

Conference Guest "Pre-Arrival" Guide (i.e. short-term guest)

Welcome to The George Washington University

Dear Guest,

On behalf of The George Washington University, we are pleased that you have chosen to stay with us for your summer needs. Whether you are part of a large or small conference group staying on Foggy Bottom or the Mount Vernon campus, we know that your stay at GW will be a comfortable and pleasant experience.

This handbook provides basic information about University policies and services provided by the residence halls, the University, and the DC area. You will also find a DC map, Metro map, useful phone numbers for campus facilities, and a listing of services. Keep this book handy because you may find it useful when navigating through the GW campus and the DC area.

GW's Foggy Bottom campus is situated in the prestigious Foggy Bottom neighborhood of Northwest Washington, DC. The campus is within walking distance of Georgetown, the White House, historic monuments, and many of the landmarks that make Washington, DC so fascinating. The National Mall, Smithsonian and Kennedy Center are also within blocks of campus.

The Mount Vernon campus is defined by its original neo-classical brick residence halls in the style of the prestigious Foxhall neighborhood of Northwest Washington. It is located just three miles from our Foggy Bottom campus and is in close proximity to Georgetown.

Our main campus dining facility, "J Street," offers many different dining options in addition to a full market. Our residence halls offer everything from a 7-Eleven convenience store to Dunkin' Donuts to Subway. Lisner Auditorium has performances throughout the summer. Your residence hall staff and the GW HOUSING PROGRAMS Resource Center desk would be pleased to offer suggestions on where to go and what to do, both on and off campus.

If at anytime you have questions about the Residential communities, the University, or the DC area, please feel free to call our staff at (202) 994-2552. Thank you for choosing to stay at GW for the summer. We hope that you will find your time here rewarding, educational and above all, memorable.

Again, thank you for choosing us and we look forward to seeing you this summer!

Seth D. Weinshel  
Director  
GW Housing Programs

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## **General Information**

The George Washington University has been providing summer accommodations in Washington, DC for the past 30 years. GW also offers many resources and services available to conference group participants during the summer months. The information listed here has been gathered for your convenience, and to assist you with your summer planning. If you require further details regarding a specific service, please feel free to contact that department. A list of important campus phone numbers is included at the end of this E-Guide.

## **Conference Groups**

Historic, beautiful, fun and fantastic! Washington, DC is all of these things and much more and The George Washington University offers a convenient location for exploring and enjoying Washington, DC. We are located in the heart of the Nation's Capital, and are a quick walk or metro ride from all major monuments, museums, and historical attractions that make Washington, DC unique!

## **Conference Group Housing Options**

The George Washington University offers many different types of residence halls to conference groups. All buildings on campus are air-conditioned and most have private baths in each room. For more information about your particular assignment ask your conference coordinator what building you are in and visit our website for building specific information.

**DISCLAIMER:** Please note that the following images are representative of possible floor plans and buildings. They are meant to serve as a guideline and are not a guarantee of services provided. For more information on building and room type amenities and pricing information, please visit our website at: <http://gwired.gwu.edu/GWHousing>.

## **Services Provided**

### **Staff Support**

Staff members live and work in the residence halls throughout the summer housing program. Staff members assist groups with check-in and check-out, provide information regarding campus and the Washington, DC area, and act as support staff in all residence hall offices. One staff member is on duty each night, and can be reached for emergency situations after regular business hours. Staff members will be the first to welcome you to campus and are there to provide assistance and support throughout your stay. For service at anytime call (202) 242-2200.

### **Safety and Security**

The George Washington University is located in the heart of downtown Washington, DC, tucked neatly into the Foggy Bottom neighborhood. Because GW is an urban university, the campus is open to the public and guests are asked to exercise proper precautions for a major urban area. The George Washington University provides various security features in its residence halls and around campus to enhance the safety of its summer guests.

