

# UC DAVIS CONFERENCE HOUSING GENERAL INFORMATION

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

## General Information

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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.

### Accommodations

We offer two accommodation packages: Blue and Gold. The Blue plan offers two meals a day (lunch and dinner) in a single or double occupancy room without linens. The Gold plan offers three meals per day in a single or double room occupancy with linens. Our linen sets are bed linens, folded and placed on the bed, including 2 sheets, 2 towels, 1 washcloth, pillow, pillowcase, blanket, and mattress pad (no bedspread). All single or double occupancy rooms are in traditional residence halls or limited residential suite arrangements. Room service is not available, but guests may exchange linens at the Conference Service Desk in their area (as needed).

Student Housing custodial staffs maintain public space and community bathroom facilities (with exception of Cuarto suite-style housing). Guests are responsible for maintaining their residence hall room/suite space. This includes removing trash and recycle items and placing in appropriate containers. All accommodations on campus are smoke-free as per the U C Davis Smoke and Tobacco Free Policy. Conference Housing University & Residence Hall Regulations apply to all conference guests and visitors.

### Bathroom Facilities

Depending upon the residence hall/suite complex, bathroom facilities are shared by 4-5 rooms (suite/cluster style) or approximately 15 rooms per floor (community style). 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 bathroom facilities. Custodial services staff maintain public and traditional residence hall community bathrooms. Guests residing in Cuarto suite-style accommodations are responsible for maintaining cleanliness of their personal bathroom facilities (bathroom roll & cleaning supplies are available at the Conference Service Desk).

### Campus Recreation and Unions-Important Update

Department sponsors for contracted summer conferences can request amenities directly from [Campus Recreation and Unions](#), for a fee. The specific facility rates and procedures are being finalized.

NOTE: Group participants that are Registered Summer Session students and have paid *Summer Campus Fees* should have access to facilities with their student aggie card without an additional charge. See [Summer Sessions](#).

### Check In Procedures

Our standard check in time is 4pm, with dinner as the first meal. Please contact Conference Housing Services if you would like to request an alternate check in time (as possible). We reserve the right to request later check in to accommodate back-to-back conferences.

For larger groups, conference organizers may request to conduct their own registration services along with check in (as space is available). Conference "Group" registration services can be arranged in advance for a specific period, (not to exceed three hours.)

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

The standard check out 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 time. We reserve the right to request earlier check out to accommodate back-to-back conferences. If requesting guest checkout before 7:00am, conference coordinators should contact our office in advance to make arrangements (Guest Services Hours: 7:00am-11:00pm).

Guests are asked to turn off air conditioning & lights, lock their room doors, and return room keys/key card to the Conference Service Desk before checking out. Report any damages and pay for lost keys before or at time of check out. NOTE: Conference Housing is unable to store group luggage due to space constraints and liability reasons. We may be able to accommodate Individual requests if storage space is available

### Conferences with Youth Attendees

Children over 4 years will be charged full price for accommodations and meals. There is no charge for children age 3 and under (not utilizing a bed). Conferences with youth attendees require Clients to provide at least one chaperone for every 10 participants 18 years and younger. Chaperones must be at least 21 years of age. Chaperones are responsible for the supervision of the participants at all times, including meal times and evenings.

**CANRA:** The California Child Abuse and Neglect Reporting Act ("CANRA"), requires that all University employees and administrators who are Mandated Reporters make required reports to child protection or law enforcement agencies; and more broadly to encourage all members of the University community who observe, have actual knowledge of, or reasonably suspect child abuse or neglect at a University facility or perpetrated by University personnel to promptly report the concern to appropriate external and University officials.

### Dining Services

Our Dining Commons (DC) serves 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. It is our goal that all guests have full utilization of the DC and adequate food selections. Our menus do identify the eight major allergens. Many of our foods are self-service and may be subject to allergen contamination when guests use utensils for multiple items.

NOTE: Due to overall business needs, we typically have one primary Dining Commons open during the summer serving multiple housing locations.

Meals can be accessed by presenting the card you are provided for your room at check in. All cards must be returned upon check out. Meals taken that are not specified in the contract will be billed back to the conference. Some large groups will be provided wristbands or shoe tags that do not need to be returned

#### Dining Hours:

In order to accommodate all guests comfortably, groups over 100 guests or more are requested to "stagger" meal times to help manage lines and overall occupancy.

#### Summer Meal Hours:

Breakfast: 7:00am-8:30am                      Lunch: 11:30am-1:30pm                      Dinner: 5:00pm-7:00pm.

The doors will be open during the meal times listed. However, limited selections may be available if entering at the end of the meal period. For an additional charge, dining hours may be extended depending upon the size of the group (with advance authorization). To avoid longer lines at meals, we suggest programs schedule to allow guests to arrive at the beginning or the latter portion of the serving period. The assigned Dining Commons location may change during your stay for project work, or to accommodate area occupancy.

#### Other Meal Options:

For detailed information regarding our wide range of dining services and meal options (including catering, non-resident Guest Meal Cards, dietary accommodations, etc.), please refer to the summer Dining Services Welcome Letter included with your contract documentation.

### Guest Services Desk

An Conference Service desk is located in each of the residential hall complexes depending upon conference schedules and area occupancy. Desks are open daily 7am to 11pm. On-call staff is available from 11pm to 7am at our Segundo Conference Service 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 facilitate lockout assistance, fresh linens (linen exchange), and city/campus directory information. We also have a limited supply of irons, alarm clocks, vacuum, and cleaning supplies that can be checked out during your stay. The desk staff will assist with details regarding transportation, lost luggage, restaurants, and places of interest in Davis and Sacramento areas. Guest messages and mail/package notices received will be emailed to the guest or the conference contact coordinator.

