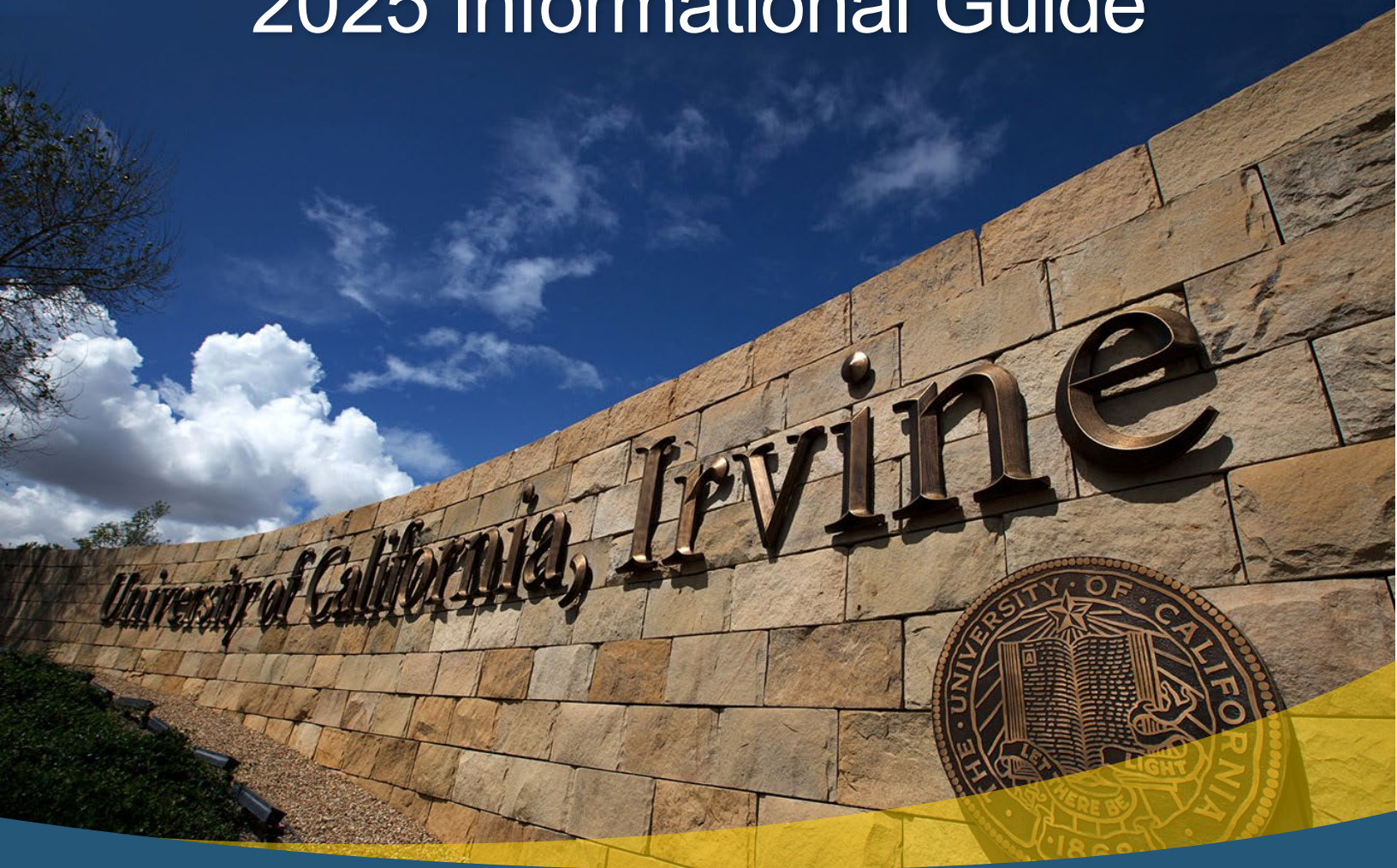




UC Irvine

Summer Conferences

2025 Informational Guide



*Thank you for choosing UC Irvine for your summer conference.
We look forward to serving you and providing a rewarding and memorable experience.*

