

**2020 Intern Housing
Terms and Conditions**

Eligibility: Intern housing is available for those individuals currently enrolled at a college or university participating in an internship or summer program in the Goleta/Santa Barbara area over the summer OR UC Santa Barbara students working on campus over the summer. The intern must be 18 years of age or older by the scheduled check-in date. The intern must currently be enrolled in a degree program and have an internship with educational or professional relevance or have summer employment at UCSB. A government ID, student transcript, and letter from the employer are required at the time of registration.

Conference & Hospitality Services Shall:

- Provide the intern with a furnished space in a University apartment for the scheduled dates for which the intern has registered and paid in full.
- Assign the intern to a specific bedroom/apartment and reserve the sole right to reassign the intern to another bedroom/apartment to consolidate vacancies or to make special accommodations.
- Provide water, electricity, gas, large bin trash removal, utilities and service in the apartment.
- Provide cleaning services for the apartment on a regularly scheduled basis.

Dates and Rates: Intern housing is available in the University-owned San Joaquin Villages apartment complex June 20 – September 13, 2020.

- A 30-night minimum stay is required
- Applications must be received by June 1, 2020 by 5pm PDT
- Payment due by June 8, 2020 by 5pm PDT
- Daily check-in: 4:00pm
- Daily check-out: Noon
- Double Room Cost: \$35/night per person
- Single Room Cost: \$55/night per person

Payment: Full payment must be received by June 8, 2020 by 5pm PDT. Space is allocated on a first come, first serve basis. Space will not be held without payment. No refunds will be provided for shortened stays. Additional fees may be due within 30 days of check-out if the bedroom/apartment and all included furnishings are not left in the condition they were received.

Cancellation: All cancellations must be submitted in writing to conferences@housing.ucsb.edu. If the reservation is cancelled after June 8, 2020, 20% of the total housing fees will be assessed. Cancellations after scheduled check-in date (or "no show") will result in forfeiture of all fees.

Checking Out: The intern must vacate their apartment and officially check out at the Santa Catalina South Front Desk and turn their apartment/bedroom keys in by noon on their scheduled check-out date. Failure to check out and/or vacate by noon on their scheduled check-out date will result in the intern being charged the nightly rate for their room type until they check out with the Front Desk.

Occupancy & Assignments: The intern is not permitted to sublease space to another person and may not change rooms without prior approval from Conference & Hospitality Services. The intern will be assigned to the room type specified during registration. If there is a specific request for a roommate or apartmentmate, all interns involved must request each other in order for the request to be accommodated. Gender inclusive housing options are available for transgender and non-binary interns. To inquire about gender inclusive housing, please email Lauren Weiner at lweiner@ucsb.edu.

Guests: The intern may have occasional overnight and/or weekend guests. The intern is responsible for all actions and the behavior of their guests/visitors. Any guest(s) violating any University policy or any portion of

these Terms and Conditions shall be required to leave the premises immediately. Please be courteous and communicate with your apartmentmate(s) before having guest/visitors. No overnight guest may stay longer than 5 days.

Keys: For lock-outs, please contact the 24-hour Santa Catalina South Front Desk. The intern will be charged \$50 for any interior door key that is lost or not returned upon check out, and \$10 for any exterior door key that is lost or not returned upon check out.

Entry: Please be aware that University personnel designated to perform such duties as cleaning, inventory, repairs, and safety inspections, may enter any apartment or room to perform their duties. When practicable, such personnel shall give prior notification to the occupants of the room/apartment of intended entry.

Housekeeping: Standard Linen Service will be provided to the apartment. Rooms and apartment bathrooms are ready upon arrival. Sheets, a blanket, and a pillow are placed on each bed with two towels and one washcloth per person. The rooms are vacuumed, trash is removed, and bed linens and towels are exchanged once a week. Towels may be exchanged at the Santa Catalina South Front Desk in between service days if desired. In addition to the weekly service, Housekeeping may enter after an intern moves out to prepare the bedroom/apartment for a new intern.

Excessive Cleaning: The intern is required to leave the apartment undamaged, in essentially the same condition as when they moved in. The intern will be charged for any necessary cleaning of the apartment beyond normal wear and tear. This will include charges for removing excessive trash (i.e., trash that exceeds the limits of the trash containers provided). Streamers, banners, glitter, and sidewalk chalk are not permitted.

Mold: It is the intern's responsibility to notify the front desk or Conference & Hospitality Services staff as soon as water seepage or reoccurring mold is noticed. The intern is responsible for maintaining an environment that is clean and as dry as possible.

