



Happy Neighbors Toolkit

Happy Neighbors is a UC Berkeley program that builds awareness of neighborhood expectations, policies and accountability needed for optimal relationships among students and long-term neighbors. Small things can make a big difference in the quality of life for all who live, work, study and play in a neighborhood.

What you will find in this toolkit:

- Tips and best practices
- Moving off campus check list
- Are you a good neighbor self-assessment
- 10 ways to be the best tenant
- What's at stake, laws and policies
- History
- Resources

These tips emerged from the ongoing partnership and activities of PartySafe@Cal and the Office of Government and Community Relations. Our top five recommendations:

1. Attend neighborhood meetings every semester, convening students and neighbors along with representatives from city and campus staff, Police, Student Conduct, Greek Life, PartySafe@Cal, and Government and Community Relations.
2. Stay connected with our [Welcome to the Neighborhood](#) flier targeting new and returning off campus student residents.
3. Organize with other neighbors to post City of Berkeley "[Quiet Hours](#)" signs, pass out resource information, give periodic reminders and prepare for move-in/move-out weekends.
4. If you're a student, participate in peer outreach to historically problematic properties, engaging and educating other student residents about neighborhood expectations and policies.
5. Happy Neighbors will coordinate with Residential staff meetings at start of semester in which neighbors and staff recognize shared issues with transient noise and identify and commit to mutually beneficial prevention and intervention strategies.

Moving off campus?

We hope that being part of the vibrant resident hall community this year has added value to your UC Berkeley experience. It's likely you've found it exciting as well as challenging at times. We hope you gained awareness and found your voice for engaging in the wide ranging, and sometimes difficult conversations and relationships required in a diverse and world class community.

As you move to a residential neighborhood around the campus area, use the knowledge and skills you've learned this year. Demonstrate, in your next community, what it means to be a Cal Bear and a good neighbor. It's important - and easy. Here's a checklist to help you on the path to your next home.

April

- Choose Your Roommate(s)

Do you want to live alone, with strangers or friends? What kind of people do you want to surround yourself with? What kind of roommate are you? Be realistic - no roommate situation will be perfect and conflicts will arise. Check out these resources for [looking for](#) and [choosing](#) the right roommate.

- Choose Your Neighborhood

What type of place do you want (e.g. studio, apartment, co-op, shared room)? What's your budget? Do you need parking for your bike, scooter, or car? Where is the closest laundry mat, market, or café?

What are you inheriting? Ask about the property's history and the last tenants. Were they loud or have lots of parties? In addition to the leaky faucet, you may be inheriting the drama the previous residents left behind, along with their unwanted furniture. And your neighbors won't cut you slack because you are new.

May

- Move Out

Quiet hours are 24-hours a day for two weeks starting May 2. Please be courteous to your neighbors by observing this period. There will be a fee of \$100 if you are not checked out by May 17 at 10am. Make sure you take everything; you won't be able to get back in. Find helpful [links](#) and the [Move-Out Checklist](#) at [Cal Housing](#).

Summer

- Get Involved

Most areas have a neighborhood association where residents collaborate on issues like safety, community projects & improvement, and maintaining lines of communication between the neighbors, the university, and the city. Join your neighborhood group and be an active part of the community. If you need help finding or reaching out to your neighborhood association, you can contact calhappyneighbors@gmail.com and the project coordinator will get you that information.

- Learn Community Expectations

Educate yourself on your rights and responsibilities. In addition to following the Student Code of Conduct, you must also know and obey the rules of the city. Berkeley has many laws that support a peaceful neighborhood. A few ordinances that pertain to you can be found in the [Welcome to the Neighborhood flier](#) and also later in this tool kit.

August

- Move In

Get your bills in order and make sure you pay rent on time. Most banks have online bill pay, and apps like Google Wallet, Pay Pal, and Venmo makes paying people that much easier.

Stay on top of your academic due dates and Get your Bearings with this [calendar](#) of events on campus.

