

UC **SANTA BARBARA**
Kavli Institute for
Theoretical Physics

RESIDENT HANDBOOK

Welcome to the Charles T. Munger Physics Residence for KITP.

We hope that you will enjoy your stay in our facility, and have implemented key operational elements that will make your stay with us more pleasant and productive. We expect all residents, visitors, and guests to be familiar with and abide by the rules and standards of conduct outlined in this handbook.

Contact Information

Any questions about the rules or standards of conduct for KITP, or about housing policies and procedures, may be raised with the Residence Manager at 805-893-1137 or residence@kitp.ucsb.edu.

Housing Unit Assignments

The Munger Residence consists of one-, two-, and seven-bedroom apartments, all with king-sized beds, private baths, guest baths, and fully furnished living and dining rooms. The apartments are solely for researchers visiting the KITP. We attempt whenever possible to match your housing assignment to your specific needs; however, assignments are based upon availability. If unable to house you in the Residence, we will identify alternate housing for you. If you do not accept your assigned housing unit, you are responsible for making alternative arrangements.

Moving In

Move-In Date and Time

Please coordinate your move-in date and time with the Residence Manager, who will make sure that your unit and keys are ready for you on the agreed-upon move-in date.

Residence Contract

Each resident of on-campus housing (Munger Residence, West Campus, or Storke), including spouses and partners, must abide by the Residence Contract. By staying in the Munger Residence, you agree to these terms. The current version is attached to this Handbook (Attachment 1). If there is any inconsistency between the terms of the Residence Contract and terms or descriptions in other KITP publications or policy

descriptions (including this Handbook), the Residence Contract prevails.

Depending on the type of unit, there may be limitations on a resident's ability to host overnight guests. Please refer to the section on Guests below for more information about guests and other overnight visitors.

What to Bring

To make your stay at KITP easier and more pleasant, our apartments are fully furnished, including furniture, televisions and telephones. All apartments have full kitchens equipped with stainless steel appliances, coffee maker, dishwasher, cookware, dishes, and silverware.

Your unit will be supplied with toilet paper, paper towels, and trash bags to start your stay. Once this supply is depleted, you will be expected to supply these items on your own.

A washer and dryer are available in each seven-bedroom suite, while other apartments share a large laundry room in the basement. Hair dryers are available by request at the front desk. There is also a fully equipped fitness center in the basement.

Please do not bring any grills (indoor or outdoor) or space heaters. Outdoor gas grills are available at the residence for your use. All rooms have adjustable heat.

Residents may not bring any personal furniture. If you know before you move in that you will need furniture that is unlikely to be part of the standard unit furnishings, or if you find that you need any additional furniture, such as an extra lamp or chair, please discuss this with the Residence Manager. Cribs, high chairs, and a limited number of folding beds are available.

General Housing Policies

Emergencies

In an emergency in which people are in immediate danger, please call 911. If you are asked for the campus building number, it is 834.

All facility problems should be reported to the Front Desk at 805-893-1137, or via email at residence@kitp.ucsb.edu. For urgent or after-hours issues, contact the Residence Manager at 805-451-2502.

Urgent issues such as water leaks will be prioritized by the facilities staff and should be called in as soon as possible. Please work with the facilities staff to coordinate access to your unit. Facilities staff will address non-urgent campus issues in the order of their priority. Periodic preventative maintenance services will be performed to review and maintain the apartment's condition.

Campus Security

Medical emergency services are available and can be reached at phone number (805) 893-3446.

Law enforcement services are available and can be reached at phone number (805) 893-3446.

Please take advantage of the Campus Security Officer Escort Service if walking through campus or Isla Vista. They can be reached 24 hours a day at 805-893-2000, or extension 2000 from a campus phone.