Contents

Contact & Maps 3
 Summer Conference Office & Contact Information..... 3
 Who Do I Contact? 3
 Maps 3

Housing..... 4
 Housing Keys & Lockout Information 4
 Check-In 4
 Check-Out 4
 Accommodations..... 5
 Safety 5
 Mail & Packages 6

Dining 7
 Dining Commons & Hours..... 7
 Dining Access & Policy..... 7
 Lost & Damaged Meal Cards/Wristbands..... 7
 Commuting Attendees & Guests 7
 Group Pack Outs & Special Event Meals (Pick-ups & Deliveries) 7

Parking..... 8

Wi-Fi 8

Jeanne Clery Campus Safety Act (Clery Act)..... 8

General Policies & Information 9

Resource Links 12
 Getting Around UC Irvine..... 12
 Transportation..... 12
 Nearby Points of Interests 12

Contacts & Maps

Summer Conference Office & Contact Information

Complex	Address	Office Hours	Office #	After Hours #
Mesa Court (Mailroom)	4001 Mesa Road Irvine, CA 92617	Monday – Sunday 8:00 a.m. – 8:00 p.m.	(949) 824-9377	(949) 872-8005
Middle Earth (Pippin Community Center)	533 East Peltason Drive Irvine, CA 92617	Monday – Sunday 8:00 a.m. – 8:00 p.m.	(949) 824-3121	(949) 241-4117
Arroyo Vista (Housing Office)	1000 Arroyo Drive Irvine, CA 92697	Monday – Sunday 8:00 a.m. – 8:00 p.m.	(949) 824-3900	(949) 351-4228

After Hours

Summer Conference Assistants (SCAs) will be on call after office hours for urgent matters, such as lockouts and facility emergencies.

Who Do I Contact?

In the event of a medical or life-threatening emergency, call 911 before notifying Summer Conference staff.

For non-life-threatening situations—such as suspicious activity requiring police assistance—call the UC Irvine Police Department (UCIPD) at (949) 824-5223.

Student Center & Event Services (SCES)	Summer Conference Office
Contact your SCES Planner for: <ul style="list-style-type: none"> Pre-conference planning Conference-specific changes/adjustments (e.g., catering, meeting/facilities usage) Other conference-related needs, arrangements, and questions 	Call or visit the Summer Conference Office for: <ul style="list-style-type: none"> Lockouts of assigned residential building/room Lost key or meal card/wristband replacement Building/maintenance repair issues Room assignment changes (must be approved by conference director)

For day-of assistance (for events in the Student Center or Classrooms/Lecture Halls), call the VIP Service Line (949) 351-7736.

