

## **USC HOUSING**

### **Arts & Humanities Residential College (PRB)**

920 W 37<sup>th</sup> Place, Los Angeles, CA 90007  
(213) 740-8860

## **Welcome to Arts & Humanities Residential College!**

This suite-style housing complex offers three or four double-occupancy bedrooms (6 or 8 guests) clustered around a common space. At four stories tall, this building offers two music practice rooms (each containing a piano), a collaborative learning center, lounges on each floor and a recreation room.

**Check-in:** Please check-in at the PRB Customer Service Center (CSC), where staff will be present to assist you. Upon check-in, you will receive a guest card with access to PRB's front doors, your assigned suite and bedroom, and with any meals that were pre-contracted by your group. Always carry your guest card and report lost cards to the CSC *immediately*. If you find yourself locked out, please make your way to the CSC for assistance.

**Check-out:** Check-out must be completed by 12:00PM (Noon) at the CSC. Please return all keys and access cards received at check-in. All personal items must be out of the room when you check out; once keys and cards are turned in, you no longer have access to the room. A replacement fee will be assessed at a minimum of \$115 for each lost key. Unreturned guest cards carry a \$25.00 replacement fee. Please leave all linen items in your room upon check-out. *Please note: you will be charged for any missing linens.*

**Parking:** The closet parking garage to PRB is the Downey Way Structure, located on McClintock Ave. Parking reservations/purchases will be handled individually or as group (depending on the organizer) through the transportation portal to be provided to the group. Daily parking passes are valid from 12:00AM to 11:59PM.

**Linen Service:** All rooms are provided with one pillow and one blanket per person, however, please check if linen service will be arranged by your conference. Included in the "standard linen service" you will find two (2) bath towels and facecloths and one (1) each top sheet, bottom sheet, and pillow case. All are bundled and placed upon your bed.

**Telephones:** There are no in-suite telephones.

**Internet Accessibility:** USC Guest Wireless access is the only service available to guest users in most areas of the University Park campus. Wireless reception is available in most of the open areas and our residential buildings.

**Laundry:** PRB's laundry facilities are located on the first floor, down the hall and behind the CSC, upon entering. It is the fourth door on the right hand side. All machines are equipped for use with the Wash Services app, available for download on both the Google and Apple App Stores. If you do not have a cell phone on which to download the app, you may purchase a Wash Services card at IRC. You are responsible for providing your own laundry soap and dryer sheets. It cost \$1.50 for the base wash and \$1.25 for dry. As a reminder, machines are operated by a 3<sup>rd</sup> party vendor. For any issues with the equipment or card, guests need to contact Wall Services at (800) 342-5932 for assistance. The building's vending machines are also located in the laundry room.

**Maintenance:** Requests for any repair service to your room may be placed by stopping by your Customer Service Center. For all after hour's request, contact (213) 740-4646 to place a work order.

**After Hour Access to USC main campus:** Every night from **9:00PM- 6:00AM**, USC restricts entry into campus through certain gates; security stationed at these entrances will ask for photo identification from anyone seeking access. If you must leave campus, carry a photo ID at all times, and enter through the McClintock gate, located north of PRB, off Jefferson Blvd. Guests' names will be cross-checked against your group's roster provided to the designated gate.

## HOUSING POLICIES

**Conduct:** Suite style living is based on community effort and consideration for others. Living in close proximity to one other requires constant awareness of how your actions affect others. Respecting the rights of others is essential for maintaining a comfortable environment for everyone. "Quiet Hours" are observed from **10:00 PM** through **7:00 AM**. Social gatherings taking place after in USC Housing facilities after 10:00 PM require advanced approval of the CSC. Such gatherings must take place in a location away from sleeping quarters.

The following are not permitted in any USC-operated dwellings, rooms, or apartments for legal, safety, and/or health reasons. In accordance with established federal, state, and local laws, the University may confiscate prohibited possessions:

- **Cooking equipment and appliances** (except in units with kitchens).
- **Electrical appliances that are not UL approved and labeled.**
- **Pets.**
- **Firearms and other weapons, explosives, fireworks, inflammables or open flames.**
- **Material which might create a hazard.**
- **Alcoholic beverages**
- **Illegal drugs and their paraphernalia.**

The following behavior is not permitted in any USC-operated dwellings, rooms, or apartments for legal, safety and/or health reasons. Failure to comply may result in dismissal from the housing facilities:

- Vandalism or any tampering with electrical, access or telephone equipment.
- Roofs and ledges are not to be used for any purpose.
- Window screens may not be removed nor may any objects be dropped from windows, balconies or doorways.
- Tampering with fire equipment is prohibited.
- Disruptive behavior, excessive noise and failure to comply with quiet hours.

