

Graduate Housing Policies 2016-2017

In accordance with the University of California San Diego (UCSD) ARCH Residential Housing Contract, every UCSD student/staff/faculty or family member who lives in or enters our residential communities must abide by the rules and regulations of UCSD, including, but not limited to, the UCSD Student Conduct Code, the UCSD RESNET Acceptable Use Policy, all applicable local, state and federal laws, and the Housing policies contained herein. Violations of the rules and regulations may become the basis for a referral to the student conduct process. Additionally, breach of any term/provision of the ARCH Residential Housing Contract may result in contract cancellation prior to move-in, termination of the contract after move-in, or exclusion from future UCSD student housing application processes.

a. Alcohol Possession

No alcohol of any kind, in any type of container, is allowed to be kept or consumed in ARCH public areas. Public areas include, but are not limited to, stairways, walkways, parking spaces, pool/spa areas (LJDS), and laundry rooms. In addition, kegs, “party balls”, tap systems, and similar large volume common source containers are prohibited in the apartments and in public areas.

Consumption of alcohol by individuals 21 years of age or older is permitted in the apartments, including private patios/balconies and in the community rooms.

The University’s rules, regulations and policies relating to alcohol are applicable at all ARCH communities, including restrictions on underage possession and consumption of alcohol by individuals under the age of 21.

b. Appeals

The Associated Residential Community Housing Advisory Committee (ARCHAC) reviews discrepancies regarding charges to your account, housing policies and procedures, rental agreements, budgets, rates, and levels of service. ARCHAC consists of student representatives living in Coast Apartments (Coast), Mesa Apartments (Mesa), One Miramar Street (OMS), Rita Atkinson (Rita) and Single Graduate Apartments (SGA), and staff representatives from the Graduate Division, School of Medicine, School of Pharmacy and Housing. Residents may submit an electronic request/appeal [here](#). The ARCH Office will review your request. If your request is not granted by the office, it will be forwarded to ARCHAC for review. You will receive an email from ARCHAC notifying you of the outcome of the review.

c. Building Modifications

The University has a long-term investment in the ARCH community buildings and therefore cannot allow any non-University sponsored renovations, modifications or changes. You may not engage in any of the following modifications: paint the interior or exterior of your residence; install shelving, paneling or wallpaper; use contact paper on any wall or shelf; use large nails, screws, toggle bolts, or adhesive fasteners on the walls, cabinets, doors, or ceilings; install deadbolts or bedroom locks; make any physical changes to the apartment or to the patio or balcony area; install bamboo or lattice on the patio or balcony; or install any appliance, including but not limited to, air conditioners, dishwashers, refrigerators, freezers, washers, or dryers.

Construction of any kind in or outside of your apartment is prohibited. Construction includes but is not limited to: using heavy building materials; installing front screen doors; building platforms, lofts, or shelving units inside your apartment or on the patio or balcony; installing paneling, closet organizers, mirrors, cork, bottle caps, or track lighting; installing bamboo covering on the patio or balcony above railing; affixing satellite dishes or antennas to the exterior of the building, except as permitted under the UC San Diego Housing and Residential Life Services Satellite Dish Installation and Registration Agreement.

Pictures: May be hung with small nail hangers. Small nail holes in walls resulting from picture hanging, etc., do not need to be filled by the resident when vacating.

Ceilings: Do not use any type of hook, nail, or tape on the ceiling. Painting your ceiling is not permitted.

Doors: No interior doors may be removed. Interior doors serve as a very effective fire safety item. In conjunction with the Americans with Disabilities Act and to provide a uniform lock and key system, single-handed, single-key locks have been installed in each apartment. Additional locking mechanisms are available for residents with small children in the household. All other door locks are prohibited. Please keep your front door and patio/balcony door locked at all times and do not use the dead bolt on the electronic locks to prop the door open as it will damage the lock.

Heating: All apartments are equipped with thermostats to control the level of heat emitted into the space. Air conditioning is not provided in any ARCH community. Property Operations and Planning performs regular inspections of heaters. Do not place or store anything in front of the heater or use it to dry clothes.

Painting: Apartments are painted prior to move-in. Residents are not permitted to paint the apartment. Apartments are painted prior to move-in. Residents are not permitted to paint the apartment. You will be charged on a cost basis for labor and materials resulting from any work the University must do to return the apartment to its original conditions.