Damage: The intern will be held liable for any damage or theft of University property in both the apartment and public areas (lounges and shared common areas) of the University apartment facilities. Bills for the cost of repairs are charged to the responsible intern(s), or to all of the interns in an apartment with damage should a specific responsible party not be able to be determined. Please only use blue tape (not masking or duct tape). Paint taken off the walls with masking or duct tape could result in damage charges.

Furniture:

- Public area furnishings (from lounges and shared common areas) may NOT be moved into intern apartments. The apartment responsible will be charged a minimum of \$50 per day, per person for unauthorized use of University furnishings.
- All apartment furniture should be returned to its original location before checkout, or fees may be charged.
- Apartment furniture may not be removed from the apartment property for any reason. It may not be used outdoors, including balconies/patios. Fees may be charged for furniture left outdoors or otherwise damaged.

Lost and Found: The University is not responsible for any lost or stolen items. Please check your apartment carefully for all personal belongings before departing.

Pets: No animals, except service animals for individuals with disabilities (as defined by the Americans with Disabilities Act) are permitted in residential facilities or buildings. With prior approval, the intern may be permitted to bring in an Emotional Support Animal into residential facilities and buildings under certain, limited circumstances. Please email David Sanders (dbsanders@ucsb.edu) to inquire.

Parking: Parking at the apartments is complimentary for the intern, but a parking permit is required. Conference & Hospitality Services will provide the intern with a parking permit for the apartment parking lot. If you wish to park on campus, you may purchase daily permits from a self-pay machine in visitor lots.

Driving: The speed limit in all University apartment parking lots is 5 mph. There is no driving into the complex or on pedestrian walkways. If you are found responsible for violating any of the complex's speed limits and/or state driving laws, your parking permit may be revoked by Conference & Hospitality Services.

Dining Commons Meals: A dining commons meal plan is not included.

Laundry Facilities: Facilities can be accessed with an apartment key and are for the use of the interns only.

Pool: The Santa Catalina pool is open for the interns and other summer conference guests daily from 8:00am-8:00pm. The intern may not use the pool outside of these hours, and they must abide by all rules clearly stated at the pool. No jumping from railings or roof into the pool is permitted.

Bicycles: Bicycles must be stored in a safe manner in designated bicycle racks, inside the apartment, or on the balcony/patio. Bike tags are required for all interns and can be obtained at the Santa Catalina South Front Desk.

State Laws: All laws of the State of California apply to this campus and are enforced by the University. The intern must follow the directions of University staff at all times regarding University policies.

Alcoholic Beverages: The intern and their guests must abide by State Laws referring to alcohol use and possession. The minimum drinking age in California is 21 years. Many states have instituted laws that expand the host's liability for drunk driving. Alcohol may not be consumed outdoors, in public areas, or in the dining commons. Alcohol containers must not be visible in any outdoor/public space.

Smoking: UCSB is a smoke-free and tobacco-free campus. Smoking and the use of all tobacco products, the use of smokeless tobacco products, and the use of unregulated nicotine products (e.g., "e-cigarettes") are prohibited anywhere at all indoor and outdoor spaces managed by UC Santa Barbara. The sale or distribution of tobacco and unregulated nicotine products on or within UCSB managed property is also prohibited.

Controlled Substances/Illegal Drugs: It is prohibited to distribute, solicit, procure, sell, or manufacture controlled substances. The possession, use, distribution, cultivation, manufacture, or sale of drugs, including medicinal marijuana, or drug paraphernalia (e.g., bong, pipes, and vaporizers) is prohibited. Problem behavior while under the influence of controlled substances or illegal drugs will not be tolerated. Drug related activity will be referred directly to the University of California Police Department.

Theft/Misuse of Property: Theft, tampering with, or misuse of personal or University property (e.g. recreation equipment, vending machines, etc.) is unlawful and prohibited.

Skateboarding, Hoverboards, and Scooters: Use of skateboards, hoverboards, and scooters is prohibited in University housing lobby areas, hallways, rooms/apartments, lounges, other indoor public areas, and pedestrian areas adjacent to the residential areas. Violation may result in confiscation of the items and disciplinary action. The Interim Powered Scooters Policy is also applicable (https://www.policy.ucsb.edu/files/docs/policies/Interim_Electronic_Scooter_Policy.pdf).

Barbecues: Barbecues provided by the University are to be used only for cooking food. Personal barbecues may not be used or stored on the premises.

Sports: The intern may not engage in any sports-related activities within University housing rooms/apartments, lounges, hallways, stairwells, or elevators. Corridors and lounges are considered public areas and are not to be used as grounds for sports or horseplay due to the possibility of personal injury and/or property damage.

Solicitation/Distribution of Materials: No materials may be distributed under, on, against, or in front of doors to rooms/apartment in University housing. Solicitation, canvassing and/or distribution of flyers or any other materials is prohibited anywhere in residential areas as well as on the exterior of buildings.