- Get to Know Your Neighbors

They could be a Nobel laureate or a prominent professional in your field. You probably have more in common than you think. Smile and say hello! Exchange contact information in case you need to reach them about a party, maybe even invite them to it. Respect their peace and privacy, as they will respect yours.

- Make the Commitment to be a Good Neighbor

You're unpacked. You've cooked your first meal in your new kitchen. You found where the nearest café is. The semester is getting into high gear. Being a good neighbor is not difficult, but takes steady effort. Be conscientious of late night noise, make sure the trash gets inside the bin, and entertain responsibly. You'll be well on your way to being a good neighbor and avoid steep fines as well. Be accountable to your home, yourself, your community.

Are you a good neighbor? Take this following self-assessment quiz to find out!

Next year...

◇ Plan Ahead

Will you be staying in this same place next year or will you find another place to live? Remember, putting unwanted furniture on the sidewalk or in the public right of way is illegal dumping, and overflowing bins can also result in citations and fines, resulting in imprisonment and fines of \$1000 a day. At the urging of residents and elected officials, City teams are preparing to cite violators more quickly than ever before! [Cal Move Out](#) has tips and resources to help you move out like a good neighbor. Start by planning ahead!

Brought to you by Cal Housing in partnership with Happy Neighbors.



Are You A Good Neighbor

Self-Assessment

Check off each statement that you agree with and/or apply to you. Neighbors can be defined as your housemates, others on your floor or in the building, the house next door or behind you, people down the street.

- I smile and say hello when I see my neighbors.
- I know the names and contact information for my closest neighbors.
- My closest neighbors know my name and contact information.
- I have attended a neighborhood association meeting.
- I am aware of my surroundings and keep an eye out for suspicious activity in my neighborhood.
- I consider myself a caring, engaged resident of this neighborhood.
- I know which day is garbage and recycling pick up - and I put my bins out and bring them in during a 24 hour period.
- My front yard is clean and without litter or trash.
- If I have a car, I try to park in front of my house and never block someone else's driveway.
- If I have a dog, I always clean up after him/her.
- I know when the Quiet Hours are in my neighborhood.
- I always notify my neighbor(s) when I host a party.
- I have invited my neighbor(s) to an event I've hosted.
- I know the requirements and how to apply for a Berkeley Indoor Entertainment Event Ordinance (IEEP) if I am having a party of 50+ people with amplified music.
- I know the definitions and penalties of the Berkeley Public Nuisance – Loud and Unruly Gatherings Ordinance (BMC 13.46).
- I have not had a Public Nuisance violation at my residence.
- If we have an issue between neighbor(s) we speak to each other directly.

13 or more: You are an exceptional neighbor! You are connected to others in your area and are an integral part of your community. Lead by example and share your successes with your friends.

Between 6 & 12: You are a good neighbor and on the right track. Keep up the great work!

5 or less: It can be pretty intimidating living in a new neighborhood. Try a few of more and bump up your number.

10 Easy Ways To Be The Best Tenant Ever While Living Off Campus

By Alexandra Brown, [via ULoop](#), 2014

1. Pay your rent on time.

It's important to remember that paying rent on time is what you agreed to in your lease. Set a reminder on your phone, mark it on your calendar and remind your roommates.

2. Be polite and reasonable with your requests.

When you're noting problems with your house/apartment to your landlord, you should aim to be as polite and respectful as possible. They probably won't go out of their way to help you right away if you're anything other than pleasant.

3. Have basic house maintenance skills.

In order to have to bother your landlord with as little frequency as possible, move in to your new place with a basic knowledge of maintenance skills. These include, but are not limited to: unclogging a toilet, changing a light bulb and fixing the toilet flush lever.

4. Put yourself in your landlord's shoes.

As you should do in any situation in life, put yourself in your landlord's shoes. How would you want your tenants to act? Probably with respect, politeness and consideration.

5. Don't be careless.

Do your part by cleaning up after yourself, and taking proper precautions to avoid potential damage that could occur.