### Important Telephone Numbers

- Emergency (In-Progress)                      911
- Segundo Service Desk                      (530) 752-2900 (Hours: 7:00am-11:00pm Daily)
- Conference Housing Office                      (530) 752-8000 (Hours: 8:30am-noon/1pm-4:30pm, Monday-Friday)

**Items to Bring**

- Toiletries
- Detergent (you may also purchase in laundry facilities)
- Clothes hangers
- Bicycle & lock, bicycles may also be rented on campus or in town
- Reusable water bottle for use in the hydration stations on campus

**Keys**

Each guest, apart from children with their parent, 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 hard keys that are lost or not returned at checkout and a \$25 charge will be assessed for lost or (clearly) damaged card keys. If keys are lost by a matriculating student they will be billed the lost through their MyBill account. All other lost guest keys will be billed to the conference final invoice. The replacement fee is non-refundable, even if the original key or card is later found.

**Laundry**

Washers (\$1.25 per load) and dryers (\$1.00 per load) are available in each residence hall/suite complex. Equipment is operated with a debit or credit card only (issued by VISA, Master Card, American Express and Discover Card). Guests without debit or credit card may purchase appropriate "prepaid" card from local retailers. Detergent dispensers are available in each complex. Laundry rates subject to change.

**Mail Services**

Incoming mail is held at the Mail Room in the Segundo Conference Services Desk (open M-F, 8am-5pm only). Guests will receive mail/package notices emailed to the guest or conference contact. Guests must bring their tracking number (if applicable) and identification to the desk for pickup from 8am-5pm daily (not open weekends or holidays).

**Guest mailing address:**

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

**Meeting Rooms**

A very limited number of meeting rooms and lounge space may be available for rental within the residence hall areas. These rooms require reservations prior to arrival and seven-day notice of cancellation. Charges are assessed for setup, breakdown, and any excessive mess associated with use of space. NOTE: Shared building meeting room/lounge cannot be reserved for exclusive use (must be available for all community residents).

**Parking**

Parking permits are required in all lots and on campus streets, Monday through Friday. Parking is free on Saturday and Sunday, except for special events. Parking may be purchased through the ParkMobile app or website. Parking is \$12.00 per day. More information about the ParkMobile app can be found [here](#).

**Prohibited**

- Alcoholic beverages in public areas and not in the presence of guests 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, rice cooker, toaster ovens, coffeepots,
- Candles/portable items with open flame, etc.
- All pets and animals in the residence halls, except with advanced approval of a registered service animal
- Kitchen use after 11pm is prohibited in shared communities or as posted

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

**Telephone Service**

Telephones are not provided in individual guest rooms. Every effort will be made to deliver emergency messages to the conference guest or director. Conference Housing staff are not allowed to give out personal guest room or contact information for security reasons.

**Wireless Guest Access**

UC Davis Information Technology has established a UC Davis Wireless Guest Access Account program in which a UC Davis faculty and/or staff member may sponsor temporary wireless accounts for campus guests. Please visit [Wireless Access: Guest Access](#) for complete details regarding guest access to the UC Davis Wireless Network. Contact the department you are visiting to have your guest account activated.

Wireless access has limited availability in guest rooms, but is available in public areas such as lounges. To find wireless hot spot access within the City of Davis and on the UC Davis Campus please go to the [Davis Wiki WiFi Hotspots webpage](#).

**Additional Service Charges**

Additional Services requested by group financial authority with advanced approval. Services are subject to the following fees. NOTE: Group check-in/out should be planned during our Conference Service Desk hours (daily, 7am-11pm). We cannot accommodate middle of night/early morning check in services.

Service	Description	Rate
<b>Alternate Check In/Out Time</b> (Standard check in is 4pm & check out is Noon)	No charge if between 8am-4pm (fees may apply after these hours if additional staff scheduling required)	\$30/hour x number of staff required (2-hour minimum)
<b>Extended Dining Hours</b>	Dining Hours Extended	Contact Conference Housing
<b>Group/Guest Late Check Out</b>	Unauthorized late check out	\$75 per person
<b>Remote Check In/Out</b>	Check in at a location other than the Conference Service Desk	\$30/hour x number of staff required (2-hour minimum)

Charges for damages vary by residence hall area and are subject to change. Excluding groups serving matriculating students, all charges listed below will be posted to the conference group's final invoice. Matriculating students will be charged to their MyBill accounts.

**Missing Linens**

Towel	\$6	<b>Broken Window</b>	\$50-\$500
Sheet	\$8	<b>False Fire Alarm</b>	\$100
Blanket	\$15	<b>Fire Extinguishers</b>	\$100
Pillow	\$6	Missing	\$100
Pillowcase	\$2	Emptied [unnecessarily]	\$50

**Rearrange Room Furnishings**

<b>Rebunk Beds</b>	\$30/hour of labor [1hr minimum]
<b>Rearrange Furniture</b>	\$30/hour of labor [1hr minimum]
<b>Minimum Charge</b>	\$30/hour of labor [1hr minimum]

**Excess Cleaning, Damage, & Replacement**

<b>Custodial</b>	\$30/hour of labor and/or replacement cost [1hr minimum]
<b>Maintenance</b>	\$30/hour of labor and/or replacement cost [1hr minimum]
<b>Lost Key</b>	\$50 replacement [Key set & lock change]
<b>Lost/Damaged Key Card</b>	\$25 replacement

