

Sponsored Programs Summer Housing 2019

Information Manual for Program Administrators



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The University of Rochester's Office of Residential Life will maintain a Summer Housing website that will contain information for the use of program administrators and participants. A link to the site can be found at <http://www.rochester.edu/reslife/summer/>.

Deadlines

Date	Due
April 26, 2019	Housing contracts due to Residential Life Microfridge orders due to Residential Life
Two weeks before first participant arrives	Final housing lists due to Residential Life

Housing Contracts

Housing contracts for programs will be offered on a weekly basis only. Participants will be allowed to arrive as early as the start date of the first contract week and remain through the last day of the final contract week. This will allow program participants some flexibility on the date of arrival and departure. However, if a participant leaves halfway through a program, the program will be charged through the week of the participant's departure.

Each participant will be required to complete a sponsored housing contract with Residential Life upon receiving a housing authorization email. **Failure to do so may result in no housing for a participant.**

Housing contracts are due to the Office of Residential Life on April 26, 2019. These contracts outline program dates, enrollment, and special needs, such as microfridge rental, etc. Housing contracts are binding agreements between campus programs and Residential Life and are used for planning purposes.

Guest Registration

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

Group Name
Name (First and Last Name)
Gender (Male/Female)
Date of Birth
Institution
Overnight/Day Participant Information
Check-in/Check-out Dates
Email Address

Cell Phone Number
Room Preference and Roommate Request

The form can be found online at <http://www.rochester.edu/reslife/assets/pdf/model-participant-template.xls> and must be used to submit participant lists. Once room assignments have been made, housing information, such as the building and room number, will be distributed to program administrators.

Final housing lists should be submitted to Residential Life **no later than two weeks prior to the date the first participant is scheduled to arrive on campus**. Lists should be sent to Fazeelah Chappell (fchappel@reslife.rochester.edu) and Michael Pettinato (mpettina@reslife.rochester.edu) Participants who need to leave campus for medical or other reasons deemed appropriate by Residential Life will be charged through the week of the participant's departure. Participants who choose to leave campus housing before the end of their program without two weeks' notice to Residential Life will be billed for the entirety of their reservation or two weeks after checking out, whichever is less.

ID Cards / Public Safety

A photo ID card from the University of Rochester is required for any participant staying in campus housing for longer than one week. In the case of an emergency, this will allow the responding Public Safety officer or medical staff to identify the participant and his/her relationship with the University. Names of all participants staying on campus and their assigned rooms will be submitted to Public Safety prior to their arrival on campus.

Upon check-in, participants will receive their room assignments and a packet of information provided by the Residential Life office (including emergency procedures, phone numbers, office hours, etc.). Participants will also receive a temporary University conference card that allows them access to their assigned residence hall. Once the participant 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. Failure to return the conference card will result in a \$15 replacement fee billed to the program. Once a new ID is produced, the student should come to the main Residential Life office in the basement of Susan B. Anthony to have the card official coded with access.

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

Susan B. Anthony Hall
Customer Service Center, 1st Floor
10:00am – 4:00pm, 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 \$15.00 charge for lost cards. Visitors must return their University photo ID card and residence hall keys upon check-out.

Guest Check-In

Upon arrival to campus, all participants should proceed immediately to the Summer Housing Service Desk in Susan B. Anthony Hall to check in and pick up housing materials (keys, conference cards, etc.). Directional signage stating “Conference Summer Housing Check-In” will guide participants to the service desk, and campus maps are available for download and printing at https://www.rochester.edu/maps/printable_maps/URmaps_RiverCampus.pdf.

Guest Check-Out

Information about check-out procedures will be posted and distributed to summer participants two weeks prior to the end of summer programs. Participants must return their room keys and conference cards prior to departing campus. Rooms must be left in satisfactory condition. Non-UR students will also be asked to return their University photo ID cards. Participants 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 confirm that they have done so.

Amenities

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 double-occupancy 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) wired and wireless connections

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 small meeting room.

Each double-occupancy 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) wired and wireless connections

Tiernan 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 double-occupancy 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) wired and wireless connections

Burton Hall houses mostly double and single rooms and has small floor lounges, one larger building lounge and kitchenettes to support floor activities. Laundry/vending area can be found on the main floor along with a small meeting room.

Each double-occupancy 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) wired and wireless connections

Crosby Hall houses mostly double and single rooms and has small floor lounges, one larger building lounge and kitchenettes to support floor activities. Laundry/vending area can be found on the main floor along with a small meeting room.

Each double-occupancy 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) wired and wireless connections

Gilbert Hall is the largest residence hall on the Quad. It offers a large programming area with a kitchen and an outdoor patio. There are study rooms, two lounges, and kitchenettes on every floor (guests must bring their own pots/pans, silverware, plates, etc.). Separate male and female restrooms with showers are available on each floor. Additional amenities include laundry facilities, seminar room, and an ample vending area.

Each double 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) wired and wireless connections

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
- (1) Living room with 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) wired and wireless connections

O'Brien Hall is on the River Campus, built in 2012, and offers an assortment of single and double occupancy rooms. It is located in the Jackson Court area near Anderson and Wilder Halls. A total of five floors comprise the building, which has a capacity of nearly 120 students. Floor lounges include flat screen televisions and study rooms with whiteboards. There are two large bathrooms per floor and limited kitchen facilities. The building is also fully air-conditioned. Each room is carpeted and double rooms have sinks.

