

UNIVERSITY OF WISCONSIN-STEVENS POINT



Dining and Summer Conferences
University of Wisconsin-Stevens Point

University Information and Tickets Dreyfus University Center - DUC (40)

Monday - Friday / 7:30 a.m. - 4:30 p.m.

- Campus Information • Maps
- PointCash Cards

For information about meetings at UW-StevensPoint and lost and found inquiries contact:

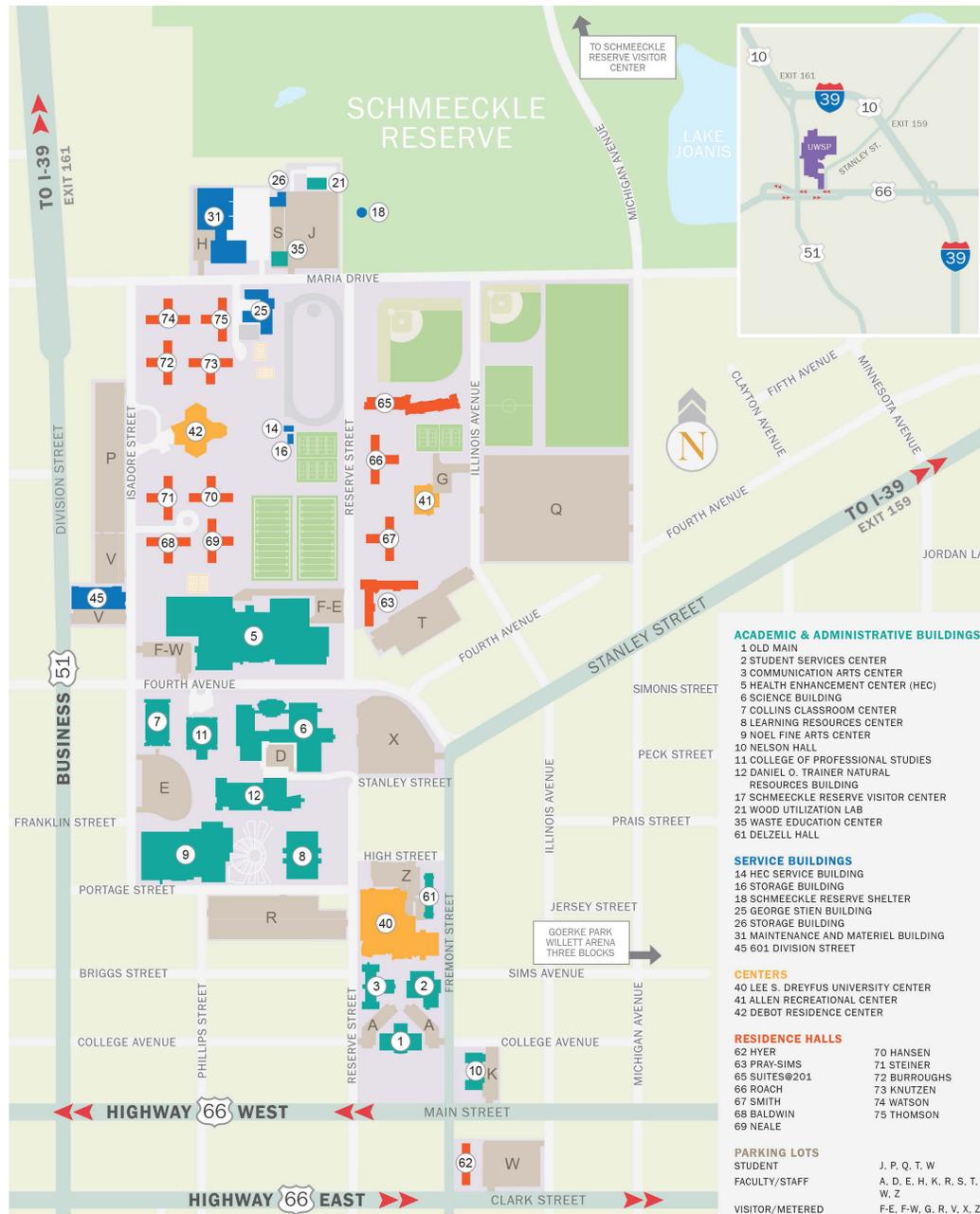
Dining and Summer Conferences
DUC 240

1015 Reserve Street

Stevens Point, WI 54481

Phone: 715-346-3434

Email: summer.conf@uwsp.edu



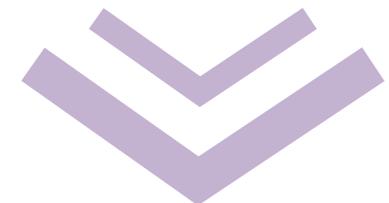
2014

SUMMER CONFERENCES

HOUSING

Welcome to the
University of Wisconsin-Stevens Point!

We think you will like it here in the heart of Central Wisconsin, surrounded by all that makes Wisconsin beautiful—trees, lakes and open spaces. Your conference home will be a UW-Stevens Point residence hall.



RESIDENCE HALL AT A GLANCE

In the hall there are approximately 34 rooms and a centrally located restroom on each floor with private shower facilities.

Your residence hall room is large enough to accommodate two people comfortably. It contains two:

- Twin beds • Dressers • Desks
- Chairs • Closets • Linen Package

Guest room air conditioning may be available depending upon which hall your conference has been assigned to. If you are assigned to a hall without air conditioning, each room has a large screened window. Fans may be provided to adults and staff. Individual requests for air conditioners will not be honored, nor can you bring your own.

Linens, bedding, and towels are provided for all conference guests, unless otherwise requested by the group. Check with your conference coordinator to see which service has been contracted for your group.

FRONT DESK SERVICES

In the lobby of each residence hall, you'll find the front desk. The front desk hours vary with each conference, so check at the desk or with your conference coordinator if you need to know desk hours. Although the front desk does not have change, you'll be able to find:

- campus maps
- answers to questions about campus
- mail
- lost and found
- keys, access cards
- incoming phone call service
- check-in and check-out service

CHECK-IN