Elevators: Tampering with or misuse of elevators is prohibited.

Weapons/Hazardous Materials: Firearms, hunting equipment, other weapons, hazardous materials such as ammunition, fireworks, gasoline, naphtha, benzene or any other chemicals that are toxic or explosive in nature are not permitted.

Drones: Drones may not be flown anywhere on campus property without prior approval from the UC Center of Excellence on Unmanned Aircraft System Safety.

Quiet Hours: Academic students and families reside nearby apartments. Therefore, we encourage the maintenance of a respectful and courteous academic atmosphere for all residents, interns, and summer conference guests. Any individual residing in University housing may politely request that any other person or group be quiet, or if necessary, cease any activity that is interfering with their ability to study, rest, or quietly enjoy the environment and the requested party must comply. Quiet hours: 10:00pm – 8:00am daily.

Amplified Music and Drums: Amplified musical instruments and drums may be stored but not used within University apartments. Stereo speakers are prohibited from being placed in windows directing sound out of the apartments. Exceptions may be made in University-sanctioned performances.

Prohibited Items: The following items are prohibited in University apartments due to their association with facility damage, fire hazard and/or high energy use: darts and dart boards, air conditioning units, large appliances not included with the apartment (e.g. washers, dryers, stand-alone freezers, extra refrigerators), space heaters, kerosene lamps, halogen lamps, flammable liquids, solids & gas (non-household items), and satellite antennas

Stairwells/Walkways: Stairwells and walkways must be clear of all items to enable safe emergency access.

Storage: Due to the limitations of space in and around our community, outside storage is not provided for personal property. The storage of trash/garbage, cardboard or upholstery items is not permitted outside to reduce rodent infestation. Water heater closets must be free of stored items. Storage of combustibles is not allowed.

Principles of Community: As stated by the University of California's Principles of Community, grounded in the mission of instruction, research and public service, UC values diversity, affirms the inherent dignity of every person and upholds communities of justice. UC strives for a campus and a world free of discrimination, intolerance and hate, and is equally committed to freedom of expression, critical inquiry, civil dialogue and mutual respect. We do not tolerate acts of bigotry, harassment, or other harm to individuals by anyone in our community on the basis of race, color, ethnicity, sexual orientation, sex, gender, age, physical or mental ability, size, language, religious beliefs, political affiliation, gender identity, service in the uniformed services, citizenship, pregnancy, medical condition, genetic information, ancestry, marital status, or national origin among other personal characteristics. We affirm that the responsibility for opposing such behavior lies with all members of the community whenever they encounter such behavior. Conference & Hospitality Services values diversity and inclusivity and will work to promptly address acts of bias and harassment directed at any individual or group in our residential communities; such acts are unacceptable in our residential communities and considered violations of the Intern Housing Terms & Conditions, at a minimum.

Harassment: Harassing behavior of any kind is prohibited.

- Physical harassment or the threat of physical harm, intimidation, as well as conduct that threatens the health and safety of the community is prohibited.
- Sexual activity which occurs without the explicit consent of all parties involved, not in private, or without the proper consideration given to the rights of other interns, residents, and summer conference guests is prohibited.
- Verbal and nonverbal harassment made directly or indirectly (via email, social networking sites, written messages, etc.) is not tolerated. This includes threats, malicious pranks, abusive name-calling, prank phone calls, and racial, gender, or sexual orientation harassment.
- For information about and to report bias incidents and crimes, please visit <http://studentlife.sa.ucsb.edu/bias>
- The University of California Policy on Sexual Violence and Sexual Harassment can be found at

<https://policy.ucop.edu/doc/4000385/SVSH>. Please also refer to the UCSB Local Response Procedures at <https://oeosh.ucsb.edu/titleix/local.response.procedures.and.resources/>.

Emergency Plan: The intern should read the UCSB Emergency Procedures posted on the inside of each bedroom door. This shows the location of the nearest exit and the assembly area outside the building. All emergencies should be reported to the Santa Catalina Front Desk or Conference & Hospitality Services staff. Call 911 if necessary.

Fire Safety: It is a crime to tamper with or interfere with fire alarm pull stations, smoke and heat detectors, fire extinguishers, fire hoses, "EXIT" signs, and all lights. Violators are subject to legal prosecution. It is a crime to possess, store, or use fireworks in Santa Barbara County. Burning candles, personal barbecues, sternos, incense or any open flames are not allowed in University housing. Storage or use of any flammable liquid is not allowed. Bonfires on the beach are prohibited.

