

SUMMER
CONFERENCE
SERVICES



Channel Islands

CALIFORNIA STATE UNIVERSITY



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CI at a Glance

Area Contact Information

Internal Guest/Affiliated with CSUCI: University Events

- Contact for: contract-related questions, dining, parking, space reservations outside of housing, water/ice requests.
- Phone: (805) 437-3900
- Location: Rush Hall 1608 & 1616
- Email: events@csuci.edu
- Website: [University Events - CSU Channel Islands \(csuci.edu\)](http://University Events - CSU Channel Islands (csuci.edu))

External Guests/Not affiliated with CSUCI: University Events

- Contact for: contract-related questions, dining, parking, space reservations outside of housing, water/ice requests, mail.
- Email: events@csuci.edu
- Website: [University Events - CSU Channel Islands \(csuci.edu\)](http://University Events - CSU Channel Islands (csuci.edu))

Housing & Residential Education Summer Conference (24/7)

- Contact for: residential room repairs & questions, keys, linens & laundry, after-hours questions or concerns, lost & found items (in Housing)
- Contact your group lead for lockouts.
- Collect any linen packets to be billed to the group upon check-in.
- Call 911 in the event of an emergency.
- *Offices are closed to conference guests during the academic year. Please route all inquiries to the contact information provided above.*
- Phone: (805) 437-3333 OR (805) 377-1967 (24/7 response)
- Hours: 7 a.m.-11 p.m. and after-hours via 805-437-3333.

Transportation & Parking Services

- Phone: (805) 437-8430
- Hours: 8:00 AM – 5:00 PM Monday – Friday
 - CLOSED Saturday – Sunday
- Location: Placer Hall
- Website: [Transportation & Parking Services - Transportation & Parking Services - CSU Channel Islands \(csuci.edu\)](http://Transportation & Parking Services - Transportation & Parking Services - CSU Channel Islands (csuci.edu))

CI Police Dispatch

- (Non-emergency)- Phone: (805) 437-8444
- Emergency- Phone: 911

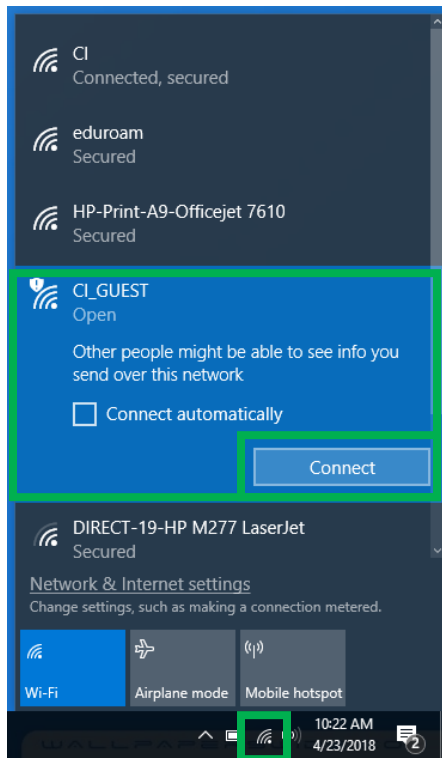
Guest Amenities Available

Service	Detail	Charge
Linen Packet	pillow, pillowcase, zippered or secondary pillowcase, blanket, flat sheet, fitted sheet, hand towel, wash cloth, bath towel	\$36
Fan Rental	Box fan	\$5
Mid-Stay Cleaning	A vacuum, sweep, and wipe down of counters, and bathroom surfaces	\$25/SRV Room; \$30/SCV Suite; \$40/Apartment
Custom keys	If a group needs custom key access for clients that are involved with a group but not staying on site.	\$25/key

CI_Guest WiFi

Step-by-Step Instructions

Select the **CI_Guest** WiFi network from the list of available WiFi networks



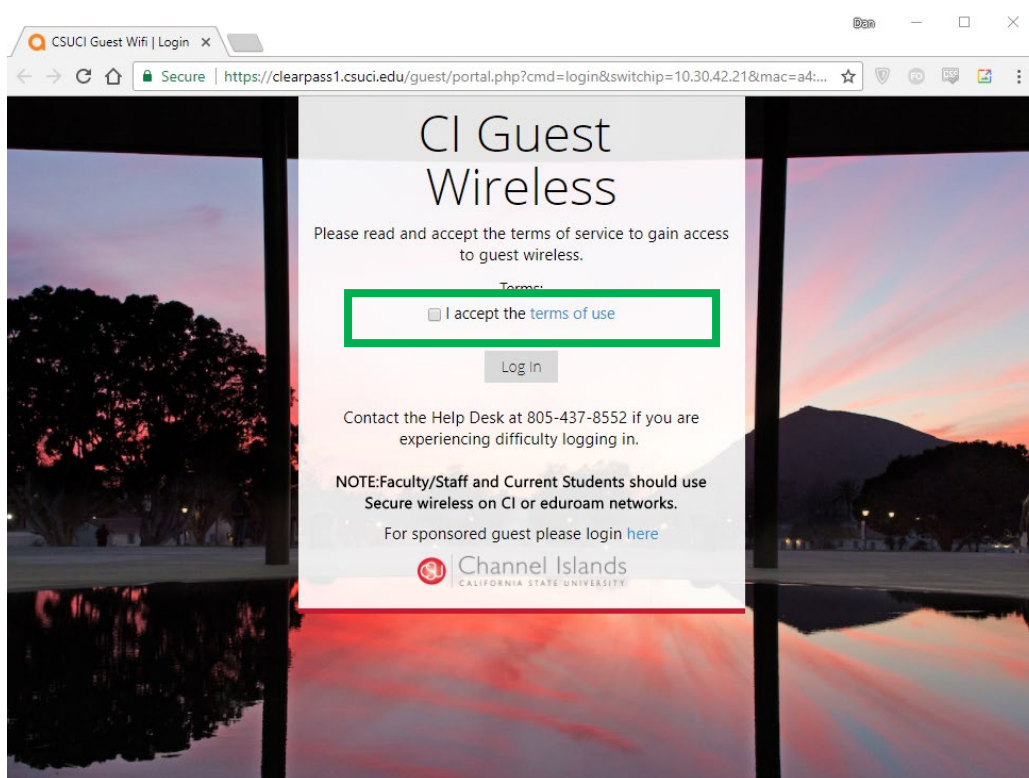
Finish Setup in a Web Browser (Chrome, Firefox, Safari)

In most cases, your default web browser will automatically open once you select the CI_Guest WiFi network. If it does not, please open a web browser.



This screen will greet you once you open your Web Browser.

1. **Check the box** to accept the Terms of Use
2. **Click Log In**



You are now logged in to the CI_Guest wifi network!

History of the University

Built in the early part of the 20th century as the former Camarillo State Hospital, the sprawling 1930s Spanish revival buildings, cloistered hallways, Bell Tower, tiled fountains, open space, and many courtyards are being renovated to house our new state-of-the-art 21st century University. CSU Channel Islands looks forward to meeting future challenges while appreciating and building on a rich past. The campus site represents a significant and interesting segment of Southern California history. It holds stories of the Chumash people, Californios, early ranchers, politicians, captains of agribusiness, field workers, Camarillo State Hospital associates, and Ventura County families. In these histories we find the vision, inspiration, aspirations, and challenges that will connect the scholarly research and teaching of CSUCI to the remarkable past and fertile future of Southern California.

FAQs about CSU Channel Islands

Q: Why is “Channel Islands” in the University’s name when the campus is on the mainland?

A: The name, California State University Channel Islands, was the choice of a committee of Ventura County educators, students, community leaders, and activists. The name represents an entire region rather than a single city or county, and so the University was named after the eight islands located off the southern California coastline, which are a part of the Channel Islands National Park. On a clear day, you can see some of the islands from the University.

Q: How was the campus used before it became a University?

A: The campus structures date to the 1930s, when the Mission Revival and Spanish Colonial Revival architecture was built as part of a federal program to help people work. From 1936 to 1997, it was the home of Camarillo State Hospital and included a dairy, crop fields, a hog farm, and a pool. The University has received statewide recognition for preserving the buildings, and University engineers won an engineering award for turning the site into a “beautiful university campus”.

Q: What movies were filmed here?

A: One Flew Over the Cuckoo’s Nest, Pearl Harbor, Underclassman, Music Video of N’sync Drive Myself Crazy, and scenes of “The Ring”, “Buffy the Vampire Slayer”, and The Biggest Loser.

Q: When did the University officially open?

A. Planning began in 1965 when then State Senator Robert J. Lagomarsino co-authored Senate Bill 288 calling for establishment of a four-year public college in Ventura County. Thirty-three years later, in 1998, an Initial Planning Team arrived on the property to build local support for the University and to start renovations to the existing buildings. On Aug. 16, 2002, CSUCI opened to upper division transfer students and in fall 2003 accepted its first freshman class.

Q: How do I get around on Campus?

A: Please reference our [campus map](#) located on our University website.

Check In/Out

Guests are expected to return their apartments, suites and rooms in the reasonable condition following occupancy. Reasonable wear and tear are acceptable. Guests are required to remove all personal property at the end of their occupancy, and dispose of any trash that exceeds the provided receptacle in the room. Any property left will be viewed as abandoned, and the University may take possession and dispose of such property at the cost to the guest/client group.