Entering Housing Units

KITP reserves the right to enter housing units at any time. Residence personnel may enter housing units in the following circumstances:

- At the request of the resident (e.g., if the resident is locked out or has requested repairs);
 - In case of emergency or for reasons of health or safety;
 - To enforce KITP housing policies;
 - To remove and/or replace KITP property; or
 - To perform needed repairs or maintenance, even if not requested by the resident.
- To clean, prepare or inspect the unit and any rooms that are scheduled to be occupied by new residents/roommates. If we know ahead of time that KITP personnel will need to enter your unit for a specific purpose such as a repair project or routine pest control, we will email notice to you or post it in the hallway or common area near your unit in advance. Otherwise, if KITP personnel must enter your unit without advance notice to you and no one is at home at the time, we will leave a note stating that the unit was entered, by whom, and for what reason. If there is no one at home in your unit and police or public safety officers request to enter your unit, KITP personnel will accommodate the request and escort the officers into your unit. If you or a family member is at home and police or public safety officers request to enter the unit, you or your family member should discuss the request directly with the officers, without involving KITP personnel. Please note that federal or state law may give police or public safety officers the right to enter a housing unit without the resident's consent.

Damaged or Missing KITP Property

We expect residents to take responsibility for any damage they or their family members or guests cause to housing units or KITP furnishings, other than normal wear and tear. Residents who are responsible for damage to or loss of KITP property (whether due to their own actions or those of a family member or guest) should report the situation to the Residence Manager. There is no need to report damage to or loss of minor items (for example, a broken plate or a lost piece of silverware) if you do not wish them replaced during your period of occupancy. For more significant damage or loss, we expect prompt reporting, and we reserve the right to ask the responsible resident to pay any costs of repair or replacement at the time of the damage or loss rather than waiting until the inventory and assessment at move-out.

Fire Emergency

If a fire alarm goes off, evacuate the building immediately and wait until you are given clearance to return by public safety officers. Residents and their families should be familiar with fire evacuation routes and the locations of fire alarms and extinguishers. This information is posted in the common areas and on the wall adjacent to your apartment door. Report all fires to public safety immediately by calling 911.

Fire Safety

No open flames, including candles, are allowed. We expect residents to use good judgment about not leaving appliances on and unattended for any length of time if there is a potential fire hazard.

Removal of Items from Units

We reserve the right to inspect your unit for fire or other safety hazards. If we identify a potential hazard, we will notify you to work with you in addressing our concerns. We reserve the right to remove from your unit, without your permission, any item or material which poses an imminent safety hazard.

Roof

Residents are not permitted on the roof for any reason.

Smoking

Smoking and the use of smokeless tobacco or unregulated nicotine products (such as electronic cigarettes) is prohibited on and within UCSB-managed property, including the Munger Residence. This remains true for exterior spaces at the Residence as well. The sale or distribution of tobacco and unregulated nicotine products on or within UCSB managed property is also prohibited. Violation of this rule by a resident, family

member or guest of a resident, will result in termination of residency. The University of California prohibits the use, possession and sale of marijuana in any form on all university property, which includes the Munger Physics Residence.

Sprinklers

Residents should not hang anything from room sprinklers or otherwise tamper with them.

Weapons, Illegal Drugs, and Other Dangerous Items and Activities

The items and activities listed below are prohibited on the UCSB Campus and Munger Residence.

- Possession or use of any firearms, even if locked in the trunk of a car. This includes, but is not limited to, air rifles and pellet guns.
- Possession or use of other weapons, including but not limited to hunting equipment, knives, and swords.
- Possession or use of dangerous substances, including but not limited to gunpowder, fireworks, explosives, and gasoline;
- Possession or use of illegal substances, including but not limited to possession or use of controlled drugs without a legitimate prescription.
- The University of California prohibits the use, possession and sale of marijuana in any form on all university property, including university-owned and leased buildings, housing and parking lots.

Any violation of these rules by a resident, family member or guest of a resident, will result in KITP action against the resident, which may include termination of residency. Other judicial or legal action may also result. If dangerous items or substances are found in a housing unit, they will be impounded.

Residence Living

Alcohol

Residents, family members, and guests may consume alcohol in their homes or the residence common areas if they are of legal drinking age. The legal drinking age in California is 21. Alcohol left in public areas will be disposed of promptly.

Bed Bugs

The Munger Residence has not had any issues with bed bugs, but we are concerned about infestations in other locations. As KITP has residents and guests from all over the world, and bed bugs can travel on clothing and luggage, we ask that all residents

and guests pay close attention to any signs of bed bugs that may be present. Bed bugs are large enough to be seen with the naked eye, and while they generally do not pose a safety threat, their bites may be itchy and may cause welts and inflammation. Residents should promptly report any concerns about bed bugs to the Residence Manager at 805-893-1137 or residence@kitp.ucsb.edu.

