

TERMS AND CONDITIONS

UC San Diego | Hospitality and Conference Services 2017

AVAILABLE DATES

Guest Housing, Check Inn and Shared Research Housing will be available from Saturday, June 24, 2017 to Monday, September 4, 2017. All guests must depart on or before the morning of Monday, September 4, 2017 by 11 am. Due to occupation by students during the academic year, these accommodations are only available during the summer conference season.

RULES AND REGULATIONS & WAIVER OF LIABILITY

All guests must comply with the "[Terms and Conditions/Code of Conduct](#)" and any other policies contain herein below. Each guest may also complete a Waiver of Liability prior to arrival. These documents will be accessible online once your reservation has been confirmed.

ELIGIBILITY

Guest Housing is only available to guests of the university who will be engaged in university business during their stay. All guests must have a UC San Diego Department Sponsor and/or UC Affiliation. Due to certain tax laws applicable to educational institutions, we are unable to house individuals who are visiting for vacation or tourism reasons. Some examples of eligible guests include:

- Visiting scholars/faculty
- Researchers
- Interns
- UC Alumni
- Or other guests with a UC San Diego department Sponsor

GUEST HOUSING VS. CONFERENCE GROUP

"Guests" utilizing Guest Housing accommodations are generally individuals or families who need lodging while engaged in business with a UC San Diego department or affiliate. Conference Group or Summer Camp participants are not usually considered a "guest". Guest Housing is **ONLY** a housing accommodation and **does not** include any meals.

If you are unsure of your eligibility, please contact our office for assistance at **858.534.4220**. For more information about Conference Group options, contact us at meetings@ucsd.edu or submit a request for Rates & Information at hds.ucsd.edu/conference/RequestInfo.

GUESTS UNDER THE AGE OF 18

Unaccompanied youth (minors under 18 years of age) are not permitted to stay in Guest Housing. All youth must be accompanied and supervised by a parent or legal guardian at all times during their stay on campus. Unsupervised youth are NOT permitted.

RESERVATIONS

Requests for Guest Housing must be received at least two (2) business days prior to your dates of stay. We highly recommend making your reservation at least two (2) weeks in advance using the online registration form (link will be posted on the Guest Housing webpage during spring quarter).

Guest Housing has limited availability and all reservations will be honored on a first-come, first-served basis. Submitting the online request form **does not** guarantee a reservation. We will generally begin accepting reservations in the spring prior to the summer conference season each year.

ONLINE RESERVATION REQUEST FORM

To complete the Guest Housing online request form, we require contact information for your UC San Diego Department Host and/or UC Affiliation, the reason for your visit and a **non-refundable deposit payment of sixty-five dollars (\$65.00)**. Reservations will be confirmed by email within approximately two (2) business days. Incomplete registration forms or incomplete verification of Host Department may result in processing delays.

SHORT NOTICE ARRIVALS

If you are planning a short notice reservation, where the arrival date is less than two (2) business days away, **DO NOT** make an online reservation request. Instead, you are required to call Hospitality and Conference Services to verify availability at **858.534.4220**. We cannot guarantee that short notice reservation requests will be accommodated. Additionally, we **DO NOT** accept walk-in reservations.

CANCELLATION

ALL Cancellations must be made at least two (2) business days prior to your arrival date, and must be requested in writing via email to: guesthousing@ucsd.edu, or checkinn@ucsd.edu for Check Inn guests. **Cancellations will result in the loss of the non-refundable deposit.** If applicable, a refund will be processed for any prepaid nights remaining on your reservation. Refunds may take up to 30 days to be processed.

CHANGE OF DATES

Any changes to reservation dates must be requested a minimum two (2) business days prior to arrival date. Please contact Hospitality and Conference Services to make changes and inquire about availability. Requests will be granted based on availability.

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RATES & PAYMENT 2017

Private Apartment:

Maximum capacity of 5 to 6 guests per apartment.
Layout varies.