6. Let your landlord know about serious problems as they occur.

When maintenance issues occur in your apartment or house, like the refrigerator light goes out, or paint is chipping, or windows won't close properly, it's important to let your landlord know as soon as possible as the problems are happening, so they don't get worse.

7. Be reachable and approachable.

If you want to have a good relationship with your landlord, you need to be approachable, and, more importantly, reachable. No one likes a flake.

8. Be respectful.

Treat your landlord how you would like to be treated by them, and how you would want to be treated as a landlord yourself, by other tenants. Form a good relationship with your landlord right off the bat and avoid later problems.

9. Communicate clearly.

You can't expect your landlord to meet your every need if you're not clear about what you specifically want. Be concise, and to the point, to avoid confusion and further delay.

10. Follow rules.

This should also be obvious, but you should follow the rules as they are stated directly and clearly in your lease. One example of this is having pets in your apartment/house. If your lease requires that you pay a pet fee to have pets, pay the fee. If your lease forbids pets, don't try to get away with having them. If you're not supposed to paint walls, don't paint them. If you're allowed to, make sure to paint them back to their original color.

What's at Stake...

Happy Neighbors encourages students and neighbors to know community laws and penalties as well as their rights and responsibilities. People who are aware of legal risks and consequences modify their behavior to lower their risk. Campus, city and state agencies work together to enforce policies and laws in the campus area.

Campus Policies

Chancellor's Principles of Community

Developed collaboratively by students, staff, faculty, and alumni, the Chancellor's Principles serve as a guide for personal and collective behavior on and off campus.

Berkeley Campus Student Code of Conduct

Alcohol use and associated problems are grounds for disciplinary action at Cal. A violation of the Code of Conduct can become part of a student's permanent educational record.

Residential Code of Conduct

Residents of all UC Berkeley property deemed as residential facilities are accountable for their own actions. Whether you are under or over 21, read the Residential Code of Conduct for a full understanding of alcohol policies and penalties in the residence halls.

University of California Policy on Substance Abuse

Stipulates that employees and students shall not use illegal substances or abuse legal substances in a manner that impairs work performance, scholarly activities, or student life.

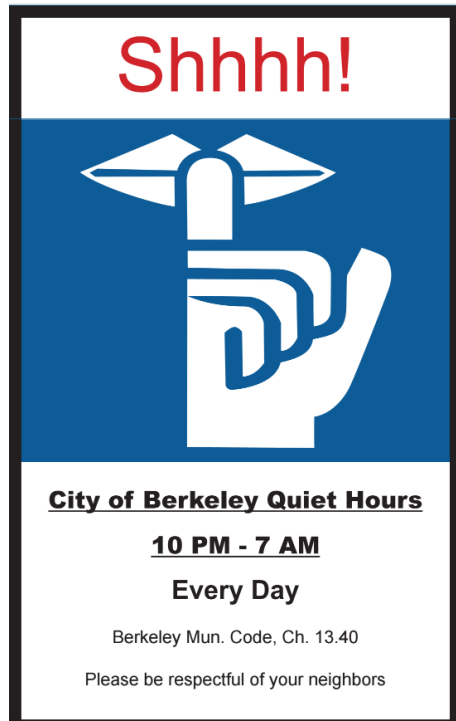
UC Office of the President Sexual Violence and Sexual Harassment (SVSH) Policy

This Policy addresses the University of California's responsibilities and procedures related to Prohibited Conduct in order to ensure an equitable and inclusive education and employment environment free of sexual violence and sexual harassment. This defines conduct prohibited by the University of California and explains the administrative procedures the University uses to resolve reports of Prohibited Conduct.

Berkeley Campus Policy Governing the Promotion of Alcoholic Beverages and Tobacco Products on the Campus and at Campus Sponsored Events

This policy prohibits advertisement and promotion of certain brands of alcoholic beverages and tobacco products on campus, or in conjunction with campus-sponsored activities or events.

