

Welcome to the Baggins End Handbook. Baggins End opened in 1972; the landscape has matured, the gardens flourish, and the Domes live on, maintained both by Domies and Student Housing. Baggins End is the result of students investing in this community by contributing their time and labor into the buildings, grounds and garden. This was a joint venture with UC Davis and Student Housing, and current and past residents continue to work with Student Housing on projects and improvements to the existing buildings and landscape. Every Dome interior is unique and is reflective of the individuals who have lived there. This handbook is intended to give Dome residents directions and insight into how to work with Student Housing to meet their goals, and to understand Student Housing responsibilities in oversight of this unique piece of university property.

Alcohol - RESIDENTS and visitors must abide by state and university regulations (UC Davis Policy and Procedure Manual Section 270-21) relating to alcohol. Alcohol delivery by outside vendors is prohibited. Behavioral problems while under the influence of alcohol or any other substance will not be tolerated and may be subject to disciplinary action. **No alcohol is permitted in public areas** – in Baggins End, a public area is defined as any outdoor area that can be readily viewed by those passing by on the street or RESIDENTS of Orchard or Russell Park. Alcohol may be consumed in the public areas only after an alcohol permit has been granted in accordance with campus guidelines. Kegs and/or other bulk quantities of alcoholic beverages, distribution of alcohol to anyone under the age of 21 years and the illegal manufacture of alcoholic beverages are not permitted, whether in the public areas or in the Domes.

Bands – In order for a band to perform on the grounds, approval must be obtained from Student Housing AND Business Contracts. This approval is necessary regardless of whether the band performs for a fee or not. To request permission for a band to perform:

1. Submit an Amplified Sound Permit (see Parties below) a minimum of 28 business days in advance of the event.
2. Contact Student Housing at least 28 business days in advance of the event to request the creation of a Business Agreement Request and Data Sheet (BARD). This form is necessary to process any required payment and/or for risk management purposes. A BARD is required for any non resident who performs, whether or not they receive payment for their services. (Amplified Sound Permit attached ***)

Budget – Student Housing is responsible for managing the rents paid by the student Residents and planning for operational and long term maintenance expenses. A new budget is prepared annually after the first of the year and changes in cost and the effects on rents are discussed with RESIDENTS. Student Housing values input from RESIDENTS and will consider any suggestions or adjustments whenever possible. Additionally, if there are any large scale events the community is planning (e.g., workshops or anniversaries), please make sure to let the Housing liaison know at the time of budget in February so that financial support for these events can be considered during the budget process.

Candles - RESIDENTS are not permitted to have anything that produces an open flame, such as candles, in the Domes. (See Policy and Procedure Manual (PPM) Section 290-20)

Combustible Liquids - Flammable or combustible liquids are not permitted to be stored inside of the Domes and must be stored properly outside. Use the combustible liquids locker located in Herb Hall. If this locker is full and has items that need to be disposed of, contact Student Housing so they may arrange for proper disposal. (See PPM Section 290-20)

Community Development Meeting – At the beginning of each fall quarter, a meeting will be set up with the Domes RESIDENTS and the Housing liaison to review university and housing policy, lease information and handbook.

Computers – RESIDENTS must follow the Campus Computer and Network Use Policy (<http://ism.ucdavis.edu/policies/>). RESIDENTS must also maintain updated virus protection on his or her individual computer. Computers and networks provide communication and access to resources on campus and worldwide. Such open access is a privilege and requires that individuals act responsibly. Users must respect the rights of others, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Since electronic information is volatile and easily reproduced, users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws. (<http://iet.ucdavis.edu/policies/>)

Examples of unacceptable network use include, but are not limited to: SPAM; hate mail; operating a business via the Internet; copying music, graphics or other copyrighted information; establishing unauthorized servers on the network; using or displaying offensive material; “hacking” (unauthorized access to another system). Communications containing threats, harassing language, intimidation, or other offensive content are not tolerated and the sender will be subject to disciplinary action. Misrepresenting oneself through any instant messenger service is also a policy violation leading to disciplinary action. Students misusing computer and network privileges may lose network access and face university disciplinary sanctions.