University Police Department (UPD) officers patrol campus on foot, on bike, and in cars. Officers are also stationed in the lobby of Thurston Hall and HOVA 24 hours a day, and perform regularly scheduled rounds in all residence halls on campus. Guests can enhance these safety measures by keeping hall access cards and/or ID available at all times, accompanying visitors, and by not admitting anyone into the hall not personally known to them.

Entry to the residence halls is restricted to guests and other authorized members of the University community by use of access cards. Residence halls are also equipped with security cameras in hallways and/or lobbies, and controlled access to stairwells and elevators. Guests are strongly encouraged to take proper precaution with personal items, including locking room doors whenever they leave, to ensure the security of their valuables. The George Washington University is not responsible for lost or stolen items.

Fire extinguishers are provided in the hallways for safety and protection in the event of small, contained fires. Please dial 911 in the event of such an emergency. Remember that the University Police is here for your protection. If a guest witnesses a suspicious event, The University Police Department (UPD) is to be called at (202) 994-6111 (emergency number). Guests are asked to notify a staff member as soon as possible after the call.

Please note: Conference groups MAY NOT hire outside security officers or contractors for additional security in the residence halls. Please contact the University Police Department (UPD) at (202) 994-6110 (non-emergency) for any questions regarding in-hall security measures.

### **Residence Hall Access Cards**

Each conference participant is issued an access card upon check-in to the residence hall. This card must be carried at all times; it provides access to the front entrance, elevators, and stairwells of the hall in which the group is staying.

If a conference group does not want to provide each participant with an access card or wand, alternative measures must be taken to ensure that individual participants can enter the residence hall. Doors may not be propped or held open to allow access for conference attendees.

### **Telephone Service and Internet Access (ResNet)**

All residence halls have local telephone service available in each room. Long distance calls may be placed by using a calling card from a commercial service, by calling collect, or by charging calls to a third party.

For internet access, most dorms have a few computers with internet access in a Computer Lab.

### **Laundry Facilities**

Each hall has coin-operated washers and dryers in the basement area or on each floor. Machines accept quarters.

## **Linen Service**

A complete set of linens, including a pillow, sheet, a blanket, and a bath towel are provided for each group member. Linens are changed every seven days. Guests are expected to leave the linens in their rooms. The group will be billed for the cost of linen service and any missing linens upon departure.

## **Residential Property Management Summer Services (RPM)**

Residential Property Management at The George Washington University provides a 24-hour connection for residents to address maintenance and repair issues in their residence halls. Individuals should report their critical issues through the Critical Call Center 24 hours a day by calling (202) 994-0381 and general repair requests can be reported 24 hours a day on the Fix-it website, <http://my.gwu.edu/mod/fixit>.

## **Preparing for Check-in/Check-out**

### **What to Bring**

While GW Housing Programs is dedicated to making your stay on campus as comfortable as possible, there are certain items that are not provided in the residence halls. You may wish to bring the following items:

- Alarm clock
- Toiletries
- Blow dryer
- Television
- Iron and ironing board
- Telephone
- Kitchen utensils

### **Check-In**

Check-In will take place between 3:00 pm and 8:00 pm on the scheduled date of arrival at Thurston Hall located at 1900 F Street NW, Washington, DC 20052. At the Thurston Hall Office, your participants will each be given an access card and will sign the registration list. The group coordinator will then go to the Key Depot (located next to the Thurston Hall Office) to collect the keys for the entire group.

**DISCLAIMER:** If the room has any maintenance or repair issues, the newly arrived guest is expected to report this immediately to Residential Property Management. This will give University staff an opportunity to rectify the situation and ensure that the guest is not charged for pre-arrival damages.

## **Residential Property Management Summer Services (RPM)**

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### **Check-Out**

Check-Out must be completed before 11:00 am on your scheduled date of departure. Any check-outs completed after 11 a.m. on the date of your scheduled departure may result in additional charges. Check-out takes place in Thurston Hall where the conference group

participants will return their access cards to the Thurston Hall Office and their keys to the Key Depot. Each guest must return an access card and room key, if one was issued to him/her. Loss of card and/or keys will result in the assessment of a damage fee, payable immediately. Damage fees are non-refundable due to lock change costs, even if keys are returned at a later date.