Regular Rate:

- 1 to 3 guests: \$135.00/night, per apartment
- 4 to 6 guests: \$185.00/night, per apartment

A ten percent (10%) discounted rate is available for extended stays of fourteen (14) or more consecutive nights.

ACCEPTED PAYMENT METHODS

Conference Services & The Village Conference Service Center accept Visa, MasterCard, American Express, Discover Card, Cash, Money Orders, Cashier's Check or Traveler's Check (made payable to "UC Regents" with the reservation number and guest's last name noted in the memo). We do not accept personal checks.

REFUNDS

Refunds may take up to 30 business days to be processed. Payments made for a Guest Housing reservation may not be transferred from one summer season to another.

PAYMENT/NON-REFUNDABLE DEPOSIT AT TIME OF REGISTRATION

A non-refundable payment of sixty-five dollars (\$65.00) is required to complete each online Guest Housing reservation request. For Check Inn guests, the non-refundable payment is one-hundred and thirty five dollars (\$135.00). The deposit payment will be applied towards the overall balance due for your reservation. If we are not able to find an available apartment for your requested reservation, you will be refunded the deposit. The online reservation request form accepts payment via Visa, MasterCard, American Express, or Discover card.

REBILLING POLICY

Outstanding balance for each reservation is due at least two (2) weeks prior to arrival date. You may log into your online reservation request account to pay the remaining balance. If the outstanding balance is not paid within one (1) week of arrival date, it will be automatically charged to the same credit card used to make the deposit payment, unless the office is contacted with different payment instructions. If you would like to arrange another payment method, or request a payment plan, please contact Hospitality and Conference Services as soon as possible.

If the reservation is made with less than two (2) weeks' notice, the full balance is due at the time of reservation. If you would like to arrange another payment method or request a payment plan, please contact Conference Services as soon as possible.

PAYMENT PLANS

To discuss an alternative payment plan, please contact Conference Services at the earliest opportunity at **858.524.4220**.

ADDITIONAL GUESTS

Additional guests may be added to an existing reservation as long as the total number of guests does not exceed the maximum capacity of your reservation type and apartment unit. Each Standard Apartment unit can accommodate up to (5 or 6) guests. Additional charges may be applicable.

CHILDREN*

We allow children ages two (2) years or younger to stay in a Private Apartment without additional charge; maximum capacity limits per apartment unit still apply. All youth must be accompanied by and supervised by a parent or legal guardian at all times during their stay on campus.

**Please note: We do not provide cribs or children's bedding; please be sure to bring your own if needed.*

CHECK IN & CHECK OUT

Reservation is guaranteed for arrival on your confirmed check-in date only. If you do not check-in on the first day of your reservation and you do not alert Hospitality and Conference Services in advance, the remaining portion of your reservation will be canceled.

Check-in time: After 4 pm (arrival date)

Check-out time: Before 11 am (departure date)

Early Check-in: With advanced notice and space permitting, we will allow early check-in on the date of your arrival. We require at least two (2) business days advance notice to confirm availability.

Late Check-out: Late check-outs are **not** permitted. Guests who do not check-out by 11 am will be subject to a late fee charge equal to one (1) night's stay at the nightly rate of the reservation.

ACCOMMODATIONS

Guest Housing is located on the UC San Diego campus at The Village at Torrey Pines.

■ Private Apartment

This spacious, private apartment is perfect suited for families or individual travelers. Each apartment suite comes fully furnished with up to four (4) bedrooms, 1 to 2 bathroom(s), a living room and full kitchen with appliances. Typical layout of bedrooms is two double rooms (two (2) beds per room) and two single rooms (one (1) bed per room). Maximum capacity of 5 to 6 guests per unit.

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■ Housekeeping Service: Triton Plus

Beds are made upon arrival with one (1) set of bed linens, one (1) blanket, and one (1) pillow, refreshed weekly for extended stay guests. Includes one (1) set of towels per guest that can be refreshed upon request during stay. Service includes daily cleaning of common areas and trash removal.