Conflicts - Conflicts between two or more members of the Domes community should be addressed as follows:

- Work within the community structure to address the issue internally
- The Student Housing community liaison can be contacted as a confidential resource for reference.

Student Housing cannot cancel a lease due to incompatibility of house mates during the term unless one of the criteria is met under Termination and Notice by lessee or breach of other lease terms.

Cooperation – Dome RESIDENTS and their guests are members of the larger Student Housing and University communities. As such, RESIDENTS and guests **must cooperate with university staff** at all times regarding university policy. Providing false information or failing to provide information, interfering with staff while they are performing their duties, or being uncooperative or verbally abusive to staff is strictly prohibited. Such behavior may result in a referral to Student Judicial Affairs or other campus authorities.

Egress - This is defined as the ability to directly exit a building in case of an emergency. Do not place or store items (boxes, coat racks, furniture, etc.) in any hallway or by any door that will slow or impede ones ability to enter or exit a room. (See PPM Section 290-20)

Emergency Repairs – Occasionally there might be a malfunction within your Dome or on the grounds that requires assistance from campus. Examples include the following:

- Water leak
- Electrical problem
- Fallen tree limb or one hanging precariously
- Major loss of service, such as telephone, wireless internet, power or water
- Malfunctioning smoke detector or fire safety equipment

If this situation occurs between the hours of 8 a.m. and 5 p.m., Monday through Friday – contact the Student Housing Facilities desk at 752-4265. Student Housing or Operations and Maintenance personnel will respond to the situation.

If the situation occurs outside of the days and hours listed above, or on a campus holiday, contact the Operations and Maintenance desk at 752-1655. This line is answered 24 hours a day, every day of the year. Fire safety concerns can also be directed to Fire Dispatch at 752-1236, and this line is also answered at all times.

If you are unsure whether the situation is an emergency, call and you will be advised accordingly.

Exterior of Dome – The front door must be unobstructed at all times and reasonable passage must be possible for entering and exiting in case of emergency. Reasonable passage is defined as a width of 24 or more inches. For porch or patio areas adjacent to Dome, or grounds immediately adjacent to Dome the following guidelines will be enforced: 1) Furniture designed for interior use may not be placed or used anywhere outside of the leased premises 2) Cardboard boxes, wood, newspaper or books, plastic bags or anything that would attract pests or rodents may not be stored within 10 feet of Dome. 3) Dome RESIDENTS must also remove any stagnant water and that could potentially create a mosquito breeding ground. Notification of violations of these policies is given verbally and in writing by Student Housing staff.

Fire Safety – Fire safety in each Dome is very important to Student Housing and UC Davis Fire Department. These departments regularly inspect the working order of fire suppression equipment, fire extinguishers, and smoke detectors, to ensure that there are not any fire hazards or egress problems. (See PPM Section 290-20)

Common Fire Safety Regulations to be aware of:

- Electrical cover plates are not to be removed, leaving bare wire to be exposed;
- Maintain three feet clearance around all fire fighting equipment and electrical panels;
- Do not hang any items on fire extinguishers, fire sprinklers or fire suppression systems, nor on pipes, furnace ducts, hot water heater or electrical conduit;
- Extensions cords can be used for temporary use only; surge protectors should be used for long term extension of electrical units to electrical outlets;
- Splicing of electrical cords must be performed by a certified electrician. (Must have permission from Student Housing.)
- RESIDENTS may not extend electrical power outside the house by extension cord or any other means.

Landscape Maintenance – Student Housing has a Direct Cost Agreement with UC Davis Grounds Services. As such there are certain areas that Grounds maintains responsibilities for. (See Dome map). No Alterations can be made to this property without the express written permission of both Student Housing and Grounds. To initiate changes to the property residents need to submit a written request to the Housing Liaison. A meeting will then be set up with the Liaison to discuss the process. Failure to do so is considered destruction to campus property, and is prohibited.