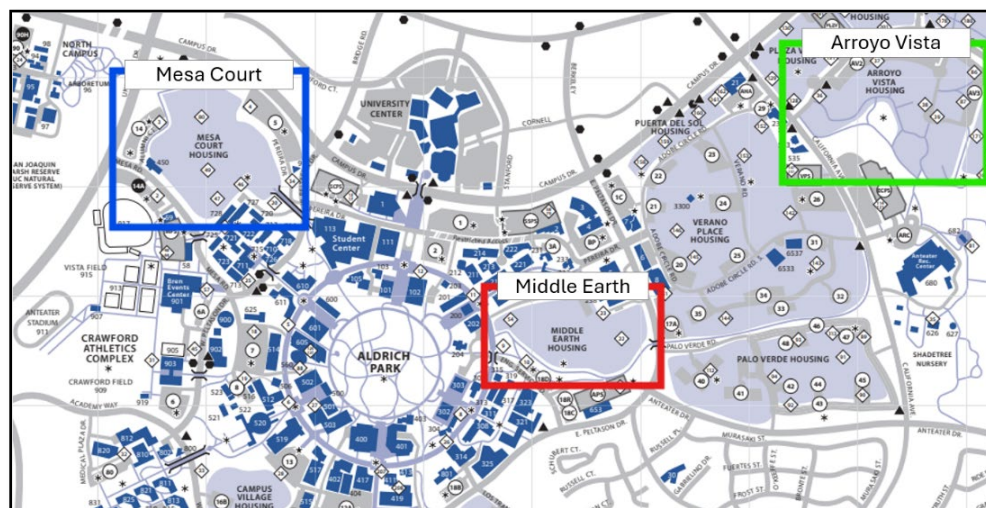
Maps

Housing Complex Maps

Complex	Map (PDF)
Mesa Court	MC Map
Middle Earth	ME Map
Arroyo Vista	AV Map

More Campus Maps

Visit: www.parking.uci.edu/maps



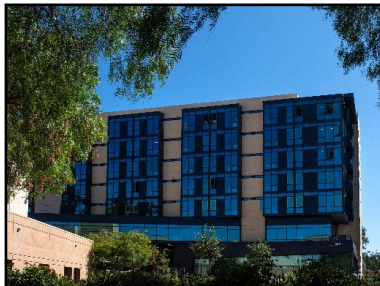
Housing

Summer Conference housing consists of three housing complexes and two dining commons. Each complex has its own dedicated offices and are staffed by **Summer Conference Assistants (SCAs)**, who handle guest services ranging from check-in/out procedures, lockouts and lost key issues, room condition reports, and general troubleshooting.

Mesa Court



Middle Earth



Arroyo Vista



Housing Keys & Lockout Information

- Lost or unreturned keys will incur a **\$16.50** fee per occurrence, regardless if found or returned later. Fees will be charged to the summer conference program.
- Lockouts (let-in requests) are complimentary for summer 2025.

Check-In

- Arrive and check in at the summer conference office location of your assigned housing complex unless otherwise specified
- Each attendee is required to check in for their own room key (and meal card/wristband, if applicable)
- Early check-ins are not permitted unless prior arrangements are made
- Group check-ins outside of contracted hours may incur additional fees
- Conference staff may pick up any special order items from the summer conference office, if applicable (e.g., guest meal card)
- Prior to group check-in, SCAs will conduct a pre-inspection of your assigned buildings/rooms for existing damages. Conference directors may request a copy of the inspection report.



Mesa Court Mailroom

Middle Earth
Pippin Community Center

Check-Out

- Prior to check-out, double check all drawers and wardrobes for personal items. Empty refrigerator and freezer, if applicable. Trash may be disposed of in designated receptacles outside of each classic building or via trash chute in tower buildings. Excessive trash in buildings (bedrooms or common spaces) or additional cleaning required may incur fees.
- All attendees are required to individually check out at the summer conference office (unless otherwise specified) and return their key (and meal card, if applicable)
- Any lost or unreturned keys will incur a charge, regardless if found or returned at a later date/time
- Group check-outs outside of contracted hours may incur additional fees
- If an early check-out is required outside of summer conference office hours, please coordinate the early departure in advance with your Student Center & Event Services Planner to ensure proper check-out
- Any special order items to be returned to the summer conference office, if applicable (e.g. guest meal card)
- Following group check-out, SCAs will conduct a post-inspection of your assigned buildings/rooms for new damages. Fees for damages or repairs required will be added to the summer conference program final invoice.

Accommodations

Linen & Toiletries

- Each assigned bed space comes with two sheets, one pillow, one pillowcase, one blanket, one towel and one washcloth
- Personal toiletries are not provided (shampoo, conditioner, body soap, and lotion)
- A once-per-week linen exchange is offered for groups staying longer than a week

Laundry

- Laundry rooms are accessible in all housing complexes
- Detergent and dryer sheets are not provided

Moving Bins

- A limited number of moving bins are available for use on a first-come, first-served basis

No Air Conditioning

- Dormitories do not have air conditioning
- Air conditioners of any type are not permitted. Attendees may bring small portable fans.

