

## **KEARNEY RESEARCH & EXTENSION CENTER DORMITORY GUIDELINES**

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1. Use of this facility is intended to meet the housing needs of University employees conducting research or teaching activities at the Center. Non-UC visiting scientists may be accommodated on a case-by-case basis.
2. Two buildings are provided, each with 3 bedrooms, 2 bathrooms, kitchen, living/dining, and laundry. The dorms may be co-ed, with each bedroom having 2 beds. The master bedroom and attached bathroom are often reserved for female occupants.
3. Arrangements for use of the facility will be made in advance with the Center Director or his representative. (Request Dormitory Reservation and Authorization form from the Specialized Facility Coordinator.) Sponsoring Faculty must file the reservation form with the Specialized Facility Coordinator for approval by the Center Director's representative prior to occupant registration.
4. Authorizing project leader will be responsible for occupants' conduct, activities, rental, and housekeeping.
5. **Users need to provide their own pillow, linens, blankets, toiletry items, food, and laundry supplies.**
6. A daily use fee will be charged to maintain the facility. Each user is expected to clean up after his/her use on a daily basis. Basic cleaning supplies are available. A general cleaning service is provided 1-3 pm on Wednesday within a biweekly or monthly schedule, depending upon occupancy (service excludes making beds, washing clothes, washing dishes, etc.). Prior to the cleaning service, occupants should remove items from the floors, kitchen surfaces and bathroom surfaces. The dorm will be closed during scheduled cleaning.
7. Daily rates are: \$10.00 – UC/USDA with a RAC approved project; \$15.00 – UC or USDA with UC-affiliated staff, but no RAC approved project; and \$20.00 – USDA with non-UC-affiliated staff. Monthly payment is by recharge or a check, traveler's check, or money order made out to "UC Regents." We cannot accept cash. You are charged for the dates that you and/or your items are using space in the dorm. Availability for periodic occupancy is subject to demand. Rates are for cost recovery; if costs go up, rates may go up, so it is in everyone's' interest to help conserve energy, keep the dorms tidy, and abide by the guidelines.
8. Pets are not permitted in this facility or on the Kearney Research & Extension Center premises.
9. Visitors and/or loud activities are not permitted in the dorm after 10:00 pm.
10. Occupants staying for a long period of time should use the dormitory address, 9244 S. Riverbend, Parlier, CA 93648. The Post Office will not sort and/or forward mail for individuals using the business address.
11. Dorm phone numbers are: Bldg 301 (East) (559-646-6096); Bldg 302 (West) (559-646-6099). Phones can contact any phone inside of Kearney by dialing the 4 digit extension, will call local areas and 1-800 numbers only, and will not call long distance. To get an outside line, dial "9" first. We have wireless internet.
12. Occupants will be given an orientation after check-in.
13. The use of this facility is a privilege that has hygiene and conduct responsibilities. The Center Director reserves the right to refuse access and to remove any individual that abuses the privileges associated with the use of the dormitory.

## **KEARNEY RESEARCH & EXTENSION CENTER DORMITORY RULES AND REGULATIONS**

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These rules and regulations are to ensure that the facility is kept in a reasonable living condition. Each person is responsible for cleaning up after himself or herself daily. Anyone not willing to comply will be asked to leave.

1. STATE LAW PROHIBITS SMOKING INDOORS OR WITHIN 25 FT OF THE DORM; ONLY USE THE DESIGNATED SMOKING AREA. NO OPEN FLAMES or extinguished items allowed in the dorm. NO FIRES in the fireplace at any time.
2. NO PARKING on the laneway, LOADING ZONE ONLY in the driveway. NO VEHICLE REPAIRS at or near the dorms. Designated parking is the far north parking lot; daily parking in the closer gravel parking is based on availability. No bicycles, motor vehicles, etc., allowed inside the dormitory.
3. PLEASE CONSERVE ENERGY. When not occupied, turn lights off, air conditioning to 80F or off, heating to 65F or off. Close all windows when air conditioner or heater is on. Conserve hot water.
4. All beds and mattresses must have sheets or sleeping bags and be kept in their respective locations. Use cabinets and closets to store personal items, leaving enough space for a roommate. DO NOT pile items on empty beds—leave beds ready for others.
5. No alterations to shelves, electrical fixtures, wiring, or any other physical changes can be made without prior KREC Director approval. All extension cords and electrical appliances must be three wire grounded and approved by the KREC Director. Do not put tacks, nails, tape, etc., into or on the walls. Do not move furniture.
6. Do not use the barbeque in the carport or within 10 feet of the dorm structure.
7. No visitors or loud activities after 10:00 pm without specific KREC Center Director permission.
8. Empty the kitchen garbage “DAILY” into the outside garbage cans, which are emptied weekly.
9. Sweep, vacuum or mop the floors so that dirt and other debris do not accumulate or cause damage.
10. If washing by hand, wash dishes, utensils, and cookware after each meal and do not accumulate them in the sink. If using the dishwasher, rinse dishes and place into dishwasher immediately after meals, run daily. Run the garbage disposal “DAILY.” Clean up all counters and appliances immediately if you spill items or get them dirty. Do not place hot items directly onto the counters to prevent damage.
11. When using the washing machine, be sure the drain does not overflow. Clean out the dryer filter before and after each use.
12. Keep the refrigerator clean. Do not let food spoil or spill. Leave space for others. Personal food items must be REMOVED prior to departure.
13. On scheduled cleaning service days, help the cleaning crew by 1) removing personal items from the floors, kitchen counters and bathroom counters in the morning and 2) staying out of the dorm while the cleaning crew are working.
14. Remove ALL personal items at the time of departure. KREC is not responsible for lost or abandoned items. All abandoned items will be discarded.
15. Notify the Specialized Facility Coordinator (559-646-6030, 559-696-3799) immediately when electrical, mechanical, plumbing, or other problems arise. An emergency phone list is posted. Dial 9-911 for fire, give the address of Bldg 301 or 302, 9240 S Riverbend, Parlier.
16. After the check-out inspection, return dorm key immediately to the KREC administrative office.