Family Student Housing
Residential and Student Service Programs
University of California, Berkeley
2610 Channing Way
Berkeley, CA 94720-2272

guide to living in

FAMILY STUDENT HOUSING

university of california, berkeley • housing.berkeley.edu
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DEAR NEW RESIDENTS:

Welcome to Cal and our community of residential neighborhoods committed to collegiate living, learning, inclusion and community engagement. We are pleased to have you join our community as you begin your life as a Golden Bear at the University of California, Berkeley. This guidebook is intended to provide you with useful information about life in the Cal community wherever you will live. We’ve included resources on campus and living in University Village.

The guidebook is also an addendum to your rental agreement. The terms and conditions of occupancy stated herein are an integral part of the Family Student Housing rental agreement.

The goal of Family Student Housing is to provide reasonable rental rates and a family oriented living environment offering educational and recreational programs and services. To accomplish this goal, we ask for and need your participation in developing and implementing programs. We look forward to getting to know you during your residency in Family Student Housing. Feel free to contact your Facility office, Resident Advisor or the Family Student Housing Assignments Office for assistance. We hope you will enjoy your new home!

Sincerely,

LeNorman J. Strong
Associate Vice Chancellor
Residential & Student Service Programs
DEAR FAMILY STUDENT HOUSING RESIDENT:

On behalf of Family Student Housing staff, we would like to welcome you to your new apartment. Congratulations on joining our residential community.

Family Student Housing apartments are located at University Village — East and West — in Albany (974 units). University Village is approximately four miles from campus and is situated on 50 acres of land. Convenient public transportation between the campus and the Village is provided by AC Transit.

University Village is truly diverse and provides unique opportunities to expand your horizons. A majority of our families originate from more than 70 countries all over the world. Be prepared to enjoy a variety of social, cultural and recreational activities.

We hope to continue our working relationship with you during your stay at the University. This guidebook is a resource to community services, available opportunities and housing policies. The policies described are an addendum to your rental agreement. As a new community member, please familiarize yourself with the guidebook.

During your tenancy, if you need assistance with a maintenance issue, neighborhood problems or academic concerns, contact the Village Office at (510) 526-8505.

Good luck with the move and enjoy your new apartment!

Cordially,

Tavie Tipton
Associate Director
(510) 526-8505 x 13
tippy@berkeley.edu

Karen Larson
Operations Manager
(510) 526-8505 x 17
klarsen@berkeley.edu

Cephas John
Leasing Officer
(510) 642-4109
cephas@berkeley.edu
move-in check list

BEFORE YOU MOVE IN:
- Complete and sign your rental agreement. Return your signed rental agreement, first month’s rent and $250 security deposit to the Family Student Housing Assignments Office at 2610 Channing Way, Berkeley, CA 94720-2272.
- Take your payment receipt to the University Village Office (Facility Office) in Albany to obtain your keys and an Apartment Condition Form. If you cannot pick up your keys during office hours, please call your Facility Office least 48 hours in advance to find out which Resident Advisor (RA) is on duty. Then, call the appropriate RA to schedule an appointment to pick up your keys. A list of RAs is provided in your move-in packet.
- If a moving company is delivering your furniture, please make sure your apartment is available before they arrive. The Facility Office or Resident Advisor cannot accept furniture or let movers into your apartment unless you make arrangements in writing well in advance and the movers arrive during office hours.

For reasons beyond our control, we cannot always guarantee your exact move-in date. We will make every effort to let you know in advance if there is a scheduling change.

Students requiring alternative move-in accommodations due to a religious holiday conflict can contact the Housing Office at (510) 642-4109 or apts@berkeley.edu.

AFTER YOU MOVE IN
- Fill out the Apartment Condition Form and return it to the Facility Office within three working days. This form alerts us of repairs needed and indicates the condition of your apartment upon move in. Thorough documentation on this form will ensure that you will not be charged for damages for which you are not responsible.
- Update your student University address by changing your address online at bearfacts.berkeley.edu or at the Registrar’s Office at 120 Sproul Hall.
- Provide valid e-mail addresses and phone numbers for all adults listed on the rental agreement in order to access all Family Housing communications, announcements, and postings.
- Contact AT&T for telephone service at:
  - English Center: 1 (800) 288-2020
  - Spanish Center: 1 (800) 870-5855
  - Cantonese Center: 1 (800) 281-2288
  - Mandarin Center: 1 (888) 333-2828
  - Korean Center: 1 (800) 300-6657
  - Vietnamese Center: 1 (800) 300-5315
  - Japanese Center: 1 (800) 573-7573
  - Filipino Center: 1 (800) 956-8084
- Note: Jacks are pre-wired in the apartment for you to establish land-line telephone service. Reference Section 28 – Telephone Wiring — of your rental agreement. Pursuant to civil code section 1941.4, the University is responsible for installing one usable telephone jack and for placing and maintaining the inside telephone wiring in good working order in residential dwellings. In the event of a phone service problem that is traceable to an “inside wiring” problem, residents must report this to your Facility Office prior to arranging for repairs. If the resident account holder does not report such problems to your Facility Office and incurs a cost arranging a repair, the University shall not be liable for reimbursement.
- Register your internet connection (University Village residents). Instructions on how to set up your internet connection are given to new residents as part of the Village Office welcome packet, and more information is available online at rescomp.berkeley.edu/units/uva.
- Sign up for EFT with Billing and Payment Services (studentbilling.berkeley.edu) to facilitate the return of your deposit after you vacate Family Student Housing.
moving out

Once you know you will be moving out, you must file a 30-Day Notice of Intent to Vacate. Be sure that you file this notice at least 30 days before you vacate. You will be held responsible for the rent for 30 days from the day the notice is turned in even if you move out sooner. Be sure to put a forwarding address so that you can get your deposit back.

Approximately two to three weeks before you vacate, your Facility Office will schedule an initial apartment inspection. At the time of the inspection, the Maintenance Supervisor will indicate if there are any charges for damages cleaning. Upon final inspection, if resolvable items are not addressed or new damages are discovered, these charges will be deducted from your security deposit. If the charges exceed the amount of your deposit, they will be liened against your CARS account.

Your rent account must be paid in full before you leave. If you vacate and leave any outstanding rent or charges, you will receive a CARS billing at your forwarding address. You should pay the bill by the deadline indicated or call the Billing Services (510) 642-3190 to make payment arrangements. If left unpaid, the University will assess late fines, withhold transcripts for future registration and eventually refer your account to a collection agency, which will assess additional fines. Residents receiving refunds should expect it two to three weeks after vacating. Call the Residential & Student Service Programs (RSSP) Cashiers’ Office at (510) 642-1524 to inquire about your rent account.

**MOVE-OUT CHECKLIST FOR VACATING RESIDENTS**

We want to assist you in avoiding additional cleaning and damage charges when you move out. When you vacate we will perform an inspection to evaluate the condition that your apartment was left in and the time that will be required (above normal wear and tear) for us to return the apartment to a move-in condition. Below is a cleaning check list of the areas that we will be inspecting. Please call your Facility Office if you need clarification about what is expected. An initial inspection prior to move-out is required so that we can plan time for repairs and reconditioning of the apartment.

- **KITCHEN** — Clean the following thoroughly:
  - Stove top, oven, range hood and fan grease screen (clean, grease removed, broiler pan stays)
  - Refrigerator and freezer – inside and out (empty, clean, ice trays stay)
  - Cabinets and drawers (empty, interior/exterior wiped, shelf paper removed)
  - Windows, blinds, shades (wiped off, excess food and grease removed)
  - Floors, walls, ceilings, counters (wiped off, excess food and grease removed)
  - Fire extinguisher stays

- **BATHROOM(S)** — Clean the following thoroughly:
  - Bathtub/Shower (cleaned, soap scum and mold removed, shower curtain rings stay)
  - Sink, toilet (cleaned)
  - Cabinet and medicine cabinet (empty, interior/exterior wiped)
  - Floors, walls, ceilings (wiped off, soap scum and mold removed)

- **LIVING, DINING, BEDROOMS AND HALLWAY AREAS** — Clean the following thoroughly:
  - Windows, blinds, shades (wiped off, grime and grease removed)
  - Floors vacuumed, spots on carpet shampooed (Village Office has equipment available to rent for a nominal fee.)
  - Walls, ceilings and doors (wiped off, food, markings and grease removed)
  - Closets (empty, vacuumed, shelves wiped out)

- **ALL ROOMS** — Clean the following thoroughly:
  - Remove all furnishings
  - Remove trash and recycling (UVA recycle container stays)
  - Dust/wipe baseboards, remove cobwebs
  - Wipe off window sills
  - Remove finger/hand prints from walls and switch plates, remove crayon marks from walls
  - Return any removed/missing screens (it is not necessary to clean the windows)
Damages and extra cleaning costs will be assessed at current UC Berkeley labor and material recharge rates and are subject to changes without advance notification. Residents are liable for the cost to return the apartment to original move-in condition, minus normal wear and tear. Following is a 2011 fee schedule for UC Berkeley recharge rates for service. When a resident elects to not clean up their apartment before vacating, it means that we will. This is not a regular service and we will charge your CARS account for this work as a damage/cleaning cost. Failure to reimburse the University for damage/cleaning costs will indefinitely freeze all transcript requests.

Remember: An initial inspection is required prior to move out. Call your Facility Office to schedule an appointment.

UC Berkeley Housing labor charges effective as of August 1, 2013:

<table>
<thead>
<tr>
<th>TRADE</th>
<th>STANDARD RATE/HR</th>
<th>OVERTIME RATE/HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elevator Maintenance</td>
<td>$143</td>
<td>$191</td>
</tr>
<tr>
<td>Electro-Mechanical</td>
<td>$116</td>
<td>$156</td>
</tr>
<tr>
<td>Structural</td>
<td>$94</td>
<td>$138</td>
</tr>
<tr>
<td>Facilities Support Group</td>
<td>$81</td>
<td>$110</td>
</tr>
<tr>
<td>Engineering Services</td>
<td>$136</td>
<td>N/A</td>
</tr>
<tr>
<td>Electronic Techs</td>
<td>$89</td>
<td>$119</td>
</tr>
<tr>
<td>Grounds</td>
<td>$73</td>
<td>$100</td>
</tr>
<tr>
<td>Recycling/Refuse</td>
<td>$107</td>
<td>$133</td>
</tr>
<tr>
<td>Pest Management</td>
<td>$93</td>
<td>$124</td>
</tr>
<tr>
<td>Custodial</td>
<td>$49</td>
<td>$68</td>
</tr>
<tr>
<td>Call Center</td>
<td>$60</td>
<td>$83</td>
</tr>
<tr>
<td>Key Cutting</td>
<td>$5.50/key</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Rates are subject to annual changes. Please see this web site for the most current rates:

controller.berkeley.edu/physical-plant—campus-services-recharge-rates

☑️ OUTSIDE AREAS — Clean the following thoroughly:
- Remove all furnishings, plants, outdoor décor and trash
- Sweep patio area
- Empty and sweep exterior storage closets
- Empty message holder (West Village), flyer mailbox (East Village), as well as U.S. Mail box. (Please update your forwarding address in Bearfacts and at USPS.gov.)
- Remove satellite dish

☑️ MISCELLANEOUS ITEMS ALSO SUBJECT TO CHARGES:
- Removal of the range grease hood and tampering with smoke detectors
- Torn window and door screens
- Holes, scuff marks, scratches and crayon writing on doors and walls (interior and exterior)
- Linoleum or non-standard flooring glued over apartment floor tiles
- Painting or non-standard coatings on kitchen cabinets, apartment walls, doors, etc.
- Use of wall decorations with non-removable adhesive backing
- Sloppy spackling of sheetrock and/or door holes (cover-ups of unapproved renovations)
- Abandoned furniture, fixtures and debris in and around the apartment
- Any alterations of exteriors and landscape
- Phone and internet jacks damaged/missing

☑️ LAST-MINUTE CHECK-LIST:
- Contact your Facility Office for a move-out initial inspection.
- Change your address with the U.S. Postal Service office (this can be done at usps.com)
- Change your address in Bearfacts (bearfacts.berkeley.edu)
- Remove mail from mail box
- Remove any satellite dishes installed by you during your tenancy
- Disconnect your AT&T phone service
- Turn off lights and heater
- Close and lock all windows and lock the front door
- Turn your keys in to your Facility Office (don't forget to turn in “spare” keys that you have ordered)
Family Student Housing residents are registered UC Berkeley undergraduate or graduate students, postdoctoral fellows, or visiting scholars and must be:

- Single and living with child(ren) under the age of 18 or dependent minor(s) for at least 50 percent of the year
- Single and under the age of 18, dependent and living with parent or guardian
- Single and living with a dependent over the age of 18
- Married or partnered and living with child(ren) or dependent minor(s) under the age of 18 for at least 50 percent of the year
- Married and living with a spouse or a domestic partner.
- Single re-entry undergraduate or graduate students (eligible only for one-bedroom WVA apartments according to availability).

