

Conference Summer Housing 2009

Information for Program Administrators

Prepared by the University of Rochester
Conference & Events Office

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UNIVERSITY OF
ROCHESTER
CONFERENCE & EVENTS

The University of Rochester Conference and Events Office (C&E) will maintain a Conference Summer Housing Website for the use of program administrators and guests. A link to the site can be found on the Office's main page at <http://www.conferences.rochester.edu>.

Deadlines

Date	Due
April 6, 2009	Housing Contracts due to Conference & Events
April 17, 2009	Linen orders due to Conference & Events
May 6, 2009	Microfridge orders due to Conference & Events
Two weeks before first participant arrives	Final housing lists due to Conference & Events
Two weeks after first invoice date	Invoice corrections due to C&E for review and change
30 days after final invoice date	Payment due to C&E via requisition or checks (made payable to the University of Rochester)

Housing Contracts

Housing contracts are due to the Conference & Events Office no later than April 6, 2009. These contracts outline program dates, enrollment, and special needs such as linen packages, microfridge rental, etc. Housing contracts are binding agreements between the Conference & Events Office and campus programs and are also used by C&E and Residential Life for planning purposes.

Guest Registration

For security and commercial reasons, the Conference & Events Office is required to keep accurate housing lists of all students and guests who are living in residence halls during the summer months. For this reason we are required to obtain the following information regarding each student in your summer program:

Name (First and Last Name)
Sex (Male/Female)
Date of Birth
Affiliation (UR Student, Non-UR Student, or Adult/Staff)
UR Student ID Number (for current or incoming UR students only)
Email Address

An Excel spreadsheet may be downloaded from the Conference Summer Housing website <http://www.conferences.rochester.edu/conferencesummerhousing.html> and must be used to submit guest lists. Once room assignments have been made, housing information (room number, phone number, etc.) will be distributed to program administrators.

Final housing lists should be submitted to the Conference & Events Office **no later than two weeks prior to the date the first participant is scheduled to arrive on campus**. The check-in and check-out dates confirmed on the housing list are considered guarantees and will be treated as such for billing purposes. Programs with students who check in late or check out early are responsible for the housing charges associated with their submitted reservation. Students who need to leave campus for medical or other reasons deemed appropriate by the Conference & Events Office will not be billed for their room once they check out. Students who choose to leave campus housing before the end of their program without two weeks (14 days) written notice to the Conference & Events Office will be billed for the entirety of their reservation or 14 days after checking out, whichever is less.

ID Cards / Security

It is required that any student staying in campus housing for longer than one week must have a student photo ID card from the University of Rochester. In the case of an emergency, this will allow the responding security officer or medical staff to identify the student and his/her relationship with the University. Names of all guests staying on campus and their assigned rooms will be submitted to University Security prior to their arrival on campus.

Upon check-in, guests will receive their room assignments and a packet of information provided by the Residential Life Office (including emergency procedures, phone numbers, office hours, etc.). Guests will also receive a temporary University conference card that allows them access to their assigned residence hall. When a student receives a University photo ID, he or she must return the temporary conference card as their new photo ID card will be coded for residence hall access.

To obtain UR ID cards, students should visit the ID Office:

Susan B. Anthony Hall
1st floor – right of elevators
10am – 4pm, Monday - Friday
Phone: (585) 275-3975

Medical Center
G-7009
8:00am – 4:30pm, Monday - Friday
Phone: (585) 273-2000

Student ID cards are free for visiting and current/incoming UR students. If a card is damaged, it will be replaced at no charge. There is a \$10.00 charge for lost cards. Visiting students must return their University photo ID card and residence hall keys upon check-out.

Guest Check-In

Upon arrival to campus, all guests should proceed immediately to their assigned living area (Quad Residence Halls, Susan B. Anthony, or Southside Living Area) to pick up housing materials (keys, ID cards, etc.). Directional signage stating “Conference Summer Housing Check-In” with directional arrows will guide guests to their living areas, and campus maps are available for download and printing via the Conference Summer Housing website.

Area offices are open Monday through Friday during normal business hours and when extended check-in hours have been arranged through the Conference & Events Office. Any guests who check in after hours may page the summer assistant on call by using the pager information located on the doors of their summer residence hall or area office.