A. **Check-in:** 4 p.m. unless otherwise requested

All necessary paperwork must be completed prior to move-in.

C. **Check-out:** 12 p.m. unless otherwise requested

Prior to vacating it is important to review all check-out procedures and consult with your Group Lead or the Summer Conference office if you have any questions. The check-out process includes:

- Remove all personal property from the space
- Dispose of any trash not able to fit in the provided receptacles.
- Return all issued keys to the Summer Conference office
- Submit feedback through the [Summer Conference Feedback Form](#) (Optional)

Guests who leave their unit in poor condition upon check-out may be subject to one or more of the follow consequences:

- Assessed charges for damages and cleaning
- Potential impact to future booking interest from the Client of concern

When guests check-out, a staff member will inspect their room, suite, or apartment and note damages or concerns. Any damages beyond normal wear and tear will be assumed to have occurred during the guest's residency and charged to the Client's account. Final assessment of damages will be determined by professional staff after all guests have vacated.

Minimum charges

Apart from normal wear and tear, guests are expected to return their room and furniture in the same condition as check-in. Below are descriptions of some common charges. Please note that these are minimums, but final charges will reflect the damage.


- Replacement of bed: \$580
- Replacement of mattress: \$150
- Replacement of bookcase: \$185
- Repair/replacement of blinds: \$75
- Replacement of chair: \$150
- Replacement of drawer: \$155
- Replacement of file cabinet: \$225
- Replacement of desk: \$240
- Repair/replacement/cleaning of stained carpet: \$50 and up
- Repair/replacement of a closet door: \$100
- Missing Brita pitchers: \$25
- Replacement of a mini fridge: \$300;
- Replacement of a Micro Fridge: \$450
- Repair/replacement of door jamb: \$60
- Repair/replacement of couch, chair, or table (Anacapa and Town Center only): \$50 to \$500 based upon on severity
- Ceiling fan damage: \$50
- Wall/ceiling repair of holes: \$25 per hole less than a quarter size; \$50 per hole larger than a quarter size; \$100 per hole larger than a fist size; pinhole: \$2 per hole
- Unremoved 3M hook or command strip: \$10 each
- Damage caused by a 3M hook or command strip: \$10 per damage less than a quarter size; \$25 per damage larger than quarter size
- Tape/Sticker Removal: \$25 per sticker
- Wall Guard or baseboard damage: \$25
- Repair/ replacement of medicine cabinet including mirror damage: \$100
- Painting per item (e.g., one wall and room door would be \$200): \$50 an hour
- Repair/replacement/cleaning of window screen: \$40
- Repair/ Replacement of window: \$100
- Missing Shower Curtain: \$10

- Missing plungers: \$15
- Smoke Detector damage: \$60
- Kitchen & bathroom trash can/ recycle bin replacement: \$15 each
- Missing/ Damage to cable box or related amenities (Town Center only): \$150 cable box, \$25 remote, \$15 power cord, \$15 coax cable, \$15 HDMI cord
- Appliances not clean (e.g., refrigerator, microwave, dishwasher, range, oven): \$50 an hour
- Room Cleaning (including bedroom and common spaces): \$50 an hour, up to \$150 is average (based upon severity)
- Personal trash left in room/suite/apartment: \$25 per bag that exceeds what is in the trash receptacles.
- Missing hard Key: \$150 subject to increase
- Missing key card: \$25: subject to increase
- Missing mailbox key: \$25: subject to increase
- Furniture not returned to original position: \$50 per hour
- Replacement of two surfboard racks and two locks: \$345

Description of Fee	Minimum Fee
Lock out charge after 2 nd re-entry	\$10
Key card replacement	\$25
Hard key replacement	\$150
Mailbox key replacement	\$25
Tampering with fire safety equipment	\$500 and State Fire Marshal fine

How to use your Key Card

For Santa Rosa, when entering your perimeter or Pod door, hold up your key to the pad, enter your code and press #. Please note: We have 2 different styles of door locks on the bedroom doors.

Door Type	Direction Key Faces to slide
<ol style="list-style-type: none"> 1. First swipe key card in downward motion with your key card facing the proper direction. Please reference the images on the right to see the direction of the key per the lock associated with your door. 2. When swiped correctly the small buttons will flash green. Then you will type in your code. 3. If done correctly the keypad will flash a green color 4. Type in your code and you will hear a click noise. 	

If you enter the wrong code, pushing the pound key (#) will permit you to enter the code again without having to re-swipe the key.

Laundry Cards

Our laundry rooms in Santa Rosa, Santa Cruz & Anacapa Village operate through the WASH app. If you have difficulty creating an account, you may purchase a laundry card from the Santa Cruz Village Summer Conference Office laundry card kiosk with a credit card only. WASH Multi-family Laundry Systems. You will not be able to use the washer and dryer unless you have a laundry card. Laundry cards are available for purchase at the machine at the Housing Summer Conference desk with a credit card only.

Laundry Room Locations

Anacapa Village: 1st floor of every building: A107, B130, C148

Santa Rosa Village: K170

For guests residing in Santa Cruz Village, please use either Santa Rosa or Anacapa laundry rooms.

Mail & Packages

The Housing Summer Conference desk does not function as a mail center over the summer. No incoming or outgoing mail will be accepted in the housing offices. If your program requires you to have mail delivered to the campus, please work with the area managing your booking contract and they can provide guidance on how to proceed.

On Campus Eateries

Town Center Eateries (*hours subject to change):

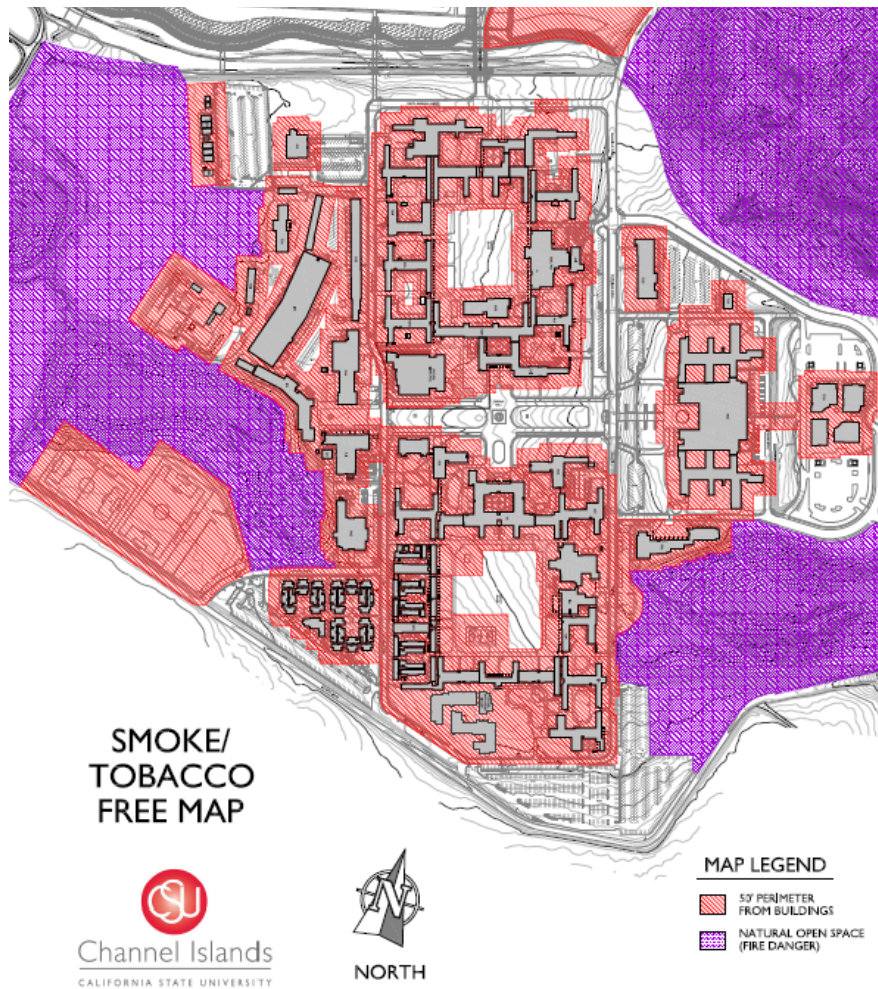
Tortillas Grill & Cantina: <https://tortillasgrill.com> *

Mom Wong Kitchen: <https://momwongkitchen.com> *

American Pie Company: <https://americanpie.co/csuci> *

Smoking Areas

No smoking within 50 feet of state buildings. Please dispose of cigarette butts in proper receptacle. Refer to Resident Handbook for more information. No electronic cigarettes, hookah, or marijuana are permitted.



Work Orders

During the summer period, guests should visit the Summer Conference Desk in Santa Cruz Village G building. Summer Conference staff will assist with submitting a work order on your behalf. For emergency work order concerns, please contact the 24/7 office number: 805-437-3333.