A single parent or guardian must have at least 50 percent physical custody and the child(ren) must live in family student housing at least 50 percent of the year. Proof of custody for biological parents includes a Custody Agreement and local preschool or school enrollment verification showing the parent’s home address. Proof of custody for non-parent guardianship would include a statement from the biological parents as to how the guardian provides support, an affidavit or a notarized statement of legal guardianship, a Medical Power of Attorney, local preschool or school enrollment verification showing the local home address.

Dependent over 18 applies to a student tenant who resides with a parent, child or sibling, etc. over the age of 18. The student tenant is responsible (demonstrated financial or medical need) for support of this dependent (as demonstrated on income tax records), not just living together for convenience.

To maintain your eligibility for Family Student Housing, at least one spouse/partner must be a registered student. Your registration will be verified each semester. If the eligible spouse/partner does not maintain registered student status, the other spouse/partner may assume responsibility for the family’s eligibility by providing proof-of-registration at the University.

**Undergraduate students** are eligible to live in Family Student Housing for five years and **graduate students** for six years. Upon completion of your academic work at Berkeley, your eligibility expires and you will be required to vacate the apartment one month after graduation. You may request an extension by contacting the Family Student Housing Assignments Office (510) 642-4109.

Single-graduate and re-entry students are eligible to live in Family Student Housing for a minimum of one year with tenancy expiring on June 30 of the following year.

**POST-DOCTORAL FELLOWS & VISITING SCHOLARS**
When the student waiting list has been exhausted, postdoctoral fellows and visiting scholars, with children, will be assigned apartments for a minimum of one year with an expiration date of June 30 of the following year. We reserve the right to expand or limit eligibility to campus community members to maintain maximum occupancy with priority to students.
rent, payments and accounts

**Campus Accounts Receivable System (CARS)**

Billing & Payment Services  
140 University Hall, Berkeley  
(510) 642-3190  
Web site: studentbilling.berkeley.edu

CARS is a centralized billing system consolidating all University charges, payments, financial awards, refunds, emergency loans and deferments into one account. Your CARS account number is the same as your Student Identification Number (SID) or for postdoctoral fellows and visiting scholars, it is listed on your monthly statements. Your CARS statement reflects registration fees, housing rent, payments, financial awards, emergency loans and miscellaneous charges (e.g. library fines, key replacement). Students can view their CARS account online at bearfacts.berkeley.edu. Non-students receive monthly statements via mail.

**RENT**

The housing rent portion of your CARS statement includes your monthly rental fees plus any fines (late payments, returned checks) and charges (lockouts, key replacement, damage to the apartment) that you incur. Your rent account must be paid in full each month: you can pay by check, money order or electronic payment. For proper processing, please indicate your SID (student ID number) or CARS ID number on the check, along with your University address.

- Payment by **check** payable to “UC Regents” must be mailed to:  
  University of California, Berkeley  
  Billing and Payment Services  
  140 University Hall, #1111  
  Berkeley, CA 94720-1111

- Payment can be made **electronically**. Students may opt to sign up for e-billing, an electronic bank transfer system for paying rent. Post-docs and visiting scholars will receive a monthly billing statement and may pay by check or money order payable to “UC Regents.” Students can utilize e-billing, by signing up at studentbilling.berkeley.edu and click on the e-bill link for information and steps to subscribe to this payment option.

Your rent is due on the first of the month and is considered delinquent after the 15th of the month. You will be charged a $20 fee on accounts that are 30 days delinquent and an additional $25 for payments that are 60 days delinquent, until the account is fully paid. A $25 processing charge, in addition to the amount already due, will be assessed if your check is returned by the bank and you may be required to make repayment with cash, cashiers check or money order. Returned checks not redeemed within 30 days of notification may be subject to legal action in accordance with California statutes. If you are having difficulty making payments on your account, contact Billing & Payment Services at (510) 642-3190 to request a deferment plan.

**THREE-DAY NOTICE TO PAY RENT OR QUIT**

If your rent payment is delinquent, you may receive a *Three-Day Notice to Pay Rent or Quit*. This notice is sent by the Leasing Officer and is the first step in the legal process to evict. If you receive this notice, you must pay your rent immediately by cash, cashier’s check or money order payable to “UC Regents” at the Housing Cashier’s Office at 2610 Channing Way, Berkeley. Personal checks will not be accepted for delinquent accounts. If you fail to respond to the *Three-Day Notice*, you will be considered an "unlawful tenant" and your case will be referred to the University General Counsel for court proceedings. If you have questions regarding your notice, please contact Housing Assignments at (510) 642-4109.
Family Student Housing apartments are currently located at University Village in Albany.

UNIVERSITY VILLAGE APARTMENTS
University Village, Albany (UVA) is a 50-acre complex with 974 apartments in East and West Village. The units are designed to be family friendly and are located around courtyards with an open-space greenway connecting the playground and the community gardens on the western edge of the property with the Village Plaza and Facility Office.

EAST VILLAGE
East Village opened in Fall 1999 with 392 apartments. This section of UVA includes two-bedroom flats, two-bedroom townhouses and three-bedroom flats. Note: Townhouses on the second and third levels in Buildings 100 -117 — due to the height of the structural beam in the stairwell from second-floor kitchen up to the third-floor bedrooms, these townhouses cannot accommodate queen-size box springs or other large furniture. Tenants can choose not to use the box springs or purchase split box springs (two smaller ones).

WEST VILLAGE
West Village opened with 258 apartments in July 2006, with an additional 324 more apartments in August 2008. There are now 582 apartments in West Village.

Additional floor plans can be found online at: housing.berkeley.edu/livingatcal/studentsfamilies.html
<table>
<thead>
<tr>
<th>AMENITIES included in rent</th>
<th>WEST VILLAGE</th>
<th>EAST VILLAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>KITCHEN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor</td>
<td>Vinyl tile flooring</td>
<td></td>
</tr>
<tr>
<td>General</td>
<td>Solid maple cabinetry</td>
<td>Composite wood cabinetry</td>
</tr>
<tr>
<td></td>
<td>Swanstone solid surface counter tops</td>
<td>Tile &amp; grout counter tops</td>
</tr>
<tr>
<td></td>
<td>Stainless-steel double sink</td>
<td>Stainless steel double sink</td>
</tr>
<tr>
<td>Refrigerator</td>
<td>18 cu. ft. refrigerators</td>
<td></td>
</tr>
<tr>
<td>Stove</td>
<td>30&quot; 4-burner gas range with self-cleaning oven and range hood with exhaust fan and light (self-cleaning oven not available for wheelchair accessible units)</td>
<td></td>
</tr>
<tr>
<td>BATHROOM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cabinet</td>
<td>Built-in linen shelves</td>
<td>Fan without shut off feature</td>
</tr>
<tr>
<td>Exhaust Fan</td>
<td>Fan remains on 10-15 minutes after turning out light to remove moisture</td>
<td></td>
</tr>
<tr>
<td>Floor</td>
<td>Glazed porcelain ceramic tile</td>
<td>Linoleum tile</td>
</tr>
<tr>
<td>General</td>
<td>Bathtub &amp; shower</td>
<td></td>
</tr>
<tr>
<td>INTERIOR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heating</td>
<td>Forced air</td>
<td></td>
</tr>
<tr>
<td>Wall-To-Wall Carpeting</td>
<td>Living room and bedrooms</td>
<td></td>
</tr>
<tr>
<td>Windows (covering)</td>
<td>2&quot; horizontal louver blinds and screens</td>
<td></td>
</tr>
<tr>
<td>EXTERIOR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sliding Glass Doors (covering)</td>
<td>Vertical louvers</td>
<td></td>
</tr>
<tr>
<td>Patios</td>
<td>Second and third floor</td>
<td>Townhouse units</td>
</tr>
<tr>
<td></td>
<td>First floor and with bicycle hold</td>
<td>First floor; most with storage closets attached</td>
</tr>
<tr>
<td>Laundry Rooms</td>
<td>Facilities throughout the courtyards</td>
<td>Facilities in laundry annex storage rooms</td>
</tr>
<tr>
<td>Storage Rooms</td>
<td>Outdoor closet</td>
<td></td>
</tr>
<tr>
<td>CONNECTIVITY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone, Data &amp; Cable TV Jacks</td>
<td>Provided in each bedroom, living room and study area. <strong>Note:</strong> service to phone line is student's responsibility</td>
<td></td>
</tr>
<tr>
<td>Satellite Dishes</td>
<td>Small satellite dishes may be placed (with prior approval) only on balconies and patios which constitute your private rental space, but cannot be attached or installed to the façade or roof of your apartment building or on the common grounds</td>
<td></td>
</tr>
<tr>
<td>GENERAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Square Footage</td>
<td>1 Bedroom — 635 sq. ft.</td>
<td>2 Bedrooms 987-1,197 sq. ft.</td>
</tr>
<tr>
<td></td>
<td>2 Bedrooms — 785-806 sq. ft.</td>
<td>3 Bedrooms 1,085-1,103 sq. ft.</td>
</tr>
<tr>
<td></td>
<td>3 Bedrooms — 1,002 sq. ft.</td>
<td></td>
</tr>
<tr>
<td>Parking Space</td>
<td>One per apartment, strictly enforced</td>
<td>One per apartment with “Tee” parking permit, strictly enforced</td>
</tr>
<tr>
<td>Plants</td>
<td>See section on plants</td>
<td></td>
</tr>
<tr>
<td>Property Boundaries</td>
<td>Areas surrounding family student housing complexes are private property</td>
<td></td>
</tr>
<tr>
<td>Public Transportation</td>
<td>Convenient bus service for direct connection to campus (52L)</td>
<td></td>
</tr>
<tr>
<td>UTILITIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Included</td>
<td>Water, garbage, recycling, gas, electricity and landscaping, CATV &amp; data</td>
<td></td>
</tr>
<tr>
<td>Not Included</td>
<td>Phone service — you must activate your own account</td>
<td></td>
</tr>
<tr>
<td>PETS</td>
<td>With the exception of birds, gerbils, mice in indoor cages, and fish in tanks no larger than 20 gallons, pets are not permitted</td>
<td></td>
</tr>
<tr>
<td>APPLIANCES</td>
<td>Do not install washers, dryers, dishwashers, air conditioners, freezers and/or second refrigerator</td>
<td></td>
</tr>
</tbody>
</table>
**general policies**

**APARTMENT TRANSFERS**
- New eligible applicants on the waiting list receive priority for vacant apartments.
- Transfer requests from tenants who are current in rent may be considered for one of the following reasons:
  - Resident Director or staff-mediated agreement
  - Medical and/or psychiatric justification with documentation
  - Change in family size (transfer to a unit with more or fewer bedrooms, depending on whether family size has increased or decreased)
  - Emergency maintenance issue
  - Documented change in finances from when rental agreement was signed
  - Change in eligibility status
  - Accommodation request from a student with disabilities (documentation verification by the Disabled Students Program specialist)

**TENANTS WITH DISABILITIES**

*University Village*

In East Village apartments, there are 20 wheelchair-accessible apartments for tenants of which five contain roll-in showers and eight are equipped for the hearing impaired. All of the ground floor units in East and West Village are adaptable for tenants with disabilities. Students with disabilities and their families will get priority for these designated apartments.

