



**Dormitory Residence Agreement
Dormitory Rules, Policies and Procedures
Academic Year 2021-22**

Institute of Buddhist Studies Dormitory Residence Agreement

This Dormitory Residence Agreement, made between the Institute of Buddhist Studies, Inc. (hereinafter “IBS”) and _____ (hereinafter, “the Resident”) on this date _____, shall evidence the complete terms and conditions under which the parties whose signatures appear below have agreed.

This Agreement is a BINDING LEGAL DOCUMENT. Prior to signing, the Resident agrees to read and fully understand the entire Dormitory Residence Agreement and the attached “Institute of Buddhist Studies Dormitory Rules, Policies and Procedures.”

This Agreement is NOT A LEASE and is not governed by landlord-tenant laws or rent control laws of the State of California or the City of Berkeley. It is a license to occupy institutional housing as part of the academic community that IBS has created as an integral aspect of the academic experience. A license is a revocable contract, and as such, IBS retains the right to revoke the right to reside in the IBS dormitory at any time. Moreover, IBS may, upon thirty (30) days written notice, change any of the terms of this Agreement.

1) Purpose

The purpose of this Residence Agreement is to provide students with affordable student housing. Residence in the IBS dormitory means that both parties have certain benefits, obligations, and responsibilities. IBS will provide housing to the Resident under the terms and conditions provided herein, and the Resident will reside in the dormitory subject to this Dormitory Residency Agreement, the attached IBS Dormitory Rules, Policies and Procedures and any other rule, policy or obligation now or hereafter adopted by IBS. (Referred to, collectively, as the “Agreement.”)

2) Residence

IBS will provide housing at the IBS Dormitory located at 2717 Haste Street, Berkeley, California 94704, to the Resident under the terms and conditions herein stated in this Agreement.

The Resident is entitled to occupy a private dormitory room, with common access to the kitchen, bathrooms, living room, and study room, and the use of the washer/dryer.

The Resident will make payment of all charges and fees specified and comply with all of the terms and conditions herein stated in this Agreement.

3) Term of Agreement

The term of this Residence Agreement will ordinarily be for a full academic year (fall and spring semesters). It will begin on August 1 and end on May 31, unless otherwise agreed to and stated herein. _____

4) Application Deadlines

Applications for dormitory residence are due by May 15 for the following academic year or Fall term, and October 15 for the following Spring term. IBS will respond to applications will be made by July 1 and December 1, respectively.

5) Renewability

This Residence Agreement is renewable but will require that a new application be submitted and approved by IBS. Past residence will not guarantee renewal of the Agreement, nor will it guarantee that the Resident may be assigned the same room that was previously occupied.

6) Eligibility

- a) Applications for dormitory residence will be approved only for persons in the categories and in the order of priority set out in this Agreement.
- b) Only persons who have received full COVID-19 vaccination will be eligible to reside in the IBS dormitory. An official vaccination card, an image of an official vaccine card or a health care document showing vaccination status must be presented with the Residence Application to the Office of Student Services. IBS will maintain in trust a copy of that document.

7) Monthly Room Charge

The Resident will make a monthly room charge payment of \$ _____ to the Institute on the first day of each month during the term of the Residence Agreement. Payment may be made via check (made payable to “Institute of Buddhist Studies”) and given to the Dorm Manager or via the student information portal.

Late payment penalties are assessed at the rate of \$25 per month on a delinquent balance of \$50 or greater. Late fees will continue to be assessed every 30 days and are due the day after they have been assessed.

8) Deposit

A \$500 security and cleaning deposit must be paid prior to move-in. The deposit, minus a \$150 room cleaning fee, will be refunded when the room is left clean and tidy, and all keys are returned.

9) Special Stipulations

Entries (if none, write “none”) listed in this section supersede different or conflicting entries in other sections of this Agreement.