## **Residence Hall Regulations**

The following section highlights a few of the rules and regulations that GW Housing Programs believes to be most pertinent to our guests. However, by choosing to stay on either the Foggy Bottom campus or the Mount Vernon campus, guests agree to follow all rules and regulations set forth in the Residential Community Conduct Guidelines (RCCG), available at: [http://gwired.gwu.edu/GW Housing Programs](http://gwired.gwu.edu/GW_Housing_Programs).

## **Campus Rules and Regulations**

In the interest of creating a safe and positive environment in our residence halls for all residents and guests, it is necessary to put forth conduct guidelines that must be adhered to by all visitors to The George Washington University.

Please note that any violation of the Residence Hall Community Conduct Guidelines (RCCG) can result in the termination of your Summer Housing License Agreement. Outlined below are the violation and sanction guidelines for non-GW residents and guests:

As defined in the Code of Student Conduct (Code), a GW student is "any currently enrolled person, full-time or part-time, or on continuous enrollment, pursuing undergraduate, graduate, or professional studies, whether or not in pursuit of a degree or of any form of certificate of completion." Only those residents meeting the above definition are subject to disciplinary action and to the sanctions outlined in the Code. The guidelines established in the Code and the Summer Housing License Agreement apply to all residents, however, only GW students are entitled to a disciplinary process.

For all others, policy violations will normally result in a warning (for minor violations) or cancellation of the Summer Housing License Agreement (for serious and/or repeated minor violations). Cancellation of the Summer Housing License Agreement will result in removal from the residence hall or townhouse.

Reports of violations of University policy received from the University Police Department and/or GW HOUSING PROGRAMS staff are considered factual and accurate, and are the basis for decisions rendered for non-GW summer residents.

Please abide by our policies, be considerate of other community members, and enjoy your stay with us.

## **Damage Assessment Fees**

Rooms will be inventoried prior to guests' arrival. If there are any discrepancies, the newly arrived guest is expected to report this immediately to hall staff. This will give the

university staff an opportunity to rectify the situation and ensure that the guest is not charged for pre-arrival damages.

- Guests will be assessed for any damages occurring between the time of arrival and the time of departure.
- Failure to return linens, keys, or hall access card, and damage to room and/or furnishings and equipment will result in damage assessment fees.
- Damage assessments will also be levied for any damage to public areas for which the guest is responsible.
- The organization and/or individual guests will be held responsible for payment of all damage assessments incurred.

### **Bicycles**

Guests may check with hall staff for location of bicycle parking areas. Bicycles are not to be parked in the public lobbies, hallways, or rooms of any of the residence halls.

### **Cooking Facilities**

Full cooking facilities are available in either the individual apartment, the basement, first floor or in floor kitchens. Utensils are not provided in these kitchens. Cooking is only permitted in guest rooms with kitchen facilities or those certain rooms containing microwave ovens. Endangering lives by failing to comply with this regulation will result in termination of the Summer Housing License Agreement.

### **Consumption of Alcoholic Beverages**

In accordance with DC law, alcoholic beverages may not be possessed, served, or consumed by guests under the legal drinking age of 21 years.

Alcoholic beverages may not be possessed, served, or consumed in any public areas of a residence hall without permission. Public areas include cafeterias, libraries, lounges, lobbies, hallways, stairways, rooftops, and any other area regularly used by the general community.

Guests over the age of 21 years may drink in their rooms, but are responsible for not serving underage guests. Kegs and party balls are not permitted in the University residence halls. Violation of the alcoholic beverage policy may result in immediate termination of the Summer Housing License Agreement.

