



# Villanova University Conference Services

---

*The Main Line to Successful  
Meetings and Events*

---

## Summer Guest Guide 2019

Galberry Hall Service Desk: 610-519-5554

[www.conferenceservices.villanova.edu](http://www.conferenceservices.villanova.edu)

 Villanova University Conference Services

**Welcome to Villanova University!** The Office of Conference Services hopes you have a pleasant and productive stay on campus. The following information is intended to make you aware of the campus facilities and services available to you as well as University regulations. Please call our Service Desk at 610-519-5554 with any questions throughout your stay, 24/7, and see the back cover of this Guest Guide for a Campus Map.

---

---

### **About Villanova University**

Founded in 1842 by the Order of St. Augustine, one of the oldest religious teaching orders of the Catholic Church, Villanova University was Pennsylvania's first Catholic college. The University is located on a section of the historic Main Line, in an area once owned by Philadelphia merchant and Revolutionary War officer, John Randolph. His scenic estate was connected to nearby Philadelphia by the Columbia and, later, the "Main Line" of the Pennsylvania Railroad. Villanova comprises four undergraduate colleges: Liberal Arts and Sciences, School of Business, Engineering, and Nursing. The University is also comprised of Graduate Studies and the Law School. The average annual enrollment is approximately 10,000 students.

---

---

**THE OFFICE OF CONFERENCE SERVICES** strives to promote the University as a unique and stimulating venue for conferences, camps, meetings, professional development programs, retreats, festivals, exhibitions, and special events. The University has a setting and a learning environment for every purpose and group.

Meeting Planners will appreciate one-stop-shop certified planning assistance, and the staff's familiarity with campus facilities and services is invaluable. Full-time staff will assist meeting planners with the many elements of program coordination and site management before, during and after each conference. The staff belongs to Meeting Professionals International, the Valley Forge Tourism and Convention Board and the Association of Collegiate Conference and Events Directors-International (ACCED-I).

# INDEX OF SERVICES

**Page**

Air Conditioning .....	2
Alcoholic Beverages .....	2
Assistance .....	3
Athletic Facilities .....	3
Bank/ATM Machines .....	3
Barber Shop .....	3
Check-Out Procedures .....	3
Churches .....	3
Computer Access .....	4
Connelly Center .....	4
Copy/Print Services .....	5
Dining Facilities .....	5
Disorderly Conduct.....	6
Emergency Phones/Call Boxes .....	8
Federal/State Law .....	6
Fitness Center.....	6
Furnishings.....	6
Gym.....	6
Heat .....	2
Housekeeping.....	7
Internet Access .....	4
Laundry .....	7
Library.....	7
Linens.....	7
Mail Services .....	7
Maps.....	8
Medical Care .....	8
Parking .....	8
Pay Phones .....	9
Pets .....	8
Pool .....	3
Public Access Convenience Phones.....	9
Room Entry .....	8
Service Desk .....	3
Smoking .....	8
Sprinklers .....	8
Telephones .....	8
Television Service/Cable TV/Smart TVs.....	9
Terms & Conditions of Occupancy .....	11
Transportation .....	9
Trash Removal .....	7
University Bookstore .....	9
Vending Machines.....	10
Video Game Consoles.....	10
Wildcard (Building/Dining Hall Access/Nova Bucks) .....	10

**Air Conditioning/  
Heat**

***Air Conditioning***

**For apartments:**

**Too warm?** Adjust the thermostat (in the hallway) to a more comfortable cooler temperature and allow some time for the A/C to kick in and for the apartment to cool down. (Also make sure windows are closed when A/C is on.)

**Too cold?** Adjust the thermostat (in the hallway) to a more comfortable warmer temperature and allow some time for the A/C to go off and the apartment to warm up. The A/C will be off, but the fan will continue to run and circulate air. Feel free to open a window as well once the A/C is off.

**Still too cold?** Shut off the circuit breaker (labeled “Fan Coil Unit”) to stop the fan from circulating any air through the apartment. The circuit breaker box is located in the hallway outside the bedrooms - Farley/Gallen/Jackson/St. Clare: 4th breaker down on the left side; Klekotka/Moulden/Rudolph/Welsh: 3rd breaker down on the right side. (Return to on position at the end of your stay.)

**For residence halls/dorms:**

Use the temperature control knobs on the individual air-conditioning units to regulate the temperature. Make sure air-conditioning is off before opening windows and windows are closed when air-conditioning is on.

***Heat***

**For apartments and residence halls/dorms:**

All apartments and most residence halls employ a seasonal heating/cooling system, set to heat from October through April and to air conditioning from April through October. Heat is therefore not available in those locations during the summer months (but guests can turn off the air-conditioning).

A small number of residence halls (McGuire, Caughlin, Katharine, St. Monica and Fedigan) are not tied into the seasonal heating/cooling system. In those buildings, guests can set the individual units in their room to either heat or air-conditioning, depending on their preference.

**Alcoholic  
Beverages**

Alcoholic beverages are permitted for those of legal drinking age (21 years or older). Alcoholic beverages may only be consumed inside guest rooms or at scheduled functions where served. The public consumption of alcohol is not permitted.