10) No Subletting

Subletting or the assignment of this Agreement is not permitted under any circumstances. No exchange of rooms or substitution of occupants residing in dormitory rooms may take place without the express written approval of the dormitory manager and Office of Student Services.

11) IBS Dormitory will provide:

- a) all utilities (electricity, gas, water, sewage, trash/recycling collection and wireless internet service), washer/dryer, repairs and maintenance, and light cleaning service for common areas. Residents are responsible for cleaning their own rooms and common area usage.
- b) toilet paper, hand soap, paper towels, and basic cleaning supplies
- c) kitchen access and supplies, including dishes, cookware, utensils, dishcloths
- d) other supplies may sometimes be purchased for shared use as a convenience for residents

12) No Additional Storage Space

This Agreement does not provide the Resident with any additional storage space (e.g., in basement, downstairs rooms, common areas or hallways). Personal items may not be stored or left unattended outside of the resident's room or assigned kitchen space at any time.

13) Damages

a) Residents' rooms and personal property

All IBS dormitory residents are individually responsible for loss or damage to their rooms.

IBS does not carry insurance covering personal property. Therefore, residents are strongly encouraged to obtain their own renter's insurance to cover personal property.

IBS is not liable and shall assume no responsibility for losses, damages, or injuries of any sort occurring to personally owned property, furniture, or resulting from equipment malfunction or failure, or of any cause whatsoever. IBS shall assume no responsibility or liability for theft, destruction, or loss of money, valuables or other personal property belonging to, or in the custody of, the resident for any cause whatsoever, whether such loss occurs in the resident's room, storage area or public areas.

b) Dormitory Building, Common Areas and IBS Furnishings

The Resident agrees to bear the cost of the repair of any damage or restoration of the building, equipment, or furnishings, beyond ordinary wear and tear, resulting from neglect or willful act of the Resident, Resident's guest(s), or other person for whom the Resident is responsible.

All Residents shall be jointly and severally liable for loss or damage to common areas where individual responsibility cannot be determined.

14) Liability; Force Majeure

IBS assumes no responsibility or liability for failure to perform any terms or conditions of this contract due to circumstances beyond its control.

When Force Majeure occurs, IBS may find it necessary to temporarily or permanently relocate a resident. IBS will provide additional details upon such occasions.

Should IBS need to close due to an emergency, act of God, force majeure, or other exigency, students will not be reimbursed, pro-rated, for time not spent in their residence hall space or apartment, nor will they receive retribution for discomfort.

15) Other Limitations on Liability

IBS is not liable for property belonging to residents which may be lost, stolen, or damaged in any manner that may occur on the premises. Residents assume total liability for any injury, damage, property loss, or expense resulting from modifications to the room completed by the residents. Personnel of IBS may order the immediate removal of room modifications found hazardous to personal safety or that pose a fire hazard. Decisions regarding safety or fire hazards are made exclusively by housing personnel.

16) Construction and Major Renovation

IBS construction projects such as renovation, new construction, or major repairs to the IBS dormitory may be scheduled for the term of this Residence Agreement. Such major housing construction or repair projects will necessarily cause increased noise and dust in affected and nearby residences at certain times.

There is the possibility of both planned and unplanned utility shutdowns, and access to certain facilities, streets, parking lots, and walkways may be limited or completely restricted. Continual inspections and work may occur prior to and up to a year after a major construction or renovation project. Some IBS dormitory residents may be required to move to different rooms or temporarily vacate their current rooms while work is underway.

Should those occur, IBS would make every effort to minimize construction inconveniences. By signing this Agreement, the Resident acknowledges notice of the possibility of scheduled construction and access limitations, acknowledges that there will be disturbances, disruptions, and inconveniences resulting from such constructions, and accepts their housing assignment accordingly.

17) Entry into the Resident's Room

The dormitory manager or Office of Student Services personnel may enter the Resident's room for any reason set forth in this Residence Agreement, for any reason allowed by law, and for the following reasons: cleaning, maintenance, and repairs; ensuring compliance with health and safety regulations; and in the event of an emergency, building evacuation, or abandonment of the room by the Resident.