Bicycles

We have a room on the ground floor in the Munger Residence that is locked just for your bikes. Enter this room from the outside of the building, just to the left of the main entrance. Please always leave your bike there and lock it. Bikes are not allowed inside the Munger Residence or Kohn Hall.

When you arrive at Kohn Hall with your bike, please ask the Visitor Assistant for a key to our locked bike lot in the adjacent parking structure (Lot 10).

Cleaning

You are expected to clean your own unit. Cleaning service will not be provided. Staff will clean the common areas of the seven-bedroom apartments (kitchen, hallway, living room, powder room, conference room) daily. All units have cleaning supplies, vacuums, and brooms for residents' use.

Should you want to have a cleaning service, we can provide the approved vendor information.

Common Areas

Although our housekeeping team is responsible for cleaning common areas; including social areas, outdoor grill areas, and shared laundry rooms; you are responsible for tidying up after yourself and your family and guests when you use common areas. This includes program social events.

Computers and Other Information Technology Resources

Every unit is provided with Internet service that residents and their family members can use with their own personal computers and mobile devices.

Wireless Internet is also active throughout the building. When you connect to the service, you will be presented with a simple protocol for obtaining a password.

You are responsible for the security and integrity of your personal computer equipment. KITP reserves the right to prohibit the hookup of personal computers that do not meet reasonable standards for virus and spyware protection and to take any steps that may be necessary to protect the security, integrity, and functionality of

KITP's IT systems.

Internet connections in KITP housing must not be used for any illegal purposes. These include, for example, any illegal activities relating to on-line gambling, pornography, system hacking, spamming, or copying or distribution of copyrighted media or software.

Consideration for Others

We expect residents and their family members to be considerate of others; to promote a quiet, safe, and secure environment; and to use good judgment and common sense in their dealings with others. For example, residents and their families should minimize noise at all times, as other residents may be working or resting in nearby units. Please keep noise to a reasonable level at all times, particularly during the hours of 10 p.m. to 6 a.m. As a general rule, the facilities staff will not do routine maintenance or other work before 9 a.m.

Residents and their families should show the same respect for the values, beliefs, and customs of others, as they would like others to show for their own values, beliefs, and customs. This is particularly important given the multicultural nature of the KITP community.

Concerns you have about the behavior of another resident or a family member or guest of another resident may be raised in a civil manner with that resident. If you are not able to resolve your concerns directly with the other resident, you may raise them with the Residence Manager at 805-893-1137.

Physical aggression and violence have no place at KITP or on the UCSB campus. Violation of this rule by a resident, family member or guest of a resident, will result in KITP action against the resident, which may include termination of residency. Other judicial or legal action may also result.

Decorating

Residents may not paint their units, put stickers on the walls or appliances, or hang pictures or other wall hangings. Hanging banners, posters, or signs from exterior windows, doors, or balconies is not permitted. Please contact the Residence Manager for questions regarding specific decorations.

Exteriors

In an effort to maintain a clean and uniform appearance, residents may not leave personal items, such as sports equipment, bicycles, potted plants, bird feeders, shoes or toys, outside of their units.

Food Exchange

There are two cabinets in the ground floor Prep Kitchen where you are encouraged to leave remaining non-perishable food items (e.g. spices, oils, pasta etc) when you depart. Newly arrived visitors can then harvest items for re-use, as can you!

Guests

You are welcome to host overnight guests in your unit from time to time, if your unit is suitable for accommodating your guest(s). Please note the following:

- Residents sharing may not host overnight guests unless their roommate(s) are comfortable with the proposed arrangements. Those wishing to host guests are responsible for obtaining the consent of their roommate(s) in advance.
- The housing is not designed or intended to accommodate friends, extended family, permanent house guests or relatives of residents other than the resident's spouse or partner and dependent children. Accordingly, we ask that you not invite your friends, siblings, parents, or other relatives besides your spouse or partner and children to move in with you or to stay with you for an extended period of time. However, if you have an immediate and temporary need for a parent, sibling, or other relative who is not your spouse, partner, or child to come and stay with you on campus, for example to care for you as you recover from a serious injury or illness, please discuss your situation with the Residence Manager; we will do our best to accommodate this type of arrangement.
- Housing at KITP is a limited resource and is not available for housing your guests.
- Keys will not be issued for guests not on the initial housing form.