**Assistance/  
Service Desk**

**The Conference Service Desk** in Galberry Hall is staffed between the hours of 7am and 9pm, seven days a week. Between 9pm and 7am, the on-duty Conference Services staff member can be reached by calling the cell phone number mentioned in the Service Desk voice-mail greeting message. Service Desk staff can answer most questions regarding the University, the surrounding area and the information in this Guest Guide.  
**Important Campus Phone Numbers:**

**CONFERENCE SERVICE DESK .....610-519-5554**  
**Public Safety Office, non-emergency .....610-519-6979**  
**Public Safety Office, EMERGENCY .....610-519-4444**  
**Connelly Center 610-519-7250 (before 5pm)/610-519-7274 (after 5pm)**

**Athletic Facilities/  
Pool**

Guests may use the campus fitness centers (must be 18 years or older; see “Fitness Centers/Gym), tennis courts, outdoor basketball and sand volleyball courts. Basketballs and volleyballs may be checked out for 24hr periods at the Service Desk for a \$10 deposit. Indoor swimming pool access, gymnasiums, outdoor track, and athletic playing fields are available to **groups on a reservation basis only** (call 610-519-7580). For **swimming pool access for individuals** for lap swimming, guests must sign out a pool access card at the Service Desk in Galberry Hall. Call 610-519-6437 to confirm pool times and availability.

**Bank/ATM  
Machines**

Connelly Center (lower level), Bartley, St. Mary’s and Dougherty Halls (2nd floor) each have ATM machines. A branch office of Wells Fargo Bank is located on the second floor of Dougherty Hall with hours Mon - Fri, 9am - 5pm, Telephone: 610-527-0726.

**Barber Shop**

Located in Dougherty Hall (610-519-4494), the barber shop is open on a walk-in basis only, Mon - Fri, 7:45am - 4:45pm.

**Check-Out  
Procedures**

On the day of departure, guests are to check out according to their group leader’s instructions. Individual guests can call the Conference Service Desk at 610-519-5554.

**Churches**

St. Thomas of Villanova Church is located on campus and conducts Mass in the Roman Catholic tradition. For mass schedules, please call 610-519-4080 or 610-525-4801. For local ecumenical resources, please search online.

## **Computer/Internet Access**

### ***Falvey Library***

**Desktop computers** are available for public use in Falvey Library. You will need your Wildcard to enter the building and will have access to two courtesy patron computers (Username: pubstat, Password: (blank)) designated for visitor use. Open any browser to access your e-mail via the Internet. No print services available.

**Wireless Internet** via the VUGuest wireless network is also available for guests bringing their own laptops (see below on how to connect).

### ***Throughout Campus***

#### **Wireless Internet:**

- Connect to the “**VUGuest**” (NOT “VUMobile”) wireless network and open any browser.
- Once the network log-in page opens in your browser, follow the instructions to create a **Guest Account** (valid for 7 days at a time) and obtain your individual username and password, which will be sent to your cell phone via text message. (If you do not have a cell phone or are an international guest without a U.S. cell phone and therefore unable to receive text messages, please contact your group leader or Conference Services.) Once you receive your username and password (instantly, via text message), enter them and click “Submit”.
- After successful log-in and connection to the network, you will be redirected to the Villanova Homepage and are now able to access any website. Do not connect any of your own equipment (routers etc.).

Please contact Conference Services at 610-519-5554 (7 days a week, 7am – 9pm, plus after-hours coverage) or Villanova IT’s Helpdesk at 610-519-7777 (Mon – Thu, 8am – 7pm and Fri, 8am – 5pm) with any questions or connectivity problems.

## **Connelly Center**

The Connelly Center is a hub of campus activity with its common gathering areas, meeting rooms, Information Desk and the Villanova Room. It is also the home of the Belle Air Terrace food court, Freshens ice cream/smoothies, Connelly Convenience store, Holy Grounds coffee shop, the Cyber Lounge and an art gallery. Hours of operation (while summer school is in session): Mon-Thu, 8am-9pm, Fri 8am-5pm, Sat 12noon-5pm, Sun, closed. Phone: 610-519-7250 (before 5pm) / 610-519-7274 (after 5pm). It is an approx. 9-12 minute walk from West or South Campus to the Connelly Center.

## Copy/Print Services

Graphic Services offers full service printing, copying, posters, banners, as well as booklets, manuals, and programs for guest groups. The Bartley Print Center is located on the ground floor of Bartley Hall and is open Mon – Thu, 7am - 5pm and Fri, 7am – 12pm. The phone number to the print center is 610-519-5914.

Guest groups **must** set up a charge account to be billed on their master invoice from Conference Services. Files can be accepted via e-mail, flash drives, or hard copy. Copy/print services for individuals are available at FedEx Office, 795 E Lancaster Ave, Villanova.

