have flat bodies about 1/4 of an inch in length and their color can vary from red and brown to copper colored. Young bed bugs are only about 1/16 of an inch in length and they have almost no color. When a bed bug feeds its body swells, may lengthen, and becomes bright red, sometimes making it appear to be a different insect. Bed bugs do not fly. They can either crawl or be carried from place to place on objects, people, or animals. Bed bugs can be hard to find and identify because they are tiny and try to stay hidden.

- Life Cycle and Reproduction: An average bed bug lives for about 10 months. Female bed bugs lay one to five eggs per day and bed bugs grow to full adulthood in about twenty-one (21) days. Bed bugs can survive for months without feeding.

- Bed Bug Bites: Because bed bugs usually feed at night, most people are bitten in their sleep and do not realize they were bitten. A person’s reaction to insect bites is an immune response and varies from person to person. Sometimes the red welts caused by the bites will not be noticed until many days after a person was bitten, if at all.

- For more information, see the United States Environmental Protection Agency and the National Pest Management Association at: www2.epa.gov/bedbugs and www.pestworld.org/all-things-bed-bugs.

LOST AND FOUND

Upon check-out all lost and found items will be held at the Conference Desks for one (1) week. After one (1) week, the items will be sent to the University Police Department unless prior arrangements have been made with HCS. The University Police Department will hold the items for ninety (90) days. After ninety (90) days if items have not been claimed the items will become the property of the University to dispose of in any way they determine. The UC San Diego Lost and Found phone number is 858.534.4361.

CAMPUS SECURITY

INTERNET INFORMATION AND USAGE

Basic Internet access is available during your conference stay. Access and speed is not guaranteed and may vary due to campus location and number of devices attempting to access wireless systems.

How to Connect Your Computer to the Internet
resnet.ucsd.edu/get-connected/computer.html

Once you are connected and open an Internet browser you will be directed to a ResNet “Authentication” website with the option to register as a Guest on the Resident network (ResNet).

UC San Diego ResNet Acceptable Use Policy
acms.ucsd.edu/students/resnet/info/resnet_aup.html

To reduce the amount of time it takes to get connected, make sure you have the following before coming to campus:

- Enabled Firewall
- Updated Antivirus software
- Updated operating system
- Updated software (Especially Adobe products and Java)

For wireless Internet access on the main campus, the UCSD-GUEST wireless network will only require agreeing to the AUP. For any questions or problems with the network, please call ResNet at 858.534.2267. Additional information and steps for the requirements listed above can be found on the ResNet website at: resnet.ucsd.edu.

Conference Participants must not bypass or disable residential security systems. Conference Participants must not allow suite and/or building access to any unauthorized persons. Conference Participants are reminded to lock doors and close and lock windows when they are not present in the room or while asleep in the room. If a Conference Participant sees suspicious activity they are expected to call University Police at 858.534.HELP (858.534.4357).

BED BUGS

- Conference Participants shall not bring any personal furnishings or belongings that are known to or should reasonably be known to be infested with bed bugs.

- Bed Bug Appearance: Bed bugs have six legs. Adult bed bugs have flat bodies about 1/4 of an inch in length and their color can vary from red and brown to copper colored. Young bed bugs are only about 1/16 of an inch in length and they have almost no color. When a bed bug feeds its body swells, may lengthen, and becomes bright red, sometimes making it appear to be a different insect. Bed bugs do not fly. They can either crawl or be carried from place to place on objects, people, or animals. Bed bugs can be hard to find and identify because they are tiny and try to stay hidden.

- Life Cycle and Reproduction: An average bed bug lives for about 10 months. Female bed bugs lay one to five eggs per day and bed bugs grow to full adulthood in about twenty-one (21) days. Bed bugs can survive for months without feeding.

- Bed Bug Bites: Because bed bugs usually feed at night, most people are bitten in their sleep and do not realize they were bitten. A person’s reaction to insect bites is an immune response and varies from person to person. Sometimes the red welts caused by the bites will not be noticed until many days after a person was bitten, if at all.

- For more information, see the United States Environmental Protection Agency and the National Pest Management Association at: www2.epa.gov/bedbugs and www.pestworld.org/all-things-bed-bugs.

LOST AND FOUND

Upon check-out all lost and found items will be held at the Conference Desks for one (1) week. After one (1) week, the items will be sent to the University Police Department unless prior arrangements have been made with HCS. The University Police Department will hold the items for ninety (90) days. After ninety (90) days if items have not been claimed the items will become the property of the University to dispose of in any way they determine. The UC San Diego Lost and Found phone number is 858.534.4361.
CONFERENCE PARTICIPANT GUIDELINES

PRINCIPLES OF COMMUNITY

UC San Diego ("the University") is committed to creating and maintaining a community in which all people who participate in programs and activities at UC San Diego can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation. The University encourages program participants and leaders to review the Principles of Community and to strive to achieve them.

UC San Diego Principles of Community: www.ucsd.edu/explore/about/principles.html

CONFERENCE PARTICIPANT GUIDELINES AGREEMENT

Conference Participant agrees to respect the rights of other Conference Participants and to behave in a manner conducive to the harmonious group living environment developed and fostered by members of the University community.

Conference Participant agrees to abide by all University policies, and all applicable local, state and federal laws, including those applying to campus activities, organizations, students, alcohol, smoking, and firearms, which are now in effect or will be put into effect from time to time, and hereby acknowledges the receipt of the following:

Conference Participant understand that the University may take appropriate action, including termination of any housing agreements and/or exclusion from entering into future housing agreements, for conduct which is found by the University to be in violation of any such rules, including but not limited to, policies noted above which is incorporated herein by reference, or conduct which is otherwise detrimental to the welfare of the Conference Participant, employees or the physical properties of the University.

PRINTED FIRST AND LAST NAME

SIGNATURE OF PARENT / LEGAL GUARDIAN IF UNDER 21

REASON FOR VISIT/PROGRAM NAME

DATE