Screens: Window screens are provided for the apartments located at Coast, Mesa, OMS, and SGA. Door screens are not permitted on front doors.

d. Business

Students are prohibited from operating a business of any kind, including an e-business, and/or utilizing University owned or operated facilities or services for the business. With the exception of food delivery, no resident may contract any vendor for services in the residential facilities without the approval of the ARCH leasing office.

e. Controlled Substances

Federal Law, California State Law, and University policies prohibit the solicitation, procurement, sale, or manufacture of controlled substances. Additionally, the possession of drug paraphernalia is prohibited on all University property. Any possession and/or use of a controlled substance that is seen, heard, or smelled, or if a student is known or is suspected to be in possession, using, or distributing drugs, including medical marijuana or drug-related paraphernalia, is subject to referral to the student conduct process and/or criminal action, and may result in the immediate termination of a resident's rental agreement. The use of any prescribed medication, over the counter drugs, and other controlled substances in an abusive manner is prohibited.

f. Disruptive Behavior

Behavior that intentionally or unintentionally creates an unsafe environment in the community or that poses a significant risk to the health or safety to any person, including oneself, or that damages university property or the property of others, is prohibited.

g. Domestic Violence

Domestic violence is a crime, a violation of the UC San Diego Student Conduct Code, and a violation of UC San Diego Housing Contract's Community Responsibility Clause. This clause states that residents agree to respect the rights of other residents and to conduct themselves in a manner conducive to a harmonious living environment. Domestic abuse against spouses, partners, or children will not be tolerated in UC San Diego Housing Communities. The housing rental agreement will be terminated for any resident who physically abuses, threatens, harasses or puts the health and safety of another person in danger.

h. Failure to Comply

Failure to comply with, or interfering with, the legitimate directives or questions of University staff, law enforcement, or emergency personnel, identified as such, in the performance of their duties in the residential facilities, is prohibited. Such behavior includes, but is not limited to, not answering your room/suite/apartment door, providing false information, and failing to immediately produce one's UCSD Campus Card upon request.

i. Fire Safety

UC San Diego has an extensive [fire and life safety program](#). Learn about fire safety resources [here](#). Additional tips are listed below.

Alarms: If the alarm goes off in your building, leave your apartment immediately and lock the door behind you. Please do not return to your apartment until it is declared "safe" by the fire department or UC San Diego Police.

Barbeques: Charcoal barbecues are prohibited in all ARCH facilities. Barbecues and cooking devices may be used when these use and storage requirements are met:

- * Lit barbecues must be attended at all times.
- * Barbecues cannot be used above the ground floor of facilities.
- * Barbecues must be operated at least 10 feet away from buildings and any combustible materials.
- * Barbecues or fuel may not be stored inside living spaces, on balconies or above ground patios
- * LP or CNG (compressed natural gas) cylinder tank valves must be closed when not in use to prevent gas discharge or leaks.
- * Barbecues can only be used that operate with LPG (liquefied petroleum gas, or propane), a UL-listed gas regulator, or burners in good working condition

Residents of the Coast Apartments, Mesa Apartments, and One Miramar Street Apartments should contact the relevant housing office for information on where to store barbecue and fuel as items cannot be stored in apartments, on balconies/patios, or in storage areas.

A community barbeque area is available for resident use at the Rita Atkinson Apartments. Please follow posted guidelines and regulations. Barbecues and fuel cannot be stored in the apartments, on balconies/patios, or in storage areas.

Barbecues and fuel cannot be stored in the apartments, on balconies/patios, or in storage areas at Single Graduate Apartments (SGA).

Decorative Candles & Open Flames: Use of charcoal grills is prohibited. Review UC San Diego's policy on decorative candles and open flames [here](#).

Electricity: All extension cords must be grounded with three wires and terminate in a single receptacle and/or adequately sized. Multi-tap adapters, "cube taps", zip type extension cords, and similar devices are prohibited.

Entrances and Exits: Must be kept clear at all times. The staff may remove, without warning, items that pose a potential danger.

Equipment: Each apartment is equipped with a smoke detector. When active, the smoke detector alarm will sound in the apartment, and in most ARCH communities, at the UC San Diego Police station. If your smoke detector is activated, please notify the UC San Diego Police at 858.534.4327 (HELP) of the reason. Submit a maintenance request immediately for any defect, malfunction, or failure of such detector(s).