Green Waste – Grounds Services will leave a green waste dumpster on Fridays and pick up on Mondays, free of charge to the Domes budget. These bins are shared with campus and are needed during the work week for other uses on campus. If a green waste dumpster is needed, please contact Joel Biederer at 752-4265 or jmbiederer@ucdavis.edu.

Honorarium - The UC system has a method to pay visiting scholars or other experts for donating their time via a lecture or discussion on a topic of their expertise. This payment is called an Honorarium and is guided by campus Policy 380—76 and is located on the web at <http://manuals.ucdavis.edu/ppm/380/380-76.htm>. Any requests by the community to pay an individual for workshops or lectures that they lead will first have to be approved by Student Housing and must fit the campus criteria for such payments. Please allow 28 business days prior to the scheduled event date to consider such requests.

Illegal Substances – University policy prohibits illegal possession, use, sale, distribution and manufacture of alcohol and other drugs. The university discourages the abuse of alcohol and other drugs. This abuse often disrupts the community, risking the health and safety of the abuser and others who come in contact with him or her. Those who violate alcohol and other drug policies are subject to disciplinary action, criminal prosecution, and/or referral to treatment/intervention programs. The possession, use, sale, or other involvement with any controlled substance (illegal drug) violates the law and is against both university policy and the Baggins End lease. (See PPM Section 380-18)

Habitability Inspections - Environmental Health and Safety (EH&S) is charged with ensuring that Federal, State, Local and University of California environmental health and safety codes are adhered to on campus. In the on-campus Housing areas, communal living areas are regularly inspected to ensure these codes are met. At Baggins End an inspection takes place annually, usually in the fall quarter.

- The inspection date is set sometime each September. This will be communicated to the Liaisons.
- A pre-inspection checklist will be shared for the community to address issues before the inspector arrives.
- The inspection typically takes three to four hours per Dome. Areas of inspection are the common exterior space and area outside of each Dome. Interior inspections of the Dome are not performed by Environmental Health & Safety.
- Inspection findings are documented and distributed to the Liaisons. Occasionally, a serious health or safety issue will warrant a reinspection from EH&S to ensure that the problem was addressed.
- Typical issues that should be addressed include eliminating belongings stored outside of the Dome (which reduces rodent harborage), removal of standing water (to reduce mosquito breeding which leads to West Nile Virus concerns), trip hazards, low hanging tree limbs, structural additions that could fall, vehicles improperly parked on property, hazardous material improperly stored, or fire code violations.

Student Housing will also periodically conduct inspections of the exterior grounds and exterior or interior of Dome. As Student Housing is responsible for maintaining the grounds and all structures on the property, it is our right and responsibility to address any health or safety issues that come to our attention. During spring 2010, an interior inspection will take place by Student Housing. Interior inspections will address any defects that could lead to damage to the structure or injury to occupants.

Keys – Each Dome resident is issued a key to his or her Dome, and one key for the US Postal Service mail box. **These keys are to be signed out for at the Orchard Park Office, and turned in upon leaving Baggins End.** Failure to return a key after a lease ends will result in a lock change and charge to the resident; if both RESIDENTS left at the same time and did not turn in the keys, this charge will be split between both of them. Please note that mailbox lock change charge is set by the USPS and is subject to change throughout the lease period.

Maintenance/Repair Requests - Maintenance requests can be made any time through the Student Housing channel or MyUCDavis as described below; by contacting the Orchard Park Office during office hours; or by calling Student Housing Facilities at 752-4265. A Resident's request for repair constitutes a Resident's permission for University staff to enter the Dome to make needed repairs.

