

**Clark Kerr Campus**  
**2008 Information and Policies**  
THE DETAILS YOU NEED TO KNOW

## **Details About Housing...**

### **Clark Kerr Campus Front Desk**

The Clark Kerr Campus Front Desk is located in the Administration Building (Building 1) and is open *daily from 7:00 am to 11:00pm*. The telephone number is (510) 642-6290 and should be used to relay messages only. The bulletin board in the lobby is used to post messages.

A copy machine is located in the lobby and the cost is \$0.10 per copy. An account can be set up to allow you or your designee(s) to copy and have the charges added to the master bill. However, we recommend a commercial copying service for larger (50+) copying needs. Limited faxing is available at the front desk for a fee.

### **Check-In**

Our conference clerk staff are students who live on site and will check in each guest. In addition, they will distribute room keys, meal cards and a welcome letter giving guests information about the site. The front desk telephone number, (510) 642-6290, is posted outside of the Administration Building (Building 1) to contact a conference clerk for those guests arriving after 11:00 pm.

*Please refer to your Contract for your group's specific check-in location and time.*

### **Check-Out**

Please advise guests to close their room doors (doors lock automatically) and return their keys to the front desk in the Administration Building by 12:00 noon or the check-out time indicated on the Contract. There is a \$50.00 charge for residence halls keys not returned, and a \$75.00 charge for suite keys not returned. Keys that are not returned will be billed to the program on the master bill. Since the lock is changed shortly after a key is reported missing, the fee is not refundable if the original key is returned at a later date.

### **Mail**

Guests staying for extended periods may receive incoming mail. Mail is received and distributed at the Clark Kerr Front Desk. Guests receiving mail will be notified by a posting on the message board in the lobby. Mail should be addressed as follows:

Participant's Name  
c/o Program Name  
Clark Kerr Campus  
2601 Warring Street  
Berkeley, CA 94720-2288

Stamped, outgoing mail may be placed in the U.S. mail slot located at the front desk. Other mailing needs must be handled at the U.S. Post Office.

### **Laundry**

Laundry rooms equipped with coin-operated washers and dryers are located in most residence halls. The locations of the laundry rooms are posted in the lobby near the main entrance to each building.

### **Self-Service Print and Email Station**

A self-service print and email station located in the Administration Building (Building 1) will have several computer workstations, both Macintosh and Windows, with a full suite of Microsoft and Adobe productivity software. They also have full Internet access with popular web browsers, and users can print via high-quality networked black-and-white laser printers.

All print and email station services are provided free of charge to guests. The print and email station is open daily from 7:00am to 11:00pm, however, there is no support staff to assist guests with software and email problems.

### **Telephone Services**

You may receive telephone messages at the Front Desk. Any messages you receive will be posted on the message board in the lobby. Please check the board frequently if you are expecting messages. Telephone service includes free campus and local calls. Calls outside the local radius (12 miles) and long distance calls must be charged to calling cards or major credit cards. Telephone dialing instructions are provided in each room and are available at the unit office. The Front Desk does not sell calling cards, but are available in the Campus Bookstore and other local stores.

## **Details About Dining....**

### **Dining Services**

Dining services include the meals selected by the organizer and are listed in your Contract. Guests will receive meal cards valid for all meals in the package, at check-in. All meals will be provided in the Clark Kerr dining facility (Building 10). Guests will use the Great Hall for dining, unless otherwise noted in the Contract.

A minimum number of guests may be required for Clark Kerr Dining to operate dining services. This minimum may be attained in combination with other groups. We

reserve the right to adjust the menu for groups of less than 100 people.

### Meal Hours

The meal hours at the Clark Kerr Campus are as follows:

Breakfast	7:00 am-9:00 am
Lunch	11:30pm-1:30pm
Dinner	5:30 pm-7:00 pm

### Guest Meal Cards

Guest meal cards are available for guests and staff not living on site, if requested by you in advance. The individual guest and cash meal prices are as follows:

<b>Breakfast</b>	<b>\$10.00</b>
<b>Lunch</b>	<b>\$15.00</b>
<b>Dinner</b>	<b>\$20.00</b>

### And Other Important Details...

#### Guest Safety and Security

A copy of our Guest Services brochure is provided in each room for each guest. This literature contains important information about guest safety and security.

The University Police Department (UCPD) and the Berkeley City Police and Fire Departments work together to protect the campus and surrounding communities. The following safety information is provided for your benefit.

Smoke and fire detectors in your room and in all common areas immediately alert the UCPD and the Berkeley Fire Department, and wake you in the event of a fire. According to the lay, you must vacate the building when the alarm sounds. Use the stairs, not the elevators. Fire extinguishers and fire alarms are located on each residence hall floor.

Emergency exits are located at both ends of the hallways. Evacuation plans and alternate exit locations are posted near the elevators in most buildings. When you check in, please familiarize yourself with the locations of emergency exits and fire extinguishers.

#### BearWalk Night Safety Escort Service

The UC Police Department operates an evening walking escort service called Bear Walk. Community Service Officers (CSO's) provide a walking escort in conjunction with the Night Safety Shuttle to nearby residences, public transportation or parking facilities during the evening hours. This service is free and available 365 days per year from 6pm – 2am PST, and 7:30pm – 7pm PDT by calling 642-WALK (642-9255). Service boundaries are Cedar (N), Prospect/Highland Place (E), Parker (S), and Shattuck

(W). Hours and service availability are subject to change; visit our website at [police.berkeley.edu](http://police.berkeley.edu) for current information.

In addition, the Owl Line Night Safety shuttle service can be reached at the same number and picks up and drops off passengers by phone request between 3am and 6am within service area boundaries, 365 days per year.

#### Program Brochure and Registration Form

We require copies of the program announcement, registration form, and program itinerary for our review *prior* to printing.

#### Recreation Activities

There is a jogging track, tennis courts and a swimming pool available at the Golden Bear Recreation Center, which is located behind the Clark Kerr Campus. In addition, the Strawberry Canyon Recreation Area, the Recreational Sports Facility (RSF), and Hearst Gymnasium and Pool are available to conference guests for a fee. Strawberry Canyon has two swimming pools and barbecue areas. The RSF has a swimming pool, weight rooms, handball, squash, racquetball and tennis courts.

The cost for a recreation card is currently \$25.00 per person, per week, and will permit access to all of the above listed areas. Recreation cards must be ordered by you in advance and are charged to the master bill. Unfortunately, we cannot collect directly from individuals for these cards, and any unused cards cannot be returned for credit.

If the conference participants would not benefit from the weekly recreation card, the facilities are also available on a fee per entry basis. The entry fee for the swimming pool at the Golden Bear Recreation Center is \$5.00 per person per day. The current daily entry fee for Strawberry Canyon is \$5.00 per person (pool access only), \$10.00 per person (pool & weight room access) and \$10.00 per person at the Recreational Sports Facility (RSF) and Hearst Gym.

**Cardholders are required to show photo I.D. to enter the RSF and must be 16 years or older.**