Medical Emergency Information

Local Hospital

St. John's Pleasant Valley Hospital
2309 Antonio Avenue, Camarillo, CA 93010-1414
(805) 389-5800
(About 7 miles away/15 minutes)

Other Medical Services

Magnolia Family Medical Clinic
2240 E. Gonzales Road #100, Oxnard
(805) 981-5151
Urgent Care: (805) 981-5181
(About 11 miles away/20 minutes)

Las Islas Family Medical Group
2400 S. C Street, Oxnard
(805) 240-7000
(About 10 miles away/18 minutes)

Urgent Care
325 W. Channel Islands Blvd., Oxnard
(805) 483-0198
(About 10 miles away/17 minutes)

Moorpark Family Medical Clinic
612 Spring Road, Building A, Moorpark
(805) 523-5400
(About 16 miles away/26 minutes)

Want to explore the City of Camarillo?



Please feel free to take a look at [Things to do - Visit Camarillo](#).

Facilities and Maintenance

Housing & Residential Education's facilities include three villages, and Town Center. Some of these villages are utilized for conference guests and some residential students.

Santa Rosa Village (SRV) offers double and single occupancy bedrooms, with shared gender-specific bathrooms, one all-gender restroom per pod, furnished bedrooms, including a cube size mini-fridge. Each floor has wireless internet access, a study room, and a furnished family room with a TV, refrigerator, microwave, and sink.

Santa Cruz Village (SCV) offers two-bedroom, one-bath, furnished suites shared by two or four guests. Each furnished suite has cable TV access and wireless internet access.

Anacapa Village (AV) offers 4-bedroom apartments. Each apartment is shared by four guests and offers a nicely appointed living room, dining room, and kitchen in addition to four bedrooms and two shared bathrooms.

Town Center (TC) apartments are located east of the library. Guests enjoy special amenities in their apartment, including a washer and dryer, air conditioning, living room furniture, bar stools, and a full

kitchen that includes a microwave and refrigerator. Spaces are primarily reserved for CI Students participating in our Summer Stay Housing program.

Note: Housing facilities are available as permitted by public health and university officials and are subjected to change. Please call or visit your Summer Conference Office for more information about HRE common spaces.

I. **Caring for Your Room, Suite or Apartment**

It is important to regularly clean your room, suite, or apartment to avoid damage, and insects and rodents. The following are important guidelines to use in caring for your area:

A. Furniture

- Furniture may not be disassembled.
- Do not use harsh abrasives on wooden furniture. Note: a damp towel or wood furniture polish will work well and help keep the furniture in good condition.
- All furniture must remain in units.

B. Stove/Oven

- Wipe down and disinfect the stove top and exterior of the stove regularly.
- Wipe down the vent above the stove regularly.
- Use oven cleaner as instructed to keep your oven clean.
- Don't use hard abrasives on the stove surface; instead, use soap, water and baking soda or non-abrasive cleaning powder (i.e., Bon Ami) to remove stuck-on food.

D. Trash

- Take out the trash regularly (we recommend daily, minimally twice a week).
- Note: Housing guest should never accumulate bags of trash in any room or common space or leave garbage outside of a room, suite, or apartment door.
- Food waste should be disposed of in the food waste containers included in each resident's room. Food waste must be disposed of in the brown food waste bins located in Santa Cruz and Anacapa trash areas.

E. Dishwasher

- Use only dishwasher soap in your dishwasher – do not use regular dish soap.
- Run your garbage disposal with water running before using your dishwasher.
- Scrape food off dishes into the trash and rinse them before filling the dishwasher.
- Only place dishwasher safe items in the dishwasher. Hand wash light weight plastic, glass, and crystal items that may melt or break in the dishwasher (check item for manufacturer's notation as to whether it is dishwasher safe).

F. Garbage Disposal and Sinks

- Never put any food down the drain; scrape food directly into the trash.
- Bathroom sinks should not be used to wash dishes or to dispose of food.
- Do not use a plunger in the sink; notify the Summer Conference office for malfunctioning appliances.
- Do not use chemicals to unclog a drain. If a sink backs up, notify the front desk.
- Run your garbage disposal only when the water is on. **Note:** only use cold water.
- Do not pour oil and grease down the drain. They can damage the plumbing and make the sink drain more slowly. **Note:** put leftover oil in a jar or plastic container when cool and dispose of full containers into the dumpster.
- Do not put anything hard like bones, vegetables, fruit or eggshells, metal objects, etc. in the garbage disposal.
- Regularly clean and disinfect all sinks using a non-abrasive cleaner (we recommend once a week).

G. Microwave Oven

- Clean your microwave often with a cloth or sponge and soap and water.
- Don't put anything metal or metallic in the microwave, such as silverware, foil, teabags with staples attached or pots.
- Don't run the microwave when there is nothing inside, as this will burn out the motor.

H. Toilet

- Use a plunger and if any water is present on the floor, please report it to the Summer Conference Front Desk immediately so we can address the issue and clean the space.
- Turn off the water at the back of the toilet if your toilet is about to overflow.
- Don't flush anything other than toilet paper in the toilet. Disposable or flushable wipes, feminine hygiene products, plastic and cardboard applicators and clothing pieces (i.e., under garments) can seriously damage the septic system and should never be flushed.
- Do not use chlorine or cleaning tablets in the toilet tank.

I. Bathroom

- Do not modify the plumbing, which includes the showerhead.
- If the bathroom drain becomes plugged, please use the plunger provided. Please notify the Summer Conference Front Desk if the problem persists.

J. Light Fixtures and Ceiling Fans

- Submit a workorder to replace burned out light bulbs.

K. Doors

- Refrain from hanging any items onto or over the door as this compromises the fire rated doors and jambs.
- Refrain from placing window gels on doors to avoid bleeding of color onto door which is deemed a chargeback expense.

2. **Common Areas in the Villages**

We are proud to offer excellent spaces for guests use for a variety of purposes. Every guest who lives on campus has access to these spaces with their room key during the times listed below. Please refer to the Community Living Standard, Care of Common Areas and Property, regarding guidelines for use. **Housing will continue to engage a routine cleaning schedule. However, guests are responsible for cleaning and sanitizing shared surfaces before and after each use.**

A. **Barbeque:** To use Housing's built-in barbeque, located by Anacapa's pool area, please notify the Summer Conference desk in advance and our staff will check-out the equipment to a group lead and turn on the propane when ready for use. Guests are responsible for cleaning the utensils, surrounding area, and up after themselves. When finished, turn off the barbeque and check-out through the Summer Conference front desk.

B. **Community Living Room:** If furniture in The Common's and Santa Rosa's Community Living Room need to be temporarily moved, care should be used not to damage the furniture and the floor. Furniture should never be dragged across the floor. Chairs should never be placed on the wood divider by the ping pong table in Santa Rosa.

C. **Computer Labs:** There are computer labs located in Anacapa, Santa Cruz, and Santa Rosa Villages. Labs are equipped with internet connections. There is a two-hour limit when there are guests waiting for a computer. HRE staff is not trained to provide computer advice

or assistance, but you may report problems to the Summer Conference front desk and they will submit a Technology & Information Help Ticket.

E. Kitchens: There is one community kitchen in The Commons, two in Santa Cruz, and one in Santa Rosa. Dishes must be washed and placed back into the cupboards. Do not take food from the refrigerator that does not belong to you. Clean up after yourself.

F. Vending Machines: Vending machines are located near the Anacapa swimming pool, and the B building laundry room in Anacapa Village, outside of building G in Santa Cruz Village by the laundry facilities, and in Santa Rosa Village toward the L building courtyard. Persons who lose money in vending machines should report the loss to the Summer Conference front desk. Shifting or moving vending machines is dangerous and prohibited. Refunds will be left at the front desk at the time of repairs.

The following table includes the common area names, locations, and the corresponding day and time that these areas are open for use:

Anacapa Village

Amenities	Location	Hours
Anacapa Commons	Anacapa Commons	Everyday 7 a.m. – 11 p.m.
Barbeque, BBQ, bar-b-que	Adjacent to Anacapa courtyard	Everyday 8 a.m. – 10 p.m.
Conference Room	A105	Open 24-hours
Laundry Rooms	A107, B130, C148	Daily 7 a.m.-midnight
Pool and Spa	Adjacent to Anacapa courtyard	Sunday – Monday 10 a.m. – 11 p.m.
Presentation Room	B233	Sunday – Monday 10 a.m. – 11 p.m.
Residence Hall Association Office	A305	Hours vary: see office door
Study Rooms	A205, B133, B333, C146, C246, C346	Open 24-hours
Surfboard Storage Room	C248	Daily 24 hours, securely store your surfboard, submit a request

Santa Cruz Village

Amenities	Location	Hours
Art Room	E240	Sunday-Thursday: 5 a.m.-midnight Friday & Saturday: 5 a.m.-2 a.m.
Computer Lab	E138	Open 24-hours
Conference Room	E136	Open 24-hours
Dance Studio	E137	Open 24-hours
E1 Lounge	E130	Open 24-hours
Exercise Fitness Room	E230	Sunday-Thursday: 5 a.m. - midnight Friday & Saturday: 5 a.m. - 2 a.m.
Game Room	G230	Sunday-Thursday: 7 a.m.- midnight Friday & Saturday: 7 a.m.- 2 a.m.
G1 Lounge	G130	Open 24-hours
Main Housing office	E150	Monday-Friday: 8 a.m.-5 p.m.

