



# Villanova University Conference Services

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*The Main Line to Successful  
Meetings and Events*

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## Summer Guest Guide 2024

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.

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## **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.

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**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).

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**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.

**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.

**The Commons Complex:**

***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).

**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** is staffed between the hours of 7am and 9pm, seven days a week. 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).

**Bank/ATM  
Machines**

Connelly Center (lower level), Bartley and St. Mary’s each have ATM machines.

**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 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).

**Computer/Internet  
Access (continued)**

***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,) 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 and an art gallery.. 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 on campus full service printing, copying, posters, banners, as well as booklets, manuals, and programs for guest groups

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.

## Dining Facilities

## Summer 2024 Dining Hours and Operations

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

#### 7 days a week:

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

### A-La-Carte Cash Operations

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

Monday – Thursday	7:30 AM – 4:00 PM
Friday-Sunday	CLOSED

#### **Connelly Center**

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

Monday – Thursday	11:00 AM – 3:00 PM
Friday – Sunday	CLOSED

##### **Connelly Convenience**

Monday – Thursday	11:00 AM – 9:00 PM
Friday – Sunday	CLOSED

##### **Freshens**

Monday – Thursday	11:00 AM – 6:00 PM
Friday – Sunday	CLOSED

##### **Holy Grounds**

Monday – Thursday	8:30 AM – 5:00 PM
Friday	8:30 AM – 3:00 PM
Saturday/ Sunday	CLOSED

