

**WELCOME TO THE RAMILY**



**Conference Services**

## Location

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### **Brandt Hall**

710 W. Franklin St.  
Richmond, VA 23220

## Contact

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**24/7 On-call number:** TBA

**Email:** [conferences@vcu.edu](mailto:conferences@vcu.edu)

**Web:** [summerconferences.vcu.edu](http://summerconferences.vcu.edu)



*Welcome to VCU Residential Life and Housing Summer Conferences. Your success is our mission! We have prepared this brochure to highlight the information you will need during your stay in our residence halls. Please keep this as a handy reference during your visit. Our Conference Services Assistants are on-call 24/7 for your convenience. Kindly call our duty phone, TBA, for any guidance you may need during your stay.*

### **Check-Out**

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Check-out is between 7 – 10 a.m. on your scheduled day of departure unless an alternative time has been pre-scheduled in your contract agreement. Check-out must be completed in the lobby with a Conference Services Assistant. Do not leave your room key or access card in the room or at the front desk. Please remove all personal items from the room (check bathroom, common area and laundry area) close all windows, turn off lights and shut the door.

### **Keys & Access Cards**

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During Check-in all guests receive a room key or key fob and an access card on a lime green lanyard.

Guests must keep their access card and room key/fob on them at all times to gain entry into their residence hall. If you or your program has secured additional services as part of your stay your access card may also provide entry to our gym(s), parking deck(s), or dining hall for meals. Ask your program coordinator for more details.

RamBucks is a pre-paid, store-value account. It's a free and safe alternative to carrying cash on campus for guests. Your program coordinator will let you know if they have loaded funds onto your access card to use anywhere on campus that accepts RamBucks. Visit [cardservices.vcu.edu/rambucks](https://cardservices.vcu.edu/rambucks) for a full list of locations accepting RamBucks.

All room keys must be checked in and out in the lobby with a Conference Services Assistant. You will be required



to sign for the receipt and the return of the key and access card. Any key or access card not returned at check-out will result in a replacement fee of \$75.00 per key and \$25.00 per access card. You or the conference/program/camp you are attending will be responsible for the payment of any lost/unreturned items. Individuals must pay by credit card before leaving if conference/program/camp is not covering lost/unreturned items for its attendees.

## **Front Desk and Conference Services Assistants**

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### **On-call number TBA**

Conference Services Assistants are available 24/7 to assist you with anything from a question about the area, directions, emergencies or a room lock-out. All front desks are staffed 24 hours a day. Residential Life and Housing Desk Assistants cover the desk from 8 a.m. to midnight. From midnight to 8 a.m., a contracted security company covers the desk.

### **Conference Office/Central Housing**

(804) 828-7666

On-Call TBA

Gladding Residence Center,  
711 West Main Street

The office for VCU Conference Services is located in Gladding Residence Center. The office is open Monday-Friday, 8 a.m. to 4:30 p.m. Use the on-call number for after-hours inquiries and non-medical emergencies. For medical emergencies dial 911.



## Hall Policies

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All issues (building emergencies, HVAC issues, lockouts, water damage, leaks and furniture issues) are to be reported to the Conference Services 24/7 number, TBA. Non-emergencies are to be reported to your Conference Services Coordinator via email [conferences@vcu.edu](mailto:conferences@vcu.edu).

- All attendees must swipe their summer card at the security desk when entering the hall each time.
- Minors must be chaperoned by no less than a 1:20 ratio.
- All bedroom doors should be locked at all times. VCU is not responsible for personal belongings in locked or unlocked rooms. Housing does not have a lost and found.
- Participants are expected to dispose of all trash in an appropriate manner.
- Excessive trash left in bathrooms, rooms, public areas or hallways will not be tolerated and excessive cleanup costs will be billed to your program coordinator upon post room inspection in final billing.
- Each floor has a floor trash room located near the restrooms or either ends of a hallway per floor.
- Rooms/Suites/Apartments with refrigerators must remove all food

from units upon move out and wipe out as necessary. A \$35 excessive cleaning fee will be assessed during post move-out inspections and reflected on program coordinators final bill.