Hand-operated alarms (fire alarm pull stations) are located outside in the entryway or stairwell. If one of these alarms goes off, it sets the entire building into alarm, and all residents must vacate the building immediately. The fire department and/or the UC San Diego Police will respond, evaluate the situation, and reset the central alarm system. Do not return to your apartment until it is declared "safe" by the fire department or UC San Diego Police.

Per Section 148.4 of the California Penal Code, it is illegal to tamper with fire safety equipment. Misuse of fire safety equipment, such as turning in false alarms, is against the law, and expenses incurred may be assessed to you.

Extinguishers: Fire extinguishers are located throughout the buildings. Fire extinguishers are regularly inspected and kept in excellent working condition. The extinguishers provided will work for all types of fire. Instructions on fire extinguisher use are available [here](#). **Please do not pour water on a grease or electrical fire. Use the fire extinguisher. In the event of a fire, call 911.**

Flammable or Corrosive Materials: Storage or use of any flammable liquids, fireworks, photo developing chemicals, or corrosive or combustible materials in any quantity is prohibited. No vehicles or machines with flammable or corrosive materials may be brought into or stored in, or around, the apartment areas. Review UC San Diego's policy on flammable or corrosive materials [here](#).

Halogen Lamps: Halogen "torchiere" lamps equipped with a high intensity (up to 500-watt) tubular halogen bulb on top are prohibited.

Hoverboards: Due to safety concerns following a number of reported Hoverboards fires, the University of California prohibits the use, possession, or storage of Hoverboards and similar devices containing lithium ion batteries on campus.

Sprinklers and heat detectors: Sprinklers and heat detectors are located outside of the elevators of OMS and in Mesa, Rita and Single Graduate Apartments. These alarm sensors will set off a central alarm warning when heat in these areas rises faster than normal or above the maximum setting. If the detectors are hit,

the sprinkler system will be activated and an alarm will be sent to the Campus Police and the fire department will respond. Please use caution when moving large items; and do not hang any items on the sprinklers.

j. Gambling

California State Law forbids the dealing, playing, conducting, betting on, and providing facilities for games involving cards, dice, and other devices for money, checks, credit, or other representation of monetary value on state property. As such, gambling in or around the residential facilities is illegal and thus prohibited.

k. Guest(s)

Short-term guests are welcome to stay with you in your apartment for a two week period. Extensions are granted in special circumstances. You may check out a courtesy key for your guest at the office. You will be held financially responsible and subject to disciplinary action for damages and/or violations of rules and regulations caused by guests or visitors. Any individual staying in the apartment must be a short term guest or have been added as an additional resident on the rental agreement. Resident who have been assigned a roommate(s) should speak with his/her roommate(s) prior to their guest's arrival. All residents of the apartment must agree to allow the guest to stay within the apartment. If any resident denies your request to allow your guest to stay in the apartment, you will need to make alternative arrangements. If you do not feel comfortable discussing your concerns with your roommate directly, please contact the office for assistance.

l. Weapons

California State law prohibits firearms on all property belonging to the Regents of the University of California. You may not use, possess, or store any kind of ammunition and/or firearm(s) on the property, even if it is registered. Possession or discharge of BB guns, pellet guns, air guns, stun guns, slingshots, firecrackers, knives, M-80's, and lethal weapons in any form, including martial arts equipment, is prohibited. Other items or implements use aggressively or for violent purposes are prohibited and should be reported to the UCSD Police at 858.534.HELP (4357).

m. Inspections

There are occasions throughout the year when University Officials will need to enter your apartment to complete inspections. You will receive advance notice of these inspections via the newsletter, email and/or written notice of entry posted on your apartment door a minimum of 24 hours in advance. These inspections include annual safety inspections completed by the UC San Diego Office of Environment, Health and Safety, and inspections conducted by ARCH staff, including alarm, furnace, and patio/balcony inspections.

n. Motorcycles/Mopeds/Scooters

Motorcycles, mopeds, and gasoline-powered scooters are not permitted in buildings, under stairways or on patios/balconies. Designated motorcycle parking spaces are located with the ARCH Communities.

o. Noise

Excessive, pervasive, or otherwise overtly disruptive noise should be avoided at all times to respect the needs of residents.

Quiet hours are 10pm-7am Sunday thru Thursday, 12am-7am Friday and 12am-9am Sunday.

