

WELCOME 2nd NSF Pire PDC Workshop!

Campus Accommodations:

You will be staying in Darley North and South during your time on campus. Please reference the campus map <https://www.colorado.edu/map/> or attached map for location.

Darley North and South:

500 30th Street
Boulder, CO 80310
Phone: 303-492-9898

Check-in Time: All Day Check-in Location: Darley South Front Desk

Check-out Time: By 11:00 AM** Check-out Location: Darley South Front Desk

***We ask that everyone please checkout at the Darley South Front Desk to sign out.*

If check-in or check-out service is needed outside of building hours (before 6:00 AM or after Midnight), or for 24-hour front desk assistance, visit the below halls. Use the following link to find their locations:

<http://www.colorado.edu/campusmap/>

- Williams Village North
3300 Baseline Road, Boulder, CO 80310; phone: 303-735-1445

Service Type:

Linen Service:

Linen service in residence halls includes a linen package (includes one set of sheets, two towels, one washcloth), pillow, pillowcase, blanket and/or bedspread. There is no housekeeping service in individual guest rooms. Housekeeping service is provided in restrooms and public areas. Rooms are furnished with extra-long twin beds, dresser, bookcase, desk and closet. Telephones are not provided in rooms and phone jacks are not active. A microfridge (microwave, refrigerator, and freezer) is provided in each room. Telephone wake-up service is not provided. TVs are located in building lounges. All rooms are non-smoking. Alternating bed height is prohibited.

Rooms are furnished with extra-long twin beds at a height of **35"**.

(Photos below are for bed height reference only, accessories not provided.)



Laundry:

Coin-operated (or campus cash) laundry facilities are located in each residence hall. Participants need to provide their own laundry detergent. \$1.25 per load to wash; \$1.25 per load to dry (quarters only).

Maintenance:

If maintenance is required to fix something in a room, inform the staff at the front desk of your residence hall. If the front desk is not staffed when the report needs to occur, visit one of the 24-hour desk locations listed above.

Mail:

To mail a letter or package to someone visiting campus, please mail it to the following address:

CU Conference Services
Attn: Conference Name/Recipient Name
2480 Kittredge Loop Dr. #1953
Boulder, CO 80310

Packages/mail must be received by: 07/15/2019

Requirements & Guidelines for Event Sponsor and Participant Conduct

1. Event Sponsor is required to inform participants of all conference Residence Hall and Dining Center rules and policies and to enforce compliance by the Participants.
2. Event Sponsor and participants must treat all University of Colorado staff courteously.
3. Event Sponsor may not sell food or beverages on Residence Hall property. Selling food and/or beverages of any kind in the Residence Halls is a violation of the University of Colorado vending contract.
4. Room or roommate switches must be authorized by Residence Hall staff.
5. Rooms are to be left in the same condition as at check-in, tidy and with furniture returned to its original location. The use of glitter, balloons, confetti, etc. is prohibited. Cost of damages and/or the cost of extra cleaning beyond normal wear-and-tear will be charged to the Event Sponsor.
6. Cleats, skates, roller blades and golf spikes may not be worn inside the Residence Hall and/or Dining Center.
7. Sports equipment: balls, pucks, sticks, racquets, etc. may not be used in the Residence Hall and/or Dining Center. All damages to University of Colorado property will be charged to the Event Sponsor.
8. The following Owner buildings do not have potable water in the outside faucets: Aden, Baker, Brackett, Cheyenne Arapaho, Crosman, Farrand, Hallett, Kittredge (Andrews, Arnett, Bucking ham, Smith, and Kittredge West), Libby, Sewall, and Willard. Event Sponsor shall advise Participants not to fill water bottles from the outside faucets.

CU Residence Hall and Campus Policies:

- CU reserves the right to enter any room/apartment for the purpose(s) of inspection, repairs, extermination services, or to control the room/apartment in the event of an epidemic, emergency or any other reason in accordance with university policies.
- CU reserves the right to remove any person(s) causing a disruption from the premises.
- CU is not responsible for any damage or loss of personal property. Belongings left behind will be deemed abandoned and disposed of per university policy.
- Participants are prohibited from altering, damaging or defacing buildings, floors, furniture, fixtures or equipment on campus.
- Pets are not allowed in campus facilities with the exception of documented ADA service animals requested and given written approval **more than 30 days** prior to the start of your event.

Meal Information:

Use your lodging & dining or guest keycard for meals. Summer dining hours are as follows:

Williams Village Center Dining (WVCC):

Weekdays (Monday – Friday) *Times are subject to change.*

Breakfast	7:00 a.m. – 9:30 a.m.
Lunch	11:00 a.m. – 1:30 p.m.
Dinner	5:00 p.m. – 6:30 p.m.

Weekends (Saturday & Sunday) *Times are subject to change.*

Breakfast	7:00 a.m. – 9:30 a.m. (if open/available)
Brunch/Lunch	11:00 a.m. – 1:30 p.m.
Dinner	5:00 p.m. – 6:30 p.m.

Special Dietary Needs:

For participants with any allergies or dietary restrictions please contact our Registered Dietician Lisa Whalen (Lisa.Whalen-1@Colorado.EDU, 303-735-8241) in order to guide and support participants to prepare a plan prior to arriving to campus.