If there are no students with disabilities on the waiting list, others will be assigned these apartments. Should a student with a disability request such an apartment, the current tenant will be required to transfer to an apartment comparable in rent. The University will attempt to give as much notice as possible but will give no less than 30 days’ notice. Rental charges will be pro-rated for those days that the tenant actually occupies the apartment but no other compensation will be forthcoming.

**SMOKING IN FAMILY STUDENT HOUSING**

Effective January 1, 2014, the UC Berkeley campus, including University Village apartments in Albany, will be tobacco-free zones.

This means that smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products will be prohibited in indoor and outdoor spaces at all UC facilities and grounds, whether owned or leased. Smoking will be prohibited everywhere in University Village apartments including inside all East and West Village apartments and anywhere on the University Village premises to the edge of the property line. Residents will be responsible for ensuring that their family, other occupants, and guests comply with the tobacco-free policy. Failure to comply with this new policy may result in forfeiture of your right to occupy the premises.

**PETS**

With the exception of birds, gerbils, mice in indoor cages and fish in tanks no larger than 20 gallons, pets are NOT permitted in or near the Family Student Housing units. Keeping pets in your apartment is a violation of your rental agreement and can lead to eviction. If you are suspected of having an unauthorized pet on your premises, you may be served with a written notice to remove the pet and to allow inspection of the premises by Housing staff to verify removal. Failure to comply with either the notice or the inspection will result in eviction proceedings. If you require an exception for a Service Animal, please see your Program Director. This rule exists for the health and safety of all residents and particularly for the protection of children.
University’s Right to Enter Your Apartment

The following guidelines apply to the University’s right to enter your apartment:

- Family Student Housing staff may enter your apartment for health and safety emergencies after first trying to notify you. We have defined health and safety emergencies as visible, audible or reasonable evidence of danger or damage.
- Staff will enter your apartment for routine inspections, performed for your safety, with 24-hour prior notice. There are approximately four annualized inspections on separate calendar rotations where we must enter to inspect your unit: to test various fire and life safety equipment (fire extinguishers, smoke detectors, fire sprinklers, fire alarm systems), to replace furnace filters, and to inspect general conditions for habitability and repairs. Wherever possible, we combine these purposes to occur in a single visit. However, that is not always possible because coordination with other contractors or departments is required. When inspecting equipment that must be certified for safety compliance, residents may not refuse permission to enter after being properly notified. Failure to permit entry for a specific inspection may subject you to disciplinary procedures and costs for rescheduling contractors.
- Staff will enter your apartment to show it to prospective tenants (after you have filed your 30-Day Intent to Vacate) with approximately 24 hours written notice.
- Staff will enter your apartment at your request (by telephone or in writing) to make repairs. A notice explaining the repairs will be left inside your apartment after the work has been completed.
- In your absence, staff may enter your apartment to silence noises (e.g., alarm clocks, stereos, etc.) that result in complaints from your neighbor(s). We will leave a note explaining why we entered.

Summer Subleasing
You may sublease your apartment during the summer (June, July and August) only, provided that your sublessor is a UC Berkeley student, postdoctoral fellow or visiting scholar. You must notify the Family Student Housing Assignments Office of your intent to sublet and the Leasing Officer must approve the sublessor. You are responsible for screening applicants and working out the details of the sublet. The sublessor must abide by the Terms and Conditions of Occupancy. You will remain responsible to the University for payment of rent and the condition of the apartment. Additional information on subleasing is available at the Family Student Housing Assignments Office.

Appeals Process
After review, appeals for exceptions to Family Student Housing assignment policies may be referred to the Family Student Housing Assignments Appeals Board. The Board reviews these requests for exceptions while continually evaluating Family Student Housing assignments policy.

Procedures for Appeals
- Appeals must be presented in writing and fully explain the circumstances. Attach supporting documentation such as verification from a doctor, an employer, financial aid office, a faculty advisor or the court.
- Deliver your appeal to the Family Student Housing Leasing & Assignments Officer.
- The Board will meet, review the appeal and make a final decision.
- You will be promptly informed of the decision in writing by the Appeals Board chairperson. All decisions are final.
apartment maintenance & upkeep

Refer all Maintenance problems to your Facility Office:

University Village, Albany
(510) 526-8505

After-hours emergencies:
University Village
(510) 642-2828
Web site: maintenance.housing.berkeley.edu

Should an emergency maintenance problem occur when your Facility Office is closed, you may call (510) 642-2828 to reach a maintenance worker. This number should be used only when the office is closed. If no one responds to your request, then call a Resident Advisor at (510) 224-8298.

LOCKOUTS
If you are locked out of the apartment when your Facility Office is open, you may borrow a key free of charge. If your Facility Office is closed, call 224-8298 and a Resident Advisor will let you into your apartment; however, you may be charged for lockout service. Guests or visiting relatives who are locked out of your apartment will not be let back in unless you have given previous written authorization to the Facility Office. This policy is strictly enforced for your protection. Staff phone numbers are posted on the Facility Office door, listed in your move-in packet and noted in the Villager newsletter. An extra key may be purchased at the Facility Office for the current rate.

APPLIANCES
Refrigerators and ranges are provided in every apartment. These should be clean and in good working order at the time of occupancy.

• APPLIANCE RESTRICTIONS
All University apartments, including University Village (East and West) apartments, were not built to accommodate washers, dryers, dishwashers, disposals, extra freezers, refrigerators or air conditioners. Installing any of these appliances is a violation of your rental agreement and you may be subject to administrative fines plus structural damage costs to the apartment. Repeat violators, or violators responsible for serious damage to the apartment, will be appropriately fined and served with a termination notice. Additionally, none of these appliances may be stored on the premises. At no time should spare refrigerators or freezers be left out on patios. Working or not, these pose a safety hazard to young children.

• APPLIANCE REPAIRS
Should these appliances require service, please report this to your Facility Office. Appliance repair service is performed by a third-party vendor and must be scheduled. In some instances a temporary mini-refrigerator can be provided for a failing refrigerator, while waiting for repairs. Cost of food replacement is not provided.

REPAIRS AND ALTERATIONS
The apartments are wired with live direct data cabling and ports. You may not move this port, open the port plate, add extensions, or nail/staple corded extensions to the wall. If modifications are left behind after move-out, you will be charged for removal.

You may not make any repairs yourself, and you may not alter the interior or exterior of the buildings. If your apartment needs repairs or alterations, contact your facility office and your request will be forwarded to our maintenance staff. For health and safety reasons, maintenance workers are required to wear shoes or boots. Please do not ask them to remove shoes or boots when entering your apartment. We cannot always offer to remove work shoes when entering your unit to perform work. We apologize if this is not culturally consistent with your home traditions.

CATV — CABLE TELEVISION
University Cable Television (UTV) service is provided via Residential Computing (ResComp) at University Village only. Information about channel lineups can be found at their web site at rescomp.berkeley.edu/services/#tv. Troubleshooting any wiring or technical problems is performed through the Residential Computing Consultants (RCCs). Appointments can be made on the web site, by calling (510) 642-HELP (4357), or through the Academic Center on site.
**SATV — SATELLITE TV/DISHES**
Residents MUST bring a signed "Satellite Dish Rules and Permission Request" form to the facility office and schedule a pre-installation inspection BEFORE having a satellite dish installed. This form stipulates a number of guidelines and makes residents responsible for overseeing proper installation and removal upon vacancy. Satellite dishes are permitted under certain circumstances, chief among these is that the satellite dish is not attached to wood members of the building, but rather in space specific to one's own apartment (i.e., balcony, patio or railing.) Failure to properly obtain the required request/contract or perform the obligations agreed, may subject you to charges for removal or any resulting necessary repairs. Tenants are liable for damages incurred by installation of dishes and must provide removal for at end of tenancy.

**DISPOSING OF TRASH, GARBAGE, RECYCLING, ELECTRONIC AND HAZARDOUS WASTE**

**University Village**
There are recycling bins for residents. Glass, CA redemption, #1 and #2 plastic, newspapers, mixed paper, tin cans, cardboard and magazines are picked up weekly.

**Guidelines applicable to both Family Student Housing sites**
Trash, garbage and recyclables are to be disposed of in the enclosed collection areas near each apartment building only. Please sort all of your household waste and dispose of it carefully.

Hazardous and electronic wastes such as household batteries, computer components, solvents, microwave ovens, etc. require special handling and are prohibited from disposal in the enclosed collection areas. Recycling containers are clearly marked — **DO NOT** place food waste, containers with food residue or Styrofoam in the recycling containers. Please collapse all cardboard boxes before placing in recycling containers. Look for the acceptable recycling items guide on the recycling collection container, in the Villager on the student family web site at [universityvillage.berkeley.edu/uv_villager.htm](http://universityvillage.berkeley.edu/uv_villager.htm) or ask your Facility Office for a guide.

To dispose of:
- **used clothing and shoes**, use the green “Clothes Recycling” bins located in the Village
- **mattresses and used furniture**, take them to the City of Berkeley Transfer Station 1201 Second St., Berkeley
- **hazardous materials**, take to periodic hazardous waste collection events and locations posted in The Villager and the “Upcoming Events” list-serve announcement e-mail. These items may also be accepted at the City of Berkeley Transfer Station 1201 Second St., Berkeley.
- For an exhaustive guide on recycling, hazardous waste and “green” living visit: [stopwaste.org/home/index.asp?page=36](http://stopwaste.org/home/index.asp?page=36)
- **computer components and other electronic items**, recycle nearby at the Alameda County Computer Resource Center, 620 Page St. (at Second Street) in Berkeley — web site: [accrc.org](http://accrc.org)

**PARKS, GARDENS, AND GREEN SPACE**

University Village enjoys two common areas with an expanse of green space. The Village Green in the center of the Village includes a playground and picnic facilities. This is the site of Noon Jam music concerts, an annual ice cream social and other activities. The Village Plaza, with an open amphitheater across from the Village Office, is the site for several annual events, including the Health and Wellness Fair. Across from Albany Children’s Center on Red Oak Drive is a picnic area with gaming area and bicycle parking. The Patrick Archie Park, a small park on Monroe Street, is designed for younger children, and is also the site of a teaching garden for children.

**Plants & the Village Landscape**
While we appreciate the beauty of living plants and the value of gardening, due to invasive species release and containment, we must prohibit residents from planting in the Village landscapes except for activities and species approved by the Grounds Department.

Container gardening is permitted on patios and decks only. All planters on decks must be able to contain water with saucers or closed bottoms to prevent rotting the wood or staining concrete walkways. No planters are allowed on ledges, cap rails or window sills due to safety concerns.
The Village Community Gardens
Vegetable and flower garden plots are available in the Village Garden. The plots are currently $20 a year, with garden tools made available for resident use. Inquire at the Office for more information and the current Garden Manager’s contact information. No gardens are allowed in the landscape at University Village. If your children are interested in gardening, there is a children’s teaching garden run by Albany Common Ground Project as a part of Youth Services. See the Program Director in the Village Facility Office for more information.

If your children are interested in gardening or environmental sustainability, please contact the Program Director regarding the Albany Common Ground Project. The project uses the children’s garden as an outdoor classroom.

Property Boundaries
The areas surrounding Family Student Housing complexes are private property. Please respect the property boundaries and our neighbor's privacy.

DECORATING
When you decorate, please follow the guidelines below:
• Do not install any additional locks on doors or windows. (Twist lock is available at your Facility Office for window security.)
• When hanging pictures, use holders that will not leave large holes in the wall.
• Do not apply wallpaper, contact paper, scotch tape or adhesive-backed picture hangers on your walls. Blue painter's tape works well.
• Do not tamper with electrical wiring.
• If you wish to install blinds or shades, contact your Facility Office for approval
• Do not install outdoor antennae.
• Do not paint walls, cabinets, bathtubs or any interior or exterior surfaces and doors.
• Do no make any alterations to the building exterior or interior.