#### **Driscoll Hall – The Recover**

##### **Room**

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

#### **Falvey Library – Holy Grounds**

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

**Dining Facilities**  
(continued)

**Law School**

**Law School Café**

Summer 2024

CLOSED

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

Monday – Thursday

8:00 AM – 2:30 PM

Friday – Sunday

CLOSED

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

Summer 2024 – CLOSED

**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.

**Fitness Centers/  
Gyms**

**Location: Davis Center**, Third Floor, Main Campus, 610-519-3539

**Hours:** Mon – Thu, 7am – 7pm, Fri – 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.

**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.



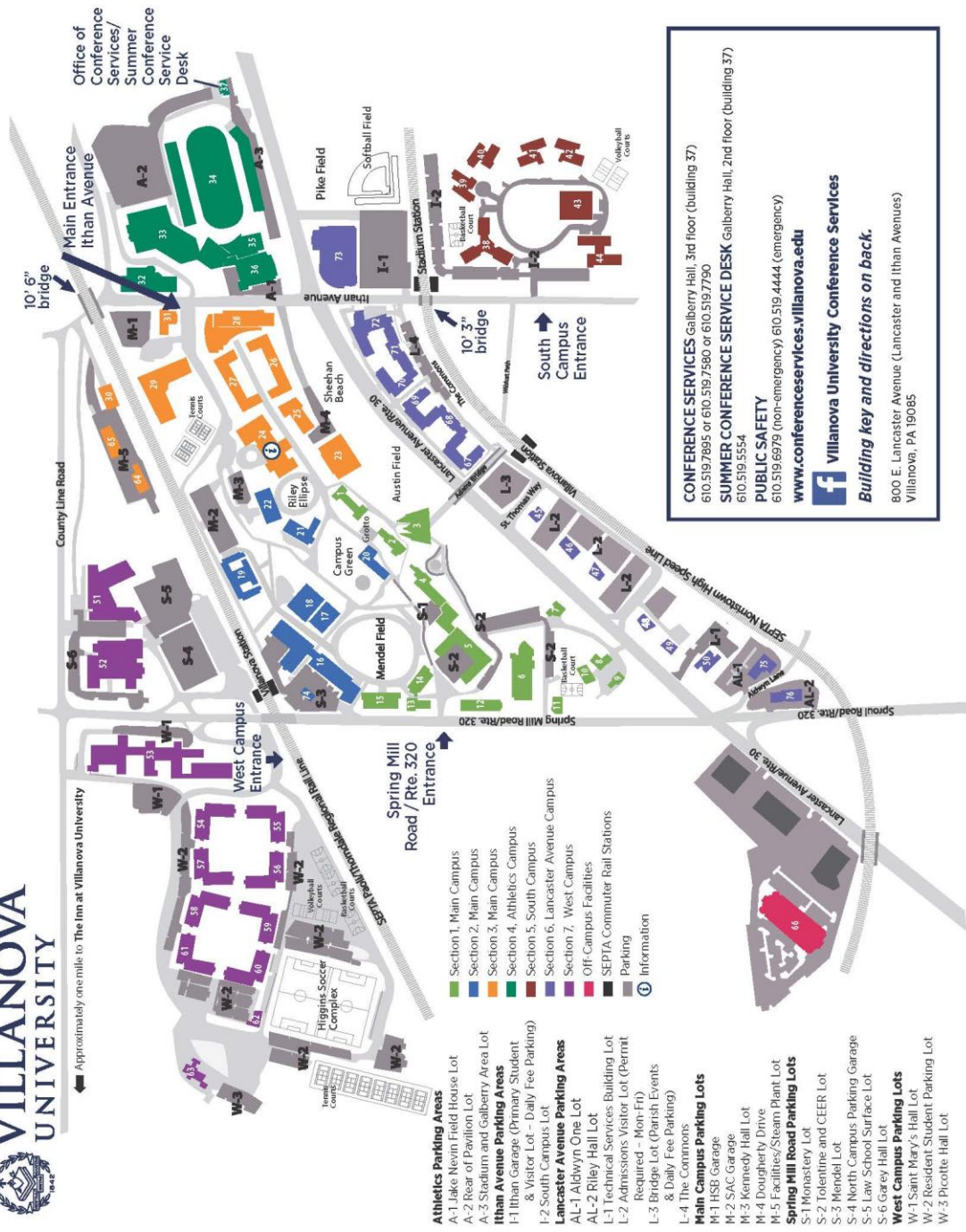
- Library** Falvey Memorial Library (610-519-4270) is available to guests, but books may only be taken out by Villanova University students, faculty and staff.. Summer hours of operation are typically Mon – Thu, 9am – 7pm. Closed Memorial Day, Juneteenth and Independence Day. A VU or Conference Services Wildcard is necessary for 24/7 access to Falvey.
- Linens** **A 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** Aldwyn One Mailroom Service Window is open Mon – Thu, 8:30am – 4:00pm, and Fri, 8:30am – 12:00pm.
- Mailroom phone number:** Aldwyn: 610-519-4492
- Postal Service Mailbox locations: behind Kennedy Hall, at the entrance to South Campus, and next to St Mary’s Hall.
- Medical Care** 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.
- Parking** All guests with overnight parking needs to register their cars with OCS to avoid ticketing and looting (Make/Model/License Plate). The cost is \$15 a car a day. All guests coming for drop off and pick up are not required to register vehicles.
- Pets** Pets are not permitted in the residence halls/apartments.
- Room Entry** *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.*

<b>Smoking</b>	Smoking/Vaping 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 or within 50 feet of any exit or entrance.
<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 and activate.
<b><i>Emergency Phones/</i></b>	External emergency phones are located throughout the campus. When the red button is pressed, these call boxes automatically call Public Safety. Emergency phones are also located in most academic and administrative buildings.
<b>Transportation</b>	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 <a href="http://www.septa.org">www.septa.org</a> or through 215-580-7800.
<b>Television Service/ Cable TV/Smart TVs</b>	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 <b>VUPlay</b> (not VUGuest) wireless network, call Conference Services at 610-519-5554 to obtain a username and password.
<b>University Bookstore</b>	Located in St. Marys Hall, the University Bookstore sells school supplies, toiletries, sportswear, cards, gifts, novelties, etc. The Bookstore is generally open Mon – Thu, 9am – 6pm, Fri, 8am – 3pm, Sat, 11am – 5pm and Sun, closed. Hours will vary during holiday and special events periods. Call 610-519-4160 or visit <a href="http://ww.bkstr.com/villanovastore/">ww.bkstr.com/villanovastore/</a> home for the most up-to-date information.