Vending Machines

- Mesa Court – Located across from Sierra Hall
- Middle Earth – Located in the breezeway below Gondolin
- Arroyo Vista – Located near half basketball court. Additional soda machine located in Recreation Room.

Custodial & Maintenance Services

- Custodial Services will be provided in common areas and common area restrooms only
- Individual room custodial service is not available during your stay
- To report a maintenance issue, please contact the Summer Conference Office within your residential housing community

Safety

Doors

UC Irvine is an open campus and it is important for you and the safety of others in the building to keep your room door and exterior doors completely closed.

- Do not prop doors open
- Ensure doors completely close
- Do not let anyone follow you in when entering your building
- Window screens are not to be removed

Blue Light Emergency Phones

Campus blue light emergency phones provide 24-hour, direct communication to the UC Irvine Police Department and can be used to report crime, fire, or medical emergencies. They are easily identifiable around campus, housing communities, and parking structures.

See locations of emergency phones: [UC Irvine Blue Light Emergency Phone Map](#)



Blue Light Emergency Phones

Mail & Packages

All mail and packages sent to guests can be picked up at their assigned complexes. Please include your Conference Name as shown in the example below. Any mail without a conference name may be returned to sender. UC Irvine is not responsible for lost packages/mail.

Complex	Mailing Address	Pick-Up Location	Mail Room Hours
Mesa Court	[Attendee's Name] Attention: [Conference Name] 4001 Mesa Road Irvine, CA 92617	Mesa Court Mail Room (Caballo Tower)	Monday – Saturday 10:00 a.m. – 2:00 p.m.
Middle Earth	[Attendee's Name] Attention: [Conference Name] 531 East Peltason Drive Irvine, CA 92617	Pippin Community Center	Monday – Saturday 10:00 a.m. – 2:00 p.m.
Arroyo Vista	[Attendee's Name] Attention: [Conference Name] 1000 Arroyo Drive Irvine, CA 92697	Arroyo Vista Housing Office	Monday – Sunday 8:00 a.m. – 8:00 p.m.

Amazon Lockers

Convenient, self-service delivery locations within the residential complexes to pick up and return Amazon.com packages.

Additionally, there is an **Amazon Hub Locker** in University Center at 4141 Campus Dr Irvine, CA 92612.

Complex	Locker Name	Address	Location Description
Mesa Court	Amazon Locker - Teak	4001A Mesa Rd Irvine, CA 92617-5053	Between Playa Tower and The Court
Middle Earth	Amazon Locker - Middle Earth	529 E Peltason Dr Irvine, CA 92617-5521	Gandalf's Courtyard
Middle Earth	Amazon Locker - Carissimo	533 E Peltason Dr Irvine, CA 92617-5521	Outside of Pippin Community Center
Arroyo Vista	Amazon Locker - Cicero	6 Arroyo Dr Irvine, CA 92617-4326	Outside of Housing Office/Rec Center
Arroyo Vista	Amazon Locker - Grape	1000 Arroyo Dr Irvine, CA 92617-4354	Near Building 1034 and the 1/2 basketball court

Dining

Our dining commons provides an all-you-care-to-eat experience with one entry per meal, and no in-out privileges. Guests are encouraged to store oversized bags and equipment in their assigned dorm room before accessing the dining commons. The University is not responsible for unattended personal items.

Dining Commons & Hours

Complex	Dining Common	Meals	Hours*
Mesa Court	Anteatory	Breakfast	7:00 a.m. – 9:00 a.m.
Middle Earth	Brandywine	Lunch	11:30 a.m. – 2:00 p.m.
		Dinner	5:00 p.m. – 7:00 p.m.