STAIRWAYS & WALKWAYS
• For the safety of your family and other residents, keep walkways clear and clean.
• Fire regulations require all balcony corridors must have a minimum of 36” clearance for emergency egress. Personal items, plants in containers, litter, garbage and flammables must not be left on balconies, sidewalks, stairs, courtyards or lawn areas.
• Barricades are not allowed for blocking balconies. Dangerous items may be removed without prior notification.
• Please be especially careful with garbage. Place all garbage in the dumpsters provided and take advantage of the recycling bins for paper, glass and other recyclable materials.
• Remember, you are responsible for keeping stairways and walkways clean and safe! Nothing may be stored on the stairs.
**MEGAN’S LAW**

Civil Code Section 2079.10a requires all written leases or rental agreements to contain the following:

Notice: The California Department of Justice, sheriff’s departments, police departments serving jurisdictions of 200,000 or more and many other law enforcement authorities maintain for public access a data base of the locations of persons required to register pursuant to paragraph (1) of subdivision (a) of Section 290.4 of the Penal Code. The database is updated on a quarterly basis and is a source of information about the presence of these individuals in any neighborhood. The Department of Justice also maintains a Sex Offender Identification Line through which inquiries about individuals may be made. This is a “900” telephone service. Callers must have specific information about individuals they are checking. Information regarding neighborhoods is not available through the “900” telephone service. The University of California, Berkeley, is providing this notice in compliance with this requirement. This notice is not intended as a statement or implication that any University facility is susceptible to the activities of or has experienced any problems with sex offenders. This notice is only intended to make the law widely known.

If you have concerns, you may call the University of California Police Department (UCPD) at (510) 642-6760. For your information, the Campus Police Department does maintain the information referenced for public viewing.

**APARTMENT SECURITY**

UCPD serves University Village Apartments in Albany (UVA). UCPD works in collaboration with local police in Albany and Berkeley cities respectively. Dialing 911 from any apartment will connect you to the UCPD emergency operator. For cell phone users, dial (510) 642-3333. We recommend getting to know your neighbors and utilizing a neighborhood watch in your building or courtyard. Be sure to lock your doors and windows when you leave your apartment and during nighttime. Report all suspicious behavior or persons to UCPD dispatchers immediately. If you are leaving for an extended period of time, it is a good idea to let your neighbors know so they can watch your apartment.

UVA is an urban environment located three miles northwest of central campus and consists of 974 apartments occupied by students, post docs, visiting scholars, faculty and staff. UVA and its environs are not immune to crime, but your awareness of safety issues, and your proactive efforts to keep yourself and others safe, can make a difference. For more information on safety in the campus community see the UCPD web site: safetycounts.berkeley.edu.

**LIABILITY**

In order to protect yourself from the possibility of losses, it is strongly recommended that you purchase renter’s insurance. The University does not assume any liability for:

- damage or theft of personal property
- personal injury
- loss resulting from negligence by other occupants of the buildings

**PERSONAL PROPERTY**

Operation Identification (ID)

University of California Police Department

1 Sproul Hall, Berkeley (510) 642-4936

The University police department will lend you an engraver so that you can engrave an identifying mark on your valuables. If you are interested in this service, please call the above number.

**RENTERS INSURANCE**

The University does not carry insurance for tenants’ personal property. Personal property insurance or renter’s insurance will protect you in the event of a robbery or fire. Contact an insurance agency for information and rates.

**SAFETY ESCORT SERVICES**

(Only on/near campus — See section on Transportation/University Shuttle Services.)

UCPD provides BEAR WALK (Night Escort) services on campus seven days a week from 6:30 p.m. until 2 a.m., Sunday through Thursday, and 6 p.m. – 3 a.m., Friday and Saturday. Escorts accompany students to or from campus buildings within the boundaries of Parker Street, Cedar Street, Shattuck Avenue and Prospect Way. To request an escort on campus, call (510) 642-9255 (642-WALK).
FIRE SAFETY

Fire Equipment
If you smell smoke in your apartment or experience a small fire, immediately call 911 with your location as you exit the premises. If you are on a cell phone, call (510) 642-3333.

The alarm panels in each building are connected directly to the UC Berkeley Police Department. Local smoke detectors will activate in your apartment when there is sufficient smoke or airborne particulates that set them off. The building alarm will sound when a heat sensor is activated; the building alarm will sound in all apartments of a building. When the building goes into full alarm, residents are required to evacuate and gather away from the building.

The fire alarm pull stations at UVA are located at exterior edges of the East Village buildings and northwest corners of West Village buildings.

Please take a few moments to locate the alarm panels nearest your apartment.

- All kitchens have small fire extinguishers that are inspected at least annually.
- All buildings also have exterior fire extinguishers. Please locate the extinguisher in your building and review the operating instructions.
- Use caution if you attempt to extinguish a fire. If you discharge a fire extinguisher for any reason, call your Facility Office and make a report so it can be recharged.
- Fire extinguishers are not toys. Vandalism or destructive discharge of a fire extinguisher is an offense punishable by sanction through conduct hearings or criminal proceedings. Responsible parties may also be charged for the costs of any cleanup or refilling of extinguishers.
- Each apartment is equipped with a smoke or heat detector. Do not attempt to repair, disconnect, cover up or alter your smoke/heat detector as it is a violation and you will be charged for labor and damages. Report any problems with your smoke detector to your Facility Office immediately, and it will be repaired or replaced without charge if the problem was not the result of tampering.
- Village apartments have indoor sprinkler systems and smoke detectors. Maintenance staff will replace the smoke detector batteries when necessary and as part of an annualized inspection process.

Fire Prevention
Please follow these fire prevention guidelines:

- Do not tamper with, cover or attempt to remove fire alarms or smoke detectors. Call your Facility Office for repairs.
- Do not park gas-powered vehicles in or around apartment buildings, i.e. mopeds.
- Avoid storing flammables (including brooms, mops and rags) near water heaters and room heaters.
- Do not block access to water heater closets or fire extinguishers.
- Do not block access to balconies, stairs, exits or fire escapes.
- Storage or use of ammunition, kerosene, gasoline, naphtha, benzene, propane, or other flammable or explosive materials is STRICTLY PROHIBITED in your apartment or any common area. Do not leave charcoal lighter fluid outside.
- Do not use aluminum foil or plastic wrap on water heaters, stove tops or walls.
- Do not leave your apartment with food cooking or heaters/appliances turned on.
- Do not use extension cords longer than eight feet. Extension cords must not be placed under rugs or in places where someone may trip over them.
- Do not use portable electric heaters in the bathrooms. All electric heaters, heat lamps and sun lamps must be placed away from combustibles and in places where they will not start a fire if they are knocked over.
- Use caution with paper decorations, especially lamp shades which are highly combustible.
- All electrical appliances should bear the label of a qualified testing agency. Most of the products sold in the US are tested by Underwriters Laboratory (UL). Their insignia must appear on the appliance, not just the cord.
- Dispose of any faulty appliances (short-circuits, exposed wiring, cut insulation). These can pose an electrical fire hazard.
- When cleaning, unplug the toaster or other appliances with exposed coils. Holiday electrical decorations must be approved by the Underwriters Laboratory (UL) or another approved testing agency.
- Use barbecues and outdoor cooking equipment only in the designated picnic areas, never in your apartment or on balconies. Barbecues must be at least 25 feet from buildings. Propane-fueled barbecues are not permitted.
- Do not put hot coals in a trash dumpster.
- Above all, use common sense!
SPEED LIMIT
University Police Department
(510) 642-6760
There is a speed limit of 15 mph throughout Family Student Housing complexes. Please obey this rule and remember that there are many children living in Family Student Housing and their safety is everyone's responsibility. If you see a speeding car, please report the license number to the above number. If your property is damaged by a neighbor's vehicle, the University will not cover losses nor be responsible for collecting payment.
community services

CHILD CARE & BABY SITTING
Early Childhood Education Program (ECEP)
2339 Haste Street, Berkeley, CA 94720
(510) 642-1827
This program provides child care for children three months to seven years old. One parent must be a registered UC Berkeley student and the other parent must be working, enrolled in a degree program or seeking employment. Fees are based on a sliding scale set by the State Department of Education, and parents are required to contribute two hours per week to the program. There are seven UC Berkeley Child Care Centers conveniently located on or near the campus in Berkeley. There is a waiting list so you should submit an application six months in advance of enrollment to the UC Berkeley Child Care Program.

Albany Children's Center
800 Red Oak Ave., Albany
(510) 559-6590
This program provides child care for low-income families with children from three years old to third grade. To qualify, both parents must be working, enrolled in a degree-granting educational institution, attending a training program, which will lead to employment or looking for work. Fees are based on a sliding scale set by the State Department of Education. Full fee care is also available. There is a waiting list so you should submit an application six months in advance of enrollment to the Albany Children's Center.

Albany Kid's Corner
1125 Jackson St.
Albany, CA 94706
(510) 524-4926

CAL RENTALS
(510) 642-3644
Web site: calrentals.berkeley.edu
Cal Rentals is the University’s rental housing resource for students, faculty, postdocs, visiting scholars and staff. If you are remaining in the East Bay following your residency in Family Student Housing, Cal Rentals offers comprehensive housing information and online rental listings (with a modest fee for listings access). For more information, contact Cal Rentals.

EQUIPMENT LOAN CENTER
Newly arrived foreign students and visiting scholars are eligible to borrow certain basic items of household goods during their stay for a small fee. The Center is open first, third, and fifth Wednesday from 1 p.m. - 3 p.m. during June, every Wednesday during the summer months from 1 p.m. - 3 p.m., then first and third Wednesdays from 12:30 p.m.-3:30 p.m., from October through March, closed in April for reorganization, and reopens for May.

HOUSEKEEPING EQUIPMENT AVAILABLE FOR RENT
For a small fee residents can rent an extractor, carpet cleaner and/or vacuum cleaner. Check with the Village Facility Office.

THE BEAR PANTRY
This student-designed and run food pantry is close to campus and operates in coordination with the Transfer Re-Entry & Student Parent Center (TRSP) to serve Family Student Housing families. Contact the Village Social Worker for more information at (510) 528-7391.

HEALTH CARE SERVICES
City of Berkeley's Public Health Clinic
830 University Ave, Berkeley (on the corner of Sixth Street)
(510) 981-5350
Web site: ci.berkeley.ca.us/ContentDisplay.aspx?id=3944
This clinic provides several services to the general public. Please call the above number for hours and service information.
Health Care Services (cont.)

- **Immunization Clinic** for adults and children
- **WIC (Women, Infants & Children) Program** providing nutritional counseling and food coupons to qualified pregnant and breast-feeding mothers and their children, from birth to age five
- **TB Skin Test Clinic** for adults and children
- **Family Planning Clinic**
- **HIV Testing Clinic**
- **El Centro**, a health advice clinic for Spanish speakers
- **Sexually Transmitted Infection Clinic**

Alameda County Health Care Service Agency
Alameda County Offices Health Care Services Agency
15400 Foothill Blvd.
San Leandro, CA 94578
(510) 667-3282

Alameda County Health Care Offices are located in downtown Oakland. Residents of University Village may take children to the office, but appointments must be made in advance. Call 1 (888) 604-4636, where you will be pre-screened before being referred to the appropriate office. Physicians provide OBGYN checks, STD and HIV testing, X-rays and dental care at a low cost and on a sliding scale according to income. Appointments need to be scheduled in advance. This agency can also assist you with applying for medical benefits.

Student Health Insurance
Tang Center
2222 Bancroft Way, Berkeley
(510) 642-5700

LAUNDRY FACILITIES

*Family Housing residents at University Village may not install washers or dryers in their apartment.* WEB Services is the vendor for laundry room washers and dryers. Their number is 1 (800) 824-7780 for Monday-Saturday service. Report the machine number when calling. Refunds are provided at the front desk during regular weekday office hours.

University Village
East and West Village apartments contain 28 coin-operated laundry facilities throughout the complex. Laundry facilities are for residents use only. Your laundry rooms are available 24 hours a day, seven days a week. *Please show your neighbors courtesy by removing your laundry promptly. Items left in laundry rooms for longer than two days may be removed and thrown away.*

NEWSLETTER
The *Villager* newsletter is written and distributed by the Resident Advisors at University Village. Articles written by residents are always welcome. If you are interested in assisting with the newsletter, contact a Resident Advisor.