Each double 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) wired and wireless connections

Riverview Apartments offer private bedrooms and bathrooms in two, three, and four person-bedroom apartments with full kitchens. Air conditioning, laundry facilities, and wireless and wired Internet connections are other amenities in each building.

Each bedroom in the apartment includes:

- (1) single bed (extra-long twin bed)
- (1) two-drawer dresser
- (1) closet
- (1) small desk with chair
- (1) wired and wireless connections
- (1) private bathroom

Susan B. Anthony Hall (SBA): consists of 4 interconnecting wings, corridor style with mostly double rooms and Men's and Women's bathrooms. There are 2 lounges on each floor and full kitchens on each floor. Residential Life adds microwaves to the lounges. There are also several large meeting and programming areas and a formal lounge overlooking Fauver Stadium and the river.

Genesee Hall: is the newest residence hall on campus built in 2017. Located next to SBA, it contains 4 floors of residential space, 1 floor of meeting rooms, and 2 floors of athletic support spaces (locker rooms, trainer facilities & equipment spaces). The building houses 150 students. Floor lounges contain flat screen TVs and study rooms with white boards and other electronics. There is one bathroom area on each floor that contain 6 private all gender bathrooms (each contains a toilet,

sink, and shower). There are no floor kitchens. The building is air conditioned. Each room is carpeted and double rooms have in-room sinks.

- (2) single beds (extra-long twin bed)
- (2) three-drawer dressers
- (2) wardrobe closets
- (2) computer desks with chairs
- (2) bookshelves
- (2) wired and wireless connections

Building, Kitchen, & Laundry Facilities

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

Each residence hall is equipped with laundry facilities for summer residents. Washers and Dryers are pre-paid and open in all buildings.

Facilities issues, such as a lack of hot water, a flooded toilet or shower, a broken window or missing screen, should be directed to the Facilities Customer Service Center. The contact number is 585-273-4567 and is open 24 hours per day, seven days a week. When in doubt, the Summer Housing Service Desk in Gilbert is also a good resource.

Microfridges

A combination refrigerator, freezer, and microwave (microfridge) is available to rent for summer housing participants staying in the residence halls. Each unit is \$115.00 for the summer and must be ordered through the Office of Residential Life **no later than April 26, 2019**. This information will be included in your Summer Housing contract. Please note: There can be no changes to contract microfridge numbers during the week before participant arrival. Units will be delivered to the participants' rooms within 48 hours of check-in and picked up directly from the rooms after departure.

Linens

Residence hall beds are extra-long twin size. A linen service will be offered by residential life for programs that are interested. Participants are responsible for providing their own linens. Participants who are not able to bring their linens should be encouraged to purchase them at local stores, including at the Marketplace Mall (JCPenney, etc.), Target, or Walmart. These locations are easily accessible on Saturdays via the summer shuttle.

Cable Television

Cable is free to all summer participants. Campus Televideo provides 120 news and entertainment channels, including the major networks and local stations. Participants 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.

Guest NetID (Internet Access)

All summer participants 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. All program administrators are responsible for sponsoring their own participants in order for them to obtain a Guest NetID.

Guest Account Tutorials for Sponsors

To view tutorials for sponsors, click one of the options below.

- [Sponsor One Guest](#)
- [Sponsor Multiple Guests](#)
- [Manage Sponsored Guests](#)

More information regarding the Guest NetID application process can be found at: <https://tech.rochester.edu/faqs/guest-account-faqs/>. Questions about obtaining a Guest NetID should be directed to the IT Center at 585-275-2000 or UnivITHelp@rochester.edu

Dining Facilities

Summer hours for River Campus dining facilities begin on Monday, May 20, 2019. Please check the University Dining website for hours and locations: <https://dining.rochester.edu/>.

Parking

Summer participants with cars must have a valid campus parking permit to avoid fines and possible towing. Permits can be purchased from the Parking Management Center located at 70 Goler House.

It is the sponsoring department's responsibility to obtain temporary parking passes for summer participants. These should be sent to the summer housing desk or distributed to the participants as needed. It is the participant's responsibility to obtain a permit from the Parking Office before any temporary permit expires. No exceptions will be granted as summer programs should offer time during their orientation schedule for students to acquire these permits.

For parking rate information, visit: <http://www.rochester.edu/parking/parking-lot-rates-mcrc/>

River Campus Parking Office
70 Goler House
Box 270348
parking@rochester.edu
Phone: (585) 275-4524

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.

Participants from other universities and visitors 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 participant

UR Summer Program Student

500 Joseph C. Wilson Blvd.

Rochester, NY 14627-0002

Participants 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 shuttle service for summer participants will be available from May 26 – August 18 on Saturdays (2:00 – 9:30PM) and May 23 – August 15 on Wednesday evenings (5:30 – 9:30PM). River Campus pickup and drop off is at the back side of the Library by ITS. The shuttle will stop at College Town, Southside/university park, Whipple Park, International Food Market in Henrietta, Marketplace Mall, Wegmans, Target and Walmart/Regal cinemas.

The cost of the shuttle service is included in the weekly package rate for summer housing.

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.).

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.