18) Non-Discrimination

IBS does not condone discrimination against anyone on the basis of race, color, national origin, religion, sex, gender, gender identity and gender expression, disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services.

19) Disability and Accommodations

IBS will seek to facilitate accommodations for residents with disabilities, and for residents requesting accommodations. If a Resident has a disability, they should contact the Dean of Students and Faculty Affairs as soon as possible. Accommodations received after the posted deadlines will be met based on availability.

20) Resolution of Complaints

Any substantive complaints regarding the management of the dormitory are to be made in writing and directed first to the Office of Student Services. If necessary, complaints will be elevated to the IBS Dean of Students and Faculty Affairs.

21) Cancellation of the Residence Agreement

A. Cancellation by the Resident

Requests by Residents for cancellation of the Dormitory Residence Agreement must be made in writing and accompanied by appropriate supporting documents. Requests will be reviewed on an individual basis. Residents will be responsible for room charges until the request is approved.

B. Cancellation by IBS

IBS may cancel this Agreement and all rights of residency upon 30 days-notice to the Resident in the event that:

1. The Resident misrepresented facts in the application to IBS;
2. The Resident is no longer eligible to enter into this Agreement;
3. The Resident has failed to pay any fees or other amounts due to IBS under this Agreement;
4. The Resident has failed to comply with this Agreement or IBS rules and regulations;
5. IBS finds, in its sole and absolute discretion, that cancellation would safeguard the health, safety, or general welfare of other dormitory residents;
6. IBS has received complaints from other dormitory residents about the Resident's conduct and determines that it is not suitable or appropriate for IBS; or
7. The Resident has engaged in discrimination against others in violation of this Agreement.

IBS may cancel this Agreement with less than 30 days-notice if IBS reasonably determines that:

1. Cancellation would be a necessary preventative or mitigatory action against the spread of infectious disease;
2. Cancellation would be necessary for compliance with an order of a public health authority;
3. An emergency, act of God, force majeure, or other exigency would make continued operation of the dormitory unfeasible.

22) Severability

If any provisions of this Agreement or the application thereof shall, for any reason and to any extent, become invalid or unenforceable, the remainder of this Agreement shall be enforced to the maximum extent permitted by law.

23) Waiver

No delay or failure to exercise any right or power granted under this Agreement shall impair any such right or power or be construed to be a waiver thereof.

24) Governing Law

This Agreement shall be governed by, and construed and interpreted in accordance with, the laws of the State of California, without regard to its conflict of laws principles.

I have received and been given an opportunity to examine and ask questions about the terms of this Dormitory Residence Agreement, along with the attached Dormitory Rules, Policies and Procedures, and accept the terms and conditions as set out herein.

Resident's Name: _____

Room Number: _____ Monthly Room Charge: _____

Dorm Contract Start Date (move-in): _____

Dorm Contract End date (move-out): _____ Extension: _____

Student Signature: _____ Date: _____

Manager Signature: _____ Date: _____

Registrar Signature: _____ Date: _____

Amount Received at Move-In:

Deposit: _____ 1st Month Rent: _____ (If prorated, Daily Rate x days)

*The Dormitory Manager will make 3 copies of contract: (1) Resident, (2) Director of Student Services, (3) Dorm Manager

Institute of Buddhist Studies
Dormitory Rules, Policies and Procedures

AY2021-22 ROOM RATE SCHEDULE

| Room: | Monthly Rate: | Daily Rate: | Amenities: |
|-----------|---------------|-------------|---|
| 1C | \$650 | \$21 | |
| 2A | \$750 | \$25 | |
| 2C | \$875 | \$29 | Private bath |
| 2D | \$725 | \$24 | |
| 2E | \$700 | \$23 | |
| 2G | \$700 | \$23 | |
| 2H | \$700 | \$23 | |
| 2I | \$700 | \$23 | |
| 2K | \$700 | \$23 | |
| Apartment | \$1900 | \$62 | Separate entrance, private kitchen and bath |

Utilities, wireless internet, and common area access (kitchen, study room, living room, washer/dryer) are included with all rentals.