Living Area

Quad Buildings (Lovejoy, Hoeing, Burton, and Crosby)
Southside Living Area (deKiewiet Hall and Maisonettes)
Susan B. Anthony

Check-In Location

Gilbert Hall (Quad Area Office)
deKiewiet Hall
Morgan Hall 104

Guest Check-Out

Information about check-out procedures will be posted and distributed to summer guests two weeks prior to the end of summer programs. Guests must return their room keys and conference cards prior to departing campus and leave their rooms in satisfactory condition. Non-UR students will also be asked to return their University photo ID cards. During busy check-out times, the area Residential Life Office will provide extended hours of operation. Guests who are not able to check out of their rooms during office hours will receive instructions for express check-out, including where to leave their materials and a number to call to say they have done so.

Residential Life Area Offices

Quad Office	100 Gilbert Hall	Phone: (585) 275-5685
	Monday – Friday	8:30am – 4:30pm Evening hours TBD
	Saturday & Sunday	Weekend hours TBD
Susan B. Anthony Office	104 Morgan Hall	Phone: (585) 275-8764
	Monday – Friday	8:00am – 4:00pm Evening hours TBD
	Saturday & Sunday	Weekend hours TBD
Graduate Living Center	100 Valentine Tower	Phone (585) 274-0767
	Monday – Friday	8:30am – 4:00pm Evening hours TBD
	Saturday & Sunday	Weekend hours TBD

Amenities

Lovejoy Hall houses mostly double rooms and has floor lounges and kitchenettes to support floor activities. Laundry/vending area can be found on the main floor along with a seminar room and music practice rooms.

Each room is furnished with:

- (2) single beds (extra-long twin bed)
- (2) three-drawer dressers
- (2) wardrobe closets
- (2) computer desks with chairs
- (2) bookshelves
- (2) internet connections
- (1) telephone with 2 voicemail boxes

Hoeing Hall houses mostly double rooms and has floor lounges and kitchenettes to support floor activities. Laundry/vending area can be found on the main floor along with a small meeting room.

Each room is furnished with:

- (2) single beds (extra-long twin bed)
- (2) three-drawer dressers
- (2) wardrobe closets
- (2) computer desks with chairs
- (2) bookshelves
- (2) internet connections
- (1) telephone with 2 voicemail boxes

Crosby and Burton Halls are identical four -floor campus residence halls located on the residential quad. A significant number of rooms in these halls are singles. Both Crosby and Burton offer multiple study and recreation areas, laundry facilities, cooking facilities (guests must bring their own pots/pans, silverware, plates, etc.), and separate restrooms with showers for males and females.

Each room is furnished with:

- (2) single beds (extra-long twin bed)
- (2) three-drawer dressers
- (2) wardrobe closets
- (1) in-room sink
- (2) computer desks with chairs
- (2) internet connections
- (1) telephone with 2 voicemail boxes

Susan B. Anthony Hall is a six-floor residence hall comprised of four identical wings which meet at a center "core" of study rooms, lounges, a kitchen (guests must bring own pots/pans, silverware, plates, etc.), and two elevators. Additional amenities include laundry facilities and large bathrooms located on each wing of each floor.

Each room is furnished with:

- (2) single beds (extra-long twin bed)
- (1) built-in wall closet unit with:
 - (2) closets
 - (2) 3 drawer dressers
 - (2) cabinets/mirrors
- (2) 3-shelf bookcases
- (2) computer desks with chairs
- (2) internet connections
- (1) telephone with 2 voicemail boxes

deKiewiet Hall is an eleven-floor tower located in the Graduate Living Center. Eight two-person apartment-style suites are located on each floor with a common room and laundry facilities located on the lowest level. Two elevators service the building.

Each two-person suite is furnished with:

- (1) kitchen with stove, oven, refrigerator, sink, and dining table with chairs
- (1) bathroom with sink, toilet, and tub shower
- (2) bedrooms, each with:
 - (1) single bed (extra-long twin bed)
 - (1) three-drawer dresser
 - (1) wardrobe closet
 - (1) computer desk with chair
 - (1) internet connection
 - (1) telephone with a voicemail box

Maisonettes: Located next to Valentine and deKiewiet Halls, the Maisonettes provide apartment-style living. Each two-person apartment is furnished with:

- (1) kitchen with refrigerator, electric range, and sink
- (1) full bath with tub and shower
- (1) four-seat dinette set
- Living room couch and chair
- (2) bedrooms, each with:
 - (1) single bed (extra-long twin bed)
 - (1) three-drawer dresser
 - (1) wardrobe closet
 - (1) computer desk with chair
 - (1) internet connection

Laundry Facilities

Each residence hall is equipped with laundry facilities for summer residents. Washers cost \$2.50 per load; dryers are free.