Campus Dining Hall Policies

- For “All You Care To Eat” operations: While in the dining hall, guests are welcome to eat as much as they like from any of the venues within the dining center, and carryout items are limited to a piece of fruit or hand-held dessert. Bringing containers into the dining hall for use in removing food or containing outside food is not permitted. Removing any items from the dining hall is prohibited and may involve Campus Police.
- Shoes and shirt are required for entrance into the dining hall.
- Please eat at the dining center designated on your meal cards associated with your conference and in the timeframe provided by your conference.
- CDS does not reserve space or sections of tables in the dining rooms. Dining space is first come first serve.

Campus Cash:

Campus guests may load funds onto their lodging & dining or guest keycard to pay for laundry machines and retail store items within Housing & Dining Services (including Starbucks at the UMC) or printing services at applicable places on campus. Campus cash is available on a ‘use it or lose it’ basis and expires upon your group’s departure.

No refunds will be given for campus cash loaded onto guest access card or campus cash card.

1. A campus cash card may be purchased and loaded with funds using a credit card at the BuffOne Card Office at the Center for Community (C4C). Please check with their office regarding card expiration dates and applicable rules.
2. A campus cash card may be purchased and loaded **using cash** at a campus cash card **machine** (located in the entryway area of the C4C outside of the BuffOne Card Office and at the UMC).
3. Funds using a credit card can be loaded onto your lodging & dining or guest keycard at the following website (insert the **card #** when asked for the Patron ID #):
<https://services.jsatech.com/paymentcc.php?tab=credit&cid=59>

Parking:

Parking is very limited on the CU Boulder campus. Contact your group organizer for details.

For information on pay own parking (credit card machines) see the below “Short Term Parking” link:
<https://www.colorado.edu/pts/short-term-parking>.

Parking Citations:

Parking in incorrect lots or without a valid permit or proper payment can result in parking citations or possible towing. Associated fees are the responsibility of the person operating the vehicle. Parking citations must be

paid or appealed within 14 calendar days of the issue date. Appeals must be filed before the closing of the PTS office on the 14th day after the date of the issuance of the citation.

Pay your citation online: www.colorado.edu/pts/citations

ADA Parking Needs:

Campus parking permits or paying at a meter are required for those with disability placards or license plates. Visit the following website for more information: www.colorado.edu/pts/permits/ada-accessible-parking.

Transportation:

Airport shuttle service to/from DIA (Denver International Airport) & Boulder:

https://www.flydenver.com/parking_transit/transportation_den

- Green Ride Boulder: www.greenrideboulder.com 303-997-0238
- SuperShuttle: www.supershuttle.com 800-258-3826

RTD Buses (regional service to/from DIA & Boulder): <http://www.rtd-denver.com/Schedules.shtml#regional>

- View Skyride schedules for AB/AB1/AB2 airport runs & regional routes
- View Flatiron Flyer for Denver/Boulder routes

Boulder Local Buses: <https://bouldercolorado.gov/goboulder/bus>

The Skip, Bound, and Hop pass campus daily.

Car Rentals:

- eGo CarShare: www.carshare.org
- Zipcar: www.zipcar.com

Boulder B-Cycle (a community non-profit bike sharing system): <https://boulder.bcycle.com/>

Daily and month passes available

City walking paths and maps: <https://bouldercolorado.gov/goboulder/walk>

Internet Access:

- Access wireless service on campus by selecting **UCB Guest** wireless from your available Wi-Fi network options and accepting the terms and conditions upon opening your web browser. You will be prompted to re-accept these terms and conditions every 24 hours.
- If you encounter difficulty accessing the Internet, call 303-735-HELP (4357) or email help@colorado.edu for assistance during their business hours (7:30 am – 7:00 pm, Monday-Friday).
- Check firewalls or security settings on your computer that could possibly complicate accessing the campus Wi-Fi system **before you arrive**.

Eduroam:

The **eduroam** service is an international secure federated access service, allowing for members of participating institutions to access a secure wireless network when on the CU Boulder campus. Campus visitors from institutions participating in eduroam can simply select **eduroam** from their operating system Wi-Fi options and connect to eduroam using their institution's credentials. If you experience any issues with this while visiting CU Boulder, please contact your home institution's service desk. Campus visitors not from a participating institution should use the **UCB Guest** wireless service.

Recreation Center:

The central campus and Bear Creek recreation centers are accessible to campus guests during your stay. Show your lodging & dining or guest access card as ID and pay upon entering unless the entrance fees are covered by your conference. Youth under the age of 15 must be accompanied by an adult. For more information visit: <http://www.colorado.edu/recreation/membership-lockers/membership-rates>.