PARKING & VEHICLES
Parking is limited at University Village. Maintenance vehicles have priority parking in all spaces. Occasionally maintenance vehicles must be parked in your assigned space to expedite maintenance repairs. If this happens, please park temporarily in a guest space. Motorcycles and mopeds must be parked on the street.

Parking is assigned by the Facility Office. All University Village apartments have only one assigned parking space. If you own a second vehicle, a trailer or a boat, you must park it outside of University Village. All vehicles must be operational and have current registration tags. Guest spaces are reserved for people visiting University Village. You are subject to a parking ticket if you park in guest spaces. Cars that are illegally parked or left for more than 72 hours in non-reserved spaces will be towed. Washing vehicles and performing vehicle repairs is prohibited at University Village. The storm sewer lines go directly into Cordones and Village creeks, and dirty car wash water, old brake fluid, and used motor oil unnecessarily contaminate storm sewer water runoff into these creeks.

COPY MACHINES
University Village
A coin-operated photocopy machine is located in the Facility Office at University Village for residents’ use. The Village Facility Office also has a fax machine available for residents’ use for a charge; ask at the Office for details.
PUBLIC SCHOOLS
Public, elementary, junior high and high schools are located throughout Berkeley and Albany. If you would like more information about the public schools in your area, please contact one of the district Offices listed below.

Albany Unified School District
904 Talbot Ave., Albany
(510) 558-3750
Web site: ausdk12.org

Berkeley Unified School District
2134 Martin Luther King
Berkeley (510) 644-6348
Web site: berkeleyschools.net

RESIDENTIAL SERVICES
The Residential Services Office for Family Living, in support of the academic mission of the University, has the primary responsibility of providing vital resources, programs and services in support of a healthy community for student families.

Residential Services is overseen by the Program Director, and serves University Village. Residential Services includes the Recreation Department, Youth Services and Family Resource Center, all computing facilities and study centers, and is staffed by a live-in Resident Director, a Village Social Worker, a Residential Services Coordinator, nine Resident Advisors, Albany Common Ground Project staff, Residential Services Volunteer Coordinator, the Computer Center Coordinator and Recreation and Youth Services staff. The Program Director for Residential Services office is in the Village Facility Office and Residential Services offices are on Monroe Street next to the Computer Center.

RECREATION
Campus and University Village Recreation Programs
Recreational Sports Facility (RSF)
2301 Bancroft, Berkeley (510) 643-8038

RSF is a complete sports and fitness center, featuring:
- 6 handball/racquetball courts
- 5 tennis courts
- 50-meter by 25-yard pool
- 440-yard outdoor artificial surface track
- dance studio
- men's and women's locker rooms, assigned lockers, combination locks and towels
- 5 squash courts
- weight room
- 3 gymnasiums for basketball, volleyball, badminton
- 220-yard indoor jogging area and circuit
- atrium lounge area
- martial arts and combative room

Your registration fees give you access to the RSF during the academic year. To use the RSF during the summer, you may purchase a summer membership.

Strawberry Canyon Recreation Area
Centennial Drive, just east of Memorial Stadium, Berkeley (510) 643-6720 (Pool hours and class schedules)
Web site: recsports.berkeley.edu/insidepage.aspx?uid=d763f0d3-9129-4fb3-ae32-88bcaca6d0be

Strawberry Canyon Recreation Area offers swimming pools, a playing field and clubhouse for students, faculty, staff, alumni and members of the Berkeley community. Pools are open year-round for recreational and lap swimming. The clubhouse is also available to rent for weddings, social gatherings and retreats. Swim classes, sports (including fencing, basketball, etc.) and recreation classes are offered for children in the summer.

Village Computer Center
1123 Jackson St., Albany
(510) 559-1813
Web site: universityVillage.berkeley.edu
Email: Villagecomputercentersaffonly@lists.berkeley.edu

The Computer Center, located next to the Community Center at 1123 Jackson St., provides modest computing facilities to residents for academic and recreational purposes. There is a study center in Building 160/Apt 105 and a study center directly adjacent the Village Computer Center. Both allow 24-hour access. Equipment includes both Macintosh and PC's, scanners, printers and software. This hardware and software can be utilized for word processing, printing,
Computer Center (cont.)
email, Internet access, scanning and games. Children and teens have a few hours a week dedicated to their use of the Computer Center. Hours of operation are specified in weekly and monthly flyers posted on bulletin boards in the Village Office and in the center. Brief questions or correspondence via e-mail can be forwarded to the above e-mail address.

Golden Bear Recreation Area
Golden Bear Recreation Area offers a track, a pool and children’s gymnastics classes at Clark Kerr Campus (on Dwight Way at Sports Lane).

University Village
Village Community Café
Community Center 1123 Jackson St., Albany

Village Recreation Program
The University Village Recreation Program
(510) 524-4926
Web site: Villagerecreation.berkeley.edu
mail: uvrec@berkeley.edu

The Village Recreation Program operates at the University Village Community Center and the surrounding baseball and soccer fields as well as outdoor play areas. The Community Center includes a gymnasium with a stage area, art room, small weight training room, one piano practice room, Kids’ Corner Room (designated for the Kids’ Corner after-school program for fourth through fifth grades), the Four Corners Room and the Community Café.

The Recreation Program offers:

Adult Recreation Programs
- basketball
- badminton
- table tennis
- soccer
- weight training

Adult classes for additional fees are also available in:
- yoga
- women’s fitness
- Kojasho Karate
- mat pilates
- samba
- Capoeira

Children’s programs are available at reduced rates to Village residents in:
- gymnastics & basketball
- baseball
- skateboarding
- soccer
- Kojasho Karate
- music lessons
- art
- Capoeira
- academic support

During the summer months, the program offers half-day and full-day summer camps for children. Together with Youth Services, the Recreation Program provides special programming for teens, families and the general public.

Resident Lounge (Crossroads Room)
For reservations call the Facility Office at (510) 526-8505
This room is furnished with sofas and tables to form a comfortable, inviting atmosphere and is available to residents for parties, conferences, and meetings.

Kid’s Corner After-School Program
Village Community Center
(510) 526-7637
Web site: universityvillage.berkeley.edu/fam_corner.htm

Kid’s Corner is an after-school recreation program for children in the fourth and fifth grades. Children participate in activities such as art, crafts, sports and quiet time for homework. Albany Kid’s Corner is located in the Community Center and runs between 1:30 p.m. and 6:30 p.m. on Monday through Friday. Albany Kid’s Corner also sponsors a full-day summer camp. For more information, call the Head Teacher at the above number or visit the above web site.
Family Resource Center (FRC)  
Village Community Center  
(510) 528-4784  
Web site: universityvillage.berkeley.edu/fam_frc.htm

FRC is a free service to Village residents who wish to study in their apartments or use the Academic Center, or use the study center in the Village, while their children enjoy creative activities for three-hour increments, currently Monday through Friday 9 a.m. to noon. Parents must remain in the Village while their children attend FRC. Activities for Kids offered by FRC staff are age appropriate and include, but are not limited to arts and crafts projects, music, storytelling, and game playing. Activities for Kids at FRC are operated on a first-come, first-serve basis.

RESIDENT ADVISORS
Resident Advisors (RAs) are tenants in the Family Student Housing community who serve as the main programming body for outreach, educational, cultural, and social events and programs. Under the supervision of the Resident Director, who also lives on site, RAs serve as liaisons between the Facility Office, staff and student families and the Family Student Housing Assignments Office. RAs are available to assist you in understanding University and Housing regulations and procedures. They are resource persons for mediating disputes, resolving conflicts, providing peer counseling and answering questions on the Terms and Conditions of Occupancy. Throughout the year, the RAs work to make your stay in Family Student Housing an experience of community.

Village Residents’ Association (VRA)
These student-run groups have an annual budget and serve to foster a greater sense of community through programs and services chosen by community participation. The VRA has a rich tradition of worthwhile contributions to family living, and make living conditions as comfortable as possible through community improvement projects. All residents are encouraged to attend the monthly meetings to discuss issues of concern. There are no membership dues. The VRA meets the second Wednesday of each month in the Four Corners Room of the Village Community Center at 7 p.m. with a light dinner served to residents.

Contact information: Village Facility Office will take a message for VRA student board members or an RA can assist you with VRA contact information. (510) 224-8298.

We encourage you to participate in the VRA. It provides a means for residents to express their needs and/or make suggestions to the administration, in addition to making contributions to programming and services.

STORAGE
University Village
West Village apartments have limited internal storage space and East Village apartments have an outside storage closet. Storage containers placed outside are not permitted. Additional storage space is not available.

The University assumes no liability for items stored in the designated storage areas. All items must be removed when you move out or they will discarded according to University policy.

There are a few guidelines you must follow when storing your possessions:

- Mark your name, apartment number and date of storage on each item.
- All of your possessions must fit into your assigned space. Any articles found outside your space or in another resident’s space will be removed.
- You may not store tires, mattresses, explosives or flammable liquids.
- A 16” clearing must be left between store items and the ceiling. There is to be no storage on or strapped to pipes.
- Storage areas are periodically inspected for compliance and violations are cited.
- Please do not leave personal items in walkways, on the balconies or porch areas. Again, flammable items are not permitted and should not be store in walkway, halls or balconies.

TRANSFER RE-ENTRY & STUDENT PARENT CENTER (TRSP)
Cesar Chavez Student Center  
(510) 642-4257  
Web site: reentry.berkeley.edu

The Transfer, Re-Entry and Student Parent Center serves a diverse population of students and is dedicated to providing programs and services in support of academic and personal success of transfer, re-entry, and student parents. As a supportive and inclusive community, the center is committed to increasing student access to and awareness of campus resources and enrichment opportunities. The center also promotes campus and community
Transfer Re-Entry & Student Parent Center (cont.)
engagement and leadership development that enrich and support students’ academic and professional goals. The Transfer, Re-entry and Student Parent Center carries out the University commitment to access and equity for students and plays a key role in campus outreach and recruitment of transfer, re-entry, and student parents through participation in programs and events at Bay Area community colleges.

STUDENT-PARENT PROGRAM
Provides resources for campus resources and enrichment opportunities.
100 Cesar Chavez Student Center, Berkeley (510) 643-5729
Web site: trsp.berkeley.edu/spc.htm

TRANSPORTATION TO CAMPUS
Bicycles
As required by state law, all bicycles must be registered with a local police department. Bicycles may be registered at the Albany, Berkeley or University police stations. Rules and regulations for bicycling on campus may also be obtained from the University Police Department. Berkeley TRIP has information on routes and safety for bicycling in the Bay Area, call (510) 643-7665. Bikes not registered or which appear to be abandoned may be removed.

Mopeds and Motorcycles
Motorized cycles (or scooters) without pedals are regulated by the same rules that apply to motorcycles. Motorcycles and scooters must be parked at least 10 feet away from buildings in areas designated MC zones in campus housing lots. Do not park near buildings. There is limited motorcycle parking on Berkeley city streets. To obtain a motorcycle permit, contact the Parking and Transportation Office. In the Village, motorcycles must park on the street.

PUBLIC TRANSPORTATION
AC Transit Bus Service
Web site: actransit.org

Convenient transportation between University Village and the campus is provided by AC Transit bus service. Bus #52L connects University Village directly with the campus, serving passengers in 15-minute intervals. With an updated transit sticker, your student ID card allows you free rides.

BART (Bay Area Rapid Transit)
(510) 643-7701
Web site: pt.berkeley.edu

BART serves the Bay Area and offers convenient transportation to San Francisco. University Village residents are closest to the North Berkeley BART station. UC Berkeley’s Parking and Transportation department provides commute alternative services for students through their Customer Support Services Office at 2150 Kittredge St. between Shattuck and Fulton streets, one block from Bancroft. The customer service lobby is on the first floor. Lobby hours of operation are Monday through Friday, 7:30 a.m. to 4 p.m.