*Times and availability subject to change

Dining Access & Policy

Meal cards or wristbands provided during check-in must be used for dining hall access.

If wristbands are issued to your conference group, they must be worn for the duration of the conference and must remain intact for entry to the dining commons.

All guests are required to return their service ware (plates, cups, utensils) to the designated return station. It is the responsibility of each conference group to communicate this practice with their attendees. A fee may be applied for any excessive cleaning or service required by the university.

All food and beverages must remain within the dining commons. Items may not be taken out, and to-go services or containers are not available. Personal reusable containers are not permitted within dining commons.

Lost & Damaged Meal Cards/Wristbands

Lost, damaged, or torn (cut) meal cards/wristbands incur a **\$10** replacement fee per occurrence.

Replacement meal cards or wristbands are specific to each conference and must be reissued by the Summer Conference Office. New meal cards or wristbands cannot be issued at the Dining Commons.

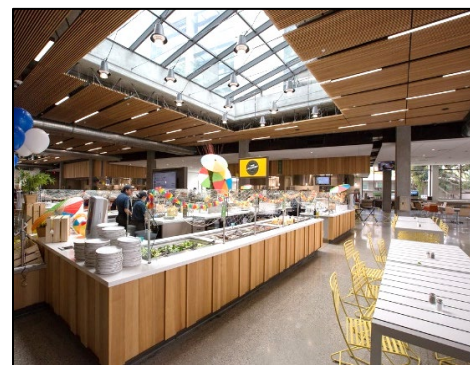
Fees will be charged to the summer conference program.

Commuting Attendees & Guests

A commuting guest who is not an overnight attendee may access the dining commons with credit/debit card payment or a conference program issued meal card.

Group Pack-Outs & Special Event Meals (Pick-Ups & Deliveries)

If pack-out or special event meals have been ordered in advanced for pick-up, the conference point-of-contact must be prompt in arriving at the arranged time. For deliveries, conference point-of-contact must be available to receive items as Dining staff may not have access to the specified drop-off location.



Anteatory Dining Commons



Parking

A valid parking permit is required at all times when parking on campus. Conference directors are responsible for ordering and arranging all parking permits and services through Transportation and Distribution Services – Guest and Event Services.

Parking Permits

Event Permits: [Guest & Event Services | Transportation and Distribution Services](#)

Parking Maps: [Parking Maps](#)

Guest and Event Services – Event Coordination	Business Hours	Contact
101 Aldrich Hall Irvine, CA 92697-4525	Monday – Friday, 8:00 a.m. – 5:00 p.m. Closed on university holidays	(949) 824-2690 eventprk@pts.uci.edu

Wi-Fi

Wi-Fi is available across campus locations and in dormitories by prior arrangement. Conferences and/or conference attendees will be held responsible for misuse of the UC Irvine network and computing services. Infractions may result in temporary or permanent loss of computing and/or network privileges, student conduct review and/or federal or state legal prosecution.

UCInet (Public Campus Wi-Fi)

Conference attendees may connect to Wi-Fi across many campus locations using either a UCInetID or as a temporary visitor with UCInet Mobile Access.

See more information at [UC Irvine Office of Information Technology's website](#)

Resnet (Dormitories)

Wi-Fi access within dormitories require setup of internet services through the university. Fees apply. Contact your SCES Planner for more details.

Jeanne Clery Campus Safety Act (Clery Act)

When Summer Conference personnel (including employees and volunteers) are working at UC Irvine, they are considered Campus Security Authorities by Federal Law per the Jeanne Clery Campus Safety Act (Clery Act).

As such, any employee or volunteer of a summer conference who works at any location that is owned, leased or controlled by UC Irvine, is required to immediately report any crime observed or reported to them to UC Irvine Police Department. To make a report and/or review the Clery Act, see the [Jeanne Clery Campus Safety Act](#).

General Policies & Information

Conference agreements are issued with the expectation that all program participants, regardless of age, will adhere to university and UC Irvine Housing policies and guidelines.

