During your campus stay, summer conferences and camps are responsible for any damage done to, and/or loss of, University property belonging to your assigned residences. If damage is found during your program’s stay or immediately after your program’s departure by the Housing team, you will be notified immediately and your program will be charged accordingly. If you witness damage during your program’s stay, it is best to report this immediately to your Conference Front Desk, as well as your Conference Account Coordinator.

To protect your program against any pre-existing damage in the residence(s), it is strongly recommended that you perform a walk-through prior to your program checking into its assigned residence(s), especially if your program is a Youth program. Please speak with your Conference Account Coordinator if you’d like to request a walk-through before your participants/staff arrive.

The following is a list of common damages and estimated charges. It may be helpful to keep these damages in mind when performing your initial walk-through:

- **Blind repair**: $65 - $500
- **Broken window**: $300 - $572 (material and labor)
- **Broken or missing window screen**:
  - Aluminum framed: $259 (material and labor)
  - Wooden framed (Branner, Lagunita, Toyon): $672 (material and labor)
- **Custodial hourly rate**: $34 per hour
- **Excessive cleaning**:
  - Level II: $100 (substantial cleaning required)
  - Level III: $200 (extensive cleaning required)
- **Light cover (missing or broken)**: $100 - $500 (maybe higher depending on style of fixture)
- **Mattress (missing or damaged)**: $227 (product + installation cost)
- **Reset bed (e.g., disassembled, flipped bed)**: $84
- **Wall damage (paint and patch)**: $75 - $475 (dependent upon wall size and extent of required patching)

**Other fines to be aware of:**

- **Candles and halogens**: $100 upon discovery, plus $100/day until removed
- **Pets**: $100 upon discovery, plus $100/day until removed
- **Tampering with fire and building access equipment**: $500 minimum charge

The residences should be left in the same condition as they were found. If university furniture is moved or relocated be sure your participants or staff return all of these items to their original location(s) before your conference departs (in order to avoid charges). All trash should be placed in the supplied trashcans. Excess trash can result in your program incurring charges for excessive cleaning (as listed above).
If you have any questions about housing damage charges and fines, please contact your Conference Account Coordinator.

Updated 12/2017