Kitchen Facilities

Kitchen facilities vary by living area (see descriptions above). Guests are responsible for bringing their own cooking utensils (pots, pans, silverware, etc.) as well as cleaning up after they use the facility. We strongly recommend guests label any food left in community refrigerators to avoid confusion and dispute.

Microfridges

A combination refrigerator, freezer, and microwave (microfridge) is available to rent for summer housing guests staying in the residence halls. Each unit is \$100 for the summer and must be ordered through the Conference & Events Office **no later than May 6, 2009**. This information will be included in your summer housing contract. Units will be delivered to the students' rooms prior to their arrival and picked up directly from the rooms after students depart.

Linens

Residence hall beds are extra-long twin size. Guests are responsible for providing their own linens or purchasing a linen package through the Conference & Events Office. Please **pre-order by April 17, 2009** to ensure that linens are available at check-in. Order forms are available on the Conference Summer Housing website.

The linen package is \$36.00 and includes: (1) extra long fitted sheet, (1) extra long flat sheet, (1) pillow, (1) pillow case, (1) blanket, (1) towel, and (1) washcloth.

Guests may also purchase linens at local stores, including the Marketplace Mall (JCPenney, etc.), Target, or Wal-Mart.

ResTV (Cable Television)

The standard ResTV cable package is free to all summer guests. The basic service provides up to 20 news and entertainment channels, including the major networks and local stations. Additional packages are not available for purchase during the summer. Guests are responsible for providing their own televisions if they wish to have a set in their room.

Common areas and lounges in some of the University's residence halls are equipped with televisions and full cable packages. This service is subject to change and is regulated by the Office of Residential Life.

ResNet (Internet Access)

All summer guests will be able to access the Internet in the residence halls once they have acquired a Guest NetID. This service provides the key to most UR technology, and will allow access to the campus library and ITS lab printing, ResNet, student e-services, interlibrary loan, Blackboard, and many other applications.

Current UR students must simply use their assigned NetID. Non-UR students will need to apply for a Guest NetID. Prior to check-in, guests will receive an email from GuestNetID_System@rochester.edu.

This message may get caught in a spam filter, so spam settings should be checked if the email is not received.

Students should follow the instructions in the email and click on the link, which will take them to the sign-up web page. They should then follow the instructions on that page and write down their Identification Code Word and use it in the next step. Within one business day, they will receive an approval email. Again, students should follow the instructions in that email and click on the link, which will take them to a Guest NetID web page. On that page they will use their Identification Code Word to log in and complete their registration for a Guest NetID (user agreement and password initialization).

Questions about obtaining a Guest NetID should be directed to the IT Center at 585-275-2000 or UnivITHelp@rochester.edu. The IT Center is located at the back of Rush Rhees Library and is open between 8:00am-5:00pm Monday through Friday, and 12:00pm-6:00pm on Saturday and Sunday.

Dining Facilities

Summer hours for River Campus dining facilities begin on Monday, May 18, 2009.

Wilson Commons, River Campus:

Wilson Commons Food Court offers quick and convenient meals such as pizza, pasta, wraps, sandwiches, subs, soups, salads and various grill selections. Vegetarian options are also available. The Food Court is open from 11:00am-6:30pm Monday through Thursday, and from 11:00am-4:00pm on Friday.

Starbucks offers upscale coffee and espresso drinks, bagels, and pastries. Starbucks is open from 8:00am-3:00pm.

The BME/Optics Building, River Campus:

Pura Vida specializes in organic, Fair Trade, shade-grown coffee. Baked goods and grab-and-go items are also available. Pura Vida is open from 8:00am-2:00pm.

For further information on River Campus dining: www.rochester.campusdish.com

Medical Center:

MRB Café, located in the Kornberg Atrium in the Medical Center, offers omelets, deli sandwiches, soups, and salads as well as hot and cold entrees. Hours are from 7:30am-9:30am and 10:30am-2:00pm, Monday through Friday.

The House of Six Nations Cafeteria, located in Strong Memorial Hospital, offers soups, salads, and hot and cold entrees. It is open everyday from 6:30am-8:00pm and 1:30am-3:30am.