To submit a repair request through MyUCDavis, you must first be subscribed to the Student Housing channel. If you haven't already subscribed to this service, select *My Options* from the tabs on MyUCDavis, then select *Edit Channels*. Here you can select and save the Student Housing channel. Please submit only one request for each repair. Should you have problems submitting a request online, please contact us [repairrequest@ucdavis.edu].

New Construction – RESIDENTS are required to follow the “New Construction” guidelines. A request must be submitted and approved before undertaking any new construction See Appendix 2, incorporated herein by reference, for guidelines.

Open Fire Permit – Contact the UC Davis Fire Department at 752-1236 in advance for permission to start a fire in the communal pit.

Orchard Park Office – This office is located across from Domes # 9 & #10 and is open Monday through Friday 8 a.m. to 4:30 p.m. You may contact the Orchard Park Office by calling 752-3959. Occasionally this office may be closed during normal office hours when the Office Coordinator is out. If that is the case, the Solano Park Office (752-3958) and/or Student Housing Office (752-2033) is available to answer questions.

The Orchard Park Office can help you with the following:

- Issue parking permits and answer questions about parking
- Issue and collect Dome and mail box keys
- Submit request for replacement of lost mail box keys
- Accept leases and other documents meant for the Student Housing office
- Provide support during move in or vacating units at end of lease period
- Deliver notices and submit repair requests

Parking – Parking is available to RESIDENTS in the Orchard Park parking lot and subject to the rules attached. Parking is available on a first-come, first-served basis as there are a limited number of permits available to Dome RESIDENTS. If you terminate your lease during the lease year and have a permit, return it to the Orchard Park office so it may be available to another Dome resident.

Note that campus parking regulations do not allow for the parking of motorized vehicles in landscaped areas. Motorcycles, storage of rarely used or out of service vehicles, or storage of other motorized vehicles is not allowed on the grounds, per TAPS Regulation, Section 4.14., “Parking in Landscaped Areas.”

Please note that as the University expands the bike path to West Village it will require the removal of the Dome parking spaces from Orchard Park. When this event occurs, Dome RESIDENTS will be required to purchase a Permit from TAPS. Student Housing will notify RESIDENTS in writing before this transition is set to occur.

Parties, Gatherings and Events – Dome RESIDENTS are welcome to hold formal or informal gatherings, parties or events at Baggins End. These are not strictly monitored, but be mindful that this community is part of a larger neighborhood of family and student housing. Event request should be done if: 1) the event is open to non Dome RESIDENTS, 2) the event will utilize amplified sound or a band/performer (in which case a BARD needs to be completed, 3) the event is scheduled to occur after 9pm, regardless of when the event commences. None of the foregoing events may be held if Student Housing has not granted prior written approval. Student Housing has an Amplified Sound Permit process that RESIDENTS must follow if there will be amplified sound emitting from one or more Domes (i.e. loud enough for others to hear outside of the Dome) or stereo speakers on the grounds or in gardens.

- Plan ahead for such events. The event coordinator must submit the **Amplified Sound Permit** (see <http://www.housing.ucdavis.edu/publications> and look for Request & Permit for Amplified Sound). Student Housing requires submission of permit five (5) working days before event is to be held.
- Remember that sound carries, and the proximity of the Student Farm allows Dome RESIDENTS to point speakers away from Orchard and Russell Park to reduce the possibility of disturbing their neighbors.
- The **Event Coordinator named on the permit should always be present** at the event in case a resident or UCD Police officer visits and asks that the volume be turned down.
- Be mindful of the time of year (finals, summer time), evening of the event (weekday or weekend), and that as the night progresses things quiet down and the sound from your event is more readily heard by others.

Pest Management – EH&S will allow only individuals with a California pest control license to administer rodent bait on UC property. Student Housing contracts with a third party vendor registered with the State of CA to perform pest management. Residents may not administer or arrange for others to administer pest management measures. Please contact the Student Housing office at 752-4265 to report a problem with rodents, ants or other pests inside of the Dome.