## Dining Facilities

### Summer 2019 Dining Hours and Operations

#### Donahue Dining Hall (for all guest groups with meal plans)

**7 days a week; starting with Dinner on Tuesday, May 28<sup>th</sup>:**

Breakfast	7:00 AM – 9:30 AM
Lunch	10:45 AM – 2:30 PM
Dinner	4:15 PM – 7:15 PM

\*Exception: Brunch starting at 10am instead of Breakfast and Lunch on June 1/2 and June 8/9

#### A-La-Carte Cash Operations

##### **Bartley Hall - The Exchange**

Monday – Thursday	7:30 AM – 7:00 PM
Friday	7:30 AM – 2:30 PM
Saturday/Sunday	CLOSED

##### **CEER - Holy Grounds**

Monday – Thursday	8:00 AM – 2:00 PM
Friday	8:00 AM – 11:00 AM
Saturday/Sunday	CLOSED

##### **Connelly Center**

###### **Belle Air Terrace**

Monday – Friday	8:30 AM – 3:00 PM
Saturday/Sunday	CLOSED

###### **Connelly Convenience**

Monday – Thursday	11:00 AM – 9:00 PM (or earlier as building closes)
Friday/Saturday	11:00 AM – 5:00 PM
Sunday	CLOSED

###### **Freshens**

Monday – Thursday	11:00 AM – 5:00 PM
Friday – Sunday	CLOSED

###### **Holy Grounds**

Monday – Friday	8:30 AM – 5:00 PM
Saturday/Sunday	CLOSED

**Dining Facilities**  
*(continued)*

**Driscoll Hall – The Commons**

Monday – Thursday	8:00 AM – 4:00 PM
Friday	8:00 AM – 11:00 AM
Saturday/Sunday	CLOSED

**Falvey Library – Holy Grounds**

Monday – Thursday	8:00 AM – 2:00 PM
Friday	8:00 AM – 11:00 AM
Saturday/Sunday	CLOSED

**Law School**

**Law School Café (until early July)**

Monday – Friday	8:00 AM – 2:30 PM
Saturday/Sunday	CLOSED

**Legal Grounds (from early July on)**

Monday – Friday	8:00 AM – 2:30 PM
Saturday/Sunday	CLOSED

**St. Mary’s Hall - Second Storey Market**

Monday – Friday	7:30 AM – 3:30 PM*
Saturday/Sunday	CLOSED

\*may close at 11:00am on select summer Fridays

**Disorderly Conduct**

Disorderly conduct will not be permitted and is defined as action that annoys, disturbs, interferes with or offends others, regardless of the intent of the doer. Hallways may not be used for group sports or activities.

**Federal/State Law**

Villanova University prohibits the violation of Federal and State Law on its campus.

**Fitness Centers/  
Gyms**

**Location: Davis Center**, Third Floor, Main Campus, 610-519-3539  
**Hours:** Mon – Fri, 7am – 7pm, Sat – Sun, closed.  
**Location: Farley Hall**, Ground Floor, West Campus, 610-519-7871  
**Hours:** Mon – Fri, 7pm – 9pm, Sat – Sun, closed.  
Must be 18 years or older to use the fitness centers. A valid Wildcard, programmed for access, is required for admission.

**Furnishings**

Room and apartment furniture, furnishings, linens, etc. cannot be removed from a room or apartment. Furniture may not be removed from common areas and placed in a room or apartment.

**Heat**

Please see page 2.



## **Housekeeping/ Trash Removal**

**Housekeeping staff will not be entering your room during your stay to clean your room.** Trash from your trash cans **must** be deposited into the dumpsters in the parking lots of the apartment buildings or into the large containers at the end of each residence hall hallway. Please separate recyclables. Do not leave trash in hallways or lobbies. Extra can liners are provided in the bottom of each trashcan.

## **Laundry**

Laundry machines are located in every residential building. Activating the laundry machines requires the use of a Wildcard. Cards must have value added to them before using the laundry facilities (cost of one cycle of washing or drying is \$1.50). Cards can then be used to activate any laundry machine by swiping them at the laundry control panel and choosing the appropriate laundry device. See “Wildcard” section for information on adding and using funds. Pre-loaded laundry cards can also be purchased at the Conference Service Desk in Galberry Hall for \$10 (\$9 worth of laundry value, \$1 cost of the card).

## **Library**

Falvey Memorial Library (610-519-4270) is available to guests, but books may only be taken out by Villanova University students, faculty and staff. A VU or Conference Services Wildcard is necessary for admission. Summer hours of operation are typically Mon – Thu, 8am – 8pm, Fri, 8am – 5pm and Sat, 12pm – 5pm. Refer to <http://library.villanova.edu/> for the most up-to-date information. See also “Computer/Internet Access”.

## **Linens**

**An adequate supply of bed linen and towels will be in the room upon arrival for those with linen provided in their housing accommodations. There is no scheduled linen or towel exchange during your stay, unless arranged per your group’s contract.**

## **Mail Services**

Kennedy Hall Mailroom Service Window is open Mon – Thu, 8:30am – 4:30pm, and Fri, 8:30am – 12:30pm. Stamps may be purchased during these hours.

**Mailroom phone number:** Kennedy: 610-519-4492

Postal Service Mailbox locations: behind Kennedy Hall, at the entrance to South Campus, and next to St Mary’s Hall.