- Furniture is not to be removed from rooms, public areas or lobbies.
- Standing or jumping on lobby furniture is prohibited. Sitting or standing on lobby tables is prohibited.
- All rooms must be in the same setting as received upon attendee move-in. Reset fees will be assessed to program coordinator upon post move-out room inspection and reflected in final billing.
- No running, sports or horseplay in the hallways, stairwells, lobbies or elevators.
- Do not remove any university signs, placards or other signage. A small simple sign may cost \$80 to replace.
- Do not remove, tamper with or alter any fire safety equipment, sprinklers, fire extinguishers, fire alarms or smoke detectors. Our detectors are set to extremely sensitive levels and can even detect cooking disasters.
- Do not prop open doors or elevators.

- Do not overload elevators beyond the posted maximum (usually 6-8 people).
- Do not deface rooms, hallways, elevators, bathrooms or other university property.
- Weapons of any kind (even fake weapons) are prohibited on VCU property.
- Smoking is prohibited in the residence halls. Please use outdoor smoking areas at least 25 feet from the building entrance.
- The possession and consumption of illegal drugs and alcohol is prohibited on university property – including the residence halls.
- In the event of a fire alarm, you MUST evacuate the building. Failure to comply with these or other Residential Life & Housing policies (posted in the Guide to Residential Living at [bit.ly/vcugtrtl](http://bit.ly/vcugtrtl)) could result in dismissal from university property and/or monetary fines.
- You and/or your program coordinator will be billed for any excessive cleaning, damages or re-keying due to lost keys. There is an auto charge for keys that are not returned at a rate of \$75.00 per key missing and \$25.00 per missing conference card.

## **Residence Hall Safety**

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As a resident of VCU on-campus housing, students may enter and leave the residence hall at their convenience. Residence hall safety depends on the responsible actions of each resident. Residents' room doors should be locked at all times. Stairwell or outside doors must not be propped open. It is a violation of policy to prop external doors with any item.

## **Fire Safety**

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When students move-in, Residential Life and Housing recommends reviewing the emergency fire evacuation information that is posted on the interior door of the residence hall room.

## **Emergency Evacuation Procedures**

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At the sound of a fire alarm or if residents are instructed to evacuate, leave the area immediately, proceed to the nearest exit and leave the building. Upon discovery of a fire, students and staff are trained to activate the fire alarm, notify VCU Police at (804) 828-1234 (emergency), and exit the building immediately using the

closest safe exit and proceed to the predetermined meeting place for that building.

### **Emergency evacuation procedures for residents:**

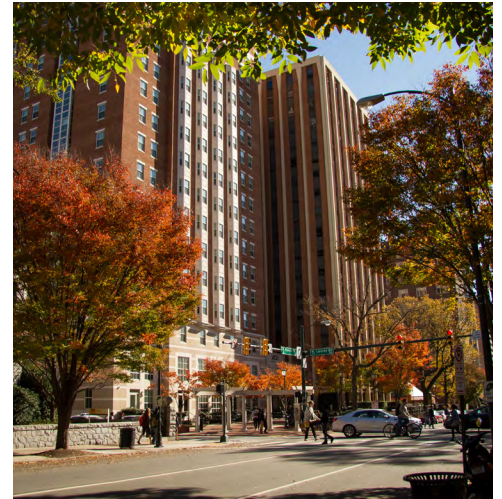
#### 1. When exiting a room and the building:

- If there is no immediate danger from smoke or fire, make sure to quickly dress appropriately for the weather conditions (i.e., coat, shoes).
- If there is no immediate danger from smoke or fire, make sure to close and lock all doors and bring ID and keys
- Evacuate the building, if possible.
- Do NOT use elevators, use the stairs.
- If unable to evacuate in the event of an emergency in the residence halls, please go to the nearest area of evacuation (stairwells) or residence hall room, shut the doors and windows, and then call VCU Police Department, (804) 828-1234 to provide your exact location to emergency personnel. Remain in shelter until the alarms stop, help arrives or receive other instructions.

#### 2. Once safely outside the building:

- Move away from building and immediately report to the designated assembly area to check in with residential life staff.

- Stay clear of all emergency vehicles, and do not stand in the roadway/ walkway or block emergency vehicles from getting through.
- Do not re-enter the building until instructed to do so by an emergency responder or residential life staff.
- Report any vandalized or disconnected smoke detectors to the residential life staff immediately. Failure to evacuate is a violation of Richmond city ordinance and may result in arrest, possible fine and/or disciplinary action through the Student Code of Conduct.



## ***Fire Extinguishers & Smoke Detectors***

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Residents may bring a fire extinguisher for their room, suite or apartment if they choose to do so. If residents chose to bring a fire extinguisher it must be an "ABC" extinguisher. Fire extinguishers are located in designated locations in the hallways and walkways outside rooms, suites and apartments.