Pets – Pets are allowed by exception only and require annual approval by the Student Housing office. Cats, small caged animals, and chickens are allowed. The chickens are subject to the oversight of the Campus Vet.

If any permitted pet becomes a nuisance or health hazard to neighbors or the university, or becomes neglected, this exception may be rescinded. The resident is liable for any damage caused by the pet or the container holding the pet.

- Cats – By December 1 of each year, the Housing liaison is responsible for providing to Student Housing in writing the name, Dome #, description, shots and spay/neuter information for every cat residing at Baggins End. Permission for each cat is granted provided the animal is spayed or neutered and appropriate documentation confirming such is presented, and all local licensing requirements are met.
- Chickens – an inspection of the chicken and chicken coops will be conducted annually and coordinated by Student Housing. The Campus Vet and/or a campus poultry expert will be invited on this tour. A count of the chickens will be made, and changes in the flock size must be communicated to Student Housing along with reason for the change. Each fall an inspection of the chicken coops will take place. These inspections will be arranged by Student Housing, and will include a representative from UCD Vet Med. The purpose of the inspection is to confirm the health and safety of the chickens, in consideration that we are an agricultural, research university.
- Other small caged animals (lizards, fish, hamsters, etc.) are permissible as long as they are of good health and remain within a small cage or aquarium inside the Dome. Tanks and aquariums must not exceed 10 gallons.

Portable Heaters – We strongly recommend that RESIDENTS do not use a portable electric heater in the Dome. If not used correctly, portable heaters can be very dangerous. If there is a problem with the heat in your room, please report the problem using the “Repair Request” link on your “MyUCDavis” home page. All portable electric heaters in use must be in good repair, be UL approved, have tip-over protection, and not exceed 1200 watts.

Projects and Improvements – Projects and improvements take place as follows:

- Initiated by RESIDENTS – All Resident initiated changes must receive approval from Student Housing and/or the appropriate campus entities.
 - RESIDENTS that wish to make changes to a Dome or the grounds (Not property managed by UC Davis Grounds) will need to ask the community to reach consensus to approve and to accept any costs borne by the project. This is an internal community process, i.e., the University is not a participant.
 - Upon receiving consensus, a Liaison will communicate the project and materials needed to the Housing Liaison.
 - Depending on the size and scope of the project, Student Housing may request additional information and/or a meeting with the person taking the lead on the project.
 - Remember that only Operations and Maintenance staff are allowed to work on electrical systems or devices. Plumbing and structural issues may require Operations and Maintenance and/or Student Housing Facilities oversight.
 - Upon receiving Student Housing approval, requests for material may be submitted – see Purchasing for details about this process.

- If the size and scope of the project is relatively small, Student Housing may ask to inspect the work as it progresses and/or once it is completed. If the size and scope is large (as in the case of a new structure), inspections may also be conducted by Operations and Maintenance and/or UCD Architect and Engineer staff.
- Initiated by Student Housing – Emergency situations may present a need to perform work after the initial emergency has been addressed. Student Housing is also working with the Liaisons and community to address long term major maintenance needs and may initiate projects to ensure the longevity of this community. Student Housing will work with the community in the following manner to facilitate this process:
 - Student Housing will communicate needs to Dome Liaison and/or occupant(s) of Dome.
 - Bring issue to community meeting
 - Take feedback from community and update plans if necessary
 - Note: in every instance Student Housing will strive to incorporate community feedback. As Student Housing is ultimately responsible for the land and buildings, though, it may be necessary to perform work that has not been agreed upon by the community
 - Outline process, and give updates as needed

Purchasing: Purchases for supplies or services that are to be reimbursed from the Baggins End budget should be handled as follows:

- **Arrangements must be made in advance** so that Student Housing can use a Purchasing (Credit) Card or Purchase Order so payment can be made directly to the vendor.
- Student Housing recognizes that the community follows a process of establishing community consensus for funds to be spent and will await this consensus when it is feasible to do so. For example, an emergency will require a response from Student Housing and community consensus will not be requested. An improvement to a Dome, the grounds or gardens should be agreed upon in advance before submitting a purchase or reimbursement request of Student Housing.
- A **Dome Liaison should submit the request** on behalf of the resident coordinating the purchase, as this indicates that the purchase has been approved by the community.
- Requests should be **made in writing**, either by email, letter or completed Supply Request Form directed to the Housing Liaison. Requests should include:
 - Request date
 - Name of the vendor, address, phone number, and/or email or web site address for placing the order
 - Quantity, unit, part #, description and unit cost of item(s) to be purchased
 - Delivery location (i.e. Dome 2, Herb Hall, or Greenhouse)
 - Desired delivery date
- All purchases are coordinated by the Student Housing Purchasing Assistants. We ask for **5 working days advance notice** for purchases to ensure we meet your desired delivery date.
- Any **packing slips, invoices or receipts** should be forwarded to Student Housing, Facilities Services. You may drop these off at the Orchard Park Office.

Reimbursements for purchases made with Domes residents' own funds will be made only if the purchases were necessary due to an emergency. Contact the Housing Liaison for possible reimbursement.

Quiet/Courtesy Hours Orchard and Russell Park – Please be mindful of your family housing neighbors. The following quiet hours are recommended: Sunday to Thursday 10pm to 7am, Friday and Saturday 11pm to 7am.

Smoke Detectors - Smoke, steam, carbon dioxide, or physical shock may activate these fixtures. Under no circumstances may a resident deactivate the ceiling smoke detector, since this may cause the system to malfunction and could jeopardize other Residents. Damages caused by tampering with fire equipment are billed to the tenant. Disregard to this policy will result in a referral to Student Judicial Affairs.

Smoking – Smoking is prohibited in the Domes. This includes the use of hookahs and other devices; these can be stored in the house, but evidence of use indoors is a cause for referral to SJA. The use of incense and other smoke producing substances is prohibited.

Sublease Eligibility – RESIDENTS may sublease for one quarter per lease year. Sublease applications must be turned into Student housing and both the sub leaser and the leaser need to be present to sign the official sublease.

Termination of Lease - A Dome resident may terminate his or her lease with 42 days advance written notice to the Student Housing office. An email directed to studenthousing@ucdavis.edu will suffice as written notice. Upon receipt of this notice, the RESIDENTS lease will terminate 42 days from the date the notice was received and rent charges on the resident's account will be charged through this date.

Wood Chips – Grounds Services is able to provide wood chips to the RESIDENTS of the Domes free of charge. Wood chips are not available all year. Please contact Student Housing to request wood chips and get additional information on wood chip availability.

Principles of Community:

"The University of California, Davis, is first and foremost an institution of **learning** and teaching, committed to **servicing** the needs of society. Our campus community reflects and is a part of a society comprising all races, creeds and social circumstances. The successful conduct of the university's affairs requires that every member of the university community acknowledge and practice the following basic principles:

We affirm the **inherent dignity** in all of us, and we strive to maintain a **climate of justice** marked by respect for each other. We acknowledge that our society carries within it historical and deep-rooted misunderstandings and biases, and therefore we will endeavor to foster **mutual understanding** among the many parts of our whole.

We affirm the right of freedom of expression within our community and affirm our commitment to the highest standards of **civility** and decency towards all. We recognize the right of every individual to think and speak as dictated by personal belief, to **express** any idea, and to disagree with or counter another's point of view, limited only by university regulations governing time, place and manner. We promote open expression of our individuality and our diversity within the bounds of **courtesy, sensitivity and respect**.

We confront and reject all manifestations of discrimination, including those based on race, ethnicity, gender, age, disability, sexual orientation, religious or political beliefs, status within or outside the university, or any of the other differences among people which have been excuses for misunderstanding, dissension or hatred. We recognize and **cherish** the richness contributed to our lives by our diversity. We take **pride** in our various achievements, and we **celebrate** our differences.