Laundry Room	G140	Open 24-hours
Music Practice Rooms	E241, E243, E235	Sunday-Thursday: 8 a.m. - 10 p.m. Friday - Saturday: 8 a.m. - midnight
Study Room	G239	Open 24-hours
Video Gaming Room	G238	Sunday-Thursday: 7 a.m.-midnight Friday & Saturday: 7 a.m.-2 a.m.
Santa Cruz Village office	G150	Sunday – Monday 10 a.m. – 11 p.m.

Santa Rosa Village

Amenities	Location	Hours
Community Living Room	K165	Sunday - Thursday: 8 a.m.-midnight Friday - Saturday 10 a.m. - 1 a.m.
Family Room	Accessible to assigned pod	Open 24-hours
Community Kitchen	K160	Sunday - Thursday: 8 a.m.-midnight Friday - Saturday 10 a.m. - 1 a.m.
Laundry	K170	Open 24-hours
Study Rooms	Accessible by pod (K1 uses K2)	Open 24-hours

Town Center

Commonly Referred to	Location	Hours
Village Office, Programming Room, and Community Space	Town Center Building B, 103 1B, facing Rincon Dr. parking lot	Sunday – Monday 10 a.m. – 11 p.m.

3. Custodial Staff

Our custodian staff is responsible for light maintenance and for keeping public areas of housing facilities clean. If guests wish to have mid-stay cleaning of their room, they need to request this in advance. In Santa Rosa Village, custodians will clean bathrooms. Items left behind will be discarded. Please support the efforts of this staff by cleaning common spaces after use, properly disposing of trash in dumpsters or down trash chute and alerting the Summer Conference office about any damage or mess. **Custodial staff will perform daily sanitization of all housing common spaces.**

4. Elevator

Passenger elevators located within the buildings are provided for use by residents, their guests and staff. Activities in the elevators are recorded at all times.

Elevator Emergencies: If a person is trapped in an elevator, sound the alarm and wait for help to arrive before attempting evacuation. Evacuation from the elevator will be handled in accordance with established safety protocols for elevator evacuation. Do not attempt to force open the doors or to get out of the elevator. The person trapped in the elevator should remain calm and respond to the direction of University and emergency personnel.

5. Equipment

The Summer Conference office provide a variety of games, recreational equipment, vacuums, brooms, and mops, which may be checked-out through the front desk. All equipment may be checked out for up to an hour, then needs to be returned to the Summer Conference front desk. If student housing equipment becomes damaged, the Client associated with the last person to return

the equipment will be charged. **Note:** Guests are responsible for sanitizing all equipment before and after each use.

6. Keys and Lockouts

Always carry your key with you and lock your doors. Propping doors open, providing your key to another person, or keeping doors unlocked increases the likelihood of unwanted guests into your residence, and is a Community Living Standard violation. If your key is lost or stolen, immediately notify the Summer Conference office and they will submit a Replacement Key Request. A police report for a stolen key is required to avoid a key charge. The replacement charge for a lost key card is \$25 and is not refundable once a guest requests for a replacement key.

Guests will receive two fee free lockouts during their stay. Every lockout after that will result in a \$10 charge billed to the Client's account. Guests locked out during Summer Conference office hours should visit the front desk. Guests locked out after the office has closed can call the Summer Conference On Call number.

7. Landscaping

The landscaping throughout the Villages has been professionally planned, installed, and maintained. Guests shall assist in the maintenance by using the sidewalks and walkways at all times. Housing's grass areas are typically mowed on Mondays and Fridays, between the hours of 9 a.m. - 2p.m., however can change due to inclement weather. Recycled water is used for irrigating lawns and landscapes on campus. Purple signs, irrigation pipes, and sprinkler heads indicate areas of recycled water use. Do not drink recycled water.

8. Laundry

Laundry rooms are provided for use by all guests and are subject to quiet hours. Laundry rooms are located on the first floors in each Anacapa Village building, , and building K in Santa Rosa Village.

- a. Use of laundry cards or the WASH app are required for all machine use. Laundry cards may be purchased at the Add Value machines located in Santa Cruz or Anacapa Village offices. The wash/dry price is deducted from the card each time laundry is done. Through the Add Value machine or via the [WASH app](#), guests may add more money to the laundry card as needed. If a laundry card is lost, the balance on the card cannot be recovered, so take care in protecting your laundry card.
- b. The Santa Rosa Village machines only accept debit, credit cards, or use of app payment.
- c. Guests must provide their own detergent, fabric softeners, etc.
- d. Guess who lose credit value by use of a washer or dryer should contact WASH directly for a refund.
- e. Problems or maintenance concerns can be reported to the Summer Conference front desk.
- f. Laundry should be removed from the machines as soon as the cycle ends, and guests are responsible for monitoring their laundry and belongings.
- g. All laundry machines offer a laundry alert system that lets you know which machine is available and when a cycle is finishing. Download the [WASH app](#) for convenient timer and to be notified when machines are available.
- h. Hours of operation include:
 - o Anacapa's laundry rooms close at midnight, located on the first floor of each building in Anacapa.
 - o Santa Rosa's laundry room is open 24 hours, located in K170.
 - o Santa Cruz Village Laundry room is used for staff laundering and is unavailable for guest use.

9. Maintenance

If a guest notices something in their room or in the common areas which requires repair, they must notify the Summer Conference Front Desk and we will submit a work order.:

- a. Work orders will be verified by an HRE staff person to ensure the nature of the problem before sending facility workers or trades staff to address the concern.
- b. Guest will be charged for damages when it is clear that the situation is the result of misuse or intentional damage, or for charges incurred when facility workers respond to a request of a personal nature, such as retrieving a contact lens from a sink drain, or keys dropped down the elevator shaft.
- c. Facility workers work between 7 a.m. and 4 p.m. on weekdays and in order to facilitate a quick response, maintenance work is done as staff is available and cannot be scheduled for a specific date and time. Normally, facility workers will not enter rooms until after 9 a.m. unless absolutely necessary for an emergency maintenance concern. When a facility worker must enter an apartment when no one is home, a card will be left in the room listing the type of work completed, when it was completed, and who completed it.
- d. Guests who discover insect problems should report them to the Summer Conference Front Desk and check out bug spray. Guests should keep their rooms and food preparation and storage areas clean to prevent pest problems. Opening windows and doors without screens will allow insects into rooms.

10. Parking

Parking permits are required for all vehicles to park on campus, including Housing residents. Permits are available for purchase online from CSU Channel Islands' Transportation & Parking Services (TPS). Permits may be displayed only in the vehicle registered with TPS. Permits are valid from the date purchased until the expiration indicated on the permit, typically the end of the academic semester. Parking complaints or concerns may be directed to TPS during normal business hours at (805) 437-8430 or (805) 437-8950. Parking problems encountered after business hours may be directed to the CSU Channel Islands Police Department at (805) 437-8444 or (805) 437-8888. More information is available on the CSU Channel Islands website.

Student Housing (SH) Parking

All resident vehicles must display a CSU Channel Islands' SH parking permit. The SH parking permits are available for purchase online from TPS. Guests authorized to park at the University overnight will receive an SH permit. The SH permit is valid only in the SH1, SH2, and SH-UG parking lots. SH-UG is located in Town Center's parking lot facing building C and D. Park only in appropriately marked areas. There is no grace period to park on campus without a parking permit.

Overnight Guest Parking

Guests affiliated with the campus will work with Campus Events and Parking Services to secure passes permitting parking in SH lots and guests not affiliated with the campus will work with University Auxiliary Services to secure their parking passes.

Guests may also purchase daily permits from the permit dispensers located in Lots A1, A2 or A4. If the guest will be parked on campus overnight, they must obtain an SH Overnight Guest Permit from student housing by 10 p.m. Guests will only receive an overnight guest permit when they show proof of a daily parking permit. Both permits must be displayed on the dashboard with the valid dates facing up. Overnight parking is only valid in permitted in the in A10 parking lot and expires at 9:00 a.m. Vehicles in violation of parking rules and regulations will be cited, instructed to leave the premises, or towed at the vehicle owner's expense.

12. Recycled Water

- A. Look for purple signs, irrigation pipes, and sprinkler heads indicating areas of recycled water use. This water is provided by the local water reclamation facility and used for landscape irrigation.
- B. Recycled water is safe for irrigating lawns, landscapes, decorative fountains, fire protection, dust control and other not-contact uses.
- C. Recycled water is not safe for consumption, filling pools and spas or any other body-contact uses, cooking or drinking, irrigating vegetables and herbs (unless a drip or bubbler system is used).
- D. Recycled water can reduce stress on California's drinking water supplies, reduce the use of drinking water where it is not needed, reduce diversion of water from delicate environmental areas, reduce water pollution, reduce disposal to water bodies, which helps the ocean, and saves energy.
- E. Recycled water is regulated and monitored to ensure only high-quality water is distributed. Decades of experience show recycled water is a safe and reliable water source.
- F. Always wash your produce regardless of the water source.

13. Right of Entry into a Suite or an Apartment

A. The University honors the privacy of guests and will take reasonable steps to provide and protect it. It is, however, occasionally necessary for the University to exercise its right to room entry as outlined in the License Agreement. No guest's room, suite or apartment should be entered without knocking. University officials will provide guests sufficient time to open the door following a knock. Rooms may be entered in the absence of the occupant(s). The established procedures are designed to ensure reasonable use of the right of entry.

