



# NORTH CAMPUS

## Conference Guest Information

### WILLOW CONFERENCE DESK

24 hours, 7 days a week | 206-685-2959 | 4294 Whitman Lane NE, Seattle, WA 98105

## WELCOME TO THE UNIVERSITY OF WASHINGTON

### CHECKOUT TIME IS 11 A.M.

Please vacate and turn in your room keys and access fobs to the Conference Desk by checkout time.

### CONFERENCE DESK

Keep your room keys, access fobs and conference cards secure. Your conference card is unique to you; do not swap your card with anyone else. The conference card is used to pay for your dining plan (if you have one) and must be treated and safeguarded like cash. Your conference card is also used to operate laundry washers and dryers (if you have funds available).

### THE CONFERENCE DESK CAN ASSIST WITH:

- > Check-in / checkout
- > Wi-Fi log in (password)
- > Parking
- > Directions
- > Mail/packages
- > Lost & found
- > Guest room questions
- > Room and building lockouts
- > Adding laundry funds (nonrefundable)
- > Room key, fob and conference card issues

### HOUSEKEEPING

Common areas are cleaned daily. If you have standard service, housekeeping staff will enter your room to make beds, exchange towels and empty wastebaskets daily.

### AMENITIES

- > UW Wi-Fi is available in all public areas on campus and guest rooms except in Hansee, Haggett and McMahon Halls, which have hardwired Ethernet ports.
- > Intramural Activities Building (See other side for more details)
- > Maps for campus dining and market locations are available at [hfs.uw.edu/eat](https://hfs.uw.edu/eat)
- > Washers and dryers for laundry are available in every residence hall

### RESIDENTIAL CONFERENCE ASSISTANT (RCAs)

RCAs live in the residence halls to help guests, enforce Quiet Hours (10 p.m. - 9 a.m.) and perform rounds in the evening. There will be an RCA on duty each night from 5 p.m.-8 a.m.

Should you need assistance, contact the Conference Desk to have the RCA on duty notified and directed to you.

FAQs can be found at [bit.ly/uwguest](https://bit.ly/uwguest)

## INTRAMURAL ACTIVITIES BUILDING (IMA)

Work out, swim, canoe, golf, play tennis, take a class and sit in the sauna for a daily fee, the perfect counterpoint to a day of conference sitting.

## SAFETY AND SECURITY

Please keep windows and doors locked. Do not prop open any doors or go beyond your assigned floor. The UW assumes no responsibility for loss or damage to a guest's personal property regardless of the cause of loss. Adults are responsible for the supervision of youth at all times. Fire and earthquake emergency evacuation instructions are posted behind the door of your room.

## ALCOHOL AND SMOKING

Guests 21 years of age or older may consume alcohol in the privacy of their own sleeping rooms with the door closed. Minors may not be present in the same sleeping room where alcohol is being consumed. Smoking is prohibited on UW property including in guest rooms and balconies. For designated smoking areas, please visit [bit.ly/smokingmap](http://bit.ly/smokingmap).

## PROHIBITED ITEMS

Guests must comply with all federal, state and local laws, and UW policies and regulations. Pets, hall sports, destructive behavior, open flames, incense, hot plates, space heaters, halogen lamps and weapons are not allowed in the residence halls. Illegal substances, gambling and vandalism are also strictly prohibited.

## COPYRIGHTED FILES

The UW prohibits sharing copyrighted files, and violations may result in the termination of network and computer access.

## GRATUITIES

State employees are not allowed to accept gratuities, but we invite you to share your remarks and suggestions using our online guest survey: [bit.ly/confsurveyuw](http://bit.ly/confsurveyuw).

## EMERGENCY INFORMATION

Medical/Fire/Police services: 911

Nonemergency or to file a crime report: 206-685-UWPD (8973)

Outdoor emergency phone towers are located around campus. To use the emergency phone, press the button and the UW Police will be dialed automatically.

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### Conference Services | University of Washington

HFS Central Office, Terry Hall, Box 355603, Seattle, WA 98105

Phone 206-543-7636 | Fax 206-897-1620

Email [hfsconf@uw.edu](mailto:hfsconf@uw.edu) | [www.hfs.uw.edu/Conference-Services](http://www.hfs.uw.edu/Conference-Services)

### HOUSING & FOOD SERVICES

UNIVERSITY of WASHINGTON

Division of Student Life