City of Berkeley Ordinances



Quiet Hours

Every person is entitled to an environment in which the noise is not detrimental to his or her life, quality of life, health, or enjoyment of property. BMC 13.40

Operating Standards for Mini-dorms and Group Living Accommodations

The manner in which Group Living Accommodations and Mini-dorms operate, including the behavior of guests, is the collective responsibility of those who own and manage them and those who reside in them. BMC 13.42

Indoor Entertainment Events

Protecting the health and safety of persons who attend indoor entertainment events in occupancies that are not normally used for that purpose. BMC 13.46

Public Nuisance and Second Response Ordinance

Hindering the quiet enjoyment of significant portion of the neighborhood; ten or more people; excessive noise or traffic; obstruction of public streets by crowds or vehicles; public drunkenness; serving alcohol to minors; fights or disturbances of the peace; and/or litter. BMC 13.48

Social Host Ordinance

Enhancing the enforcement of laws prohibiting the consumption of alcohol by minors and reducing the costs of providing police services to parties, gatherings, or events requiring a response, by requiring hosts to ensure minors are not consuming alcoholic beverages. BMC 13.49

Safety Patrols

UCPD and BPD conduct joint Safety Patrols on Thursday, Friday and Saturday nights, and respond quickly to concerns about parties/noise. If police observe things that make them suspect that any criminal activity is taking place, including underage drinking, they can enter the house, apartment, etc. to investigate. If police arrive at your party:

- o Be respectful and courteous
- o Remain calm
- o Restrain from threatening behavior
- o Be honest and compliant

State of California Laws

California Alcoholic Beverage Control Act

Effective since 2007, the California ABC Act lists and explains state codes pertaining to alcohol-related harms, including fake IDs, minor in possession, driving under the influence, open container, and public drunkenness.

California Business & Professions Code

- **Fake ID:** If you are under 21 and caught with a fake ID, the penalty is a minimum \$250 fine and/or 24-32 hours of community service, or a maximum \$1,000 fine and/or six months in the county jail, **PLUS...** a one year suspension of your driver's license. If you don't yet have one, you'll have to wait an extra year to get one. *Fake ID includes presenting (in fact, even carrying) anyone's ID other than your own.*
- **Minor in Possession:** If you are under 21 and purchase, consume or possess alcohol you face fines community service and other possible sanctions.
 - If you **attempt to purchase** alcohol the penalty is a maximum \$100 fine and/or 24-32 hours of community service, plus...a one year suspension of your driver's license. If you don't yet have one, you'll have to wait an extra year to get one. (BPC 25658.5)
 - If you are caught **in possession** of alcohol the penalty is a \$250 fine and 24-32 hours of community service, plus...a one year suspension of your driver's license. If you don't yet have one, you'll have to wait an extra year to get one. (BPC 25658 and 25662)
 - If you **purchase or consume** alcohol the fine is \$250 and/or 24-32 hours of community service, plus...a one year suspension of your driver's license. If you don't yet have one, you'll have to wait an extra year to get one. (BPC 25658 and 25662)
- **Driving Under the Influence:** If you are under 21, you cannot drive a vehicle with alcohol in it and you cannot drive while under the influence. If you are caught driving with any evidence of alcohol in your blood: 1 to 3 year suspension of your driver's license. Refusal to submit to a blood alcohol test is an admission of guilt to driving under the influence.
- **Furnishing/Serving Alcohol to a Minor:** If you are 21 or over, and are caught furnishing alcohol to an underage person: \$250 to \$1000 fine, a minimum of 24 to 32 hours community service to a maximum 6 months in county jail BPC 25658)
- **Open Container:** At any age it is a criminal offense to have an open container of alcohol in public (BPC 25620A) or in a motor vehicle.
- **Disorderly Conduct, Due to Intoxication:** Any person who is found in any public place under the influence of alcohol or other drug in such a condition that he or she is unable to exercise care for his or her own safety or the safety of others, or interferes with or obstructs or prevents the free use of any street, sidewalk, or other public way. (CA Penal code 647f)
- **Social Host (State Law):** As a host, you are liable as a result of serving alcohol to obviously intoxicated persons or minors who are subsequently involved in crashes causing death or injury to third-parties. You could be sued for damages such as medical expenses or lost wages resulting from bodily injury. (BPC 25602 and 25658)