You will receive a room key when you check in. Only one key will be issued per person. You may also receive a separate card to the front door of the hall so that you can get in the building when it is locked. When you leave your room, be sure to lock your door and carry your key and card with you at all times. If you get locked out, go to the front desk for assistance. If you lose your key or card, inform the front desk staff so a card or key can be ordered for you. You will be charged (via the conference billing) for each lost key or card not returned at checkout. Lost card fee is \$5. Lost room key charge is \$25.

MAIL

People who will be writing to you while you are living on campus must use the following address format:
Your Name (Jane Smith)
c/o Conference Title (Music Camp)
Room Number and Hall (101 Neale)
UW-Stevens Point
Stevens Point, WI 54481

LOST AND FOUND

If you misplace something while you are staying in a residence hall, check with the front desk in your building. Articles found in the residence hall will be turned over to your conference coordinator. Please be sure to check drawers and closets for personal items before you leave. We are not responsible for items left in rooms.

CHECK-OUT

Each conference has a specific check-out deadline and it will be posted at the front desk. You must check out and return your key/card to the desk staff prior to leaving campus. Your key/card are not to be left in your room. You will be billed (via the conference billing) for each replacement key/card and for each key/card not turned in at check-out.

RESIDENCE HALL GUEST SERVICES

PHONES

Courtesy phones are located in each residence hall lobby and various other locations throughout campus. Participants can make free campus and local calls on the courtesy phones. Personal calling cards can be used to make long distance calls from the courtesy phones. Instructions for using the phones are posted near the phone.

INTERNET

Complimentary wireless service is available in:

- Bedrooms and common areas of some residence halls
- All floors of the Dreyfus University Center
- All floors of the Collins Classroom Center
- All floors of the College of Professional Studies
- All floors of the Noel Fine Arts Center
- All floors of the Science Building
- The Quandt Fieldhouse, Multi-activity Center (indoor track), and the Berg Gym located in the Health Enhancement Center

To access the wireless network with your mobile device, open a web browser and follow the on-screen instructions, which will ask for a valid email address.