Keys

The KITP Residence will issue one unit key to each adult who will be occupying a unit (the resident and his/her spouse or partner, if present). A maximum of two keys will be issued.

Additional keys for guests will not be issued. Copying of keys is not permitted.

Laundry

Each 7-bedroom unit has a washer and dryer. All other units have shared washers and dryers in the basement. Please show consideration for others by tidying up after yourself.

Mail

You will not be able to receive mail at your residence address. Mail sent to your unit will be returned to the sender.

You may use this address:

Your Name
KAVLI INSTITUTE FOR THEORETICAL PHYSICS
KOHN HALL
UNIVERSITY OF CALIFORNIA
SANTA BARBARA CA 93106-4030

For information about arrival at KITP go to:

<https://www.kitp.ucsb.edu/visitors/during-your-visit/your-day-arrival>

If you need to us an address for enrolling your child in school, use this address:

6560 El Colegio Road
Goleta, CA 93117

Parking for Residents

You **MUST** buy a permit to park anywhere on campus. In front of the residence, there is limited short-term parking for loading and unloading only. Beyond loading and unloading, you may park in Lot 30 with a UCSB permit. Daily visitor permits may be purchased from the dispenser in lot 30.

For longer stays, we recommend purchasing a long-term parking permit, which costs \$56.00 per month. KITP visitors qualify for the Faculty "A" permit from the Transportation & Parking Services (TPS) Office, but this is not noted on the Parking Office website and you must request it. This permit cannot be purchased in advance but must be purchased at the TPS office. Be sure to identify yourself as "a KITP visitor/faculty member" to obtain the academic permit eligibility status; they will consult our online directory or contact KITP to confirm.

The location of the Parking Services trailer can be found in section B1 on the map at:

<http://www.aw.id.ucsb.edu/maps/ucsbmap.html>

If you currently hold a parking permit from another UC campus, then you can get a reciprocal permit for up to 5 days per year:

<http://www.tps.ucsb.edu/permVisUCReciprocity.aspx>

For questions regarding parking on campus, please contact:

<http://www.tps.ucsb.edu/parking-permits>

KITP assumes no responsibility for loss of or damage to vehicles parked or operated on campus or for loss of or damage to any property kept in vehicles parked or operated on campus.

Parties in Common Areas

Please feel free to use the prep kitchen and basement area for group dinners and entertaining. Indeed, all of the common areas are available for both spontaneous and planned gatherings!

After your gathering, please take remaining perishables and alcohol back to your unit so that the space is ready for the next user. Should you need to advance purchase and store items in the fridges in the prep-area, just write a note saying, for example, "For Friday's event" so that our custodial staff understands. Because minors reside in the Residence, you must not store alcohol in the common areas when you are not occupying them.

Pets

Pets are not allowed in KITP housing. This includes fish and caged pets as well as cats, dogs, etc.

Recreation: Fitness Center

Residents and family members age 14 or over are welcome to use the indoor fitness center, provided that all fitness center policies and procedures are followed (such as signing required waivers and proper use of equipment). Children age 14-17 require parental supervision. Guests are not allowed to use the fitness center facilities.

Recreation: Play Areas and Equipment for Children

A children's playroom is located on the first floor for use by residents, family members, and guests (when accompanied by a resident). Residents may not bring or install any additional play equipment including jungle gyms, children's pools, water slides, swing sets in any outdoor area. Rollerblading and skateboarding are not allowed on the site.

Storage

There is no storage available to residents. Rental storage space is available locally.

Telephones and Telephone Service

We provide one telephone with local service. Please use a calling card, cell phone, or Skype when making long distance calls.

Televisions and Cable Service

Each housing unit has at least one television and a basic cable television package.

Termination of Residency

We reserve the right to terminate the residency of anyone whom we determine is not abiding by the terms described in this Handbook or the Residence Contract, or if we determine that other good cause exists for terminating residency status.