<b>Vending</b>	Card-operated vending machines are located in the lobbies of all apartment buildings and residence halls as well as several other locations throughout campus.
<b>Video Game Consoles</b>	To connect your video game console to the <b>VUPlay</b> (not VUGuest) wireless network, call Conference Services at 610-519-5554 to obtain a username and password.
<b>Wildcard Building/Dining Hall Access</b>	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 Dougherty Dining Hall, the meal-plan summer dining hall, for your group's meals.
<b>Adding Nova Bucks</b>	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.
<b>Using Nova Bucks/ Purchases</b>	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.
	<i>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.</i>



← Approximately one mile to The Inn at Villanova University



**Athletics Parking Areas**

- A-1 Lake Mevin Field House Lot
- A-2 Rear of Pavilion Lot
- A-3 Stadium and Galberry Area Lot

**Ithan Avenue Parking Areas**

- I-1 Ithan Avenue (Primary Student & Visitor Lot – Daily Fee Parking)
- I-2 South Campus Lot

**Lancaster Avenue Parking Areas**

- AL-1 Aldwyn One Lot
- AL-2 Riley Hall Lot
- L-1 Technical Services Building Lot (Permit Required – Mon-Fri)
- L-2 Admissions Visitor Lot (Permit Required – Mon-Fri)
- L-3 Bridge Lot (Barrish Events & Daily Fee Parking)
- L-4 The Commons

**Main Campus Parking Lots**

- 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 Lots**

- 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 Gayey Hall Lot

**West Campus Parking Lots**

- 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, South Campus
- Section 6, Lancaster Avenue Campus
- Section 7, West Campus
- Off-Campus Facilities
- SEPTA Commuter Rail Stations
- Parking
- Information

**CONFERENCE SERVICES** Galberry Hall, 3rd floor (building 37)  
 610.519.7895 or 610.519.7580 or 610.519.7790

**SUMMER CONFERENCE SERVICE DESK** Galberry Hall, 2nd floor (building 37)  
 610.519.3534

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

**Villanova University 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)

Aidwyn One.....(75)	Falvey Memorial Library.....(18)	Kennedy Hall.....(22)	St. Thomas of Villanova Church.....(3)
Alumni Hall.....(20)	Faris Structural Engineering Teaching and Research Laboratory.....(30)	(Office of Financial Assistance, University Shop, Bursar's Office)	St. Thomas of Villanova Monastery.....(4)
Andrew J. Talley Athletic Center.....(1)	Farley Hall.....(48)	Kiekoftka Hall.....(54)	Sheehan Hall.....(26)
(Office of Undergraduate Admission)	Farrell Hall.....(12)	McGuinn Hall.....(67)	Simpson Hall.....(7)
Bartley Hall.....(28)	Fedigan Hall.....(33)	McGuire Hall.....(42)	Stanford Hall.....(38)
(Villanova School of Business)	Finneran Pavilion.....(22)	Mendel Science Center.....(16)	Steam Plant.....(64)
Burns Hall.....(62)	Friar Hall.....(72)	(College of Liberal Arts and Sciences)	Stone Hall.....(49)
Canon Hall.....(69)	(The Rectory)	Middleton Hall.....(9)	Sullivan Hall.....(27)
Caughlin Hall.....(41)	Gaiberry Hall.....(37)	Military Sciences Building.....(10)	Technology Services Building.....(50)
Center for Engineering Education and Research (CEER).....(6)	Gallen Hall.....(56)	Moriarty Hall.....(45)	Tolentine Hall.....(5)
(College of Engineering)	Garey Hall.....(52)	Moulden Hall.....(57)	(Office of the President, Office of the Provost)
Chemical Engineering Building.....(13)	Geraghty Hall.....(47)	O'Dwyer Hall.....(8)	Trinity Hall.....(68)
Connelly Center.....(24)	Good Counsel Hall.....(44)	Old Falvey Library.....(17)	Vasey Hall.....(25)
Corr Hall.....(21)	Greenhouse.....(74)	Picotte Hall at Dundale.....(63)	(College of Professional Studies)
Davis Center for Athletics and Fitness.....(32)	Griffin Hall.....(46)	Riley Hall.....(76)	Villanova Center.....(66)
Delurey Hall.....(11)	Health Services Building (HSB).....(31)	Rudolph Hall.....(58)	(789 Lancaster Avenue: Human Resources)
Dobbin Hall.....(70)	Hovnanian Hall.....(71)	St. Augustine Center for the Liberal Arts (SAC).....(19)	Villanova Stadium.....(34)
Donahue Hall.....(43)	Jackson Hall.....(59)	(College of Liberal Arts and Sciences)	Welsh Hall.....(7)
Dougherty Hall.....(23)	Jaikie Nevin Field House.....(36)	St. Clare Hall.....(60)	White Hall.....(14)
Driscoll Hall.....(29)	John Barry Hall.....(15)	St. Katharine Hall.....(40)	
(M. Louise Fitzpatrick College of Nursing)	John and Joan Mullen Center for the Performing Arts.....(73)	St. Mary's Hall.....(53)	
Facilities Management Building.....(65)	John F. Scarpa Hall.....(51)	St. Monica Hall.....(39)	
	(Charles Widger School of Law)	St. Rita's Hall.....(2)	

**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 individual 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).