The Apartment is being left vacant for emergency quarantine for the 2021-22 academic year.

DORM ROOM / APARTMENT DEPOSIT CHECKLIST

Room Number: _____ Deposit Amount: _____

| Room Item | Move-In Status | Move-Out Status |
|---------------------------------|-----------------------------|-----------------|
| Carpet | | |
| Windows | | |
| Furniture | | |
| Refrigerator Space | | |
| Kitchen Space | | |
| Sink (If 2A, 2E, 2G, 2H, or 2I) | All room sinks out of order | |
| Walls | | |
| Molding | | |
| Ceiling | | |
| Lights | | |
| Bathroom (If APT or 2C) | | |
| Ventilation | | |
| Electrical Outlets | | |

To be completed upon move-out:

Student Signature: _____ Date: _____

Manager Signature: _____ Date: _____

Registrar Signature: _____ Date: _____

*Dormitory Manager will make 3 copies of checklist: (1) Resident, (2) Office of Student Services, (3) Dormitory Manager

APPLICATION TO THE IBS DORMITORY

Applications for residence are on a first come first served basis, subject to the priorities listed below. Decisions regarding residence applications and room assignments are made by IBS administration in consultation with the dormitory manager. All decisions are final. Residential term is ordinarily one academic year (August through May). You may also apply for a one semester term (Fall or Spring), although academic year terms are given priority. You must reapply annually for dormitory residence.

PRIORITIES FOR RESIDENCE

The IBS Board of Trustees has determined that applications for dormitory residence will be approved only for persons in these categories in the following order of priority:

- 1) IBS degree program students
- 2) IBS certificate program and special students
- 3) GTU students
- 4) visiting scholars
- 5) IBS alumni/ae
- 6) UCB graduate students having BCA connections
- 7) UCB undergraduate students having BCA connections
- 8) any others having IBS, GTU, Ryukoku, BCA, or Hongwanji connections
- 9) any others having Buddhist connections

1. Annual and Semester Residence Agreements: The normal term of an IBS Dormitory Residence Agreement is a full academic year (August through May). Applications for full year Agreements will be filled first. Applications for single semester (Fall or Spring) Agreements will then be filled based on remaining space.

2. Medium-Term: Dorm rooms may be made available for monthly periods shorter than the academic year or semester. Room charges will be for the monthly room rate plus a non-refundable \$100 cleaning fee due at check-in. Facilities access will be the same as for longer Agreements. Adjustments from the monthly term (i.e. resident wishes to stay for 6 weeks) must be approved in advance of check-in and may be pro-rated upon agreement.

3. Short-Term: Short-term visitors to IBS are encouraged to contact the Jodo Shinshu Center for assistance. Rooms with private or shared bathrooms may be available at daily rates.

4. Exceptions may be made with the approval of IBS.

MOVE-IN/MOVE-OUT

Residents may move into the residence hall as of August 16, approximately one week prior to Fall Student Orientation, unless other arrangements have been made in advance. Charges are monthly and continuous for the lease term, including winter and spring breaks. Subletting is not permitted.

Upon check-in, the Resident will be issued two keys: a front door key and room key. A \$100.00 per key replacement fee will be charged for lost keys. Do not make duplicates. Residents will also receive a copy of Dormitory Rules, Policies and Procedures, and a walk-through of evacuation routes and fire extinguisher locations. Residents must sign a Residence Agreement and pay a \$500 security deposit. A non-refundable cleaning fee of \$150.00 will be deducted from the security deposit upon move out.