Moving Out

Please check-out of your room and return your Residence room keys to the front desk before 9 a.m. on the day of your departure. Check with the front desk if you need assistance with holding luggage until departure.

Leave your unit clean and in good condition when you move out. Please strip all linens from your bed and remove all trash, debris, and personal property. Personal property left in the unit after the termination of your occupancy may be treated by KITP as abandoned property. KITP is free to dispose of this property.

Trash and Recycling

Please make sure that your trash is neatly bagged and that broken glass or other sharp objects are disposed of safely. Trash and recycling should be deposited in the containers provided. Empty the containers into the trash and recycling room at the eastern end of your hall. (First floor trash room is located is off the Bike Storage Room).

Munger Residence Contract:

As a condition of occupying a unit of the Munger Residence (“KITP”), I agree to abide by the following terms:

1. Conduct

I will conduct myself in an appropriate manner at all times. I will promote a quiet, safe, and secure environment at KITP and will not disrupt KITP operations. I accept responsibility for and will be held accountable for my own actions and use of the Residence, KITP facilities, and property. I also understand and agree that I am responsible for the actions of and use of the Residence, KITP facilities, and property by my family members and guests. I accept responsibility for the care of the Residence and for prompt reporting of any need for repairs.

I will comply with all KITP policies relating to the Residence, including, but not limited to, those described in the Resident Handbook.

I will maintain the Residence solely as a dwelling for myself and my registered family. I will not use the Residence or common areas for any commercial purpose. I will not allow anyone other than my registered family members or guests to occupy the Residence or any portion thereof and I will comply with the limitations on overnight guests that apply to the Residence. I understand that additional family members or guests are not allowed to live in the Residence without prior approval.

I will not use the Residence or common areas for any disorderly or unlawful purpose, or in any manner deemed by KITP to be offensive.

I acknowledge that, despite any payment of an occupancy fee, my occupancy of the Residence is a privilege of my connection with or other participation in (or the employment or other participation of my spouse or partner in) KITP’s scientific activities or operations, is not a right to occupancy or a lease, and may be terminated at the discretion of KITP.

2. Care of Residence

I will maintain the Residence in proper, clean, and safe condition and will use the common areas with appropriate care. I will take responsible action, including use of safety and security equipment, to protect the Residence and common areas and prevent damage to them. I will refrain from encouraging or participating in activities that may cause damage. I will report any damage to the Residence, common areas, or buildings at KITP and will assist in identifying individuals responsible for damage.

I will not make any repairs, alterations (including painting), improvements, or additions

to the Residence.

When I vacate the Residence, I will return all furnishings and other property provided for my use clean and in the same condition as received (excepting reasonable wear and tear as determined by KITP). At the time I vacate the Residence, I will return to KITP all keys to the unit and the building. I will remove all of my personal property from the Residence. Any personal property I leave in the Residence may be treated by KITP as abandoned property. KITP shall have no responsibility for such property and will be free to dispose of it as KITP sees fit. I understand I may be responsible for costs associated with the disposing of property I have left in my unit or on campus.

I understand and agree that I am responsible for paying for any damage or loss to the Residence and for any damage or loss I, or one of my family members or guests, causes to the common areas. With respect to household items in the Residence, I understand that I am responsible for any damage to or loss.

I understand and agree that KITP personnel may enter the Residence and take appropriate actions for purposes of maintenance, improvements, repairs, fire or safety inspections, and in order to protect KITP's interests and the health, safety and general welfare of persons or property.

3. Payment

If KITP has not agreed to pay my lodging costs, I agree to pay the occupancy fee (or applicable portion) when billed by KITP.

4. Termination of Residence

I understand and agree on the expected termination date of my occupancy of the Residence. I also understand and agree that my status as a resident of on-campus housing at KITP is dependent upon my participation (or the participation of my spouse or partner) in KITP's scientific activities or operations. I will vacate the Residence if I or my spouse/partner ceases to participate in KITP's scientific activities or operations for any reason.

I understand and agree KITP may also require my family and me to vacate the Residence at any time with no prior notice if KITP determines that I or a family member or guest has violated any of KITP's terms of occupancy for KITP housing or that other sufficient cause exists. In addition, I understand and agree that KITP may require my family and me to vacate the Residence at any time with no prior notice in the event the Residence is damaged by fire or other casualty, or becomes unsafe or unusable for any reason.