UPS has a pick-up box with supplies outside of the Kennedy Hall Mailroom and just inside the Spring Mill Garage (Mon – Fri, 6pm pick-up). Outgoing mail and UPS items with proper labeling may also be dropped off at the Service Window (Mon – Thu, 3:30pm pick-up).

<b>Maps</b>	Campus map displays are strategically located at various points on campus. Copies of campus maps can be obtained from the Service Desk, Galberry Hall. <u>Also, please find a map of campus on the back of this Guide</u> or on our website, <a href="http://www.conferenceservices.villanova.edu">www.conferenceservices.villanova.edu</a> .
<b>Medical Care</b>	Emergency medical care and ambulance service is provided through Public Safety (call 610-519-4444) by VEMS (Villanova Emergency Medical Service) or Radnor Township. The University Health Center is restricted to VU students. The closest group of physicians is at Penn Medicine at Radnor, 250 King of Prussia Rd, Radnor, PA, 610-902-2000. Bryn Mawr Hospital and its emergency room are closest to campus at 130 South Bryn Mawr Ave, Bryn Mawr, PA, 484-337-3582.
<b>Parking</b>	Parking is free for guests who stay seven days or less. To inquire about a summer permit for longer stays (if none was provided), call Conference Services at 610-519-7580. Permits or guest parking passes must be displayed at all times. Parking is limited to the lots/garages listed on your parking pass. Parking violations will result in parking tickets and/or towing. General campus parking is in the Ithan Avenue Parking Garage (I-1).
<b>Pets</b>	Pets are not permitted in the residence halls/apartments.
<b>Room Entry</b>	<i>Authorized University personnel have the right of access to guest rooms to respond to health, safety, or maintenance emergencies, violations of University regulations or to complete maintenance or repair work orders.</i>
<b>Smoking</b>	Smoking is strictly forbidden in all of the public areas of campus, including classroom/administrative buildings and activity space. Smoking is <b>not</b> permitted anywhere inside of all campus residential buildings.
<b>Sprinklers</b>	Please do not touch or hang things from the sprinkler heads. They are very sensitive, and improper use can cause water damage.
<b>Telephones</b>	Landline telephone service is no longer provided in University residence hall rooms and apartment buildings.
<b><i>Emergency Phones/ Call Boxes</i></b>	External emergency phones are located throughout the campus (Parking lots at Stanford/St. Mary's/Rear Pavilion/Law School, Spring Mill Garage, HSB Garage, Ithan Garage, Garey Hall, Train Station tunnel, Monastery, Falvey Library, Corr/Austin Quad, Football Stadium, West Campus fields, Sheehan, Connelly Circle, Wildcat Path). When the red button is pressed, these call boxes automatically call Public Safety. Emergency phones are also located in most academic and administrative buildings.

- Pay Phones*** Pay phones are located in the Connelly Center, Kennedy and Tolentine Halls and the Pavilion. An additional pay phone not operated by the University is located by the Villanova regional rail train station.
- Public Access Convenience Phones*** All residence halls and apartment buildings have public access telephones (wall-mounted call boxes) in hallways and lobbies. They can call any on-campus 5-digit number (9-xxxx, incl. Public Safety) as well as toll free numbers.
- Transportation** There is a SEPTA Regional Rail (Paoli/Thorndale Local line) station on campus connecting the campus eastward with Center City Philadelphia, the Philadelphia AMTRAK train station, and the Philadelphia Airport as well as various western suburban destinations. Also on campus are two SEPTA Norristown High-Speed Line stations with connections to Valley Forge National Park and the King of Prussia Mall. The “105” Bus runs along Lancaster Avenue through the towns on the Main Line. Schedules and information can be obtained at [www.septa.org](http://www.septa.org) or through 215-580-7800. Certain schedules are also available at the Service Desk. AMTRAK train service information can be found at [www.amtrak.com](http://www.amtrak.com) or 800-872-7245. For Philadelphia International Airport Information, call 215-937-6937. Call for prices. Please also refer to our **“Getting Around Guide”** found in your apartment, at the Service Desk or on our website which describes connections to regional sights and attractions.
- Television Service/  
Cable TV/Smart TVs** Xfinity cable TV access is complimentary in all apartments and residence hall rooms, but guests must provide their own TV and coaxial cable. TVs must be able to accept a coax cable input and must be equipped with a QAM tuner. For broken coax cable wall jacks or with questions about how to connect or program their TV, guests should call Conference Services at 610-519-5554. If the issue cannot be resolved, call Villanova IT (UNIT) at 610-519-7777. Xfinity on Campus (streaming TV) is not available to summer guests
- Smart TVs: To connect your smart TVs to the **VUPlay** (not VUGuest) wireless network, call Conference Services at 610-519-5554 to obtain a username and password.
- University Bookstore** Located in Kennedy Hall, the University Bookstore sells school supplies, toiletries, sportswear, cards, gifts, novelties, etc. The Bookstore is generally open Mon – Thu, 8am – 6pm, Fri, 8am – 5pm, Sat, 10am – 5pm and Sun, 11am – 4pm. Hours will vary during holiday and special events periods. Call 610-519-4160 or visit [ww.bkstr.com/villanovastore/](http://ww.bkstr.com/villanovastore/) home for the most up-to-date information.