Residents are not permitted to move any furniture out of their assigned rooms without approval from the dormitory manager. Residents will be held responsible and must pay for replacement of missing items.

Residents have until May 31 to move out (December 31 if on a Fall semester contract). Extension of residence over the summer is possible by separate agreement. Any adjustments to contracted move-out date must be requested at least 30 days in advance and approved by IBS. Additional room charges will be due monthly or pro-rated daily by agreement. If resident requests an extension with less than 30 days notice, IBS may add a \$50 daily surcharge to any room charge for the extension. This surcharge applies to all residents, including international exchange students. IBS is not obligated to approve any extensions beyond contracted move-out date.

Upon move-out, the dormitory manager will inspect the room for cleanliness and any damage. The Resident will be responsible for damage that is clearly beyond what is considered normal use. If repairs or additional cleaning/disposal services are necessary, the expense will be deducted from the Resident's deposit. The Resident's room and any assigned kitchen space must be completely empty, with the exception of prior furnishings. Resident is responsible for proper disposal and recycling of all discarded personal items. Items may not be left behind in the resident room, common areas, storage areas, or exterior/curb of the IBS Dorm. Keys must be returned, and forwarding addresses left with the manager. Be sure to notify organizations that

send you mail of your new address, as the postal service cannot forward mail from the IBS Dorm.

MONTHLY ROOM CHARGE COLLECTION

Room charges are due to the IBS Student Services office on the FIRST OF THE MONTH. If payment is over 5 days late, a late fee of \$25.00 is due in addition to the monthly room charge unless prior arrangements have been made with IBS. A \$30.00 fee will be charged on any returned checks. The room charge is for the entire month. Monthly room charge checks will be made out to “Institute of Buddhist Studies”. If room charge payment is over 15 days late and deferred payment permission is not obtained from IBS, the resident may be subject to eviction.

DORMITORY RESIDENCE RULES

The IBS Dormitory is a community with a shared commitment to Shin Buddhist principles. It is not simply a rooming house or residence hall. Harmoniously working together with all residents, each person examines their own actions and attitudes first whenever disharmony or conflict may occur. This also means a commitment to maintaining open communication. Since the time of Śākyamuni Buddha, it has been recognized that the failure of communication is destructive to community life, and it is our community life that supports our individual quests for awakening.

GENERAL

The IBS Dormitory Manager has the responsibility and authority for daily oversight of the dormitory. This includes but is not limited to enforcement of contract terms, residence hall rules, and scheduling any needed maintenance. Cooperation with the dormitory manager is expected. A mandatory resident meeting will be held at the beginning of each semester to discuss dorm policies, questions, and determine shared resident responsibilities. Typically, groups take turns managing trash/recycling and keeping the common areas tidy, especially the kitchen. All residents are expected to participate in these mutually agreed upon duties. IBS has reopened its campus following the COVID-19 pandemic-spurred closure. However, because the recent spread of COVID-19 variants among unvaccinated populations throughout the US, IBS urges everyone, even fully vaccinated persons, to exercise courtesy, caution and consideration for others while on the IBS campus and at the IBS dormitory.

1. Respect your fellow residents and treat dormitory facilities with care.

2. Communicate via Slack chat and/or the main hall bulletin boards. Residents will be notified (via Slack chat, posted bulletins, and/or email notifications) of scheduled events that may impact residents (orientation, meetings, maintenance and repair, etc.). Residents are expected to read and be aware of these messages, including any requests made by the dorm manager.
3. Personal items are not to be stored or left unattended in the common areas. All common areas, including kitchen, lounge, study room, hallways, bathrooms, etc. are to be kept free of items that may inhibit safe exit during emergencies. The common areas are shared spaces and should not be monopolized or treated as personal living space.
4. Do not move or borrow shared items, equipment, or supplies from the common areas without dorm manager approval.
5. Personal mailboxes located in the study room. Please distribute the mail if you find it unsorted. When you receive/bring in a package for a resident, inform them via Slack chat.

