

## UCR Recreation Department Big Bear Lake House Policies

The UCR Recreation Department strives to allow all student organizations and campus departments an equal and fair opportunity to reserve and use this facility.

Reservations may be requested by contacting Rose Edmonds at [rose.edmonds@ucr.edu](mailto:rose.edmonds@ucr.edu) or by telephone at 951-827 4470.

1. UCR Registered Student Organizations (RSO) and campus departments may request to reserve the Big Bear Lake House. For an RSO the applicant of record must be the current President; for a campus department the applicant must be a full-time career employee.
2. Scheduling priority is given to the UCR Outdoor Excursions Program and is then available on a first come, first served basis.
3. There is a limit of one reservation per quarter for all RSO's and campus departments.
4. A reservation request must be submitted a minimum of one month and a maximum of six months in advance of the date requested.
5. A minimum two-night stay is required.
6. Check in time is 2:00 p.m. on the first day of the reservation.
7. Check out time is 12:00 noon on the last day of the reservation.
8. UCR RSO's which do not have their own insurance coverage must register their stay at: <http://ucriver.marshcampusconnexions.com/>.
9. The maximum overnight occupancy of the Big Bear Lake House is sixteen (16).
10. A maximum of six (6) vehicles may be parked in the driveway.
11. A rental deposit of 50% of the reservation cost is required upon approval of the reservation request. The remainder is due at the time the keys to the house are picked up.
- 12. Alcohol and illegal drugs are prohibited on the property!**
13. The organization or department of record for the reservation is responsible for any and all damages to any part of the house, property, and furnishings that occur during their stay.
14. No pets are allowed on the premises with the exception of service animals.
15. The UCR Recreation Department Big Bear Lake House is a non-smoking facility.
16. No outdoor fires are permitted.
17. Occupants must have a copy of the UCR Big Bear Lake House Rental Agreement with them while staying at the facility.
18. The UCR Recreation Department big Bear Lake House is an extension of the University of California, Riverside; all UCR campus and University of California policies apply.
- 19. Individual students and/or groups that fail to comply with or that violate any UCR Recreation Department, UCR Campus or University of California policies while staying at the Big Bear Lake House are subject to disciplinary action through the UCR Student Conduct and Academic Integrity Office.**