**Vending**

Cash-operated vending machines are located in the lobbies of all apartment buildings and residence halls as well as several other locations throughout campus. Bills and coins can be used for purchases.

**Video Game Consoles**

To connect your video game console to the **VUPlay** (not VUGuest) wireless network, call Conference Services at 610-519-5554 to obtain a username and password.

**Wildcard  
Building/Dining  
Hall Access**

The Wildcard you received at check-in can be used to gain access to your residential building exterior entrance door by sliding it through the card reader.

The Wildcard is also used by those who have purchased a meal plan. It will allow access to Donahue Dining Hall, the meal-plan summer dining hall, for your group's meals.

***Adding Nova Bucks***

Guests can add Nova Bucks directly to the Wildcard (Wildcard Restricted Debit Account) they receive at Check-In by going to the Wildcard Office in Dougherty Hall (Mon – Thu, 8am – 5pm, and Fri, 8am – 12pm, Phone: 610-519-6202). Nova Bucks can also be added anytime using one of the two revalue machines outside of the Wildcard Office (once accepts cash bills, one accepts credit cards (no AmEx)). Unused Nova Bucks on any Wildcard cannot be refunded – depositing small amounts at a time is therefore recommended. Wildcards and therefore Nova Bucks expire on the last day of a guest's stay.

***Using Nova Bucks/  
Purchases***

Wildcard Nova Bucks can be used for laundry, as well as purchases at the following: a la carte dining operations and convenience stores, University Bookstore, Barber Shop and a variety of off-campus vendors.

*Wildcards are disposable and do not need to be returned at the end of your stay. However, there will be a \$10 replacement fee if a Wildcard is lost during your stay and a replacement card is issued.*