B. In essence, the procedures state that a University staff member may enter a room on the following conditions:

- At the invitation of the guest.
- To provide maintenance (this includes repair at the request of a guest, necessary repair identified by the University, and preventative/routine maintenance).
- If there is cause to believe that a violation of University safety regulations exists (e.g., failure to evacuate during a fire drill).
- If an emergency exists or is believed to exist which requires immediate entry to preserve life or property.
- For monthly Health, Safety & Occupancy checks.
- Reasonable suspicion of a drug, alcohol, or concerning Community Living Standard violation.

C. Entry by Facility and Service Personnel

Facility and service personnel may need to come into a room for maintenance, repair, or life safety equipment inspection. They will knock on the door and identify themselves as housing staff before they enter. Notification that the room has been entered in the form of a card indicating the work completed will be left in the room to inform the guests of a completed work order.

Certain maintenance functions are contracted to outside companies. Individuals who provide services to the University are considered University personnel for the purposes of completing the work required.

D. Non-University Searches

All entries and searches by non-University staff will be coordinated with the University Police. An HRE staff member will usually accompany the personnel as an observer. Unless one of the situations below exists, or an emergency exists or is believed to exist.

- A legal search warrant entitles the name holder to search the area designated for specific item(s).
- Entry and search is incidental to arrest or probable cause for arrest. If an arrest for certain unlawfully possessed items is the result of a warrant or hot pursuit, an incidental search may be made of the immediate vicinity of the arrest, including the suspect's person.

14. Room Alterations

Guests are liable for any room alterations or damages and will be charged for damage or unapproved alterations. Please note that satellite dishes are not allowed.

Showerheads: All showers have water efficient showerheads and may not be removed or replaced.

15. Trash/Recycling

The University maintains a contract with a private firm for the removal of all trash and recyclables. Trash and recycle bins, and compactors in courtyards, and common areas are not for suite or apartment trash or recycle. Guests must take their suite or apartment trash and recycle to dumpsters. We recommend daily, minimally twice a week. Please take the proper steps to avoid garbage leakage when carrying your trash and recyclables to the dumpster. **Note:** we recommend using a bag to reduce the need to clean your trash and recycle bin at the end of the year.

- In Anacapa, trash and recycling containers are located in the SHI parking lot by building A and C.
- In Santa Cruz, trash and recycling dumpsters are located near the H building exit gate, off Ventura Street.
- In Santa Rosa, trash and recycle chutes are on floors 2-4, near the elevator. Do not force items into the trash/recycle chutes, but rather take trash/recycle to the dumpsters on the first floor. Guests on the first floor need to take their bins to the dumpster on the first floor.
- In Town Center, trash and recycling containers are located in the parking lots.
- Feminine products should be wrapped in toilet paper and placed in a trash can to be discarded at the end of the day. Due to our sewer lift stations, feminine products should NOT be discarded by flushing down the toilet, even biodegradable.
- Food waste should be disposed of in the food waste containers included in each resident's room. Food waste must be disposed of in the brown food waste bins located in Santa Cruz and Anacapa trash areas.

16. Utilities

The University shall supply water and electricity for each unit. Guests are requested to use reasonable amounts of water supplied to the premises. Guests are responsible for all utilities supplied to the units. The University may bill the guests of each apartment for excessive utility usage, which includes using extra appliances.

Safety Information

- I. **Disaster Preparedness:** The University has a comprehensive disaster preparedness plan for emergencies such as earthquakes and fires. To be prepared, Housing will provide group leads with any available emergency supplies.

2. **Emergencies:**

A. In the event of an emergency, call 9-1-1. The University Police Department will be notified immediately as well as other necessary agency services.

i. If possible, call from the emergency phone located on each floor, or a land-based phone line, as this will produce quicker assistance.

B. If you are able to remember, you may dial (805) 437-8444 in any emergency as this will connect you immediately to University Police. When making an emergency call, give your name, a clear description of the problem, and your location (including apartment number and room). **Stay on the phone until the dispatcher tells you to hang up.**

C. Immediately following this call, please contact your Village front office so that on-site assistance may be initiated by the Village staff.

D. HRE provides a Staff member On Call (SOC) for all of student housing, and an On Call Student Assistant in each village after business hours.

Please note: Guests who make false claims of an emergency, violate the security guidelines, or jeopardize the security and safety of any guests will be subject to severe disciplinary action.

3. **Emergency Evacuation Procedures.** All guests are required to follow the fire and safety regulations listed below:

a. Periodic fire drills may be required to ensure that guests know what to do in the event of a fire. Guests should be familiar with the fire instructions. All guests and visitors are required to evacuate the building when the housing complex fire alarm sounds. Assist guests with disabilities as needed or call 9-1-1 if someone needs assistance.

b. In the event an alarm sounds:

- Remain calm.
- Leave the building at once using the nearest visibly safe stairway exit. Depart the room, apartment, or building immediately. Emergency evacuation maps are located on the back of every front door in Santa Cruz and Anacapa village, and in the hallways of Santa Rosa Village and Town Center.
- Go directly to the nearest designated gathering spot for your Village.

Anacapa

- A building evacuates to the lawn between A and SHI.
- B building evacuates to the A5 parking area in front of Arroyo Hall, Recreation Center.
- C building evacuates to the lawn between C and SHI.
- **Note:** Should emergency response warrant it, guests will be re-directed to the back end of SHI to accommodate fire and police personnel.

Santa Cruz,

- D through G buildings evacuates to South Quad.
- H building evacuates to the lawn south of Anacapa Village (by SHI and A building).

Santa Rosa

- K and L buildings evacuates to the Santa Rosa Lawn.

Town Center

- Evacuates to the parking lot nearest your building.
- Do not stand in the center of the Town Center.
- Never use an elevator while an alarm is sounding.
- If you are away from your room when the fire alarm sounds, do not return to your room.

- Do not return to the building until given the all-clear signal by a University official, even if the alarm stops sounding.
- c. In the event of an actual fire:
- Remain calm.
 - Contain the fire, if possible, by using provided fire extinguishers or closing the door.
 - Contact University Police if fire personnel are needed by dialing (805) 437-8444 or 9-1-1.
 - Notify HRE staff or your RA immediately. Fire alarm pull stations are located in each stairwell.
 - Leave the building via the stairwell.
 - Close the room and apartment/suite doors behind you. No matter how small the fire, and even if it is already extinguished, report it to your Village Office, the Main Housing Office, or your RA immediately.
 - Do not return to the building until given the all-clear signal by a University official, even if the alarm stops sounding.
4. **Emergency Occupancy:** Please note that in emergency situations (such as fires, earthquakes, flooding, etc.) Housing & Residential Education reserves the right to add additional roommate assignments to any room or apartment for a limited period of time.
5. **Missing Guests:** As a community member it is important you watch out for your neighbors. If you suspect a fellow guest is missing, you should immediately notify CIPD at (805) 437-8444. CIPD will generate a missing person report and investigate. Before reporting a community member missing, please speak with your room, suite, apartment mates or RA to inquire if they have been in contact with that person. If HRE staff suspects a community member is missing and is unable to contact them, they will contact CIPD.
6. **Personal Safety Precautions and Recommendations:** Safety on campus begins with you. Guests are encouraged to take steps to safeguard themselves and their property.
- A. Keep your front door locked at all times. Do not bypass the locking system, thereby allowing open access to any door or gate in the Villages.
 - B. Lock your bedroom door when you leave your suite/apartment.
 - C. Use provided door viewers or peep holes when someone knocks on the door. These viewers are provided for your safety. Never open your door to people you do not know.
 - D. Close and lock windows, particularly in first floor units, when you leave your room or use window locks to limit window opening and prevent intruders from accessing your room via an open window.
 - E. Report suspicious behavior to the University Police at (805) 437-8444 and contact your Village office.
 - F. Never confront a suspicious individual. Get to know your neighbors and other guests who live in the Villages so you will be able to identify strangers more easily and have a feel for who would normally pass through your building or floor.
 - G. When on campus during evening or early morning hours, walk with a friend or use the University escort service; do not walk alone.
 - H. Do not invite acquaintances that you do not know well to the campus or to your room.
 - I. Use the buddy system. Always let someone, a friend or roommate, know where you are going and when you will return. Check in with them when you leave and when you return. If you are a buddy and someone does not return when they say they

will, call their phone, and alert the staff or University Police if you are unable to reach them.

- J. Program an emergency contact (EC) number in your cell phone. This number should be for a friend or family member that you would want contacted in the event of an emergency.
- K. Program the contact names and telephone numbers, included in the following table, into your cell phone for easy access when needed.

Contact	Telephone Number
University Police Dispatch	(805) 437-8444
Summer Conference Office	(805) 437-3333
Summer Conference Duty phone	(805) 377-1910
Santa Cruz Village Office	(805) 437-3343
Town Center Office	(805) 437-8965
Town Center RA on duty	(805) 377-1910

7. Sexual Discrimination, Assault, Harassment, Rape: Acts or allegations of physical violence are considered extremely serious. Sexual assault, sexual battery, or rape of a community member or guest will not be tolerated. This behavior is defined as any sexual activity that is carried out without the expressed consent of the parties involved. Investigations of this type of offense will include Housing & Residential Education, the Dean of Students, the Campus Title IX Coordinator, and the University Police Department. Report any knowledge of such offenses immediately.