Animals

In accordance with [Policy on Non-Research Animals on Campus](#), unless the animal falls under an exception listed in section B, no animals are permitted in campus buildings, athletic fields or parks. For participants staying overnight in campus dormitories, the conference director is solely responsible for establishing and administering any reasonable accommodation process, including for Emotional Support Animals (ESAs). The conference director must notify Student Center & Event Services in writing in advance of the program start date of any reasonable accommodations they approve for a participant. The conference director will provide SCES with the following in relation to an approved service animal or ESA: type of animal, animal's name and picture, and the full name of the participant/individual the animal will accompany. ESAs must remain in the assigned dormitory room of the participant/individual they accompany and the related building common areas at all times, except when going outside for natural relief. The conference director is responsible for handling all complaints and issues related to animal accommodations.

Alcohol

California State Law prohibits the consumption, possession, or sale of alcohol to persons less than 21 years of age.

Persons 21 years of age and over are permitted to store/consume alcohol within the privacy of their own room with the door closed. All occupants of the room must be of legal drinking age.

If your conference is the sole occupant of your assigned residence hall, all of your conference participants are 21 years of age or older and would like to store/consume alcohol in the common areas, then you may fill out and submit a [Permit to Serve Alcoholic Beverages on Campus](#). The form must be submitted to your Student Center & Event Services Planner for review and approval a minimum of two weeks in advance of your program.

To inquire about alcohol consumption at events or areas outside of assigned dorm rooms, contact your Student Center & Event Services Planner for details. For safety reasons, alcohol is not permitted on balconies or patios.

Appliances

For your convenience, each residence hall is equipped with the necessary large appliances. For safety reasons, the use of electrical cooking appliances such as brewing systems (including, but not limited to, Keurigs, coffee pots, hot water heaters), personal microwaves, hot plates, sandwich makers, rice cookers, and electric grills are permitted only in kitchen areas. Air conditioners of any type (window, portable, etc.) are not permitted.

Bag Storage

Due to the high volume of summer programs, there is no bag storage available for attendees.

Cooperation With University Personnel

Attendees and guests must act respectfully toward and cooperate with reasonable requests of university personnel who are acting in the performance of their duties. This includes, but is not limited to, interactions with all Housing staff (professional and student staff), Dining Services staff, and UC Irvine Police.

Dangerous Items

Weapons, explosives, flammable materials, and any other potentially dangerous items are not permitted on campus.

Disruptive Behavior

For your safety, and the consideration of others, any activities that might lead to injury or damages, or are disruptive to others, are not permitted. Continued behavioral issues or severe behavioral issues could result in groups not being accommodated in future years.

Drugs/Controlled Substances

Federal law, California state law, and university policies prohibit the unlawful possession, solicitation, procurement, sale, consumption, or manufacture of drugs/controlled substances. The possession and/or use of drug paraphernalia is prohibited in and around all residential facilities.

On Nov. 8, 2016, California voters passed Proposition 64, legalizing the use of recreational marijuana among people over the age of 21. It is important to understand that Proposition 64 does not change UC policy; marijuana remains prohibited on all university property and at all university events, except for approved academic research. Notwithstanding Proposition 64, using, distributing and possessing marijuana on campus remains illegal under federal law. Medical marijuana cards are not acknowledged on the UC Irvine campus property. See [Smoking](#) for additional information regarding the smoking policy.

Fire Safety

Each residence hall is equipped with fire safety equipment. Misuse of such equipment is prohibited and may result in legal action.

The smoke detectors installed within the residence halls are sensitive and can be activated by water, force, or sudden shock. If the smoke detectors begin to chirp, please notify the Housing Office within your residential housing community so that they may replace the batteries.

For safety reasons, incense and candles are not permitted within campus housing areas.