SAFETY AND SECURITY

1. Visitors are not allowed in the house unless escorted by a resident. Visitors are not allowed in a resident's room unless accompanied by the resident. Residents may not have visitors or guests stay overnight in their room or in any part of the IBS Dormitory. When entertaining guests, please notify residents via group Slack chat in advance, and be considerate of other residents.
2. Lock your room whenever you leave or go to sleep. Secure your valuables within your room and never leave them in common areas unattended.
3. Close the front door at all times. Do not let any non-resident into the dorm unless a resident has directly confirmed them as a guest. Watch your surroundings when you are walking into/ from the dorm at night.
4. Each resident must be familiar with building evacuation routes and locations of first-aid kits, fire extinguishers, and emergency telephone numbers. You will be given a walk-through of these routes and locations at check-in.
5. Each room has a working smoke alarm. Familiarize yourself with the warning sound of the smoke and carbon monoxide alarms. See the dormitory manager for alarm battery replacements.

6. NO SMOKING in the building or within fifty feet of the building.
7. NO PETS in the building at any time.
8. Use and/or possession of firearms, weapons, or illegal drugs are strictly prohibited. Under no circumstances are these items permitted at the dormitory. Violation will result in immediate termination of rental contract and eviction.
9. Students who are over twenty-one years of age may possess and consume alcohol in a responsible manner. Any resident who has been irresponsible in their personal consumption or storage of alcohol will be given a warning by the dormitory manager. Three such infractions will constitute grounds for termination of the rental contract and eviction.
10. Any alcohol in the IBS dormitory must be secured to prevent its consumption by underage residents or guests. Violation by any dormitory resident who makes alcohol accessible to underage residents or guests will result in immediate termination of rental contract and eviction.
11. IBS is not liable for property theft, damage, or personal injury on these premises. IBS recommends that residents obtain renter's insurance to protect against loss or damage.

KITCHEN

Community living requires everyone to maintain a clean, healthy and safe cooking environment.

1. Each resident will be assigned personal refrigerator and cupboard space for food storage. At the end of each semester, refrigerators will be emptied and cleaned. Continuing residents' unclaimed food will be disposed of; departing residents must clear their food storage entirely before move-out.
2. Kitchen appliances are for shared use, including stove, rice cooker, toaster, microwave, and kettle. Treat all shared kitchenware/appliances with care. If you damage an item, we ask that you replace it.
3. Residents are solely responsible for washing and storing their dishes. Dishes are not a cleaning service or dorm manager responsibility. Items may be left to soak, but must be cleaned and stored by the next day. See dormitory manager for instructions on operating the dishwasher.

4. Return dishes to their proper storage areas in a timely fashion. Please familiarize yourself with kitchen storage upon move-in.

5. Always clean and wipe any or all units and surfaces that you use, including the table, stove, and counter areas. This is a major health and hygiene issue, especially during the winter months/ cold & flu season. All-purpose cleaner, wipes, and sponges are located under the sink.

6. Do not leave food, dishes or cooking utensils on counters, tables, or in the sink. Unattended items on counters and tables may be cleared at the dorm manager's discretion without notice.

7. Dorm manager may ask residents to take on additional group responsibilities to maintain general kitchen cleanliness. Report abuse of kitchen privileges and responsibilities to the dorm manager.

TRASH/RECYCLING

1. Residents take turns removing the trash from the kitchen's trash, recycling, and compost containers to the exterior containers located behind the dorm. On Sunday night, residents move the exterior containers to the sidewalk in front of the dorm for Monday morning pick-up; following pick-up, containers are returned to the rear.

2. City of Berkeley trash/recycling regulations are strictly enforced. Study posted guidelines carefully to understand the correct bins to use:

- Black - Landfill trash for items that are not recyclable or compostable
- Green - Compost items such as food scraps and compostable food containers
- Blue - Plastic and aluminum recycling
- Brown - Paper and cardboard
- Red - Batteries and light bulbs. Never place these items in regular trash/recycling.

