

UC DAVIS CONFERENCE HOUSING GENERAL INFORMATION

UC Davis Conference Housing Services . One Shields Avenue . University of CA . Davis, CA, 95616-8712

GENERAL INFORMATION

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Inquiries regarding the University's equal employment opportunity policies may be directed to: Eleanor Fontes-Fulton, Director, Office for Diversity, AA/EEO, 533 Mrak Hall, (530) 752-2071 or FAX (530) 752-6359. Speech or hearing impaired persons may dial (530) 752-7320 (TDD).

GENERAL INFORMATION

UC Davis Conference Housing Services welcomes conference groups to the University residence halls/suites and dining rooms during the summer conference session. The lodging and dining services detailed herein are subject to modification by group request.

LODGING

Two accommodation packages as well as an extended contract rate are available to conference groups. A variety of optional services are also available to enhance your stay; please see the list of **Optional Services** at the end of this document for a brief description and cost. All accommodations are in smoke-free facilities. Conference Housing Services' **University & Residence Hall Regulations** apply to all conference guests.

Standard Accommodations

Standard Accommodations provide either single or double occupancy in traditional residence hall or residential suite arrangements. Linen, folded and placed on the bed, includes 2 sheets, 2 towels, 1 washcloth, pillow, pillowcase, blanket, and mattress pad (no bedspread). A small bar of soap and a plastic cup are provided. Room service is not available, but guests may exchange towels daily at the conference housing desk. Three meals per day are included.

Deluxe Accommodations

Deluxe Accommodations provide either single or double occupancy in traditional residence hall or residential suite arrangements. Each bed is made prior to arrival with a full linen set including sheets, pillow, pillowcase, blanket, bedspread and mattress pad. A small bar of soap, plastic cup, 1 washcloth and 2 towels are provided for each guest. Fresh towels are provided in the room daily, but cleaning services are not provided. If guests stay longer than seven nights, cleaning service is provided, which includes clean linens and a fresh bed at the start of the week. Three meals per day are included.

Extended Contract

The Extended Contract is designed for conference groups staying in the residence halls/suites a minimum of nineteen (19) consecutive nights. Linen is provided as specified by Standard or Deluxe accommodations.

BATH FACILITIES

Depending upon the residence hall/suite complex, bath facilities are shared by either 2-8 persons (suite/cluster) or 15-30 (floor) guests. Private baths are not available in any of the residence halls/suites. In some cases, it may be necessary for guests to walk to the floor above or below to use the appropriate bath facilities.

CONFERENCE HOUSING DESK

A conference housing desk is located in each of the residential hall complexes depending upon the complex and conference schedules. Generally, the desks are open daily, 7:00am-10:30pm.

Desk hours are subject to change and will be posted in the area. In addition to providing checkin and checkout services, the desk staff will provide fresh towels, lockout keys, sports equipment, irons, alarm clocks, campus maps, and city/campus directory information. The desk staff will assist with details regarding transportation, restaurants, and places of interest in Davis and Sacramento and lost luggage. Messages will be taken and posted on the message board in the lobby.

CHECK IN PROCEDURES

Generally, checkin begins at 4pm, with dinner as the first meal. Earlier or later checkin times may be arranged by contacting **Conference Housing Services**. We reserve the right to request late check-in or earlier check-out to accommodate back-to-back conferences.

Conference housing desks are usually open until 10:30pm daily. Within these hours, a specific period of time not to exceed four hours, must be designated and advertised as the Conference Housing checkin time. The cost of extended checkin/checkout hours may be charged to the conference.

Checkin services provided by the Conference Housing staff include housing registration, distribution of room keys, dining cards and information regarding lodging and dining services, and assistance directing guests to their accommodations.

CHECK OUT PROCEDURES

A checkout time of noon has been established for all guests in order to allow time to prepare for new conference arrivals. A *late fee will be assessed for guests failing to check out by their designated checkout time*. Arrangements must be made in advance if luggage storage will be required. There is no charge for this service. Guests are asked to turn off air conditioning & lights, lock their room doors, and return room keys/key card to the conference housing desk before checking out. Guests departing before 7:00am should make arrangements with the desk staff the previous day.

TELEPHONE SERVICE

Telephones are not provided in individual guest rooms. Messages will be taken at the conference housing desk and placed on message boards near the conference housing desk. Guests who are expecting messages are encouraged to check the message board on a regular basis. Every effort will be made to personally deliver emergency messages to the conference guest or director.

IMPORTANT TELEPHONE NUMBERS

Conference guests have access to courtesy telephone service in public areas on-campus. These may be used to access the following services:

■ Emergency (In-Progress)	911
■ Conference Housing Desk (24 hours)	752-2900 (summer only)
■ Conference Housing Services	752-8000 (8am-5pm, Monday-Friday)

LAUNDRY

Washers (\$1.00) and dryers (\$.75) are available in each residence hall/suite complex. Detergent dispensers are available in each complex. Washers and dryers in all areas are card-operated. A limited number of irons are available for checkout.

PARKING

Parking is available adjacent to all residence hall/suite complexes. Parking permits are required in all lots and on campus streets, Monday through Friday (7am - 5pm). Permits may be purchased at the **Transportation & Parking Services** [TAPS] office, or at permit dispensers in visitor parking lots. Parking is restricted to specific lots identified as "Visitor Parking" or "Public Parking."

KEYS

Each guest, with the exception of children, will be issued a key or key card for entrance into their building and their room door. A charge of \$50 will be assessed for keys that are lost or not returned at checkout and a \$25 charge will be assessed for lost key cards. Conference guests are expected to pay for replacements at the conference housing desk prior to leaving; *if they are neither returned nor paid for by the guest the conference will be billed*. The replacement fee is non-refundable even if the original key or card is later found.