Furniture

For your convenience, furniture has been provided in the common areas of all residence halls. Dismantling, removing, or moving furniture into a personal room or outside is not permitted.

Noise

We believe that all attendees are entitled to reasonable privacy and peace. Quiet hours for the undergraduate residential complexes are 10:00 p.m. – 8:00 a.m. Sunday – Thursday and 12:00 a.m. – 10:00 a.m. Friday and Saturday. We ask that all attendees be courteous to others at all times with regard to noise.

Posting

Indoor bulletin boards may be utilized to post materials with tacks or staples. Blue tape may be used to temporarily affix signs or posters inside residence halls on walls. No materials may be posted on windows, including windows in residence hall rooms. Posters, flyers, or décor may not be affixed to other painted surfaces, ceilings, light fixtures, glass fixtures, or fire safety equipment and no loose, combustible items are permissible. University fire code limits combustible material to 10% of the wall space of an area. Chalking is not permitted at any time.

For further information, see [EH&S Fire Safety](#) and [Undergraduate Housing Policies](#).

Smoking

UC Irvine premises, including outdoor areas and all residential facilities, are smoke, tobacco, and marijuana free. As such, smoking, the use of tobacco or tobacco products (including electronic smoking devices), and marijuana is prohibited on any premises owned or controlled by UC Irvine. Further, the sale and/or advertising of tobacco, tobacco products, or marijuana is prohibited on all UC Irvine-owned or -controlled premises. See [Smoke and Tobacco Free Environment Policy & Procedures](#) for more information. Violations could subject an individual and/or entity to enforcement action, disciplinary action, and/or conference cancellation.

Sustainability

The University of California is committed to responsible stewardship of resources and to demonstrating leadership in sustainable business practices. For further information, please refer to the [UC Sustainable Practices Policy](#).

Vehicles & Personal Micromobility Devices

Only university-approved vehicles are permitted within the perimeters of the housing communities.

If you would like to use personal micromobility devices (e-scooters, hoverboards, e-bicycles), including manual powered bicycles, scooters, skateboards, etc., for outdoor transportation purposes, we ask that you follow all posted signage. Manual transportation devices and/or electronic personal micromobility devices may not be used within pedestrian areas of Housing communities (pedestrian areas include but are not limited to sidewalks/pathways). Manual transportation devices and/or electronic personal micromobility devices may not be charged or stored in any public common area including, but not limited to, hallways, lounges, bathrooms, etc. Manual transportation devices and/or personal micromobility devices may be kept in an attendee's assigned room if the device does not pose a fire hazard and the owner/user of the personal micromobility device is present when the device is charging. Allowed devices may not be used inside facilities (other than devices needed for ADA access).

For further information and requirements see [Guidelines for Vehicles Other than Automobiles](#) and [Undergraduate Housing Policies](#).

Visitors

Visitors are welcome within the communities; however, they are not permitted to stay overnight. Participant hosts are expected to be with their guests at all times. Each participant is responsible for the behavior of their guests while on campus and in the housing communities.

Resource Links

Getting Around UC Irvine

UC Irvine Maps

www.uci.edu/visit/maps.php

ZOTFinder App

www.studentcenter.uci.edu/home/download-the-apps/



Transportation

John Wayne Airport, Orange County (SNA)

www.ocair.com

Los Angeles Int'l Airport (LAX)

www.flylax.com

Long Beach Airport (LGB)

www.longbeach.gov/lgb/

Orange County Transportation Authority

www.octa.net

Metrolink Trains

www.metrolinktrains.com

Amtrak

www.amtrak.com

Nearby Points of Interests

University Center

www.shopirvinecompany.com/centers/irvine/university-center

Campus Plaza

www.shopirvinecompany.com/centers/irvine/campus-plaza

The Bluffs

www.shopirvinecompany.com/centers/newport-beach/the-bluffs

Things To Do

www.destinationirvine.com/things-to-do/



Thank you for choosing UC Irvine!