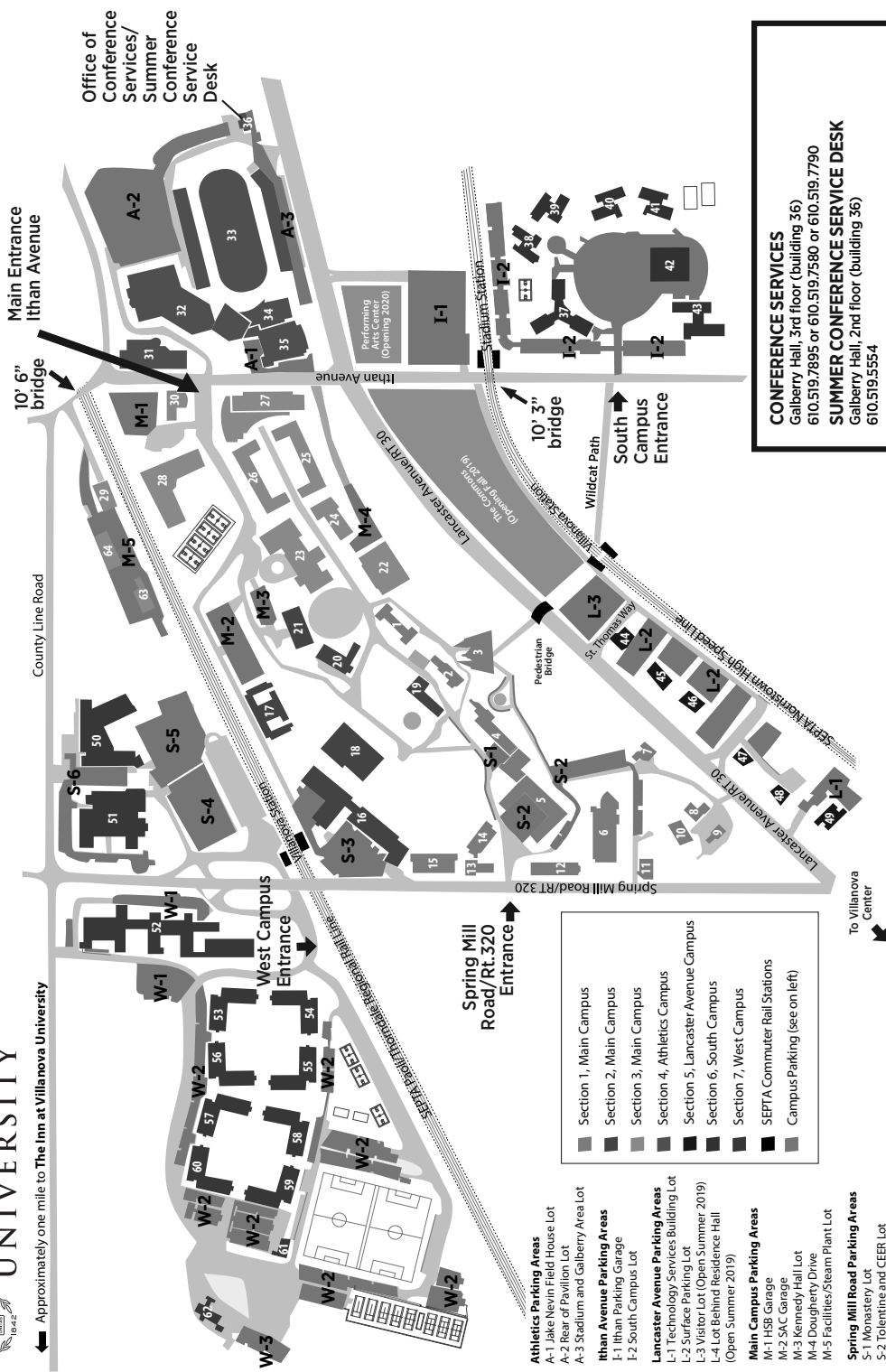
## TERMS AND CONDITIONS OF OCCUPANCY OF VILLANOVA UNIVERSITY FACILITIES

1. Occupants, and Occupant Groups, are responsible for the care and condition of the assigned meeting facilities and residences covered by this agreement, including, but not limited to, equipment, walls, floors, carpets, fixtures, furnishings, etc. Charges will be assessed against those responsible for damaging or misusing University property. Occupants are responsible for the proper disposal of waste. Villanova recycles mixed paper, cans & glass, and plastic bottles.
2. Facilities must be left in move-in condition upon departure. The occupant or occupant group agrees to pay the cost of repairs for any damages and the cost of any extraordinary cleaning or furniture moving needed to return the residence or other meeting facility to its move-in condition. The need for and the costs of such are within the sole discretion of the University.
3. The University reserves the right to enter rooms without prior permission from occupants if it has reason to suspect that an emergency situation exists, or that violations of University policy are occurring (or may have occurred), to locate persons or missing property, to conduct maintenance activity, and to do health, safety and maintenance checks and repairs. After knocking and waiting a reasonable period of time, a University staff member may make entry at this time. If an Occupant is not present when entry is made, a note may be left indicating the person or persons entering and reasons for doing so.
4. The University is not responsible nor liable for the loss of, or damage to, any property of the occupant/group, or for personal injuries sustained by an occupant while in or resulting from occupancy of a residence or other University facility. As per the University's license agreement, an occupant group is responsible to provide a certificate of liability insurance naming the University as an additional insured. The University recommends that individual occupants carry appropriate insurance.
5. All vehicles must be parked in accordance with University parking regulations. VU Parking Office can be reached at 610-519-6990.
6. Use of small cart/golf car vehicles with electric or internal combustion motors on campus must comply with University policy for their operation. Occupant groups must inform the Office of Conference Services in advance of their arrival and request a copy of the University's Small Cart Vehicles Policy.
7. The University does not permit the use of its facilities for any commercial purposes without prior approval.
8. All animals, except animals trained to aid people with disabilities, are prohibited in all campus buildings.
9. It is understood that use of campus housing and meeting facilities will occur at the same time other University guest groups are present, and that any guest activity must not disturb others anywhere on campus. Minors (youth under age 18) must be supervised at all times.
10. Individuals staying in a residence for one or more nights must be registered and paying guests. Arrangements for guests may be made by contacting the University Office of Conference Services, 610-519-7790.
11. The University will provide summer seasonal conference services staff on duty 24/7 who can be telephoned for assistance at 610-519-5554. **For all emergencies 24/7, University Public Safety can be telephoned at 610-519-4444 or from a campus phone at ext. 94444.**
12. All occupants and their guests must abide by applicable University policies, Pennsylvania laws, and Federal laws, especially those dealing with fire safety. The possession or use of illegal drugs, alcohol, fireworks, guns and other weapons is prohibited. Burning fires anywhere on campus is prohibited.
13. Hover boards may not be used, plugged in or charged in any building on campus.
14. Occupants must abide by the University's Code of Conduct and Residence Life Office policies as set out in the Villanova University Student Handbook (<http://www1.villanova.edu/villanova/studentlife/dean/publications.html>) and any other policies specific to the program in which they are participating.
15. The University prohibits smoking in all University buildings. Smoking is strictly forbidden in all of the public areas of campus, including classroom/administrative buildings and activity space. Smoking is not permitted anywhere inside of all campus residential buildings or within 25 feet of such buildings.
16. Alcoholic beverages (for those age 21 or over) are permitted in assigned guest rooms. Group events including alcohol are permitted in reserved event rooms only by permission of the Office of Conference Services, 610-519-7580.
17. Occupants are responsible for using their Wildcard, room key or lock combination in a manner that does not jeopardize the safety or security of individuals or property. **A lost key or compromised lock combination should be reported immediately to the Office of Conference Services.** There is a \$75.00 fee for a lost key due to the