**Postings:** Los Angeles Fire Department codes prohibits placing combustible materials in doors/hallways/exit pathways. In order to facilitate communication with residents or participants, only approved materials may be posted in enclosed bulletin boards after approval from the Office of Summer Conferences has been granted.

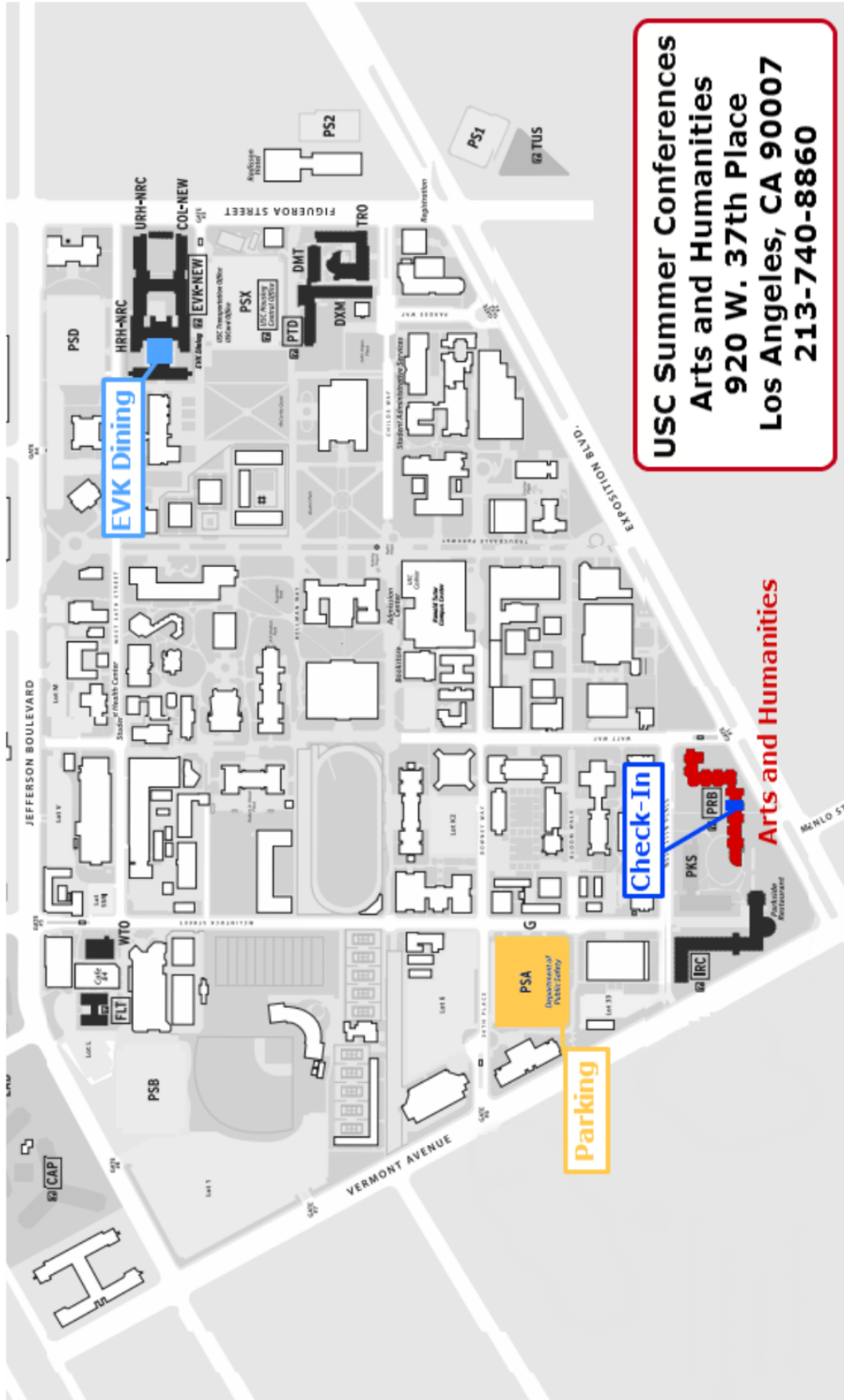
**Smoke-Free Policy:** In order to provide a safe and healthy environment, USC Policy prohibits smoking in all enclosed rooms, buildings, and facilities. This includes all University housing areas and dining areas. Those who wish to smoke may do so in outdoor areas located 25 feet from doorways, windows and ventilation systems to prevent smoke from entering enclosed buildings.

**Faculty Residents:** There are faculty members who live in the building year-round. We ask each group to be respectful of their space and privacy because this is their home.

### USC Department of Public Safety

**Emergency Line: 213-740-4321**

**Non-Emergency: 213-740-6000**



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