## ***Smoking/Vaping***

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VCU has designated all university buildings as 'no smoking,' which includes the use of oral electronic devices that produce vapor containing nicotine and/or other substances. Smoking includes the carrying or holding of lighted smoking equipment, burning, lighting or use of a tobacco product or marijuana and any other smoking device or equipment. Residential Life and Housing prohibits smoking and use of the above devices in any residence hall, including any individual residence hall room, suite, apartment, bathroom, common area, hallway, stairwell, outdoor entrances and courtyard and within 25 feet of any residence hall. Individuals must go outside the building to smoke and stay 25 feet away from any entrance, exit, outdoor

air intake or operable window of any residence hall. Smokers are required to use ash urns to dispose of their smoking material waste and are prohibited from littering state-owned property with smoking material or other waste.

## ***Health & Safety Checks***

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The state fire marshal, the Office of Environmental Health & Safety and Conference Services Assistants will make periodic inspections throughout the summer. Violations of state code may result in the confiscation of prohibited items, charges under the Student Code of Conduct and a financial charge. Appliances and equipment (not on the Prohibited Items list) must be UL approved to be used in residence halls.

## ***Tampering & Misuse of Fire-Safety Equipment***

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Tampering with or misuse of fire-safety equipment is a violation of state and federal law and is prohibited in the residence halls; this includes the act of setting items aflame; and wrongfully discharging a fire extinguisher. Fire safety equipment includes but is not limited to: alarms, extinguishers, signage, smoke

detectors, heat sensors, door closures and sprinklers.

## ***Missing Guest***

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Please contact the VCU Police Department, (804) 828-1234 if a guest is believed to be missing.

## ***Security Cameras***

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For the safety and security of residents and guests, security cameras may be placed throughout the residence halls.

## ***Wireless Internet***

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You can either connect to VCU SafeNet or VCU Guest Wireless. Instructions are located at <https://ts.vcu.edu/askit/network-services/vcu-wireless-network>

## ***Housekeeping***

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The housekeeping staff are responsible for cleaning and maintaining the public area of the residence halls, including community laundry rooms, recreation areas, study areas and public restrooms. Resident access to these areas may be restricted during daily cleaning or periods of maintenance. Residents are responsible for maintaining a clean room. Excessive housekeeping is defined as any situation requiring cleaning that is not part of the custodian's normal daily routine. This includes cleaning items in common areas, rooms, or apartments such as fire-extinguisher powder, clumps of mud, food, bodily fluids, and trash that has not been disposed of in the designated receptacles (e.g., dumpsters, trash rooms). Residents may be charged individually or as a group for excessive housekeeping. These charges are imposed on rooms/floors/buildings on an escalating basis.

## ***Laundry Facilities***

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All summer halls are equipped with laundry machines. It is recommended that all residents use High Efficiency (HE) laundry detergent. Laundry facilities must be cared for properly. Lint must

be removed after each dryer cycle, and clothes and lint that fall behind dryers must be removed to reduce fire hazards. Dryer ducts are cleaned on a regular basis by a professional contractor; residents living in apartments are expected to allow contractors access to ducts, located in ceilings, for cleaning purposes.

## ***Dining Services***

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Shafer Dining Center is located at 810 Cathedral Place. Walk-ins are accepted, but group reservations are required through Conference Services. Catering is available by pre-arrival request only.

### Summer Hours

Monday – Thursday: 11 a.m. – 6 p.m.  
Friday: 11 a.m. – 4 p.m.  
Saturday and Sunday: Closed

Catering is available by pre-arrival request only.

## ***Parking***

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Summer Guests may use West Main Street Parking Deck, Jefferson Street Parking Deck and the 8th Street Parking Deck if requested and paid for prior to arrival.

## ***Campus Gyms***

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### **Cary Street Gym: 101 S Linden St**

Guests must be 18 or older to purchase a gym membership. Guests under 18 may make group reservations through Conference Services prior to arrival to campus.

### Summer Hours

Monday – Thursday: 6 a.m. - 10 p.m.  
Friday – Saturday: 8 a.m. - 8 p.m.  
Sunday: 9 a.m. - 8 p.m.

### **MCV Cary Street Gym: 900 Turpin St**

Guests must be 18 or older to purchase a gym membership.