We recognize that each of us has an obligation to the community of which we have chosen to be a part. We will strive to build a true community of **spirit** and purpose based on **mutual respect** and caring."

Phone Directory

Emergencies: fire, police, medical dial 911

No coin necessary to dial 911 from pay telephones and charge-a-call phones. When reporting an emergency by dialing 911, your phone number and address are automatically displayed at the Campus Emergency Dispatch Center. This allows the center to quickly locate you if your call is disrupted by a crisis. **If you have a non-emergency call or if you are calling from a cell phone, call 530/752-1230 for police or 530/752-1234 for fire or ambulance.**

Police [911]

UC Davis Information	752-1727
UC Davis Police	752-1236
UC Davis Fire	752-1234
City of Davis Police	758-3600

Fire [911]

- 1 Pull nearest fire alarm, dial 911 and give building name and room number.
- 2 Evacuate the building immediately.
- 3 Assist any persons with disabilities.
- 4 Do not return to the building until a firefighter gives the “all clear.”

Rape & sexual crisis counseling

Campus Violence Prevention Program	752-3299
Sexual Harassment Education Program.....	752-2255 (anonymous)
Sexual Harassment Education Program.....	752-9255 (office)

Illness/accident

Cowell Student Health Center is open Monday through Friday from 8am-7:30pm, except Wednesday (9am-7:30pm) and Saturday (9:30am-1pm). It is closed Sundays and holidays.

Ambulance [Emergency]	911
Student Health Center	752-2300
Sutter Davis Hospital	756-6440

Escort service

Call 752-1727 if you would like a safety escort while walking on campus at night. A Cal Aggie Host will escort you to your campus destination or residence hall.

Suicide prevention

Suicide Prevention	756-5000
Health Center	752-2300

Counseling

Counseling Center	752-0871
Cowell Health Center	752-2300
The House	752-2790
Alcohol & Drug Abuse Prevention & Treatment Program	752-6334

Appendix 1 - Dome Map [http://www.housing.ucdavis.edu/_pdf/Shared/2008 Map Baggins End.pdf](http://www.housing.ucdavis.edu/_pdf/Shared/2008%20Map%20Baggins%20End.pdf)

Appendix 2 - Process for new construction or modifications to Dome or Co-Ops, initiated by students June 2007

Objective: To provide a process for Domes or Cooperative RESIDENTS to request new construction of a building or structure, or improvement to an existing building or structure on the respective property. Once approved, process will be administered by Student Housing and regular and expected communications will follow for the duration of the project. This process may be updated periodically at the discretion of Student Housing as situations warrant a change.

1. Students submit written request, including the following information:
 - a. General description of project
 - b. How project compliments or furthers communities goals
 - c. Funding (estimates on cost, approved budget by community, source of funding (i.e. housing budget and/or other sources))
 - d. Proposed Timeline
 - e. Collaboration with others (i.e. student project, academic department, outside agency or entity, etc.)
 - f. Request submitted by student cooperative liaison to Student Housing liaison
2. Response from Student Housing
 - a. Approval, conditional approval or denial of initial request.
 - b. Written response within 30 days of receipt
 - c. Set up meeting to review decision by Student Housing
 - d. Final project approval must come from Director of Student Housing and include budget implications (both construction and long term maintenance needs)
3. If initial approval given
 - a. Meet with Student Housing to finalize proposal
 - b. Student Housing will be in charge of project and assign staff to be primary contact with students RESIDENTS, campus personnel and contracted staff
 - c. Student Housing will outline finalized process in writing for student RESIDENTS, including updating time line and financial impact on budget
 - d. This process communicated 30 days after initial approval given
4. Student Housing oversight
 - a. A committee will be formed to manage the new project. Will consist of members from the residential community, Student Housing staff, and possibly other campus staff from applicable departments.
 - b. All communications with campus staff or contractors must come from Student Housing
 - c. Students can form a committee to meet regularly with Student Housing staff as project is developed or during construction. Minutes will be taken and shared to communicate broadly status of project.
5. Project outcome
 - a. New structure or improvement to existing structures will be the property of the University of California and oversight of such improvement will be maintained by Student Housing. Any additions or significant changes to structure or improvement will be considered a new project and required to follow the procedure indicated in this document.