- **Immunity from Prosecution for Minors Who Consume Alcohol:** The California Business & Professions Code provides immunity from prosecution for either violation if the person involved (1) called 911 and reported that s/he or someone else needed medical assistance due to alcohol consumption, (2) was the first person to make the 911 report, and (3) if making the call on behalf of someone else, remained on scene with that person until the arrival of help and cooperated with medical/law enforcement when they did arrive. This immunity does ***not*** extend to potential criminal liability for other activities.

Federal Laws

US Department of Education – The Drug and Alcohol Abuse Prevention Regulations

An institute of higher education that receives funds from any federal program must certify that they're implementing a program to prevent unlawful possession, use, or distribution of alcohol and drugs by students and

History

Happy Neighbors was created by a group of Berkeley students in the summer of 2009 to create awareness and optimal neighbor relations through peer education and outreach. The logo and campaign messages developed by these founders are still the core today. In Fall 2010, the Happy Neighbors postcard campaign reached 4000 students in the residential halls preparing to move off-campus for the first time.

In Fall 2011, the Parker-Piedmont Neighborhood Watch Group, in partnership with PartySafe@Cal, received a small grant from the Chancellor's Community Partnership Fund to pilot additional Happy Neighbors activities. Over a four-year period, the sustained efforts of students and neighbors working together achieved steady declines in complaints related to late night and transient noise and a decrease of "repeat nuisance incidents."

In Fall 2014, Happy Neighbors expanded to work with neighbors and students in all four Southside neighborhoods: Parker Piedmont; Dwight Hillside; Willard; Leconte.

Resources

If you are interested in getting involved or would like more information about what's happening in your neighborhood, contact:

Leona Chen, Happy Neighbors Coordinator, calhappyneighbors@gmail.com

To stay updated with all things Student-Neighbor related, sign up with this [link](https://chancellor.berkeley.edu/advisory-council-student-neighbor-relations#advisory-council-form):
chancellor.berkeley.edu/advisory-council-student-neighbor-relations#advisory-council-form

[Cal Housing](https://housing2.berkeley.edu/calrentals) - housing2.berkeley.edu/calrentals

[Move Out](https://calmoveout.berkeley.edu) - [CalMoveOut.berkeley.edu](https://calmoveout.berkeley.edu)

[Nixle](https://nixle.com/city/ca/berkeley/), real-time community notifications - nixle.com/city/ca/berkeley/

[PartySafe@Cal](https://uhs.berkeley.edu/psafe/) - uhs.berkeley.edu/psafe/

Reporting an incident to [Student Conduct](https://sa.berkeley.edu/conduct/report) - sa.berkeley.edu/conduct/report

[Berkeley Student Cooperative](https://www.bsc.coop) - www.bsc.coop

[Berkeley Student Coop Party Policy](https://bsc.coop/policy/index.php/VII.K) - bsc.coop/policy/index.php/VII.K. [BSC Party Policy](https://bsc.coop/policy/index.php/VII.K)

[Cal Greeks](https://www.calgreeks.com) - www.calgreeks.com

[All Greek Social Code](https://calgreeks.com/wp-content/uploads/2011/10/All-Greek-Social-Code.pdf) - calgreeks.com/wp-content/uploads/2011/10/All-Greek-Social-Code.pdf

[LEAD Center](https://lead.berkeley.edu) - lead.berkeley.edu

[University of California Police Department \(UCPD\)](https://police.berkeley.edu/) - police.berkeley.edu/

[City of Berkeley Police Department \(BPD\)](https://www.ci.berkeley.ca.us/police/) - www.ci.berkeley.ca.us/police/