If you have been the victim of a rape, if you choose, you can report the incident immediately to the University Police. Contacting the police can help ensure you get any needed medical attention and allow for evidence to be gathered, in the event it will be needed later. Our HRE staff is also dedicated to your health and wellbeing and will assist you in any way possible.

Any reports of sexual discrimination, assault, harassment, or rape to a student assistant or professional staff member will be handled with care to the reporter's privacy, although confidentiality cannot be guaranteed. Typically reports to a student assistant or other HRE staff member will be shared with their supervisor, the Senior Director of Housing & Residential Education, the Dean of Students and Associated Vice President for Student Life & Support Programs, and the Campus Title IX Coordinator. The purpose of sharing information along reporting lines is to ensure any student(s) involved receives appropriate support and resources. In recognition that these reports are delicate in nature, extreme care is taken to assist the reporter in feeling comfortable and informed.

A. Title IX Notice of Non-Discrimination: The California State University does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by the university (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and violence.

B. Who to contact if you have complaints, questions, or concerns: Title IX requires the University to designate a Title IX Coordinator (known as the Title IX

Inclusion Officer here at CSUCI) to monitor and oversee overall Title IX compliance. Your campus Title IX Coordinator is available to explain and discuss: your right to file a criminal complaint (sexual assault and violence); the University's complaint process, including the investigation process; how confidentiality is handled; available resources, both on and off campus, and other related matters. ***If you are in the midst of an emergency, please call the police immediately by dialing 9-1-1.***

Title IX requires that the CSU adopt and publish complaint procedures that provide for prompt and equitable resolution of sex discrimination complaints, including sexual harassment and violence. CSU Executive Order 1096 <http://www.calstate.edu/eo/eo-1096-rev-6-23-15.html> is the system wide procedure for all complaints of discrimination, harassment or retaliation ***made by students*** against the CSU, a CSU employee, other CSU students or a third party.

Inquiries concerning the application of these laws to programs and activities at CSU Channel Islands may contact the following on-campus resources:

- **Manager of Institutional Equity, Deputy Title IX Coordinator:**

Name: Renée Fuentes

Email: renee.fuentes@csuci.edu

Phone: (805) 437-3608

Report forms can be found on CSU Channel Islands' Diversity and Equity webpage at:

<http://www.csuci.edu/hr/diversityandequity.htm>.

- **University Police:**

Phone: (Emergency) 9-1-1

Phone: (non-emergency) (805) 437-8888

Email: police@csuci.edu

- **U.S. Department of Education, Office for Civil Rights:**

Phone: (800) 421-3481

Online: ocr@ed.gov

Complaint form can be submitted online with the OCR via:

<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

C. Safety of the campus community is primary: The University's primary concern is the safety of its campus community members. The use of alcohol or drugs never makes the victim at fault for sexual discrimination, harassment, or violence; therefore, victims should not be deterred from reporting incidents of sexual violence out of a concern that they might be disciplined for related violations of drug, alcohol, or other university policies. Except in extreme circumstances, victims of sexual violence shall not be subject to discipline for related violations of the Student Conduct Code.

D. Information regarding campus, criminal, and civil consequences of committing acts of sexual violence: Individuals alleged to have committed sexual assault may face criminal prosecution by law enforcement and may incur penalties as a result of civil litigation. In addition, employees and students may face discipline/sanctions at the university. Employees may face sanctions up to and including dismissal from employment, per established CSU policies and provisions of applicable collective bargaining unit agreements.

Students charged with sexual discrimination, harassment or violence will be subject to discipline, pursuant to the California State University Student Conduct Procedures (see Executive Order 1073 <http://www.calstate.edu/eo/EO-1073.pdf>) and will be subject to appropriate sanctions. In addition, during any investigation, the university may implement

interim measures in order to maintain a safe and non-discriminatory educational environment. Such measures may include immediate interim suspension from the university, required move from university-owned or affiliated housing, adjustment to course schedule or prohibition from contact with parties involved in the alleged incident.

E. Additional Resources ADA

- CSU's Sexual Violence Prevention and Education Statement (including facts and myths)
- U.S. Department of Education, regional office
Office for Civil Rights
50 Beale Street, Suite 7200
San Francisco, CA 94105
(415) 486-5555
TDD (877) 521-2172
- U.S. Department of Education, national office
Office for Civil Rights
(800) 872-5327
- Know Your Rights regarding Title IX
<http://www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201104.html>
- California Coalition Against Sexual Assault
1215 K. Street, Suite 1850
Sacramento, CA 95814
(916) 446-2520

The following table provides crisis centers and hotlines that offer intake reception and counseling services:

Crisis Center or Hotline name	Contact phone number	Location
Safe Harbor East	(805) 526-3900	Simi Valley
Safe Harbor West	(805) 641-4430	Ventura
Coalition Sexual Assault Hotline	(800) 656-1111	
Spanish Speaking	(800) 300-2181	
Santa Paula Hospital	(805) 525-7171	Santa Paula
St. John's Reg. Med. Center	(805) 988-2500	Oxnard
Interface	(800) 339-9597	
Rape/Sex Assault Treatment	(805) 485-6114	Camarillo
Valley Trauma Center	(818) 886-0453	Northridge
The Women's Center	(818) 677-2780	
Ventura Medical Center	(805) 652-6000	Ventura
National Rape Hotline	(800) 656-4673	Oxnard
Domestic Violence Hotline	(800) 799-7233	
Rape Crisis Center	(805) 983-6014	Oxnard

8. University Police

Our University Police are committed to promoting a safe environment at CSU Channel Islands. They are concerned with both the well-being of our CSU Channel Islands community members and visitors, as well as safeguarding personal and University property. You may learn more by visiting [University Police website.](#)

Our police officers have full law enforcement authority and can make arrests and issue citations. Each police officer exceeds the minimum certification and training requirements mandated by the

State of California. Their authority as state peace officers extends off-campus and into the surrounding community. The CSU Channel Islands Police Department is responsible for the enforcement of state and local laws as well as University rules and regulations.

HRE staff work in partnership with University Police and call upon them regularly to address concerns and provide support within the Villages. Our police officers pride themselves not only their ability to serve effectively as peace officers, but also on their dedication to serving the needs of the CSU Channel Islands community. Please do not hesitate to contact them if you have a question or need assistance, on or off campus. They can be reached at (805) 437-8444.

Community Guidelines and Expectations

Community Living Standards

Living together effectively in a community requires adherence to reasonable community living standards, the University conduct code, and the laws which govern our state, local area, and campus. You may find information online at www.csuci.edu. All guests are responsible for knowing and abiding by CSU policies.

Housing & Residential Education Community Living Standards are outlined below. Please ensure all guests are aware of these standards, the Student Conduct Code (Executive Order 1097), and those items listed in the Residential Education, Administrative Services and Information, Facilities, and Safety Information sections are required of all residential students. Not meeting or abiding by the standards may result in termination of the MOU.

1. **Dishonesty, including:**
 - A. Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
 - B. Furnishing false information to a University official, faculty member, or campus office.
 - C. Forgery, alteration, or misuse of a University document, key, or identification instrument.
 - D. Misrepresenting one's self to be an authorized agent of the University or one of its auxiliaries.
2. **Unauthorized entry into, presence in, use of, or misuse of University property.**
3. **Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.**
4. **Participating in an activity that substantially and materially disrupts the normal operations of the University or infringes on the rights of members of the University community.**
5. **Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity.**
6. **Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.**

7. **Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.**

8. **Hazing, or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term “hazing” does not include customary athletic events or school sanctioned events.**

Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.

9. **Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs.**

10. **Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity.**

11. **Theft of property or services from the University community, or misappropriation of University resources.**

12. **Unauthorized destruction, or damage to University property or other property in the University community.**

13. **Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a University related activity.**

14. **Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.**

15. **Misuse of computer facilities or resources, including:**

- A. Unauthorized entry into a file, for any purpose.
- B. Unauthorized transfer of a file.
- C. Use of another's identification or password.
- D. Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community.
- E. Use of computing facilities and resources to send obscene or intimidating and abusive messages.
- F. Use of computing facilities and resources to interfere with normal University operations.

- G. Use of computing facilities and resources in violation of copyright laws.
- H. Violation of a campus computer use policy.

16. **Violation of any published University policy, rule, regulation or presidential order.**

17. **Failure to comply with directions or, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.**

18. **Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or wellbeing of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations.**

20. **Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.**

21. **Access to Housing:** The following standards are essential to maintaining a safe, secure, and orderly community. Guests may not make unauthorized entry or use of, or misuse, any University property.