- costs associated with a required lock change and key production. A \$25.00 fee for a door lock combination change will be billed. Wildcards are disposable and do not need to be returned at the end of stay. However, there will be a \$10.00 replacement fee if a Wildcard is lost during a stay and a replacement card is issued.
18. No personal heating, air-conditioning or cooking apparatus shall be allowed in University facilities. Portable box fans are permitted. Occupants who are assigned to apartments may provide other small cooking appliances for personal use as long as they are UL approved, have self-contained heating units, and are approved by a University Office of Conference Services central office administrator.
  19. Male and female occupants could be housed on the same floor on a different wing of a residence hall/apartment building but will be provided separate sleeping accommodations and bathroom facilities. Shared rooms or apartments are reserved for married couples, families or occupants of the same sex.
  20. No theft or violence, including sexual abuse, harassment, hazing or bullying (cyber or otherwise) will be tolerated.
  21. The inappropriate use of cameras, imaging, digital devices and electronic communications is prohibited, including use of such devices in showers, restrooms, or other areas where privacy is expected.
  22. Curfew time for Minors in campus housing shall be no later than midnight.
  23. In-dorm-room visitation for Minors shall be restricted to participants of the same gender.
  24. Guests of Minors in campus housing (other than a parent/legal guardian and other Event participants of same gender) may visit only in the dorm lobby and/or floor lounges, and only during approved hours specified by the Occupant Group.
  25. The License Agreement or these terms and conditions shall not be deemed to constitute a lease or to create or transfer an interest in or lien on real estate. The University may remove any occupant that the University considers disruptive or otherwise considers detrimental to the residence population or University community. Subject to the University's right of revocation, the occupant agrees that this agreement shall remain in force for the full term of the occupancy.
  26. Any occupant incident where there is physical threat or destructive action may result in removal or reassignment of involved occupant(s) per the University's discretion. An occupant who is removed from University housing must remove all belongings, return the key, and vacate per the University's instructions. If the occupant fails to vacate within 24 hours, the University may take possession of the assigned space, remove and dispose of the occupant's belongings at the occupant's risk and expense, change the locks to the premises, and charge all costs associated with this change to the occupant. An escort will accompany the dismissed occupant if necessitated by his/her conduct.
  27. The University reserves the right:
    - a) To levy and collect charges for damages to, unauthorized use of, or alterations to residences, equipment or buildings, and for extraordinary cleaning necessitated by improper use of its facilities;
    - b) To reassign occupants to other accommodations on campus;
    - c) To bar any occupant from the campus and the residences if, in the sole judgment of the University, the individual's conduct is injurious or potentially injurious to the University, or members of the University community or guests;
    - d) To retain any payment made by, or on behalf of, any occupant barred from the campus or residences;
    - e) To terminate the reservation of any occupant or occupant group if, in the sole judgment of the University, unforeseen events make it inadvisable or illegal or impossible to provide the required facilities.
  28. The University shall not be held liable for any delays or failures to provide rooms, meeting space or other facilities fit for occupancy or any other delays or failures in performance, in whole or in part, if such delay or nonperformance is due, directly or indirectly (e.g., through the prior or concurrent displacement and need for rescheduling of academic, research or administrative functions) to any cause beyond Licensor's reasonable control, including, but not limited to, destruction of or damage to such space, acts of God, war, riot, terrorism, civil disturbance, fire, floods, environmental calamity or risk, inclement weather; restriction upon travel, food, beverages or supplies; strikes, lock-outs, labor disputes, pandemics, epidemics or other outbreaks of diseases or other infections, failures in public supply of electricity, water, heating, lighting, air conditioning or public telecommunications equipment, or other such events, disturbances or conditions.



← Approximately one mile to The Inn at Villanova University



**Athletics Parking Areas**

- A-1 Jake Nevin Field House Lot
- A-2 Rear of Pavilion Lot
- A-3 Stadium and Galberry Area Lot

**Ithan Avenue Parking Areas**

- I-1 Ithan Parking Garage
- I-2 South Campus Lot

**Lancaster Avenue Parking Areas**

- L-1 Technology Services Building Lot
- L-2 Surface Parking Lot
- L-3 Visitor Lot (Open Summer 2019)
- L-4 Lot Behind Residence Hall (Open Summer 2019)

**Main Campus Parking Areas**

- M-1 HSB Garage
- M-2 SAC Garage
- M-3 Kennedy Hall Lot
- M-4 Dougherty Drive
- M-5 Facilities/Steam Plant Lot

**Spring Mill Road Parking Areas**

- S-1 Monastery Lot
- S-2 Tolentine and CEER Lot
- S-3 Mendel Lot
- S-4 North Campus Parking Garage
- S-5 Law School Surface Lot
- S-6 Garey Hall Lot

**West Campus Parking Areas**

- W-1 Saint Mary's Hall Lot
- W-2 Resident Student Parking Lot
- W-3 Picotte Hall Lot

■	Section 1, Main Campus
■	Section 2, Main Campus
■	Section 3, Main Campus
■	Section 4, Athletics Campus
■	Section 5, Lancaster Avenue Campus
■	Section 6, South Campus
■	Section 7, West Campus
■	SEPTA Commuter Rail Stations
■	Campus Parking (see on left)

**CONFERENCE SERVICES**  
Galberry Hall, 3rd floor (building 36)  
610.519.7895 or 610.519.7580 or 610.519.7790

**SUMMER CONFERENCE SERVICE DESK**  
Galberry Hall, 2nd floor (building 36)  
610.519.5554

**PUBLIC SAFETY**  
610.519.6979 (non-emergency) 610.519.4444 (emergency)  
[www.conferenceservices.villanova.edu](http://www.conferenceservices.villanova.edu)

**Villanova University Conference Services**

Guest parking is only available in the lots/garages indicated on your parking permit from Conference Services.  
Building key and directions on back.