DINING SERVICES

Conference dining services serve three meals each day including weekends and holidays. Meals are professionally prepared and served platform style in a residence hall dining room. The dining program offers a wide variety of hot and cold entrees, vegetarian alternatives, extensive salad and sandwich bars, soups, fresh fruits, desserts, and beverages. Guests are welcome to return for unlimited portions. Express to Go food items are available from the dining room at no additional charge, for those guests or groups who do not wish to return to the dining room for lunch. Rates have been developed based upon all meals being provided by University Dining Services. **We do ask that all guests entering our dining facilities leave their backpacks and large bags either in their room or in the area designated inside each dining facility.**

In addition to meals in the dining room, conference groups may select from a variety of special catering services offered in the residence hall/suite areas. These services are detailed in the *Conference Dining Guide* available through **Dining Services** and include, but are not limited to, barbecues, receptions, hot/cold buffets, light refreshments, coffee services, special entrees, theme meals, and ice cream socials. Conference planners are invited to request customized services. Special menus will be developed and events designed to meet the needs of the group. When equipment such as tables and chairs must be moved to accommodate groups in areas not typically used for food service, the conference will be charged for table and chair rental.

Dining Hours

In order to accommodate all guests comfortably, groups may be assigned to specific meal times within the open hours. The base meal hours will be as follows (subject to change due to Conference demands):

Breakfast: 6:30am-8:30am

Lunch: 11:30am-1pm

Dinner: 4:45pm-6:30pm

For an additional charge, dining hours may be extended depending upon the size of the group. To avoid waiting in lines at meals, we suggest programs schedule to allow participants to arrive during the latter portion of the serving period. Meals may be served at a dining facility in a different residence hall complex.

Dining Cards

Each guest will be issued a dining card for all dining room meals included in the conference package. The card must be presented at each meal to gain entrance to the dining room. Dining cards must be returned at checkout or at the dining room during the last meal of your conference.

MEETING ROOMS

A small number of meeting rooms and lounges are available for rental in the residence hall/suite and dining room areas. These rooms require advance reservations and five-day notice of cancellation. Charges are assessed for setups, breakdowns and any excessive mess associated with the meeting.

MAIL SERVICES

Incoming mail is held at the Segundo Mail Room. Mail will be available 8am-5pm each weekday for pickup by the guest, but is unavailable on the weekends. Mail should be addressed as follows:

Your Name:
Conference Name & Housing Location:
450 LaRue Road:
Davis, CA 95616:

RECREATION

The Conference Housing program encourages conferences and residential groups to plan recreational activities for their guests. Sports equipment (football, frisbee, volleyball, ping-pong) may be checked out from the conference housing desk for use. Included in your package is the use of our excellent recreational facilities that include the **Activities and Recreation Center (ARC)**, and the **Recreation Pool** (outdoors), **Memorial Union Bowling Alley**, tennis courts, billiards and video games area.

All guests 14 years and older may utilize the Activities and Recreation Center as well as the Recreation Pool. Guests 13 years and under are only allowed use of the Recreation Pool. There are no age restrictions for the Memorial Union Bowling Alley.

ACCOMMODATIONS FOR YOUTH

Children 8 years or younger occupying a bed will be charged a full rate. However, children 8 years or younger may use a sleeping bag in the parent's room at no charge. No linen will be provided for children using sleeping bags — guests must provide their own sleeping bags.

Children 8 years and under will be charged half price for the meal portion of the conference package. There is no charge for infants with their own food supply (age 2 and under).

Accommodations for youths require the group to provide residential counselors (at least 18 years old) at a minimum ratio of one counselor for every ten participants.

ITEMS TO BRING

- Alarm clock — *wake up calls are not provided.*
- Clothes hangers.
- Detergent (you may also purchase in laundry facilities).
- Bicycle & lock. Bicycles may also be rented on campus or in town.

PROHIBITED

- Pets of any kind. Pets are strictly prohibited.
- Cooking appliances (popcorn poppers, hot pots, plates, toaster ovens, coffeepots, etc.)

OPTIONAL SERVICES

One or more of the following optional services may be selected to be provided for all conference guests staying in residence hall accommodations.

SERVICE	DESCRIPTION	RATE
Additional Desk Hours	Desk service hours extended	\$25/hour
Special Services	Special staff services as requested	\$25/hour [1 hr minimum]
Extended Dining Hours	Dining hours extended	Contact Sodexo for rates
Extended Check In/Out	Standard check in time is 4pm; check out time is noon. When possible, either of these times may be extended.	\$2/guest
Computer Center	Computers with ethernet access are available for use in our three labs. Minimum 2 hour reservation.	Segundo/Tercero/Emerson \$50/hour

DAMAGE CHARGES

Charges for damages vary by residence hall area and are subject to change.

MISSING LINENS

Towel	\$6
Sheet	\$8
Blanket	\$15
Pillow	\$6
Pillowcase	\$2
Bedsread	\$25
Mattress Pad	\$8.50

REARRANGE ROOM FURNISHINGS

Rebunk Beds	\$25/hour of labor
Rearrange Furniture	\$25/hour of labor
Minimum Charge	\$25/room

BROKEN WINDOW \$50 - \$500**FALSE FIRE ALARM** \$100**FIRE EXTINGUISHERS**

Missing	\$100
Emptied	\$50

CLEANING, DAMAGE, & REPLACEMENT**CUSTODIAL** \$25/hour of labor and/or replacement cost
[\$25 minimum charge]**MAINTENANCE** \$30/hour of labor and/or replacement cost
[\$30 minimum charge]**LOST KEY** \$50 replacement
[key set & lock change]**LOST KEY CARD** \$25 replacement