- A. Access to common areas: Public or common areas are for resident use and their accompanied guests only. Sleeping overnight in public areas is prohibited. Organized functions in public areas must be approved in advance by an HRE professional staff member. Entering common areas after the space has closed is prohibited.
- B. Access to residential units: Unauthorized entry into an apartment, suite, room, or building is prohibited.
- C. Entry: Guests must use appropriate doors and gates to enter housing areas. Climbing in or out of windows and balconies is prohibited.
- D. Alternative stay: Residing in HRE without completion and approval of the alternate stay form is prohibited.
- E. Gates: Propping or manipulating interior or exterior gates to provide unauthorized access into housing is unsafe and prohibited. Guests may only access Housing via key or ID swipe; no other mode of entrance is permitted, such as reaching or jumping over a gate.
- F. Unauthorized access: Providing access to any are in housing to anyone other than a resident is not allowed. Emergency exits are for emergency use only.
- G. Restricted areas: Unauthorized presence on rooftops, overhang, ledge, areas underground, or marked for restricted access for any reason is prohibited. Unauthorized entry to restricted areas such as closed buildings, mechanical rooms, data rooms, and custodial closets is prohibited.

Note: Violation of this standard is subject to charges.

22. **Alcohol:** The University is committed to maintaining an environment that is predominantly free of alcoholic beverage consumption and strictly adheres with federal and state laws. No guest is to report to class, or any University activity, while under the influence of alcohol. The intent of this standard is neither to encourage nor to endorse the use of alcoholic beverages, but to describe the permitted and prohibited use in student housing. Any alcohol violation may result in the disposal of alcohol and alcohol containers present.

- A. Alcohol Privileges: Guests age 21 or older may only consume alcohol or store alcohol or alcohol containers in their rooms.

- I. No person under the age of 21 may be present or admitted into an apartment where alcoholic beverages are being served, consumed, visible, or not appropriately stored (e.g., alcohol containers in a bathtub).
- C. The distribution, sale, and brewing of alcohol is prohibited for all guests.
- D. Possession, consumption, and being in the presence of alcohol or alcohol containers is prohibited for all guests under the age of 21.
- F. Guests are prohibited from being intoxicated in any HRE common area. A common area is considered any location outside of a resident's apartment or suite. Guests who exhibit an inability to exercise care for one's safety or the safety of others, which includes causing a public disturbance, are in violation of this standard. If a guest consumes alcohol off campus, and exhibits threatening behavior (e.g., vomiting, inability to walk, unconsciousness, etc.) upon returning to campus, then a sober or capable party must contact the Summer Conference office immediately or the police if one requires immediate attention or healthcare.
- G. Alcoholic beverages and containers are prohibited in all public areas, such as the Anacapa Commons, the pool, the Jacuzzi, recreation areas, balconies, sidewalks, grass areas, etc.
- H. Excessive amounts: Excessive amounts and common sources of alcohol are prohibited in housing. Quantity violations of the Alcohol CLS will result in disposal of alcohol present in the apartment or suite.
 1. Guests are permitted to have no more than a six-pack of beer, a 750-milliliter bottle of wine, or a 750-milliliter bottle of spirits per person.
 2. Common source or bulk quantities are defined as but not limited to kegs, pony kegs, punch bowls, large mixtures of alcohol with other substances, large serving containers, wine boxes, commercial dispensers, or the amount of alcohol equivalent to a common source alcohol beverage container, whether empty or full. Due to their visual similarity to kegs used for alcohol, root beer kegs are prohibited without written approval from the Senior Director of Housing & Residential Education.
 3. Devices used or intended for the rapid consumption of alcoholic beverages are prohibited.

23. Assault and Fighting: Violations may result in termination of the MOU on First time offense

24. Care of Rooms, Suites, and Apartments

A. General Care:

2. All areas must be cleaned regularly to maintain sanitary conditions, store food properly, and maintain appliances in a clean and safe working condition
3. Bags or other collections of trash/recycling should not be left in any student room, or common area in suites and apartments, as it poses a health concern.
4. Guests are prohibited from placing trash or recyclables outside an apartment/suite, in a hallway, courtyard or any area other than the trash and recycling dumpsters.
5. Guests are prohibited from washing dishes in any bathroom sink or putting food or other items down the drains to prevent serious clogs. Guests in SCV and SRV must use a community kitchen to wash dishes.

25. Care of Common Areas and Property:

- A. Any malicious damage or acts that result in additional clean up in or around any housing building, grounds, or other facilities or property is prohibited.

- B. Guests are required to clean the area at the conclusion of using any common area, which includes ensuring trash is picked up, and equipment and furniture are returned to their proper locations.
- D. Guests must not remove any furniture or equipment from common areas.
- E. Guests are prohibited from tampering with electronic (i.e. thermostats) or safety equipment, or misusing game equipment.
- F. The use of spray paint, glitter, or glue on the surfaces of the Art Room is prohibited (i.e. gluing items to surfaces).
- G. **Violating any safety precautions related to common areas and HRE property.**

Note: Violation of this standard is subject to charges.

26. Computer and Internet Use: Computer and internet usage must be in accordance with the terms noted in the **IT.03.001** Interim Policy on Responsible Use. Refer to <https://policy.csuci.edu/sp/4/sp-04-005.htm> for the full document. (Refer to 4I. Wireless Routers.)

- 27. Drugs:** The possession, use, sale, manufacture or distribution of any illegal drug or substance, including the possession of drug paraphernalia, is prohibited on the CSU Channel Islands campus, and in all its buildings, including HRE.
- A. Being under the influence of a controlled substance is prohibited.
 - A. Being in the presence of, organizing or participating in associated activities that involve controlled substances is prohibited.
 - B. Possession of prescription drugs not prescribed specifically to that individual is prohibited.
 - C. Cannabis: the possession, use, sale, manufacture, or distribution of cannabis is prohibited on CSU Channel Islands campus and in all its buildings.
 - B. Guests are prohibited from possession of any cannabis paraphernalia or being under the influence of Cannabis in any housing facility.

Note: Violation of this standard is subject to criminal charges, referral to the Dean of Students, and/or Termination of License on first time offense.

- 28. Elevator:** Passenger elevators located within the buildings are provided for use by residents, accompanied guests, and staff. Activities in the elevators may be recorded at all times. To keep elevators in safe working condition, the following actions are prohibited:
- A. Smoking.
 - B. Intentional damage to and/or vandalism, such as prying elevator doors open, jumping, graffiti, spilling drinks, dropping food, etc.
 - C. Overloading the elevators with people or items that affect operations or safety.
 - D. Use of emergency alarms and emergency stops in non-emergency situations.
 - E. Evacuating people from the elevator without trained personnel.

- 29. Energy and Water Conservation:** As part of the HRE effort to promote sustainability and energy conservation, guests must employ energy-saving actions to avoid excessive consumption.
- A. To ensure proper egress, and due to limited space in the suites, the provided mini-fridge must be stored on the wall next to the closet space.
 - B. Additional regular or mini-fridges or microwaves are prohibited.
 - C. Cooking devices are not permitted within the suite, which includes microwaves, hot plates, coffee machine with separate parts/heating elements (Keurig's are okay), toasters, etc.
 - D. Only Energy Star rated appliances are allowed that do not violate the above guidelines.

E. Air-conditioners and space heaters are not permitted.

Note: Violation of this standard is subject to charges for excessive utility usage. For Town Center, excessive usage would be defined as any monthly utility charges totaling over \$100.

30. Fire Safety: Maintaining the safety of the HRE communities is of the utmost importance, and it is imperative all guests maintain a safe environment and report any malfunctioning fire safety equipment (such as exit signs, smoke detectors, etc.).

A. Art Room: Spray paint and similar art mediums are not allowed in the art room since the over-spray typically set off the smoke detector in the room and the building's fire alarm.

B. Egress: All hallways, exits, stairwells, doorways, or areas that are deemed an egress (i.e. windows) need to be free from garbage, bicycles, clutter, furniture, or other items that may or have a potential to limit entry/exit, which include hanging objects over handrails and gates such as towels, wetsuits, etc. Also, all doors and windows must have the ability to be fully opened.

C. Evacuation: All persons are required to evacuate the building immediately upon the sound of an alarm. Interfering with emergency services, procedures, or failing to conform to established safety regulations and/or instruction given by emergency response staff is prohibited.

D. Fire Safety Equipment: Falsely reporting a fire, tampering with, disabling, blocking access to the fire extinguisher, or misuse of any fire safety equipment (i.e. fire alarms, smoke detectors, fire sprinkler, fire extinguishers, EXIT signs, etc.) is prohibited. Guests are prohibited from hanging any items from a fire sprinkler or smoke detector. Use of fire safety equipment must be reported to HRE immediately, failure to report usage would constitute a violation.

E. Candles & Open Flame: Candles, incense and/or any type of open flame within or adjacent to any HRE facility or grounds is prohibited. Torches, such as Tiki Torches, are prohibited. Candles for any purpose (this includes but is not limited to decoration, religious rituals, etc.) are prohibited. If found, such items will be confiscated.

F. Combustibles: Possessing or storing gasoline, fireworks, combustible chemicals/fluids and/or fuel-driven engines/appliances (i.e. motorcycles, mopeds, e-bikes, gas/propane grills, charcoal, lighter fluid, etc.) is prohibited.

G. Cooking: Cooking and/or cooking equipment such as toaster ovens, electric grills, etc. are to be stored and used in designated kitchen areas of Anacapa, and G building common area kitchens. Cooking in Santa Cruz, Santa Rosa bedrooms or suite areas, and Anacapa and Town Center bedrooms or living rooms is not allowed. Barbeque grills are not allowed in Town Center apartments or balconies. Leaving cooking food unattended in an apartment or common area kitchen is prohibited and a safety risk that can lead to a live fire, damage, and/or injury.