During UC San Diego posted finals week, please respect 24 hour quiet hours.

p. Patios, Balconies and Entryways

Patio/balcony guidelines were established to ensure the residents' safety, maintain the building structures, prevent pest infestations, and to provide an aesthetically pleasing environment. The patio/balcony guidelines apply to patios, balconies, parking spaces, and entryways of the apartments.

The guidelines include:

Decorations: Functioning decorative lighting may be displayed on patios/balconies throughout the year. Holes may not be made in walls, ceilings, or railings to attach the decorations.

Flowers and plants: Potted flowers and plants may sit on the patio if a pot liner is used; or sit on plant stands or shelves. Nothing may hang from ceilings, walls, posts or patio/balcony walls and railings.

Furniture: Well-maintained outdoor patio furniture, including plastic, wooden, metal, and wrought iron tables and chairs, and patio umbrellas, are permitted on the patios/balconies. Upholstered furniture, futons, mattresses and other forms of interior furniture are not permitted.

Toys: Children's plastic picnic tables, chairs and other large toys may be kept on the patio/balcony, not in excess. All other children's toys must be stored inside.

Other: For shade or privacy, install (on the inside of the railing and not above the railing) dark-colored mesh screening or dark-colored plastic lattice. You are permitted to hang items on the inside of your apartment windows. Bicycles, brooms, light weight exercise equipment, mops, shoes, small storage shed/container, and surf boards may be kept on the patio/balcony.

If an item is not listed above as permitted, then it may not be kept on the patio/balcony. These items, include but are not limited to, bamboo, boxes, cat litters, clothing racks (left out overnight), garbage cans, hammocks, recycling items, and shades are not permitted. Nothing may hang from ceilings, walls, or patio/balcony walls and railings. Storage of personal belongings/items in parking spaces, balconies, building stairwells, landings, hallways, etc., is prohibited and such items will be removed. You may not store any flammable items, including but not limited to, gasoline, propane, paint, paint thinner, and kerosene.

q. Pets

Pets are prohibited at all ARCH Communities without prior written consent of the University.

Coast, Mesa, and One Miramar: The University will approve two indoor cats, caged birds, and fish in aquariums with a 30 gallon or less capacity, per apartment. Dogs are not allowed except as service animals in any community. If a resident is found to have a dog without prior written consent of the University, the resident will be served a "Notice to Perform Covenant or Quit" to remove the dog. If the resident does not comply, the rental agreement will be terminated. A signed pet addendum and a \$250 pet deposit will be required for up to 2 indoor cats. Pets are not allowed on the lawns, landscaped areas, or parking areas. Pets must be kept inside the apartment at all times and under control of a responsible person. Refer to the pet addendum for additional guidelines.

Rita and SGA: The University will only approve fish in aquariums with a capacity of 30 gallons or less, per apartment.

r. Skateboards and Skating Devices:

Skateboarding and skating in a reckless, disruptive, or unsafe manner is prohibited, and is defined as follows:

1. Riding and skating at excessive speed and/or performing or practicing stunts; causing noise which

disrupts people; riding with undue regard for the safety of others; or riding in a manner that causes damage to UC San Diego property and/or landscaping; and

2. Riding and skating in all building interiors, parking garages, stairways, carports, landing, hallways, access ramps, retaining walls, seat walls, benches, railings, or similar architectural features; and
3. Continuous riding and skating in any location; and
4. Jumping or sliding on railings whether or not their skates are equipped with rail guards.

s. Smoking

Effective September 1, 2013, smoke and tobacco use will be prohibited everywhere on UC San Diego campus and at properties owned and leased by UC San Diego, including but not limited to Coast, Mesa, OMS, Rita, and SGA. The use, sale, and advertising of all tobacco or tobacco-related products, including but not limited to cigarettes, electronic cigarettes, cigars, pipes, and smokeless tobacco is prohibited on campus and on properties owned or leased by UCSD.

t. Solicitation

Soliciting of any kind by anyone, including residents, is not permitted. Operating a business from an apartment is also prohibited. Report any solicitors to UC San Diego Campus Police immediately at 858.534.4357 (HELP).

u. Student Conduct Code

The [Student Conduct Code](#) underscores the pride and values that define our community while providing UC San Diego students with a framework to guide their actions and behaviors. The Code sets forth applicable standards of our community to which all students must comply. Please visit the Office of Student Conduct's website for a copy of the UC San Diego Student Conduct Code and additional information.