Appendix 3 - INNOVATIVE & COOPERATIVE HOUSING GROUP EVENT REQUEST

Sponsoring Group: _____ **Date Submitted** _____

Davis Student Cooperative (TB-13) _____

Pierce Cooperative (TB-14) _____

Agrarian Effort Cooperative (TB-15) _____

Baggins End (Domes Community) _____

Type of Event: _____

Date of Event: _____ Starting Time: _____ Ending Time: _____

Event Coordinator: _____ Phone Number: _____

Email Address _____

Phone number to contact Event Coordinator during event: _____

Number of Participants: RESIDENTS _____ Non-resident Members _____ Guests _____ TOTAL _____

YES NO

___ ___ Event will include amplified sound? If yes, you must attach permit request.

___ ___ Guests will be personally invited to this event? If yes, how will they be invited? Attach copy

___ ___ Open House public invitation? If yes, how is event publicized? : ___ On-campus ___ Off-campus.
Indicate all methods and include attachment with proposed text: _____

___ ___ Funds to be collected (admission, ticket sales, donations, etc.). If yes, attach copy of approved fundraiser form from Student Programs and Activities Center.

___ ___ Food to be served? If catered, by which company (approved by campus – see Guideline for details)?

___ ___ Will alcohol be furnished to guests of legal age? If yes, must follow Alcohol Guidelines.

___ ___ Will there be any theme or decorations at this event? If yes, describe on back of this page.

Submit at least **14 calendar days in advance** to the Student Housing office. By signing below, the Event Coordinator and liaison indicate that the *Cooperative and Innovative Event Guidelines* have been read and agreed to. During the event, University and/or Housing staff shall be permitted to enter the premises to verify compliance with established policies. The UCD Police Department will be notified should assistance be needed to enforce compliance with these guidelines. The contact person will be at the phone number listed above throughout the event.

Signature of Event Chairperson Signature of Liaison Date

OFFICE USE ONLY

Status of request: Approved: _____ Approved on the following conditions: _____

Denied on the basis of: _____

Student Housing Staff Signature Date

Copies to: Event Coordinator ___ Applicant ___ SH ___ Police ___ Area Park Office ___

Appendix 4 -

**INNOVATIVE & COOPERATIVE HOUSING PERMIT TO USE AMPLIFIED SOUND
OUTDOORS**

Sponsoring Group:

Date Submitted _____

Davis Student Cooperative (TB-13) _____

Pierce Cooperative (TB-14) _____

Agrarian Effort Cooperative (TB-15) _____

Baggins End (Domes Community) _____

Title of Event: _____ Date of Event: _____

Amplified Sound Requested: from _____ to _____ Total Hours of Event: from _____ to _____

Location: _____

Event Coordinator: _____

Type of Amplified Sound: Music____ Speaker____ Video____ Other_____ (specify)

If Music: Live____ Recorded____

If Speaker: Name of Speaker _____

Speakers Affiliation _____

Topic of Speech _____

If media coverage is anticipated, explain _____

Comments: _____

As the Event Coordinator, I have read the applicable Amplified Sound policy in the *Domes Handbook* or *Tri-Cooperative Handbook*, and agree to be present at the entire event and responsible for the adherence to these policy.

Event Coordinator _____

Date _____

Special condition of permit: _____

Permit issued by: _____ / _____
SH Staff Date

Copies to Applicant____; SH____; Police____ Area Office _____

Appendix 5 - Housing contact List