University Shuttle Service
Transit Operation (510) 642-5149
Web site: pt.berkeley.edu/around/transit/routes

The University operates shuttle service around central campus and Berkeley BART.
- The Perimeter route travels clockwise around the University starting at the Berkeley BART station and running every eight minutes from 6:45 a.m. until 9 p.m.
- The Hill route leaves from the Hearst Mining Circle and travels to the Botanical Garden and the Lawrence Hall of Science twice an hour from 7:45 p.m. until 8:30 p.m. For more information about shuttle service, call Transit Operations at (510) 642-5149.

University Shuttle Service (cont.)
- Bear Walk and Night Safety Shuttles serve the campus areas and residence halls during the Fall and Spring semesters from dusk (7:30 p.m. during daylight savings time) until 2 a.m. Areas of service are specific and do not include Family Housing sites. Please visit your Family Housing site to become familiar with areas of service and instructions. You can reach Bear Walk at (510) 642-9255. You may also want to become familiar with Call CAL B-SAFE at (510) 64B-SAFE or (510) 642-7233 for more information.
**Carpools and Vanpools**
Carpooling is a less expensive method of commuting to campus and helps to alleviate traffic congestion. If you carpool, you may park in designated carpooling spaces (reserved until 10 a.m.).

**There are three kinds of student parking permits available.**

**Student Fee Lots**
Parking and Alternative Transportation (510) 643-7701
Web site: pt.berkeley.edu
For more information, please contact the above number.

**Commuter Parking Permit**
Parking and Transportation
(510) 642-4283
Web site: pt.berkeley.edu
If you live two miles or more from campus, you are eligible for a commuter permit which allows you to park in the student lots adjacent to campus.

**Satellite Lot Parking Permit**
Parking and Transportation
(510) 642-4283
Web site: pt.berkeley.edu
The Satellite Lot Parking Permit enables you to park in the Botanical Garden lot on Centennial Drive and take the UC shuttle bus to campus. For more information, please contact the above number.

**COMMUNITY RESPONSIBILITIES**

**Complaints**
If you have a question about a Family Student Housing policy and/or the implementation of a policy on facilities, please address your concerns to the on-site Manager. Complaints about staff should also be directed to the Manager. If you do not receive a satisfactory response, you may then register a written complaint. If you would like to file an unresolved complaint about facilities, please address them to:

**University of California, Berkeley**
Director of Housing Operations, Maintenance and Environment
2610 Channing Way, Berkeley, CA 94720-2272

Unresolved written complaints about policies or staff should be addressed to:

**University of California, Berkeley**
Executive Director, Residential and Housing Services
2610 Channing Way, Berkeley, CA 94720-2272

**Children**
You are responsible for your children's actions and their supervision (see Section 16 of your rental agreement). Never leave underage children unattended in your apartment or on the grounds.

**Guests**
Overnight guests are permitted. However, you are responsible for the actions of your guests, as well as other family members staying with you. If a guest is staying with you for more than two weeks, you must notify the Family Student Housing Assignments Office immediately. Guests locked out of your apartment will not be let in unless your Facility Office has your advance written permission. You may obtain permission for guests to have access to your apartment by filling out a form at your Facility Office.

**Noise**
Noise is often a concern in Family Student Housing because the apartments are in close proximity and there are many children. Please be aware of your noise level, especially music, and be considerate of your neighbors. If you live in an upstairs apartment, carpet on the floor will help to cut down on noise for your downstairs neighbor.

Quiet hours have been established between the hours of 10 p.m. and 8 a.m. on weekdays and midnight to 8 a.m. on weekends. If a neighbor does not observe the quiet hours, please contact the person directly and diplomatically request for them to lower the noise level. If the noise continues or you feel uncomfortable with the situation, call a Resident Advisor for assistance.
BERKELEY CAMPUS CODE OF STUDENT CONDUCT

The Berkeley Campus Code of Student Conduct provides guidance to students of the University on acceptable behavior within the University community. The Code is available for review in its entirety at: students.berkeley.edu/osl/sja.asp. You can view the code of student conduct at sa.berkeley.edu/code-of-conduct. Copies can also be picked up at Center for Student Conduct and Community Standards at 2536 Channing Way, Bldg. E.

The University Code Section 102.07 encompasses the Residential Conduct Code as outlined in this handbook. If you live in our residential community you are subject to both the Campus Code of Conduct and the Family Housing Conduct Code. Please read through the following information and refer back to it if necessary in the future.

The following is Section V: Grounds for Discipline of the Berkeley Campus Code of Student Conduct. This section identifies the types of student conduct prohibited by the University. Violation or attempted violation of these policies by yourself, your dependents or your guests can affect your student status at the University.

102.01 Academic Dishonesty
All forms of academic misconduct including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty.

102.02 Other Dishonesty
Other forms of dishonesty including but not limited to fabricating information, bribery, furnishing false information, or reporting a false emergency to the University.

102.03 Forgery
 Forgery, alteration, or misuse of any University document, record, key, electronic device, or identification.

102.04 Theft
Theft of, conversion of, destruction of, or damage to any property of the University, or any property of others while on University premises, or possession of any property when the student had knowledge or reasonably should have had knowledge that it was stolen.

102.05 Electronic Resources Theft or abuse of University computers and other University electronic resources such as computer and electronic communications facilities, systems, and services. Abuses include (but are not limited to) unauthorized entry, use, transfer, or tampering with the communications of others, and interference with the work of others and with the operation of computer and electronic communications facilities, systems, and services. Use of University computer and electronic communications facilities, systems, or services that violates other University policies or campus regulations.

102.06 Unauthorized Conduct
Unauthorized entry to, possession of, receipt of, or use of any University services; equipment; resources; or properties, including the University’s name, insignia, or seal.

102.07 University Housing
Violation of policies, regulations, or rules governing University-owned, -operated, or -leased housing facilities or other housing facilities located on University property.

102.08 Physical Abuse
Physical abuse including but not limited to rape, sexual assault, sex offenses, and other physical assault; threats of violence; or other conduct that threatens the health or safety of any person. (See Berkeley Campus Student Policy and Procedures Regarding Sexual Assault and Rape or the Berkeley Campus Policy on Sexual Harassment and Complaint Resolution Procedures for further information).

102.09 Sexual Harassment
Sexual harassment, as defined in University policy (see Section 160.00 UCOP Policy on Sexual Harassment and Complaint Resolution Procedures). Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature constitute sexual harassment when:

• A student who is also an employee of the University makes submission to such conduct, either explicitly or implicitly, a term or condition of instruction, employment, or participation in other University activity over which the student has control by virtue of his or her University employment; or
102.09 Sexual Harassment (cont.)

- A student who is also an employee of the University makes submission to or rejection of such conduct a basis for evaluation in making academic or personnel decisions affecting an individual, when the student has control over such decisions by virtue of his or her University employment; or
- Such conduct by any student has the purpose or effect of creating a hostile and intimidating environment sufficiently severe or pervasive to substantially impair a reasonable person's participation in University programs or activities, or use of University facilities.

In determining whether the alleged conduct constitutes sexual harassment, consideration will be given to the record of the incident as a whole and to the totality of the circumstances, including the location of the incident and the context in which the alleged incidents occurred. In general, a charge of harassing conduct can be addressed under these Policies only when the University can reasonably be expected to have some degree of control over the alleged harasser and over the environment in which the conduct occurred.

102.10 Stalking

Stalking behavior in which a student repeatedly engages in a course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; where the threat is reasonably determined by the University to seriously alarm, torment, or terrorize the person; and where the threat is additionally determined by the University to serve no legitimate purpose.

102.11 Harassment

Harassment by a student of any person. For the purposes of these policies, ‘harassment’: (a) is the use, display, or other demonstration of words, gestures, imagery, or physical materials, or the engagement in any form of bodily conduct, on the basis of race, color, national or ethnic origin, alienage, sex, religion, age, sexual orientation, or physical or mental disability, that has the effect of creating a hostile and intimidating environment sufficiently severe or pervasive to substantially impair a reasonable person's participation in University programs or activities, or use of University facilities; (b) must target a specific person or persons; and (c) must be addressed directly to that person or persons. Prior to applying this provision of policy to any student conduct, the campus is required to consult with the Office of General Counsel regarding its proper interpretation and application in light of the specific circumstances.

102.12 Hazing

Participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace resulting in psychological harm to any student or other person. (See Statement on Hazing for further information).

102.13 Obstruction of University Activities

Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities.

102.14 Disorderly Conduct or Lewd Conduct

102.15 Disturbing the Peace

Participation in a disturbance of the peace or unlawful assembly. (See Berkeley Campus Regulations Implementing University Policies for further information).

102.16 Failure to Comply

Failure to identify oneself to, or comply with the directions of, a University official or other public official acting in the performance of his or her duties while on University property or at official University functions; or resisting or obstructing such University or other public officials in the performance of or the attempt to perform their duties.

102.17 Controlled Substances

Unlawful manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in federal and state law or regulations.

102.18 Alcohol

Manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of alcohol that is unlawful or otherwise prohibited by, or not in compliance with, University policy or campus regulations.

102.19 Destructive Devices

Possession, use, storage, or manufacture of explosives, firebombs, or other destructive devices.
102.20 Weapons
Possession, use, storage or manufacture of a firearm or other weapon.

102.21 Disciplinary Actions
Violation of the conditions contained in the terms of a disciplinary action imposed under this Code or campus regulations.

102.22 Notice of Emergency Suspension
Violation of the conditions contained in a written Notice of Emergency Suspension issued pursuant to Appendix II ("Emergency Suspension") of this Code or violation of orders issued during a declared state of emergency (see University Policy section 52.00).

102.23 Course Materials
Selling, preparing, or distributing for any commercial purpose course lecture notes or video or audio recordings of any course unless authorized by the University in advance and explicitly permitted by the course instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a student is a violation of these Policies whether or not it was the student or someone else who prepared the notes or recordings.

Copying for any commercial purpose handouts, readers or other course materials provided by an instructor as part of a University of California course unless authorized by the University in advance and explicitly permitted by the course instructor or the copyright holder in writing (if the instructor is not the copyright holder).

102.24 Camping or Lodging
Camping or lodging on University property other than in authorized facilities.

102.25 Other Policies or Regulations
Violation of any other University policy or campus regulation
RESIDENTIAL CONDUCT CODE
University Code Section 102.07 encompasses the Residential Conduct Code
In addition to the University Policies and Regulations, residential community members are also responsible for adhering to Residential Conduct Code. The Department of Residential and Student Service Programs has been granted authority by Campus Life and Leadership to adjudicate violations of the Residential Conduct Code as outlined in this Guide. Residents are accountable for adhering to Residential Conduct Code within all of the property of the University of California deemed as residential living facilities, including residence halls, apartments, dining commons, academic centers, unit administrative buildings, and contiguous areas, unless otherwise noted in a specific policy. The following information outlines actions that are prohibited. Some regulations listed include clarifying information or examples of prohibited acts. This information is marked with an asterisk. This additional information is not meant to be an exhaustive list of examples or an all-inclusive explanation. This information is provided for clarification purposes only. Some regulations are deleted because they do not apply to Family Housing areas.

2011-2012 RESIDENTIAL CONDUCT CODE
The following information outlines actions that are prohibited:

1. Alcohol
   Students/Guests under 21
   A. Possession of alcohol by persons under the age of 21.
   B. Persons under the age of 21 being in the company of persons who possess or are consuming alcohol. (This regulation does not apply to minors in the company of their parent or guardian while living in Family Housing.)

   Students/Guests 21 or over
   C. Possession of alcohol in public areas. *Public areas include, but are not limited to: apartment common areas lounges, corridors, stairwells, courtyards, Academic Services Centers and common study space.
   D. Transportation of alcohol in visible and/or open containers.
   E. Consuming alcohol in the company of persons under 21 years old. (This regulation does not apply to minors in the company of their parent or guardian while living in Family Housing.)
   F. Possession of bulk quantities of alcohol. *Bulk is defined as any amount of alcohol that is unreasonable for the individuals present to consume in a single sitting, including kegs or commercial size containers.