H. Decorations: All materials used must not encroach into the hallway but may be in the alcove of the suite or apartment door. All decorations must be non-combustible (i.e. made from fire-proof material) and be UL list-approved for the intended use. Live, or cut down trees and other materials of flammable nature are prohibited. All decorations are to be removed within two days following the holiday or prior to leaving the apartment for the holiday. Only LED string of lights may be used and must be turned off when the room is not occupied.

I. Heat source: Heated elements which could be left unattended for long periods of time (such as simmering potpourris or scented light bulb rings) and require heat to release scent are prohibited. Open-coiled electric or heating appliances such as space heaters, hot plates, and sun lamps are prohibited. All must be attended to at all times. Leaving allowed heat

source equipment (such as curling/flat irons, glue guns, irons, etc.) on is prohibited. Wax warmers are prohibited and will be confiscated if documented.

J. Lamps & lights: Halogen lamps and neon lights are prohibited.

K. Plugs & extension cords: Extension cords are never permitted in housing. Power strips/surge protectors without a UL rating are prohibited. Appliances may not be plugged into a power strip. Plugging power strips into other power strips is prohibited.

Note: Violation of this standard is subject to criminal charges, referral to the Dean of Students, and/or Termination of License on first time offense.

31. **Furniture:** Moving any furniture from a common area without the written permission of an HRE staff member is prohibited. Adding additional furniture to student rooms can only be done with written permission from HRE. Waterbeds are prohibited.

32. **Keys and Security:** The locking systems in HRE are designed for flexibility, convenience, and security. Each student will be issued appropriate key(s) that allow access to their bedroom, apartment or suite, the security gates, and all common areas with Anacapa, Santa Cruz, and Santa Rosa Villages according to the posted hours of operation.

A. Guests are prohibited from duplicating, selling, transferring, or lending their key(s) to another individual for any reason, including to gain access to a residence or common area.

B. Bypassing or tampering with the locking mechanism for any door is prohibited, which includes the propping or taping of any door.

33. **Pool and Spa:** The Anacapa Village pool is heated and available for use by all guests. Student housing guests may not use the pools located in University Glen, nor Mission Hills Apartment Homes.

B. Minors must be accompanied in the pool area

D. All rules must be followed when using the pool.

E. Glass is not allowed in the pool area.

34. **Posting:** All materials to be posted must be submitted and approved by HRE. Those wishing to post in HRE may contact hre.marketing@csuci.edu.

A. Public display of obscene matter is prohibited, and under the discretion of University. HRE reserves the right to remove from public view any postings deemed to others as obscene or that are detrimental to the overall goals of the University. Public view includes but is not limited to the external apartment/suite door, windows facing out, areas of an apartment/room that can be seen from the outside, and hallway bulletin boards.

35. **Quiet and Courtesy Hours:** All guests must abide by quiet and courtesy hours.

A. Quiet hours are from 10 p.m. to 8 a.m. Sunday through Thursday (and holidays), and midnight to 8 a.m. on Friday and Saturday. During quiet hours, sound from a room, suite, or apartment should not be audible outside the unit door, nor in adjacent rooms, which includes conversations outside, noise in stairwells, slamming doors, and anything that may cause a disturbance to others.

B. Courtesy Hours are to be observed 24 hours a day seven days a week. Courtesy hours require that noise which can be heard outside your bedroom be kept to a minimum to respect guests living in the apartment/suite and those living around you. If you are disturbed by noise in the community, please speak with your neighbors, and for additional assistance contact Summer Conference staff.

C. Guests are not permitted to play music that is audible from outside of any community space or an individual's room.

D. HRE may make exceptions to this standard for sanctioned events.

36. **Recording or Photographing Others:** All guests have the right to privacy when in the residence halls. Recording or photographing a person anywhere in a housing facility without their consent is prohibited, which includes within a student's room, suite, or apartment or in any other part of the housing facility. Recording or photographing someone without their consent may be referred to student conduct and/or the Title IX and Inclusion office for review and response.
37. **Room Alterations:** Guests are liable for any room alterations and/or damages.
- A. Alterations, changes, modifications, remodeling and/or renovating, including but not limited to, painting of the unit, tampering with the electrical or mechanical fixtures in the unit or public areas, installing in-line water purification systems, or installing a door or area lock without consent of HRE is prohibited.
 - B. Use of staples, tacks, nails, screws, tape (masking, duct, or cellophane), stickers, or glue is prohibited on any HRE property, including doors, floors, walls, ceilings, windows, bulletin boards, and any furniture.
 - C. Command™ type adhesives are not permitted in Santa Rosa Village.
 - D. Staples, tape, and putty are not permitted in HRE provided bulletin boards.
 - E. Guests are prohibited from repairing damages, as this could complicate the repair process and result in additional charges. Damage resulting from nails, screws, adhesive/tape, stickers, or tacks shall be repaired by University maintenance and charged to the student.
 - F. Guests shall not install or place any equipment or construction of any type on the grounds, over the door, or in the buildings, which includes exercise poles, pull-up bars, resistance pulls/bars, or any other type of installed equipment.
 - G. Satellite dishes may not be mounted on or outside buildings.
38. **Smoking:** The California State University system have all been designated as smoke and tobacco free campuses. The following will not be allowed anywhere on campus:
- A. Use of any type of smoke-emitting products (i.e. cigarettes, pipes, hookahs, cigars, etc.).
 - B. Use of anything that looks or gives the effect of smoking (i.e. e-cigarettes, vapor products, vaping) is prohibited.
 - C. Tobacco and nicotine use in any form (except FDA approved smoking-cessation products when used for this purpose) is prohibited.
 - D. Hookahs: Hookahs are strictly prohibited from being used, stored, or transported through the villages. Hookahs are not allowed to be brought into the residential halls for any reason including cleaning or storage. Refer to 32. Smoking policy for information regarding use of hookahs outside of the residential areas.
39. **Solicitation:** Engaging in door-to-door distribution, advertising, sales, promotion, commercial transactions, and/or solicitation of any nature (including religious proselytizing) within the buildings or on the grounds of HRE is prohibited, unless specifically invited in advance by individual guests. Guests are requested to notify the Summer Conference office and/or University Police if solicitors are seen conducting business.
40. **Unauthorized Activities:** theft of property or services from the University community, or misappropriation of University resources.
- A. Removing or stealing University property or property belonging to a campus community member, or guest is prohibited.
 - B. The unauthorized use of services and acts of fraud is prohibited.
- Note:** Violation of this standard is subject to fines, criminal charges, and/or Termination of the MOU on first time offense.

41. Unauthorized Alterations: Willful or negligent damage caused to University, HRE, by a guest is prohibited.

A. Damage includes the removal, defacing, destruction, or tampering with property (including grounds/landscaping).

Note: Any affected areas may be temporarily shut down from use. Violation of this standard is subject to fines, criminal charges, and/or Termination of the MOU on first time offense.

42. Vehicles and Transportation: Bicycles, skateboards, roller blades, scooters, or other wheeled modes of transportation may not be ridden within student housing areas.

A. Bicycles must not obstruct or be parked in public passageways, egress, walkways, or in the housing facility.

B. Bicycles may not be locked or attached to any gate, pole, tree, or other housing equipment.

C. Motorized transportation cannot be taken into apartments/suites or any housing facility for any reason, or operated on sidewalks, patios, or lawns in or around on-campus residence areas.

43. Weapons and Dangerous Items

A. Use or possession of any weapon including, but not limited to: rifles, shotguns, handguns, BB guns, air rifles and pistols, Nerf or high powered air guns, paintball guns, bows and arrows, knives, daggers, swords, spears, ninja stars, brass knuckles, torches, and ammunition, is prohibited in housing among all students, faculty, staff, and visitors (except sworn peace officers).

B. Possession, remodeling, or usage of any item resembling a real weapon, firearm, or explosive is prohibited.

C. Guests are prohibiting from possessing or using firecrackers, fireworks, explosives, flammable chemicals/materials, or pyrotechnics of any nature.

Note: Violation of this standard is subject to criminal charges, referral to the Dean of Students, and/or termination of license on first time offense.

44. Windows, Balconies, Ledges, and Roofs

A. Tampering with or removing blinds, windows, or window screens from any part of the building is prohibited.

B. Guests are not permitted on roofs, building ledges, or overhangs.

C. Throwing objects or liquids from windows, balconies, stairwells, or roofs is prohibited.

D. Using a balcony to store unsightly articles, garbage or University-owned furniture is not permitted.

E. Sitting on, perching on, or jumping over balcony railings is prohibited.

F. Shaking, cleaning, hanging, or placing any articles from or out of the window, outside window ledges, balconies, landings, or on roofs of the building is prohibited.

G. Shouting or yelling across or from balconies is prohibited.

45. Wireless Routers: Guests are not allowed to bring their own internet equipment. The installation of personal wireless routers, ad-hoc networked devices, hubs, and/or other cable TV or Ethernet splitters are prohibited. Personal wireless routers may create interference with the wireless access points and impact the network performance of wireless network users.

Additional information is located via: <https://policy.csuci.edu/sp/4/sp-04-005.htm>