AMENITIES

- Clothing hangers
- Portable fans
- Toiletries
- Hangers
- Kitchen sets
- TV with limited cable
- Coffeemaker with coffee, tea and coffee amenities
- 24 Hour Conference

AIR CONDITIONING

There is no air conditioning in any of the apartment units. Average high temperatures range between high 60's to low 90's degrees Fahrenheit. Below are the average temperatures for the summer months in 2016.

	June	July	August	September
High	76°F	81°F	82°F	81°F
Low	57°F	61°F	62°F	61°F

QUIET HOURS

The minimum quiet hours are as follows:

- **Sunday - Thursday: 10 pm - 8 am**
- **Friday - Saturday: 11 pm - 8 am**

Others in neighboring spaces must not hear noise generated during this time. Failure to comply with quiet hours is a violation of this policy. Guests may report noise concerns to the Village Conference Desk at **858.534.4165** or by calling the Campus Customer Service Hotline at **858.534.2600**.

SAFETY REGULATIONS

For health and safety reasons, all guests must be aware if 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, 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.

CONTROLLED SUBSTANCES

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.

ALCOHOL POLICY

Alcoholic beverages are only allowed in private rooms if ALL occupants and parties present are 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.

PETS AND ANIMALS

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 the first day of the conference and ending on the day 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.

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.

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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, retractable bladed knives, 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, lasers 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**. Possession of any of the items listed above is a felony and will result in remove of the party/parties involved from campus, and the University may seek legal action.

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.

CONTACT US

For further assistance please contact Conference Services; we are happy to help with any questions or special accommodation needs. Our regular business hours are:

Monday - Friday: 8 am - 4:30 pm.

UC San Diego Hospitality and Conference Services

Phone: **858.534.4220** | Toll-Free: **866.388.8273**

Guest Housing inquiries: guesthousing@ucsd.edu

Check Inn inquiries: checkinn@ucsd.edu

Note: Request for any modification to an existing reservation must be requested in writing and sent via email to Conference Services at: guesthousing@ucsd.edu. Our Guest Reservationist will be in contact with you at the earliest opportunity; please allow up to two (2) business days for response.

Be sure to include the following information:

- Name of the reservation holder
- Confirmation number
- In the subject of your email, please indicate how we can help:
 - ◆ Add or Remove Additional Guest(s)
 - ◆ Cancellation
 - ◆ Changes to Arrival or Departure Dates
 - ◆ Request Early Arrival
 - ◆ Other (Please specify)

(Last revised 11/17/2017)



Hospitality and Conference Services

CODE OF CONDUCT 2017

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GUEST is housed in a University group living situation in which guests are assigned space in housing units shared with other GUESTS. As a GUEST, you hereby agree to adhere to the following:

- GUEST agrees to respect the rights of other guests and to behave in a manner conducive to the harmonious group living environment developed and fostered by members of the University community.
- GUEST is responsible for the activities and behavior of their visitors, and all visitors should be accompanied by the GUEST.
- GUEST has read and fully understands the “Terms and Conditions”; and agrees to fully comply with all policies and procedures contained therein.
- GUEST 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:
 - ◆ UC San Diego Student Conduct Code (students.ucsd.edu/student-life/_organizations/student-conduct/index.html)
 - ◆ UC San Diego ResNet Acceptable Use Policy (acms.ucsd.edu/units/resnet/policies.shtml)
 - ◆ UC San Diego Principles of Community (www.ucsd.edu/explore/about/principles.html)
 - ◆ Any amendment of University rules shall be effective ten days after posting in any central area of the premises or delivery to the premises assigned by the Resident. However, any University rule concerning safety or the use of recreational facilities shall be effective immediately without notice.
- GUEST understands that the University may take appropriate action, including termination of any housing agreements and/or exclusion from entering into a 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 GUESTS, employees or the physical properties of the University.

Printed First and Last Name

Signature

Reason for Visit/Program Name

Date



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