I also understand and agree that demand for KITP housing may cause KITP to require me to vacate KITP housing prior to the expected termination date of my occupancy or to move to another unit in KITP housing.

This Residence Contract is not intended to create a lease or a landlord-tenant relationship between KITP and me or my spouse or partner. However, if this Residence Contract is construed to be a lease or to create a landlord-tenant relationship between KITP and me or my spouse or partner, then I shall be a tenant at will and KITP shall have the right to terminate my occupancy of the Residence at any time without any prior notice.

Appliance User Guides:

Using your dishwasher::

1. Rinse dishes before putting in the dishwasher. The machine can be thought of as more of a “sanitizer” than washer. Please make sure dishes have no dried or baked on foods.
2. Do not put plastic items in the dishwasher that are not labeled as dishwasher safe. Safe plastics should be put in the top rack.
3. Insert one soap pack per load. Adding Rinse Aid also helps. See the front desk if you have questions. Start dishwasher
4. Once the machine is done drying, put the dishes away. If your dishwashers has a magnetic sign on it, flip it to “clean”

Using your garbage disposal

1. The garbage disposal is to grind up and wash away small food remnants. These must be small soft food pieces, like lettuce, fruits, and other similar items
2. Nothing larger than an American 10 cent piece or dime should be put down the disposal
3. No hard items like seeds, nuts, or silverware should be placed in the disposal
4. Always run water at the same time as the disposal. Turn on the water, flip the switch (the large switch next to the sink). Once the food has been washed away, turn off the switch.
5. If the disposal has a smell, run it with ice and a small amount of soap while running hot water.
6. NEVER put coffee grounds in the disposal. Place them in the trash

Plant Watering Guide

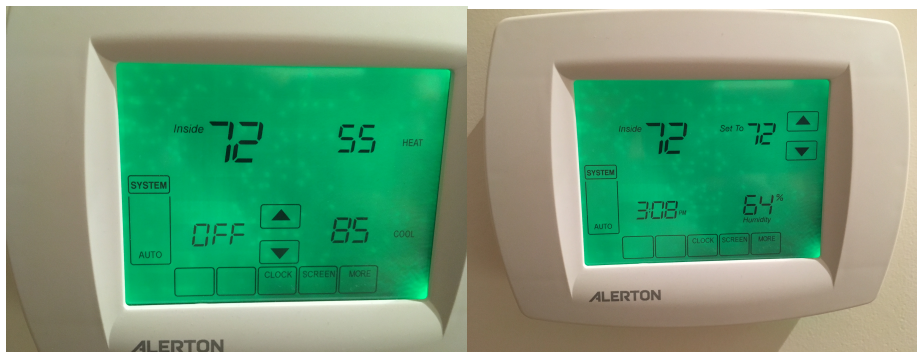
The plants in your home are real! Please take care when watering. Large plants should be watered once every two weeks, small plants every 10 days. PLEASE do not over-water. Less water is best in most cases. The dirt should be very slightly damp at most.

Heating/HRV

Your unit has two forms of temperature conditioning: heating and fresh air circulation via Heat Recovery Ventilators (HRVs). Except for the common areas in the seven bedroom units, there is no air conditioning in the apartments.

Heating:

Heating in the unit is achieved with radiators that circulate hot water heated on the roof (mostly via the sun). The radiators are usually behind a desk or on the other side of the kitchen sink, and are operated using the green screen controllers. Turn up the temperature for heat; turn it down for no heat. Set it to automatic or manual by selecting the setting and pushing “done.” Each radiator and towel warmer has a manual shutoff valve. The towel warmer is simply turned on or off. The button next to it will be red when the fixture is on.



The HRVs are controlled using the blue screens. In the normal setting (when it shows a circular flow of air) the HRV is bringing in outside air and performing heat exchange with the exiting air. This can be used in the evening to cool the unit and bring in fresh air. An additional setting shows air streaming through the ‘house’. That setting is simply circulating air within the unit for you. The graphics are counter-intuitive due to a construction flaw. Press the house to activate and change between settings.