   All Students/Guests
   G. Inability to exercise care for one's own safety or the safety of others due in whole or in part to alcohol consumption. *Examples include use resulting in a need for medical attention, inability to function without assistance, unconsciousness, incoherent or disoriented behavior, and/or loss of control of bodily functions.
   H. Violating any other policy while under the influence of alcohol.
   I. Distribution of alcohol to persons under 21 years of age.
   J. Manufacturing of any alcoholic beverage.

2. Does Not Apply to Family Student Housing

3. Controlled Substances
   A. Possession, use, manufacture, sale, distribution, or consumption of illegal and/or dangerous drugs, including paraphernalia containing controlled substances or residue of controlled substances.
   B. Violation of any other policy while under the influence of a controlled substance.
   C. The inability to exercise care for one's own safety or the safety of others due in whole or in part to being under the influence of a controlled substance. *Examples include use resulting in a need for medical attention, inability to function without assistance, unconsciousness, incoherent or disoriented behavior, and/or loss of control of bodily functions.

4. Smoking
   A. Smoking in the residential facilities or within twenty-five feet of an entrance, exit, operable window, or designated children's play area. *This restriction includes smoking on balconies, entrance steps, wooden stages, entrance landings, decks, porches, interior stairwells, fire escapes and entrance access ramps, unless the area is specifically designated as a smoking area.

5. Threat to Health and Safety
   A. Participation in activities or disturbances that threaten the health and safety of yourself or others.
6. Vandalism/Damage
A. Vandalizing or damaging residential facilities. *Examples include misuse of individual or common area furnishings, dumping of excessive personal trash in common areas/bathroom receptacles, damaging grounds, removal of signs or excessive mess.

7. Fire Safety
A. Failure to evacuate the building immediately upon the sound of an alarm or to follow specific evacuation and safety procedures.
B. Misusing or tampering with fire safety equipment. *Examples include removal of doors, door closures, exit signs, smoke detectors, or fire extinguishers.
C. Exceeding designated fire code capacity of a residential room.

8. Fire Hazards/Appliances
A. Possession of explosives or flammable substances. *Examples include firecrackers, flammable liquids such as lamp oil, propane, gasoline, lighter fluid, or other chemicals that are toxic or explosive in nature.
B. Possession and/or use of candles in the residential facilities.
C. Use of any object that creates an open flame in the residential facilities, including the balconies and entryways to the buildings. *Examples include candles, incense, matches, lighters, charcoal, hookahs, and flame starters.
D. Use of unapproved appliances.
E. Possession and use of barbecues exceeding stated restrictions *Barbecues 150-square inches or smaller may be stored, but not used, within the residential facilities, unless otherwise authorized.
F. Unapproved cookouts in and around the residential facilities.
G. Halogen lamps in any residential Facility
H. Decorative lights: the use of a decorative string or strings of lights in or around residential facilities.

9. Guests
A. Failure to take immediate and appropriate action to prevent or to stop a violation by a guest. *Appropriate action may include verbally informing the guest of community standards or calling the RA on Duty. If a violation of policy takes place by a guest in your apartment, the resident(s) of that apartment can be held responsible for the guest’s violation under this policy. If a resident admits someone in, that resident will be responsible for that guest’s actions throughout the facilities, whether or not the resident is present. This regulation applies to the family members of the resident, including children. The Resident is responsible for assuring appropriate supervision of their children at all times and is fiscally responsible for any damages caused by children, family members or guests.
B. Having overnight guests for more then two weeks without approval. No guest can stay for more than a two–week period without approval of a Residential staff member. *Policies about guests exist because guests can be an inconvenience to other residents and constitute an additional burden on residential facilities. Guests must comply with the guidelines set forth in this manual.
C. Persons who have been evicted from the residences for any reason returning as guests following eviction. *Guests involved in a violation are required to leave the building if requested to do so by the residential staff member attending to the situation. Incident reports for residents will be managed in the Residential Conduct system and those for non-resident students accused of violating residential policies can be forwarded to the Center for Student Conduct and Community Standards (CSCCS) for review.

10. Sexual offenses of any nature, including, but not limited to, sexual harassment, sexual assault, and rape *See also: Code of Student Conduct (sa.berkeley.edu/code-of-conduct), The Berkeley Campus Student Policy and Procedures Regarding Sexual Assault And Rape (ccac.berkeley.edu/assault.shtml), Berkeley Campus Policy on Sexual Harassment (ccac.berkeley.edu/policies.shtml).

11. Verbal abuse, threats, intimidation, harassment and/or coercion

12. Physical abuse, assault, threats, intimidation, harassment and/or coercion that threatens the health or safety of any person including the resident’s family members

13. Disorderly and/or lewd conduct including hazing and pranks
A. Disorderly Conduct — behavior that disrupts or interferes with the orderly functions of the university. *See also: The Code of Student Conduct, Statement on Hazing (uga.berkeley.edu/uga/hazing.stm).
B. Lewd/Obscene Conduct — lewd or indecent behavior. *Examples include, but are not limited to voyeurism, public urination/defecation, public exposure of private body parts, etc.
14. Behavior and/or conduct that obstructs, disrupts, and/or verbally and/or physically harasses University staff members
   A. Obstructive/disruptive behavior *May include failure to comply with directives of a staff member such as opening room doors or failing to produce proper identification.
   B. Verbal harassment of staff *May include verbal statements that intimidate, harass or coerce a staff member or interfere with the performance of his/her work, or threaten bodily harm. Harassment may occur through a telephone, written materials, electronic communication devices, or visible objects.
   C. Physical harassment of staff *May include physical interference with a staff member’s ability to participate fully in the residential community or perform his/her university job functions. This includes physical assault and intended or completed actions resulting in physical or emotional harm.

15. Dishonesty or knowingly furnishing false information or identification to a University residential staff member
   *Examples include furnishing false information for the purpose of gaining unauthorized access into a residential facility, dining facility or sponsored event, or to gain use of restricted equipment.

16. Throwing, dropping, or projecting objects or substances off of, out of or into residential facilities. *Examples include keys, food, garbage, and water balloons.

17. Noise
   A. Unreasonable noise in and around residential facilities that disrupts or potentially disrupts residents or neighboring community members at any time. *During Quiet Hours, unreasonable noise is noise that can be heard outside of a room/common area, or noise that could travel into another room/common area.
   B. Use of amplified sound, subwoofers or musical instruments that violate Quiet or Courtesy Hours.
   C. Use of amplified sound in outdoor areas without a permit.

18. Possession of weapons, firearms, or dangerous instruments, with or without a permit, within all residential facilities. *This includes use or possession of items including but not limited to: BB guns, paintball guns, pellet guns, tasers, knives with a blade over 2.5 inches in length, swords, nunchucks, bows, spears and axes/hatchets. Similar items used for decorative purposes or rendered inoperable are included in this restriction.

19. Theft or unauthorized use of personal or University property, equipment or resources within the residential facilities *This includes misuse of equipment involving computing, networking, or information resources or removal of equipment/furniture from common areas.

20. Pets
   A. Having pets, other than hamsters, mice and birds in indoor cages or fish in tanks not exceeding 20 gallons. *See the Procedure for Requesting an Exception to the Residential Pet Policy for a Service Animal if you need a service animal as an accommodation for disability.

21. Posting or solicitation in violation of Residential Policies *Examples of improper posting or solicitation include posting without approval, posting in undesignated areas, unapproved commercial or non-commercial solicitation, including door-to-door solicitation.

22. Use of any University resources (room, common space, computers, internet connections, University name, logo, seal, etc.) for any for profit activity *Examples include door-to-door solicitation, mail-order business, and any services commercial in nature or provided for profit.

23. Failure to comply with sanctions *Failure to comply with terms of sanctions imposed as a result of conduct action is a separate violation of policy.

24. Trespass
   A. Entering any private room or normally locked building or common area without following security procedures or obtaining appropriate permission. *This includes, but is not limited to entering suite areas and bathrooms without resident’s permission or failing to swipe in at the Security Monitor booth. This policy does not apply to hall staff in performance of official duties.

25. Does not apply to Family Housing

26. Does not apply to Family Housing
27. Excessive Lockouts between 5 p.m. and 8 a.m.
A. Each resident is given 3 (three) after business hours courtesy lockouts per semester. Additional lockouts are considered excessive and will be a violation of policy.

28. Gambling
A. All gambling prohibited in the State of California is prohibited in all Residential Facilities. *For example, any person who is involved in any game or any banking or percentage scheme for money, checks, credit or other representation of value, including games played with cards, dice or through online betting options. Any type of activity or game is to be planned for the purpose of play only. Participants can not be awarded with money, prizes or the ability to access things of value based on their play. Approved student organizations can request a one-time donation for entrance or charge a one-time admission fee provided the funds go to a recognized student group or charity. There is to be no option for individuals to pay or donate additional funds to continue participation or earn more opportunities to win in a game.

FACILITIES REGULATIONS
29. Unapproved Appliances/Furniture *Please see your contractual agreement for furniture and appliance restrictions for your facility. Installing air conditioners, dishwashers, or any other restricted appliance in any apartment is prohibited. Possessing pianos and other restricted heavy furniture or appliances (e.g., freezers) in second- or third-story apartments is prohibited. While pianos are allowed in first floor apartments, playing them is strictly subject to compliance with noise policies outlined above. The University provides a working refrigerator so additional installation of refrigerators is prohibited.

30. Possession, duplication, or misuse of room keys, master keys, or electronic key cards without University authorization *For example, loaning your keys to any other person at any time is prohibited.

31. Tampering with elevators *Examples include removing button plates, pulling doors open and shut, tampering with wiring or lighting, jumping up and down in the elevator, and pushing the alarm bell unnecessarily.

32. Entering or accessing restricted areas *Examples include unauthorized opening of emergency exit doors, fire escape doors, attic/roof access doors, and/or unauthorized presence on rooftops, ledges, seismic bracing, fire escapes, attic space, emergency exits, or areas marked or known to be restricted access in any residential facility or construction area.

33. Using windows for entrance or exit during non-emergency situations or tampering with or removing windows, window screens, window stops, and security screens

34. Operation of or parking of motorcycles, mopeds, and other motorized vehicles in or around residential facilities

35. Unauthorized storage of bicycles *Bicycles must be stored in student rooms, bike racks, or bike storage sheds only.

DINING REGULATIONS (The following regulations apply if you or a family member have a meal plan for campus facilities.)

36. Removal of food/beverages *Removal of any food or beverage other than a dessert or a to-go meal from the dining commons will be considered theft and addressed through the residential conduct process. Please also note that removal of any item from the Den, Bear Market, Golden Bear, The Pro Shop, Terrace Café, Pat Brown's Grill or Ramona's Café is considered theft and is subject to legal redress and campus conduct processes.

37. Shirts and shoes *Shirts and shoes are required while in the dining commons.

38. Disturbances in the dining commons including, but not limited to, using roller blades, skateboards, bikes, fighting, throwing food or destroying property

39. Bringing unauthorized guests into the dining commons

40. Removal of equipment including, but not limited to, dishes, cups, flatware, and trays

COMPUTER REGULATIONS
For more information on Computer Regulations, see Residential Computing's Appropriate Use Policies at rescomp.berkeley.edu/about/policies and the campus Computer Use Policy at technology.berkeley.edu/policy/usepolicy.html.
41. **Failing to register for your connection** *Every computing device ('computer') that connects to the residential network must be properly registered with Residential Computing and be properly configured for the network.

42. **Failing to protect the privacy of your accounts** *Do not ever release your personal account information to friends, relatives, roommates, etc. Likewise, do not ever use a computer account that you are not authorized to use or obtain a password for a computer account not assigned to you.

43. **Failing to ensure the security and integrity of your computer system** *Your computer must meet the campus Minimum Security Standards for Networked Devices, including but not limited to installing up-to-date security patches, setting strong administrator passwords, installing and keeping antivirus software up-to-date, running a personal firewall, and disabling unnecessary services such as DDNS.

44. **Violating terms of copyright laws** Illegally reproducing and/or sharing of any material including, but not limited to, music files, software, and video without the explicit permission of the copyright holder.

