



UNIVERSITY CENTER
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CLIFF HOUSE

To All Cliff House Users:

Thank you for considering us when booking your room space. This online PDF file is for your information only. A printed version, requiring a signature, will arrive by mail. Please return that file to the address provided. In order to keep our rental costs reasonable, groups must undertake their own set-up and clean-up. All set-up and clean-up must take place on the scheduled event date. Groups will lose all or part of their deposit if the steps listed below are not followed. If cleaning or repair charges exceed the amount of the deposit, groups will be billed for the balance. Campus departments will be recharged both for their rental fee and any cleaning/damage charges.

****Keys to the Cliff House must be picked up at the UCen Administration Office (Hours: Mon-Fri 8:00am-5:00pm) and returned the following working day, or deposit may be retained. Please do not mail the keys.**

CLEANING INSTRUCTIONS – All necessary equipment is available at the Cliff House.

1. Return furniture to original set-up. This includes any storage room chairs or tables. Return as found with chairs stacked and the tables leaning against the wall.
2. Vacuum the carpet. Sweep and mop the tile floors.
3. The inside trashcans should be emptied into the dumpster outside and then returned, with a new liner, to the proper location.
4. Stove, oven and refrigerator should be left clean.
5. Bathroom should be clean and the floors swept and mopped.
6. The area immediately outside the Cliff House should be clean.
7. **LOCK ALL DOORS AND WINDOWS SECURELY WHEN YOU LEAVE.**

CLIFF HOUSE POLICIES

1. Groups should be limited to no more than 100 people.
2. **Cliff House parking permits are required for all events. All vehicles must park outside the gate, inside parking is for loading and unloading only. No more than 40 cars are allowed. Contact Parking Services (893-2346) to obtain permits.**
3. All catering must be handled by UCen Catering (893-2465).
4. No parties (live bands, amplified music, dances, etc.).
5. Alcohol is permitted in accordance with State laws and University regulations.
6. Do not burn candles, tape/nail posters on walls, or anything that might otherwise cause damage to the facility.
7. Please respect all personal belongings of the caretaker, i.e. all locked cabinets and locked closet areas.
8. The Cliff House has a 10:00pm curfew. **CLEAN-UP MUST BE COMPLETED BY THAT TIME.**
9. The cleaning deposit will be retained by the UCen Administration until the cleaning report is submitted.

**** Cancellations must be received at least 5 working days prior to the event date in order to avoid a fee assessment.**