CLEANING, MAINTENANCE, AND REPAIRS

Residents must agree to maintain the residence unit in a clean, safe, sanitary conditions and, upon cancellation of residence, leave said premises in a clean and orderly condition as determined by IBS. You accept responsibility for promptly notifying IBS of all conditions that require repair.

Cleaning service: Once a week, an outside service cleans and vacuums the common areas, restrooms, and hallways. Cleaning service is not responsible for washing any items left in the sink or picking up trash from common areas.

Dorm supplies: Inform the dorm manager if a ceiling light bulb is not working in your room or in a common area, or if trash bags, dishwashing liquid, hand soap liquid, toilet paper, paper towels, light bulbs, or other supplies are running low. Supplies will be replenished as soon as possible.

Office supplies: Donated by fellow residents, located in the study room desk/mailbox area for shared use. Please do not remove stapler, hole puncher, or scissors from this area.

Repair requests: Inform the dorm manager. Do not attempt any repairs yourself. You are responsible for injuries or damage sustained through unauthorized repair attempts.

Washer and dryer: available in the back stairwell by the kitchen. Label detergent/supplies if you leave them in a shared space; IBS is not responsible for their use by others. Remove laundry from the washer and dryer immediately as other residents may be waiting. You may reserve the washer/dryer in advance via Slack chat.

Vacuum cleaner: available in the entryway closet. Empty the vacuum cleaner when the storage container appears full and to return it to the closet after use.

Exterior maintenance: Once a month, a groundskeeper waters the plants, cuts the grass, and performs general maintenance of the yard.

If you have a request for an item you think the dormitory needs or the residents can use to make our community living more comfortable, please inform the dorm manager.

VEHICLE/BICYCLE PARKING

1. All resident and guest vehicles using the driveway must pull in as far as possible to maximize use of limited driveway space. It is the resident's responsibility to inform their guests of this rule.
2. For each car parked in the driveway, one set of car keys, marked with the owner/guest's name, must be kept on the bulletin board. We may need to move your car during your absence.
3. Unidentified vehicles will be towed away at the owner's expense.

4. IBS is not responsible for any damage or theft to vehicles. Park at your own risk. To avoid theft or damage, do not leave items in plain sight inside your vehicle.

5. Bicycles/mopeds are not permitted in rooms, common areas, on the front porch or handicap entry ramp. Residents with bicycles or mopeds may only store them locked to the bike rack behind the dormitory. This is a City of Berkeley ordinance.

RESERVATIONS/EVENTS

Residents may have social events with dorm manager approval. Requests must be made in writing to the dorm manager at least ten days in advance. Manager may seek further approval from the Director of Student Services or IBS Dean.

Reservations are required for gatherings of five or more people. The lounge, study room, kitchen, or kodo (altar room) may be reserved; however, all residents must have access to the kitchen during mealtimes. Upon approval, the resident-host must post a notice on Slack chat and/or bulletin board in a timely fashion to inform fellow residents.

The resident-host of a function is responsible for the behavior of their guests. The resident is also responsible for cleaning the premises, removing all trash to the exterior bins, and keeping the event at a reasonable noise level that does not disturb fellow residents. If these guidelines are not met, residents will not be allowed to host future events.

IBS may occasionally host activities in the common areas of the dormitory, including classes, meetings, religious gatherings, or visits with special guests, scholars, and alumni. Give your utmost consideration when these events are taking place. You will be notified in advance of these functions, which have priority over all other event requests.

QUIET HOURS

Quiet hours are from 10:00 p.m. to 8:00 a.m. daily. During finals week, quiet hours are observed 24 hours a day. At all times, please refrain from loud music, television, or socializing that might disturb residents. Generally, be courteous and try not to bother the other residents.