Fire Alarm Evacuation:

- Every fire alarm must be treated as a genuine emergency.
- The intern **MUST** follow evacuation procedures anytime a fire alarm is activated; failure may result in police action.
 - Feel your door for heat and check for smoke beneath the door before opening.
 - If door is warm: do not open, place blankets or towels at the base of the door, go to the window and call for help.
 - If door is cool and hallway clear: take your shoes, keys and jacket; lock your door behind you; and exit quickly through the nearest safe exit. A diagram showing all exits can be found on the inside of each bedroom door. Do not try to use elevators.
 - Once outside, everyone should assemble at their building's emergency assembly point (EAP).
 - Fire officials will decide and will instruct you when it is safe to return to the building.

Earthquake Evacuation:

- If you are inside a building during an earthquake, stay indoors until the earthquake stops.
- Sit or crouch against an interior wall or take cover under a desk or table.
- Stay away from all glass (windows, mirrors).
- Don't try to restrain falling objects.
- Evacuate the building when the earthquake stops, staying far away from all buildings and power lines.
- Be cautious of aftershocks, and wait for instructions from staff.

General Safety: The University is committed to maintaining high standards for safety and security in all of our apartments and other facilities. The intern may be subject to legal action, from the University and/or civil authorities for any violation of safety and security regulations that jeopardize the safety of themselves and/or others.

- The use of ledges and roofs for any purpose and the scaling of exterior walls are strictly prohibited.
- Throwing, dropping, or allowing any object to fall from a University apartment window is strictly prohibited.
- Removal of window screens is not allowed, and the intern will be charged for any removed or damaged screens.
- For the safety of pedestrians and bicyclists, never walk on the campus bicycle paths.
- Always **LOCK** your windows (bedrooms, bathrooms, kitchen) when you are away from your apartment.
- Always **LOCK** your doors (patio/balcony door and front door).
- If someone knocks, ask who it is and use the peephole to identify your visitor.
- Please report all strangers and odd occurrences to our campus police at (805) 893-3446 (or dial 911 for emergency services).

Appliances and Electrical Safety: All of your appliances should be UL ® approved. Practice safety when using appliances or electrically dependent items. Do not overload circuits or extension cords. Use UL ® listed multi-outlet units (MOU) plugged directly into the wall outlet.

Clery Act: In accordance with the federal Clery Act, UCSB publishes an Annual Security Report (ASR) and an

Annual Fire Safety Report (AFSR). The ASR provides information regarding UCSB safety and security policies, campus crime statistics, and resources for students and employees. The AFSR provides information regarding campus fire safety standards and fire-related statistics for on-campus student housing facilities. To access the Annual Security Report or Annual Fire Safety Report, visit www.police.ucsb.edu/clery-act.

ADA: UCSB Conference & Hospitality Services fully complies with the Americans with Disabilities Act (ADA), and is committed to providing reasonable accommodations to interns with disabilities, unless providing such an accommodation would cause an undue hardship. If a reasonable accommodation is needed, please contact David Sanders at (805) 893-6027 or dbsanders@ucsb.edu prior to your arrival.

Termination: This Agreement may be terminated only with the written approval of the University and if the Intern or their guests do not abide by University rules or conditions of these Terms and Conditions. The intern will be charged additionally for any unreturned keys or forms, loss or damage to the premises, equipment or furnishings for which the intern is responsible.

Statement of Liability: The intern agree to respect and adhere to all policies and regulations pertaining to University housing as outlined in this document. Interns who do not adhere to the University policies and regulations, may be subject to disciplinary action that may include the immediate termination of their housing agreement and notification to the current employer. The University reserves the right to refuse to enter into any agreement for University housing accommodations with any individual applying for intern housing. If the health, safety, or academic environment may be compromised, the University reserves the right to make changes such as the termination of residency. The intern may be required to vacate the University apartments within 24 hours or less if terminated from their internship or summer program in the Goleta/Santa Barbara area or their UCSB summer job, or if found to be potentially dangerous or disruptive to the community, as determined by Conference & Hospitality Services.

Indemnification: The intern agrees to defend, indemnify and hold the University, its officers, agents, and employees, harmless from and against any and all claims, damages, costs, expenses (including reasonable attorneys' fees), losses, or liabilities, arising out of or in any way connected with the performance of these terms and conditions including, without limitation, claims for loss or damage to any property, or for death or injury to any person or persons with the exception of those claims, damages, costs, expenses, losses, or liabilities arising from the sole negligence of the University, its officers, agents, or employees.

Force Majeure: In the event of an act of nature, fire, flood, war, public disaster, strikes or labor difficulties, epidemic, or any other cause beyond the University's control, it is the responsibility of the intern to find alternative accommodations. The intern will be held liable for all charges up to the date of this clause being activated.

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