The Courtyard Café, located in the Medical Center (G-6100), offers snacks, smoothies, and lighter fare items. It is open 6:30am-5:00pm, Monday through Friday.

Parking

Summer guests with cars must have a valid campus parking permit to avoid fines and possible towing. Permits can be purchased from the River Campus Parking Office in Fauver Stadium for Hill Court Lot or the Medical Center Parking Office for guests living off campus and commuting to the Medical Center (Lot A) throughout the week.

At check-in, summer guests with vehicles will receive a complimentary two-day parking pass for their designated lot. It is the guest's responsibility to obtain a permit from the Parking Office before their temporary permit expires. No exceptions will be granted as summer programs should allow for time during their orientation schedule for students to obtain these permits.

Hill Court Lot \$39.76/month (\$9.94/week) through June 30
\$41.75/month (\$10.44/week) beginning July 1
River Campus Parking Office (Fauver Stadium):
Weekdays, 7:45am – 4:30pm
Phone: (585) 275-3983

Southside Lot \$39.76/month (\$9.94/week) through June 30
(Students living in \$41.75/month (\$10.44/week) beginning July 1
the Maisonettes) River Campus Parking Office (Fauver Stadium):
Weekdays, 7:45am – 4:30pm
Phone: (585) 275-3983

Post Office and Mail Delivery

Current Rochester undergraduate students may continue to use the same CPU box as they do during the academic year. Incoming University of Rochester freshmen will be assigned a CPU box number when they arrive and will keep it throughout their four years at UR.

Students from other universities and guests wishing to receive mail must visit the River Campus Post Office (located in the basement of Todd Union) between 9:00am-5:00pm, Monday – Friday to pick up their mail. Mail for non-UR students can be retrieved at the front window of the Post Office. The campus address for non-UR students is as follows:

Name of student/guest

UR Summer Program Student

c/o Campus Post Office

Rochester, NY 14627-0002

Conference & Events will send a list of all incoming non-UR students and their email addresses to the Post Office along with their arrival and departure dates. The Post Office will individually notify students by email if a package arrives for them. Each e-mail generated is for one package, so if a student receives three e-mails, he or she has three packages. Students will need to print out these e-mails in order to retrieve their package. If there are further questions, please visit the Campus Post Office website at: <http://www.rochester.edu/mailservices/cpuhome.html>.

Students who wish to send a package of personal items to campus prior to their arrival may mail it to the Post Office at the address above.

Shuttle Service

A free shuttle service for summer guests will be available on Saturday afternoons from June 6th – August 1st between the hours of 2:00-6:00pm. The shuttle will stop at Marketplace Mall, Walmart, Regal Cinemas, and Wegmans Plaza. A shuttle schedule will be included with guests' check-in packets.

The cost of the shuttle service will be divided equally among the summer programs that have students living on the River Campus and at the Southside Living Area. Final charges will be added to each group's invoice at the end of the summer.

Athletic Center

Renovated and reopened in the fall of 2000, the University's athletic facilities are one of the nation's best. Complimentary day lockers are available for guests' use as well as athletic/game items (basketballs, volleyballs, etc.).

Goergen Summer Membership Rates:

Summer Pass (May 18 th - August 22 nd)	\$65.00
Secondary Member (spouse, partner, dependant, etc)	\$40.00

Short Term Summer Fees:

Summer Month	\$30.00
Summer Week	\$20.00
Summer Day Pass	\$5.00

There is no charge to those who are University of Rochester students during the regular academic year.

In addition to the Goergen Athletic Center, the River Campus and Graduate Living Center have a number of outdoor recreational facilities, including tennis courts. Located alongside the Genesee River, the Genesee Valley Park has many running trails and open spaces for use by the University and the Rochester community.

Information about the Goergen Athletic Center, including summer hours, can be found on the Web at www.rochester.edu/athletics. Specific questions about the facility and types of equipment available can be directed to (585) 275-7643.

Campus Construction

Construction and renovation projects are typically conducted during the summer when there are fewer people and events on the River Campus. The Conference & Events Office and University Facilities will make every attempt to cause the least amount of inconvenience to summer guests, classes, and programs.

Questions about the projects listed below should be directed to Scott Verrenti at (585) 273-1765 or scott.verrenti@rochester.edu.