45. **Consuming excess network bandwidth** *"Excess" is use of more than 8GB of bandwidth per week. Please see rescomp.berkeley.edu for additional information.

46. **Using electronic mail to harass others**

47. **Using the campus network to gain unauthorized access to any computer systems or accounts**

48. **Attempting to bypass security systems**

49. **Knowingly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks**

50. **Using the University network for commercial purposes or monetary gain**

51. **Deliberately wasting computer resources**, failing to comply with ResComp instructions for properly configuring equipment, or repeatedly engaging in activities that generate complaints to ResComp *This includes sending or forwarding chain letters or unsolicited mail.

52. **Masking the identity of an account or machine; assuming the identity of another network user without their permission**

53. **Posting materials that violate existing laws or the University's codes of conduct**

54. **Attempting to monitor or tamper with another resident's electronic communications, or reading, copying, changing, or deleting another resident's files or software without the explicit agreement of the owner**

55. **Modifying network or cable wiring**

56. **Using IP addresses not specifically assigned by ResComp**

57. **Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network.** *This includes, but is not limited to programs known as computer viruses, Trojan horses, and worms.

58. **Connecting DHCP servers to the public network**

59. **Maliciously using tools designed to check for computer system or network security vulnerabilities (commonly known as port scanning)**

60. **Configuring or connecting equipment in such a way as to create a loop in the network**

61. **Initiating or allowing the occurrence of a level of network activity that causes serious degradation in the performance of the network**
Advocacy Resources

There are many campus advocacy resources available to students at the University of California, Berkeley. These services include the Student Advocate Office, the Ombudsperson for students, and Student Legal Services. These services are not available to non-students. Both student and non-student residents have the right to consult representatives of their resident government organization or seek the assistance of other campus or community resources.

Hearing Officers Family Student Housing

At University Village, any report of violation of policy by students, non-student residents, or guests is reported to the Resident Director, who will act as the Hearing Officer. If you feel that the Hearing Officer assigned to you is biased, the Executive Director of Residential and Housing Services may assign a different Hearing Officer.

Procedural Guidelines Family Student Housing

The following procedural guidelines apply when a case is adjudicated by Family Student Housing. It is your responsibility to be aware of the rights contained within these guidelines. Residents accused of violating Family Student Housing Conduct Policies or the University Code of Student Conduct are ensured certain procedural rights. This publication outlines the procedural rights under the Family Student Housing Conduct Policies.

The University Code of Student Conduct contains a separate set of procedural rights. Under Family Student Housing Conduct Procedures, the following procedures apply:

An Incident Report may be written by anyone involved in the incident, including Student Family Housing staff who are made aware of the incident. Under normal circumstances, the incident report is delivered to the appropriate Hearing Officer within seven business days of the incident.

Notice to Appear

After receiving the Incident Report, the Hearing Officer sends a Notice to Appear, which includes notification of the policies violated, a brief description of the event, and a timeline for a hearing. The Notice to Appear is normally sent within 10 business days of receiving the incident report. In the letter, the Hearing Officer will set a hearing time, and the resident will have three business days to change the date if needed. The Notice to Appear will be sent via e-mail.

Hearing

The Hearing Officer will generally conduct a hearing within 10 business days of the date of the Notice to Appear. The hearing consists of a meeting between the Hearing Officer and the accused resident. The resident may have an advisor, who can only address the resident and not the Hearing Officer. During the hearing, the Hearing Officer will discuss the incident in order to establish responsibility, as well as appropriate sanctions as applicable.

The Hearing Officer will consider documentary evidence and oral testimony relevant to the resident's case only when the person(s) providing that evidence or testimony can be made available for questioning at a hearing. An exception to this may occur if the Hearing Officer determines that it is unreasonable or impossible to enforce this requirement.

Finding of Responsibility/Applicable Sanctions

Under normal circumstances, within five business days of the hearing, the Hearing Officer sends out a decision letter. In the decision letter, the Hearing Officer can find the resident not responsible, give the resident a warning, give the resident a warning with judicial action, put the resident on Housing probation, or recommend eviction from the University apartment. The Executive Director for Residential and Housing Services reviews and makes decisions on all recommendations for exclusion. Should the Hearing Officer give sanctions, such sanctions only affect housing status and not student status.
Appeal
If the resident chooses to appeal the decision, such an appeal must be made within five business days of the date of the decision letter. The appeal letter must be submitted in writing to the Executive Director of Residential and Housing Services. See the Telephone Directory in this guide for the appropriate numbers. The written appeal must cite specific reasons for a reconsideration of the decision. The right to appeal the decision is limited and may be based only on:

- the grounds that procedural error(s) occurred at the hearing which unfairly affected the outcome of the case,
- compelling new evidence, relevant to the outcome of the case, was discovered and was demonstrably not available at the time of the hearing. In the case of new evidence the Appellate Officer may refer the case back to the original Hearing Officer or hearing body for reconsideration, and/or
- specific conditions exist that provide good cause for reconsidering your case. This can include unduly harsh sanctions or demonstrated bias against you during the conduct process. The appeal decision by the Appeals Officer is final.

Resident’s Rights
As a resident, you have certain rights during the conduct process. These rights include the following:

- You have the right not to appear at your judicial hearing. Should you choose not to attend, a hearing will be held in your absence and a decision will be made without your input.
- You may choose to have an advisor at the hearing. You do not have to notify the Hearing Officer ahead of time if you choose to bring an advisor. Your advisor may not directly address the Hearing Officer, but may address you.
- A finding of responsibility will be based on a preponderance of the evidence.
- You have a right to a copy of the incident report. Your copy will be redacted, in order to respect the privacy rights of others involved.
- You may provide your own written documentation of the incident, in addition to your verbal account.
- In cases where more than one student or resident is alleged to be responsible for a violation of these regulations, the Hearing Officer may request that a single consolidated hearing be conducted to review and determine the matter(s) pertaining to those students or residents. However, you retain the right to have your case heard individually.
- You have the right to appeal, and such appeal must be made in writing within five business days of the date of the decision letter.
- The report by the Hearing Officer shall constitute the written record of the hearing and shall be kept on file at the Family Student Housing Office for five years. All disciplinary proceedings under these regulations shall be closed to the public. All disciplinary records compiled under these regulations are subject to all applicable laws and regulations governing the privacy and disclosures of student records.

Student Conduct Referrals Center for Student Conduct & Community Standards (Student Conduct)
Behavior that seriously disrupts the normal functioning of Family Student Housing or that threatens the health and safety of the community will be referred to Student Conduct for adjudication. Cases that are adjudicated by Student Conduct can affect a student’s status at the University. Thus, only cases where a student resident is accused of violating campus policy will be referred. Cases involving non-student residents will always be adjudicated through the Family Student Housing Office. A case that is adjudicated by Student Conduct is done so in lieu of formal conduct proceedings by the Family Student Housing Office. However, the Family Student Housing Office reserves the right to terminate a rental agreement (Notice to Quit) regardless of where the conduct process occurs. Information about a student’s rights in Student Conduct proceedings is available at the Office of Student Conduct Office in Sproul Hall. Student Conduct will hold students responsible for the actions of other non-students residents and guests in their apartments. Students who violate University policies may receive any of the following sanctions: warning, loss of privileges, exclusion, suspension, or dismissal from the University.
# Phone Numbers

## Family Student Housing

<table>
<thead>
<tr>
<th>Housing</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Assignments Office</td>
<td>(510) 642-4109</td>
</tr>
<tr>
<td>Housing Cashiers</td>
<td>(510) 642-1524</td>
</tr>
<tr>
<td>Residential and Housing Services</td>
<td>(510) 642-3213</td>
</tr>
<tr>
<td>University Village</td>
<td></td>
</tr>
<tr>
<td>Facility Office</td>
<td>(510) 526-8505</td>
</tr>
<tr>
<td>Recreation Program Office</td>
<td>(510) 524-4926</td>
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See back of the monthly Villager newsletter in the Village or online at [universityvillage.berkeley.edu](http://universityvillage.berkeley.edu) for Family Housing contact information.

## Campus

<table>
<thead>
<tr>
<th>Campus</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Career &amp; Graduate School Services</td>
<td>(510) 642-1716</td>
</tr>
<tr>
<td>Child Care Services, 2537 Haste Street</td>
<td>(510) 642-1827</td>
</tr>
<tr>
<td>Disabled Students Program, 230 Cesar Chavez</td>
<td>(510) 642-1827</td>
</tr>
<tr>
<td>Financial Aid Office Undergraduate/Graduate</td>
<td>(510) 642-6642</td>
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<tr>
<td>Billing Services</td>
<td>(510) 642-3190</td>
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<tr>
<td>Parking Services</td>
<td>(510) 642-4283</td>
</tr>
<tr>
<td>Recreational Sports, RSF General Information</td>
<td>(510) 642-7796</td>
</tr>
<tr>
<td>Strawberry Canyon</td>
<td>(510) 643-6720</td>
</tr>
<tr>
<td>Re-Entry Program</td>
<td>(510) 643-8070</td>
</tr>
<tr>
<td>Student Activities &amp; Services, 102 Sproul Hall</td>
<td>(510) 642-5171</td>
</tr>
<tr>
<td>Student Parent Project</td>
<td>(510) 643-9758</td>
</tr>
<tr>
<td>Student Legal Services</td>
<td>(510) 642-5171</td>
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## Emergency

<table>
<thead>
<tr>
<th>Emergency</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>University Police Department Emergency (on campus)</td>
<td>9-911</td>
</tr>
<tr>
<td>Emergency from cell phone</td>
<td>(510) 642-3333</td>
</tr>
<tr>
<td>Non-emergency</td>
<td>(510) 642-6760</td>
</tr>
<tr>
<td>Crime Prevention</td>
<td>(510) 642-3186</td>
</tr>
<tr>
<td>Emergency Preparedness</td>
<td>(510) 643-9255</td>
</tr>
<tr>
<td>Lost &amp; Found</td>
<td>(510) 642-4936</td>
</tr>
<tr>
<td>Night Escort Service</td>
<td>(510) 642-9255</td>
</tr>
<tr>
<td>City of Albany: Emergency</td>
<td>911</td>
</tr>
<tr>
<td>City of Albany: Non-Emergency</td>
<td>(510) 525-7300</td>
</tr>
<tr>
<td>City of Berkeley: Emergency</td>
<td>911 or (510) 644-6161</td>
</tr>
<tr>
<td>City of Berkeley: Non-Emergency</td>
<td>(510) 644-6743</td>
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</tbody>
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## Phone Numbers

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<thead>
<tr>
<th><strong>Health Care</strong></th>
<th><strong>Phone Number</strong></th>
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<tbody>
<tr>
<td><strong>Alameda County Health Services Central Health Center</strong>&lt;br&gt;470 27th St., Oakland</td>
<td>(510) 271-4263</td>
</tr>
<tr>
<td><strong>Alta Bates Medical Center</strong>&lt;br&gt;2450 Ashby, Berkeley</td>
<td>(510) 204-1303</td>
</tr>
<tr>
<td><strong>Emergency</strong></td>
<td>(510) 204-1303</td>
</tr>
<tr>
<td><strong>General Information</strong></td>
<td>(510) 204-4444</td>
</tr>
<tr>
<td><strong>Counseling &amp; Psychological Services Tang Center</strong>&lt;br&gt;2222 Bancroft</td>
<td>(510) 642-9494</td>
</tr>
<tr>
<td><strong>School of Optometry Clinic</strong>&lt;br&gt;200 Minor Hall</td>
<td>(510) 642-5761</td>
</tr>
<tr>
<td><strong>University Health Service Tang Center</strong>&lt;br&gt;2222 Bancroft Way</td>
<td></td>
</tr>
<tr>
<td><strong>Urgent Care</strong></td>
<td>(510) 642-3188</td>
</tr>
<tr>
<td><strong>General Information</strong></td>
<td>(510) 642-2000</td>
</tr>
<tr>
<td><strong>Insurance</strong></td>
<td>(510) 642-5700</td>
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