

**UC DAVIS CONFERENCE HOUSING
GENERAL INFORMATION**

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

General Information

Accommodations..... 2

Bath Facilities 2

Campus Recreation & Unions Leisure Pass..... 2

Check In Procedures 3

Check Out Procedures 3

Conferences with Youth..... 3

Dining Cards 3

Dining Hours..... 3

Dining Services..... 3

Guest Services Desk 3

Important Telephone Numbers 4

Items to Bring 4

Keys 4

Laundry..... 4

Mail Services 4

Meeting Rooms 4

Parking 4

Prohibited..... 4

Telephone Service 4

Optional Services – Charges..... 5

The University of California does not discriminate in any of its policies, procedures or practices. The university is an affirmative action/equal opportunity employer.

General Information

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

Accommodations

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 a smoke-free campus. 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 Guest Services 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 made 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.

Bathroom Facilities

Depending upon the residence hall/suite complex, bathing 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.

Campus Recreation & Unions Leisure Pass

The Conference Housing program encourages conferences and residential groups to plan recreational activities for their guests. Included in your package is the use of our excellent recreational facilities that include the Activities and Recreation Center (ARC), Hickey Pool (designed for lap swimming) and Recreation Pool (Rec Pool). Guests using the ARC facilities will be issued an ID card on their first visit. Please allow additional time for this process.

Recreation Pool Minor Guidelines:

- Guests who are 13 years and under must be accompanied by a responsible person 15 years or older
- Please refer to the Campus Recreation and Unions website for specific pool guidelines
<https://cru.ucdavis.edu/content.cfm?contentID=143>

Activities and Recreation Center (ARC) Minor Guidelines:

- Must be 14 years old or older to access the ARC. Minors cannot access the Fitness room or strength equipment.
- Minors (14 to 17yrs) must be accompanied by an adult chaperone on a 1:10 ratio
- Please refer to the Campus Recreation and Unions website for specific ARC guidelines
<https://cru.ucdavis.edu/content.cfm?contentID=1&redirectedFrom=content&redirectedFromID=48&CFID=3043981&CFTOKEN=41176859>

Please see [Recreation](#) under Guest Services and Information on the Conference Housing Website for complete details regarding [Campus Recreation & Unions Leisure Pass Guidelines](#).

Check In Procedures

Generally, check in begins at 4pm, with dinner as the first meal. Please contact **Conference Housing Services** if your arrival time is varied. We reserve the right to request late check-in or earlier check-out to accommodate back-to-back conferences.

Conference "Group" check-ins can be arranged in advance for a specific period of time not to exceed four hours. The cost of extended check in/checkout hours are subject to additional fees. (See optional services on page 6.)

Check in services provided by the Conference Housing staff include housing registration, distribution of room keys, dining cards and information regarding lodging, 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 the designated checkout time. 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. Report any damages or lost keys before or at time of check out. Arrangements must be made in advance if luggage storage will be needed; limited space is available. There is no charge for this service, as space is not guaranteed. Guests departing before 7:00am should make arrangements with the desk staff the previous day.

Conferences with Youth Attendees

Children 4 to 8 years of age will be charged full price for accommodations and half price of the dining rate. There is no charge for children age 3 and under. Conferences with youth attendees require the group to provide residential counselors (at least 18 years old) at a minimum ratio of one counselor for every ten participants.

Dining Cards

Each guest will be issued a dining card for all dining room meals included in the conference. The card must be presented at each meal to gain entrance to the dining room. Dining cards must be returned upon checkout or at the dining facility during the last meal of your conference package (Note: Some large groups will be provided wristbands or shoe tags that do not need to be returned). Lost meal cards replaced for a fee at the dining hall in your area.

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: 6:45am-8:30am

Lunch: 11:30am-1:30pm

Dinner: 4:45pm-7:00pm.

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.

Lunch take-out meals are available at no additional charge, for individuals who do not wish to return to the dining room for lunch. Groups of 5 or more must make arrangements in advance and may be subject to additional pack out fees. Rates have been developed based upon all meals being provided by University Dining Services.

Dining Services

Dining Commons 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.

Guest Service Desks

A Guest Service desk is located in each of the residential hall complexes depending upon the complex and conference schedules. Generally, the desks are open daily, 7am to 11pm. On-call staff is available from 11pm to 7am at our main desk. Desk hours are subject to change and will be posted in the area. In addition to providing check in and checkout services, the desk staff will provide lockout assistance, fresh linens (linen exchange), campus maps, and city/campus directory information. We also have a limited supply of irons and alarm clocks that can be checked out during your stay. 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 guest room or suite door.

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 |
| ■ Guest Service Desk (24 hours) | (530)-752-2900 (summer only) |
| ■ Conference Housing Office | (530)-752-8000 (8:30-12:00 to 1:00-4:30, Monday-Friday) |

Items to Bring

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

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 guest service 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.

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. Laundry rates subject to change.

Mail Services

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

Your Name
Conference Name & Housing Location
1049 La Rue Road
Davis, CA 95616

Meeting Rooms

A limited number of meeting rooms and lounges may be available for rental in the residence hall 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.

Parking

Parking permits are required in all lots and on campus streets, Monday through Friday (7am - 5pm). Parking is free on Saturday and Sunday, except for special events. 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."

Prohibited

- Alcoholic beverages in public areas and not in the presence of guest under drinking age of 21
- Smoking on campus and in residence halls, residential space or property or parking lots
- Fireworks, ammunition, explosives, or flammable materials in the residence hall area
- Cooking appliances such as popcorn poppers, hot plates, burners, toaster ovens, coffeepots, candles etc.
- All pets and animals in the residence halls, except with advanced approval of a registered service animal.

Telephone Service

Telephones are not provided in individual guest rooms. Messages will be taken at the conference housing desk and placed on guest room or suite door. Every effort will be made to deliver emergency messages to the conference guest or director.

Please see [University & Residence Hall Regulations](#) for a complete list of conference and individual guest policies.

Optional Services

One or more of the following optional services is available and can be provided for all conference guests staying in residence hall accommodations at an additional cost.

Service	Description	Rate
Additional Desk Hours	Conference Desk hours extended	\$25/hour
Special Services	Special staff services as requested	\$25/hour [1hr minimum]
Extended Dining Hours	Dining hours extended	Contact University Dining Services 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

Damage Charges

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

Missing Linens		Broken Window	\$50 - \$500
Towel	\$6	False Fire Alarm	\$100
Sheet	\$8	Fire Extinguishers	
Blanket	\$15	Missing	\$100
Pillow	\$6	Emptied	\$50
Pillowcase	\$2		
Bedspread	\$25		
Mattress Pad	\$8.50		

Rearrange Room Furnishings

Rebunk Beds	\$30/hour of labor 1hr minimum]	Lost Key	\$50 replacement [Key set & lock change]
Rearrange Furniture	\$30/hour of labor [1hr minimum]	Lost Key Card	\$25 replacement
Minimum Charge	\$30/hour of labor [1hr minimum]		

Excess Cleaning, Damage, & Replacement

CUSTODIAL	\$30/hour of labor and/or replacement cost [1hr minimum]
MAINTENANCE	\$30/hour of labor and/or replacement cost [1hr minimum]