800 E. Lancaster Avenue (Lancaster and Ithan Avenues), Villanova, PA 19085

## Map Key (in alphabetical order with building numbers)

Alumni Hall .....	(19)	Falvey Memorial Library .....	(18)	Kennedy Hall .....	(21)	St. Monica Hall .....	(38)
Andrew J. Talley Athletic Center .....	(34)	Faris Structural Engineering Teaching and Research Laboratory .....	(29)	(Office of Financial Assistance, University Shop, Bursar's Office) .....		St. Rita's Hall .....	(2)
Austin Hall .....	(1)	Farley Hall .....	(54)	Kleiotka Hall .....	(53)	St. Thomas of Villanova Church .....	(3)
(Office of University Admission) .....		Farrell Hall .....	(47)	Law School Building .....	(50)	St. Thomas of Villanova Monastery .....	(4)
Bartley Hall .....	(27)	Fedigan Hall .....	(12)	(Charles Widger School of Law) .....		Sheehan Hall .....	(25)
(Villanova School of Business) .....		Finneran Pavilion .....	(32)	McGuire Hall .....	(41)	Simpson Hall .....	(7)
Burns Hall .....	(61)	Galberry Hall .....	(36)	Mendel Science Center .....	(16)	Stanford Hall .....	(37)
Caughlin Hall .....	(40)	Gallen Hall .....	(55)	(College of Liberal Arts and Sciences) .....		Steam Plant .....	(63)
CEER: Center for Engineering Education and Research .....	(6)	Garey Hall .....	(51)	Middleton Hall .....	(9)	Stone Hall .....	(48)
Chemical Engineering Building .....	(13)	Geraghty Hall .....	(46)	Military Sciences Building .....	(10)	Sullivan Hall .....	(26)
Connelly Center .....	(23)	Good Counsel Hall .....	(43)	Moriarty Hall .....	(44)	Technology Services Building .....	(49)
Corr Hall .....	(20)	Griffin Hall .....	(45)	Moulden Hall .....	(56)	The Commons .....	(TBD)
Davis Center for Athletics and Fitness .....	(31)	Health Services Building .....	(30)	O'Dwyer Hall .....	(8)	Tolentine Hall .....	(5)
Delurey Hall .....	(11)	Jackson Hall .....	(58)	Performing Arts Center .....	(TBD)	(Office of the President, Office of the Provost) .....	
Donahue Hall .....	(42)	Jake Nevin Field House .....	(35)	Picotte Hall at Dundale .....	(62)	Vasey Hall .....	(24)
Dougherty Hall .....	(22)	John Barry Hall .....	(15)	Rudolph Hall .....	(57)	Villanova Center .....	(65)
Driscoll Hall (College of Nursing) .....	(28)	Katharine Hall .....	(39)	St. Augustine Center for the Liberal Arts .....	(17)	Villanova Stadium .....	(33)
Facilities Management Building .....	(64)			St. Clare Hall .....	(59)	Welsh Hall .....	(60)
				St. Mary's Hall .....	(52)	White Hall .....	(14)

## Directions

### BY CAR:

**For GPS systems, our address is:** 800 E. Lancaster Avenue, Villanova, PA 19085 (Lancaster and Ithan Avenues). Many navigation apps also recognize and can direct to certain campus buildings by name.

**From New York and New England:** Take the New Jersey Turnpike (I-95) to Exit 6 (Pennsylvania Turnpike (I-276). Take the Pennsylvania Turnpike (I-276) Westbound to Exit 20 (Mid-County Interchange I-476 South/Chester). Follow I-476 South to Exit 13 (Villanova/St. Davids). At the bottom of ramp turn right and proceed east on Lancaster Avenue (US-30) for just over a mile to Ithan Avenue and turn right. Proceed half a block south on Ithan Avenue and the Ithan Avenue Parking Garage will be on your left.

**From the West:** Take the Pennsylvania Turnpike (I-76) to Exit 326 (Valley Forge). Take I-76 (Schuylkill Expressway) to Exit 331A (I-476 South/Chester). Follow I-476 South to Exit 13 (Villanova/St. Davids). At the bottom of ramp turn right and proceed east on Lancaster Avenue (US-30) for just over a mile to Ithan Avenue and turn right. Proceed half a block south on Ithan Avenue and the Ithan Avenue Parking Garage will be on your left.

**From the South:** Take I-95 North to Exit 7 (I-476 North Plymouth Meeting). Take I-476 North to Exit 13 (Villanova/St. Davids). At the bottom of ramp turn right and proceed east on Lancaster Avenue (US-30) for just over a mile to Ithan Avenue and turn right. Proceed half a block south on Ithan Avenue and the Ithan Avenue Parking Garage will be on your left.

### BY TRAIN:

Take AMTRAK or New Jersey Transit (via SEPTA) to the 30th Street Station in Philadelphia. Ask the attendant to direct you to the Regional Rail Trains (SEPTA). Take the Paoli/Thorndale Local train to the Villanova Station, located on our campus (wheelchair accessible).