If you need additional assistance, please contact:
Information Technology Help Desk
Learning Resources Center - lower level
715-346-4357 or 1-877-832-8977
helpdesk@uwsp.edu
www.uwsp.edu/it/helpdesk

LAUNDRY FACILITIES

Laundry facilities are located in the basement of each residence hall. Machines can only be activated with a card bearing PointCash (see "PointCash" section). The cost for washer and dryer is a dollar each. While there is no coin options on our machines, there are several public laundromats located close to campus that do accept coins.

SODA MACHINES

There are coin operated soda machines located in the basement of each residence hall. If you have a problem with a machine, or if a selection is empty, please inform the front desk staff.

POINTCASH CARDS

PointCash cards are preloaded debit cards used as currency. They can be used anywhere PointCash is accepted, both on campus and off campus. In addition to residence hall laundry and campus vending machines, a complete listing of businesses which accept PointCash can be found at <http://pointcard.uwsp.edu>.

PointCash cards come with a value of \$5, and can be purchased at the University Information and Ticket Center in the Dreyfus University Center. These PointCash cards are not redeemable for cash, and will expire on August 31, 2014.

UNIVERSITY SERVICES

EMERGENCIES

Should you suffer an illness or injury during your stay on campus, please contact the front desk staff for assistance. You will be treated at St. Michael's Urgent Care or Emergency Center. If the desk is closed, please call the number posted at the desk. In life-threatening emergencies dial 911 from any hall phone. Stay on the line, there is a 7 second delay while you are being connected to emergency personnel. Evacuation procedures due to fire or weather are posted on the back of your room door.

PARKING

All vehicles must have a permit for weekday parking in university lots. A daily permit is \$4 and can be obtained from your conference coordinator. Check with the front desk staff to find out where parking is permitted for your group. PLEASE NOTE: No parking is allowed on city streets between the hours of 2 and 6 a.m. Tickets are issued by Stevens Point police to vehicles parking on the street overnight.

RECYCLING

A campus/community recycling program is in effect in our residence halls. Aluminum, plastic, glass and paper chutes are located on each floor and conference attendees are required to participate. Please take any pizza boxes to the laundry room, located in the basement of the hall.

RULES OF THE HOUSE

We recognize most conferences provide their own "guidelines for living" to participants, but we want you to be aware of the general guidelines we follow at UW-Stevens Point.

- Co-ed university staff are lodged on one of the floors of each residence hall. We ask that you treat their home as you would your own.
- Each room is inspected prior to and after each conference. Guests are responsible for all damages that occur in their rooms. Please contact the front desk staff if you have any questions about the condition of your room.
- There is a \$5 charge for any screen that is removed from a window. Because the screen frames warp easily, removal may result in enough damage to warrant replacement. If the screen must be replaced, the charge is an additional \$25.
- All exterior residence hall doors (with the exception of the front door) are locked at all times. The front door of the hall will be unlocked when the hall front desk is staffed. Although you can exit via any exterior door, you can only enter the hall from the front door. If you need entry into the building and have no access card, you must be escorted by one of your group's staff members. Residence hall staff members are not allowed to let you into the hall. As part of a new campus security measure, propping open exterior doors will sound an alarm.
- Alcoholic beverages may be consumed only in individual rooms by persons of legal drinking age, excluding camp counselors. Alcoholic beverages may not be consumed in any public area of the residence hall.
- All residence halls are smoke free.
- Conference attendees are not allowed to have pets (other than service dogs) in the residence halls.
- All applicable state and federal regulations are in effect on all university property. A copy of these regulations is available at the front desk of each residence hall.
- Residence hall computer labs are not available to summer conferences.

Useful items to bring along:

- alarm clock/radio
- extra bath towels
- change for the vending machines
- bike lock for outdoor racks
- laundry detergent
- key ring or lanyard
- hangers
- cell phone
- stamps
- iron



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