Printing, Copying, Faxing and Shipping Services:

For printing, copying or shipping, please visit one of the below:

- [The UPS Store](#)

2480 Kittredge Loop Drive (north side of Kittredge Central building)
303-442-2601, Ext. #102

- The Ink Spot Copy Center
1st Floor, University Memorial Center, UMC 130C
303-492-7878
- FedEx Office Print & Ship Center
2616 Baseline Rd, Boulder, CO 80305 (sound end of campus)
303-494-2622

Campus Bookstore:

University Memorial Center
Euclid Avenue, Boulder, CO 80309
(303) 492-6411; (800) 255-9168
www.cubookstore.com

Health & Safety Information:

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| • Campus and Off-Campus Emergencies | 911 |
| • CU Police Department (On-Campus, Non-Emergency) | 303-492-6666 |
| • City of Boulder Police Department (Non-Emergency) | 303-441-3333 |
| • Boulder Community Hospital
4747 Arapahoe Ave, Boulder, CO 80303 | 303-415-7000 |

Campus Closures, Extreme Weather, and Other Emergencies:

Be in the know. Know what to do.

- CU Conference Services is committed to keeping our guests notified with up-to-date and real-time information in the infrequent event of campus closures, extreme weather and other emergencies. CUCS accomplishes this goal by automatically signing up on-site clients and adult attendees to our automated **RAVE Alert System**. Adults' (18+) e-mail and/or cell phone number(s) provided at registration/check-in are sent to the CU Boulder Alert administrator to be included in the alert database. Individuals are active in the database only for the duration of the event or program on campus. Depending on the contact information provided, alerts are sent straight to either e-mail accounts and/or mobile devices via our text messaging service.
- The University of Colorado Boulder is committed to providing timely warnings and/or emergency notifications for situations that represent a serious or continuing threat to the campus community and visiting guests. If warranted, warnings may be followed by a clarification and/or instructional statement from CU Conference Services administration.

How to find additional information in an emergency

- **On your mobile device**—Watch for text or e-mail alerts in the case of a campus closure or if there is a threat to personal safety.
- **On the web**—Visit CU home page www.colorado.edu for detailed campus closure and emergency information and updates.
- **On the phone**—Call the campus info line at **303-492-INFO (4636)** for recorded information and updates relating to campus alerts.
- **By e-mail**—Check your e-mail after an emergency for support and resource information.
- **On social media**—Like [CU Boulder on Facebook](https://www.facebook.com/CUBoulder) and follow [@cuboulder](https://twitter.com/cuboulder) and [@cuboulderalerts](https://twitter.com/cuboulderalerts) on Twitter.

Sustainability:

CU Boulder is a leader in climate and energy research, interdisciplinary environmental studies and in engaging in sustainability and "green" practices on campus. Bring a reusable water bottle and refill free, use the recycling bins across campus, and compost where available. We encourage visitors to consider the purchase of

carbon offsets for travel. For more information about CU Boulder's sustainability initiatives and carbon-offset purchases, visit the following websites:

Research, Degrees, Outreach & Operations:	http://www.colorado.edu/sustainability
The Environmental Center:	http://www.colorado.edu/ecenter
Colorado Carbon Fund (carbon offsets):	http://www.coloradocarbonfund.org
Native Energy (carbon offsets):	http://www.nativeenergy.com

Weather:

Boulder is 5,430 feet in elevation and has a sunny, semi-arid climate. Hydrating during your stay is very important, as altitude sickness (headache, nausea, shortness of breath, dizziness, and tiredness) can occur. Weather conditions can change rapidly throughout each day and from day to day. Bring sunscreen, lipstick/lip moisturizer, a hat, walking shoes, and layers for cooler evenings.

Smoking:

The University is a smoke-free environment; smoking of any type of substance is not permitted anywhere on campus. Electronic cigarettes are included in the smoking ban.

Alcohol & Drug Policy:

The University of Colorado Boulder is committed to excellence in all aspects of personal and academic life. We recognize that alcohol abuse and misuse is a significant impediment to achieving this excellence. Therefore, CU-Boulder permits only the responsible, legal consumption of alcohol. The university complies with all federal, state, and local laws concerning alcohol and illegal drugs.

Laws Related to Alcohol & Drug Use:

Persons under 21 years of age cannot legally possess or consume alcoholic beverages. The furnishing of alcoholic beverages to underage persons is prohibited. Individuals who are of legal drinking age may possess and consume alcohol only in the privacy of their room with the door closed in their assigned residence hall room or at official conference catered events. Alcohol cannot be consumed or carried in open containers on any street, sidewalk, alley, automobile, or public area on campus. Any participant who consumes or possesses alcohol contrary to the above is subject to request for departing the premises and, upon request, shall leave the premises immediately.

The possession, use, sale, manufacturing, or distribution of Illegal ("Illegal" means unlawful under Colorado state law or federal law) drugs in the residence halls, including marijuana and drug paraphernalia including but not limited to pipes, hookahs, bong, water pipes, etc. is not permitted. Marijuana remains a controlled substance under the federal Controlled Substance Act and, accordingly, is Illegal. Any participant who involves themselves in the use of possession of Illegal drugs is subject to the campus's request to depart the premises and, upon request, shall leave the premises. A participant may also be subject to legal action.

Possession of firearms, explosives, fireworks, incendiary devices, ammunition, other weapons, or instruments designed to look like any of the above will result in the possible immediate removal from campus.

For additional general information, visit <https://www.colorado.edu/conferenceservices/>