## TERMS AND CONDITIONS OF OCCUPANCY OF VILLANOVA UNIVERSITY FACILITIES

1. Licensee and Licensee's attendees are responsible for the care and condition of the Licensed Premises, including, but not limited to, equipment, walls, floors, carpets, fixtures, furnishings, etc. Charges will be assessed against those responsible for damaging or misusing Licensor's property. Licensee and Licensee's attendees are responsible for the proper disposal of waste, including recycling. Licensor is a single-stream recycler (all recyclable materials can be placed into the same recycling bin or dumpster) and recycles cardboard, mixed paper, cans, glass, and plastic bottles.
2. Licensed Premises must be left in move-in condition upon departure. Licensee agrees to pay the cost of repairs for any damages and the cost of any extraordinary cleaning or furniture moving needed to return the Licensed Premises to its move-in condition. The need for and the costs of such are within the sole discretion of Licensor.
3. Licensor reserves the right to enter rooms without prior permission from Licensee or Licensee's attendees if it has reason to suspect that an emergency situation exists or that violations of Licensor's policies 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, Licensee's employee(s) or agent(s) may make entry at this time. If Licensee's attendee(s) is not present when entry is made, a note may be left indicating the person or persons entering and reasons for doing so.
4. Licensor is not responsible nor liable for the loss of, or damage to, any property of Licensee and/ or Licensee's attendees, or for personal illness or injuries (including death) sustained by Licensee's attendees while in or resulting from occupancy of Licensed Premises or other areas of Licensor's premises. Per the Agreement, Licensee is responsible to provide a certificate of liability insurance evidencing the requirements in the Agreement to cover any loss, damage, illness, or injury. Licensor recommends that Licensee's attendees carry appropriate insurance to cover any loss, damage, illness, or injury.
5. All vehicles must be parked in accordance with Licensor's parking regulations. Licensor's Parking Office can be reached at 610-519-6990.
6. Use of small cart/golf cart vehicles with electric or internal combustion motors on campus must comply with Licensor's Acquisition and Use of Small Cart Vehicles Policy (<https://villanova.policypage.com/dotNet/documents/?docid=186&public=true>). Licensee must inform Conference Services in advance of their arrival of the use of small cart/golf cart vehicles with electric or internal combustion motors.
7. Licensor does not permit the use of its facilities for any commercial purposes without express prior approval.
8. All animals, except animals trained to aid people with disabilities, are prohibited in all of Licensor's buildings.
9. Individuals staying in a residence for one or more nights must be listed on the housing occupancy roster submitted to the Assistant Director of Conference Reservations (610-519- 7790).
10. Licensor will provide summer seasonal Conference Services staff on duty who can be telephoned for assistance at 610-519-5554. **For all emergencies 24/7, Licensor's Department of Public Safety can be telephoned at 610-519-4444 or from a campus phone at ext. 94444.**
11. Licensee and Licensee's attendees must abide by applicable policies of Licensor (including without limitation Licensor's Code of Student Conduct (<https://studenthandbook.villanova.edu/code-of-student-conduct>) and Residence Life Policies (<https://studenthandbook.villanova.edu/residence-life-policies>), and all local, state and federal laws. The possession or use of illegal drugs, fireworks, guns and other weapons on Licensor's premises is prohibited. Burning fires anywhere on Licensor's premises by Licensee or Licensee's attendees is prohibited and Licensee and Licensee's attendees will abide by all fire safety policies and laws.
12. Hover boards may not be used, plugged in or charged anywhere on Licensor's premises.
13. **Per the Licensor's Smoking Policy** (<https://studenthandbook.villanova.edu/smoking-policy>), **Licensor prohibits smoking and vaping in all of Licensor's buildings or within 25 feet of such buildings.**
14. Alcoholic beverages (for those aged twenty-one (21) or over) are permitted in assigned guest rooms if the Licensor's Alcohol Policy (<https://studenthandbook.villanova.edu/alcohol-policy>) is followed. Events including alcohol are permitted in reserved event rooms only with permission of Conference Services.
15. Licensee's attendees are responsible for using their room key, lock combination, or Wildcard in a manner that does not jeopardize the safety or security of individuals or property. **A lost key or compromised lock combination must be reported immediately to Conference Services.** There is a seventy-five-dollar (\$75.00) fee for a lost key. All keys must be returned at the end of the stay and Licensee will be charged a seventy-five-dollar (\$75.00) fee for any keys not returned. There is a twenty-five-dollar (\$25.00) fee for a door lock combination change. There is a ten-dollar (\$10.00) fee if a Wildcard is lost during a stay and a replacement card is issued. Wildcards are disposable and do not need to be returned at the end of stay.

