

**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 standard accommodation package rates that include three meals per day, single or double room occupancy, and discount for extended stay contracts (over 19 consecutive nights). 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.

### Standard Accommodations:

Standard Accommodations provide either single or double occupancy in traditional residence halls or limited 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 plastic cups are provided. Room service is not available, but guests may exchange linens at the Area Services Desk in their area (as needed).

### 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 Area 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 Area Services 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) 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. 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.

**Dining Cards:**

Each guest will be issued a dining card for all dining room meals included in their conference contract. 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 can be replaced for a fee at the dining commons cashier station. NOTE: Meals taken that are not specified in the contract will be billed back to the conference.

**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: 6:45am-8:30am                      Lunch: 11:30am-1:30pm                      Dinner: 4:45pm-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:**

Market Express meals are available in the area Market for guests who are unable to return to the dining room for a meal during the meal period. A maximum meal equivalency of \$11.50 retail value for each swipe will be provided for the purchase of any items at the Market, if the items selected exceed \$11.50 swipe retail value, the group member will be asked to pay for the difference out of pocket. Access to the dining room will be denied for meal periods when Market Express meals have been used. We do require advance notice from groups larger than five people who plan to utilize our Market Express meal option on planned days or with regular frequency (group pack out meal equivalent). This will help us ensure the necessary quantities and variety is available.

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

**Guest Services Desk**

An Area 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 Area 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 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 posted on room or suite door.

**Important Telephone Numbers**

- Emergency (In-Progress) 911
- Segundo 24-hour Service Desk (530) 752-2900 (summer only)
- 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, 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 hard keys that are lost or not returned at checkout and a \$25 charge will be assessed for lost or (clearly) damaged card keys. Conference guests are expected to pay for replacements at the area 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 (\$1.25 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 Area Services Desk (open M-F, 8am-5pm only). Guests will receive mail/package notices that will be posted on room or suite door. Guests must bring their mail/package slip and identification to the desk for pickup from 8am-5pm daily (not open weekends).

**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 advance reservations and five-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 (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 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, coffee pots,
- 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. Guests will receive notices that will be posted on room or suite door. 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 access on the UC Davis Campus please go to the [DavisWiki WiFi Hotspots webpage](#).

## Additional Services

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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 standard Area Service Desk hours (daily, 7am-11pm). We cannot accommodate middle of night/early morning group 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)	\$25/hour x number of staff required (2-hour minimum)
<b>Extended Desk Hours</b>	Area Service Desk Hours Extended (Standard desk hours- <u>extension</u> only)	\$25/hour x number of staff required [1hr minimum]
<b>Special Services</b>	Special Staff Services as requested	\$25/hour x number of staff required [1hr minimum]
<b>Group/Guest Late Check Out</b>	Unauthorized late check out	\$2/guest + \$25/hour x number of staff (if additional staffing required)
<b>Extended Dining Hours</b>	Dining Hours Extended	Notify Conference Housing & Contact University Dining Services for request

## Damage Charges

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

### 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
Bedspread	\$25		
Mattress Pad	\$8.50		

### 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