

# **USC HOUSING**

## **Cardinal Gardens**

3131 S. McClintock Avenue, Los Angeles, CA 90007  
(213) 743-5200/ (213) 743-5220

Welcome to USC Cardinal Gardens!

Cardinal Gardens is a large apartment complex conveniently located at the corner of Jefferson and McClintock, across from the main campus by Gate #5 (near the Lyon Recreation Center). Each apartment has a full kitchen (cookware and serving ware not included), air conditioning and bathroom. Guests are welcome to enjoy the outdoor recreation facilities, which include a basketball court and a newly remodeled courtyard with BBQ area, as well as an indoor rec room with pool table and big screen TV.

**Check-in:** Check-in is handled at the Cardinal Gardens Customer Service Center (CSC). Staff will be present to assist you. Upon check-in, you will receive a guest card in addition to keys to access the complex, parking gate within the apartment complex, and meals (if any) that were pre contracted by your group. Please carry your access card and key with you at all times and report any lost passes to the CSC immediately. If you lock yourself out the front desk staff will assist you.

**Check-out:** Check-out must be completed by 12 noon and handled at the Customer Service Center where you checked in. All personal items must be out of your room when you check-out. Please return all keys and the access card issued at check-in. A replacement fee will be assessed for each lost key (at least \$100) and guest card (at least \$25) not returned upon check-out. Leave all linen items in your room upon check-out. You will be charged for any linen that is missing.

**Parking:** Parking is available within the gated complex. Daily parking passes are sold at the Customer Service Center designated for the building where you are staying, maybe purchased upon check in or when needed. Daily parking passes are in effect 12AM to 11:59PM per day.

**Linen Service:** All rooms are provided with a pillow and blanket per person. If arranged by your conference, linen service is also provided. Standard linen service includes your linen packet (2 bath towels, facecloth, top and bottom bed sheets, pillow case) stacked and placed upon the bed. You will be charged for any linen missing after check out.

**Telephones:** Telephones are not provided.

**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:** This complex has laundry rooms, with washers/dryers operated with credit cards or debit cards with Visa/MC logo (detergent is not provided) only. Laundry machines are located by the B Building, the H Building, and the CSC.

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

### **After Hours Access to USC main campus:**

From 9 p.m. to 6 a.m. every night, the number of entrances to campus will be limited, security personnel will be stationed at each open entrance and anyone coming to campus will be asked to show photo identification. **Please carry a photo ID at all times**, and enter through the designated gate closest to where your group is staying. Guest's name will be cross checked against group's roster provided to the designated gate.

**For emergency, contact Department of Public Safety at (213) 740-6000.**

## HOUSING POLICIES

**Conduct:** Apartment style living is based on community effort and consideration of others. Living in close proximity to other individuals requires that you be aware of how your actions affect others. Respecting the rights of others is essential for maintaining a comfortable environment for everyone. “Quiet Hours” start at 10:00 PM and continue until 7:00 AM the next morning. Social gatherings that take place after 10:00 PM in the housing facilities require the approval of the CSC for that area in advance of the event. Such gatherings must take place in a location away from sleeping quarters.

The following are not permitted in the buildings, rooms, or apartments for legal, safety, and/or health reasons. The University in accordance with federal, state, and local laws and established University procedures 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, flammables or open flames.
- Material which might create a hazard.
- Alcoholic beverages
- Illegal drugs.

The following behavior is not permitted in the buildings, 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 prohibit the placement of combustible materials in doors/hallways/exit pathways. In order to facilitate communications with residents or participants, approved material may be posted only in enclosed bulletin boards with appropriate approvals from the Office of Summer Conferences.

**Smoke-Free Policy:** In order to provide a safe and healthy environment, it is the policy of USC that smoking is prohibited 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 far enough away from doorways, windows and ventilation systems to prevent smoke from entering enclosed buildings.