16. No personal heating, air-conditioning or cooking apparatus shall be allowed on Licensor's premises. Portable

- box fans are permitted. Licensee's attendees 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 Conference Services in advance.
17. Male and female attendees 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.
  18. No theft or violence, including sexual abuse, harassment, hazing or bullying (cyber or otherwise) will be tolerated.
  19. 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.
  20. The use of drones is prohibited unless Licensee has met Licensor's requirements related to drones and Licensor has provided written approval in advance.
  21. Curfew time for Licensee's attendees under eighteen (18) years of age in Licensor's housing shall be no later than midnight.
  22. In-dorm-room visitation for Licensee's attendees under eighteen (18) years of age shall be restricted to Licensee's attendees of the same gender.
  23. Guests of Licensee's attendees under eighteen (18) years of age in Licensor's housing (other than a parent/legal guardian and other Event attendee of same gender) may visit only in the housing lobbies and only during approved hours specified by Licensee and approved by Conference Services.
  24. This Agreement shall not be deemed to constitute a lease or to create or transfer an interest in or lien on real estate. Licensor may remove any of Licensee's attendees that Licensor considers disruptive or otherwise considers detrimental to the residence population or Licensor's community. Subject to the Licensor's right of revocation, Licensee agrees that this Agreement shall remain in force for the full term of the use of Licensed Premises.
  25. Any incident where there is physical threat or destructive action may result in removal or reassignment of involved Licensee's attendees(s) per Licensor's discretion. Any of Licensee's attendees who is removed from Licensor's housing must remove all belongings, return the key (if applicable), and vacate per the Licensor's instructions. If the Licensee's attendee fails to vacate within the time allotted by the Licensor (but in no event greater than twenty-four (24) hours), Licensor may take possession of the assigned space, remove and dispose of the Licensee's attendee's belongings at the Licensee's attendee's sole risk and expense, change the locks to the premises, and charge all costs associated with this change to the Licensee or Licensee's attendee. An escort will accompany the dismissed Licensee's attendee if necessitated by Licensee's attendee's conduct or if the situation requires, as determined in the sole discretion of Licensor.
  26. Licensor reserves the right:
    - a. To levy and collect charges for damages to, unauthorized use of, or alterations to Licensed Premises or any other Licensor's premises and for extraordinary cleaning necessitated by improper use of the premises;
    - b. To reassign Licensee and/or Licensee's attendees to other accommodations on Licensor's premises;
    - c. To bar any of Licensee's attendees from Licensor's premises if, in the sole judgment of the Licensor, the individual's conduct is injurious or potentially injurious to Licensor, members of Licensor's community or guests, or any other person;
    - d. To retain any payment made by, or on behalf of, any of Licensee's attendees barred from Licensor's premises; and/
    - e. To terminate the reservation of Licensee or any of Licensee's attendees if, in the sole judgment of the Licensor, unforeseen events make it inadvisable, illegal, or impossible to provide the required facilities.
  27. Licensor 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 facilities; acts of God; war; local, state, or federal government regulation; threats or acts of terrorism or similar acts; strikes, lock-outs, or labor disputes; disaster; civil disorder; curtailment of transportation facilities; any act or order of public authority including, without limitation, Villanova University, Villanova University's leadership, the State Board of Education, or of civil or regulatory authority; health and safety concerns; epidemics, pandemics (including without limitation COVID-19), or other outbreaks of diseases or other infections; fire, floods, environmental calamity or risk, inclement weather; restriction upon food, beverages or supplies; failures in public supply of electricity, water, heating, lighting, air conditioning or public telecommunications equipment; or other such events, disturbances or conditions making it impractical, illegal, or impossible to perform its obligations under the Agreement.