### Summer Hours

Monday – Thursday: 5:45 a.m. – 10 p.m.  
Friday: 5:45 a.m. – 8 p.m.  
Saturday: 8 a.m. – 8 p.m.  
Sunday: 9 a.m. – 8 p.m.

### **Gladding Residence Center Gym:**

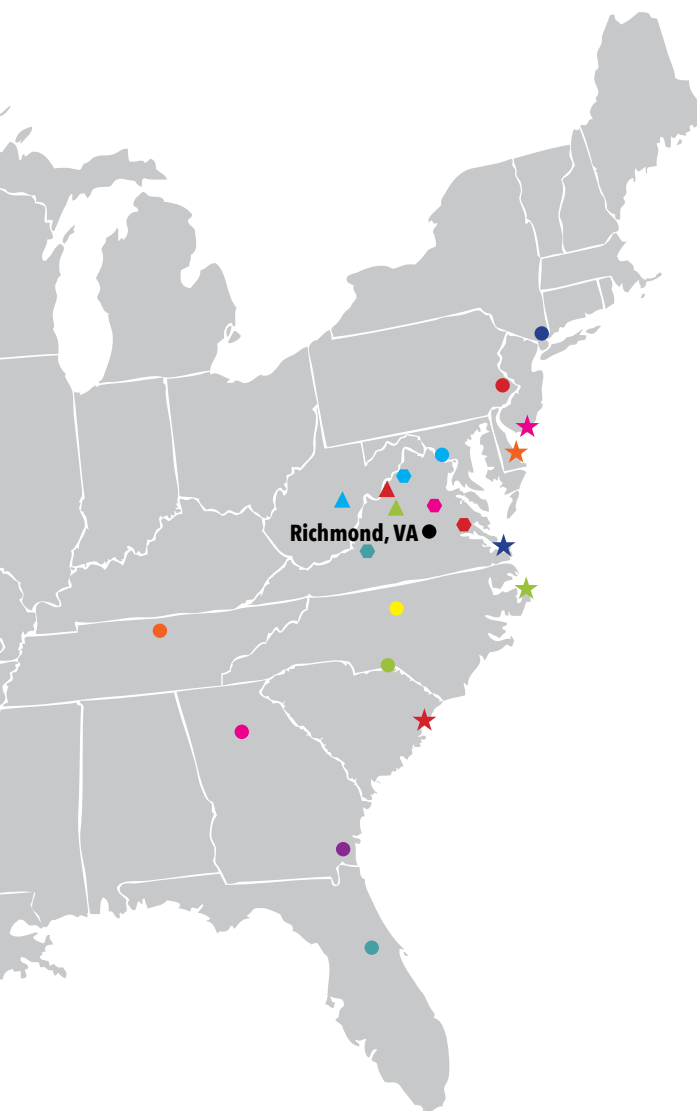
#### **711 West Main Street**

Youth guests must be chaperoned during use.

### Summer Hours

Sunday – Sunday 24/7





### MAJOR CITIES

- Washington DC: 108 mi
- Raleigh: 169 mi
- Philadelphia: 245 mi
- Charlotte: 293 mi
- New York City: 334 mi
- Savannah: 467 mi
- Atlanta: 532 mi
- Boston: 546 mi
- Nashville: 614 mi
- Orlando: 740 mi

### SKI RESORTS

- ▲ Massanutten: 107 mi
- ▲ Wintergreen: 112 mi
- ▲ Snowshoe: 201 mi

### BEACHES

- ★ Virginia Beach: 108 mi
- ★ Outer Banks: 208 mi
- ★ Dewey Beach: 231 mi
- ★ Cape May: 296 mi
- ★ Myrtle Beach: 324 mi

### DESTINATIONS

- ◆ Kings Dominion: 26 mi
- ◆ Williamsburg: 54 mi
- ◆ Blue Ridge Parkway: 92 mi
- ◆ Luray Caverns: 102 mi

### Airports

- Richmond International Airport
- Newport News International Airport, (67 miles, 1 hour)
- Charlottesville-Albemarle Airport (80 miles, 1.5 hours)
- Ronald Reagan Washington National Airport (107 miles, 1.75 hours)
- Washington Dulles International Airport (121 miles, 2 hours)

### Buses

- Greyhound
- Megabus
- GRTC (local)
- Pulse (local)

### Ride Shares

- Zipcar
- Lift
- Uber
- RVA Bike Share

### Train Stations

- Staples Mill Road Station
- Richmond Main Street Station



# Conference Services



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