### **Electrical Equipment**

Electric heat-producing appliances used for food preparation may only be used in the kitchen areas located in each hall or apartment. Approved appliances must be registered with hall staff, and must be kept and used in accordance with specific regulations designed to meet fire safety standards. Electric blankets, heating pads, and the like are allowed without registration. Electric appliances provided by the University in apartment accommodations are excluded from the registration and size provisions of this article. Conference groups should not bring any electrical appliances to the campus. Apartment-

sized refrigerators are prohibited from residence hall rooms. Halogen lamps are prohibited in the residence halls.

### **Fire Safety**

There is need for constant vigilance against the possibility of fire or other hazardous conditions in any group-living situation. Guests must assume responsibility for adherence to common-sense rules regarding use of electrical appliances.

Fire extinguishers are provided for use in the event of small, contained fires. Any person tampering with or misusing an extinguisher will be fined \$50 for each incident. In addition, any person initiating a false fire alarm will be subject to cancellation of housing.

### **Furnishings of Rooms**

Guests are responsible for all furniture and furnishings provided by the University. Removal or disassembling of University furniture or furnishings is prohibited. Public area furniture is not to be moved into guests' rooms. Guests are also prohibited from bringing large pieces of furniture from home. Guests will be fined if unauthorized furniture is found in their rooms or apartments. Furniture must remain in the room and may not be placed on any balconies.

### **Guests**

Residents may have overnight guests, with the approval of all roommate(s), in their room/apartment for a period not to exceed three consecutive nights or three intermittent nights in any given week. All guests must be registered with the hall staff at the front desk or office. There will be a charge of \$25 per person, per night, payable in advance. This charge includes a cot, if needed.

Guests are the responsibility of the host or hostess and are to be escorted at all times. Administrative or disciplinary action may be taken against a resident whose guest(s) exhibits behavior not congruent with residence hall regulations as referenced in this publication and "Residential Community Conduct Guidelines and Administrative Policies".

### **Pets**

No pets are allowed in any part of any building unless they are service animals as defined by the Americans with Disabilities Act.

### **Possession and Use of Illegal Drugs**

The University does not and cannot condone violations of the law including possession, use, sale, or distribution of illegal drugs. Guests should know that administrative action, up to and including termination of the Summer Housing License Agreement, will be taken in order to protect the interest of the University and the rights of others. Violators may also be subject to criminal prosecution.

## **Solicitation**

Solicitation of any kind is not allowed in GW residence halls. If solicitors are encountered in the building, guests should call University Police at (202) 994-6111 immediately.

## **Theft**

All guests are expected to exercise care with their access cards and room keys, and to lock their doors every time they leave their rooms, even if it is for a short period of time. The University assumes no responsibility for loss. Guests are to immediately report all thefts to hall staff and the University Police Department (UPD) at (202) 994-6111.

Theft of personal and University property by guests is a violation of the law and will be dealt with by University and/or local authorities. Any type of theft, including “theft of services” is unacceptable behavior in the residence halls and will result in disciplinary action and/or termination of the Summer Housing License Agreement.

## **Windows**

Window screens are to be left in and closed at all times. A fine of \$25 will be levied for raising a screen and will be charged to the occupant(s) each time the screen is raised or removed.

Throwing any substance, solid or liquid, out of a residence hall window is strictly prohibited. Because such acts seriously threaten the life, safety, and/or property of others, violators will face termination of the Summer Housing License Agreement.

## **University Rights**

The George Washington University reserves the right to:

- Enter any room or apartment for the purposes of inspection, repair, or handling emergencies.
- Levy and collect charges and damages for unauthorized use or alteration of rooms or apartments, equipment, or buildings and for special cleaning necessitated by improper care of rooms or equipment.
- Employ a collection agency to collect all balances which are not paid on or before the time of check-in. All expenses associated with use of a collection agency will become the responsibility of the organization, conference group or individual residents.
- Reassign guests, after reasonable notification, in order to accomplish necessary repairs and renovations to the building.
- Revoke campus privileges, including residence in its buildings, to any intern or guest whose conduct becomes, in the University’s judgment, injurious or potentially injurious to the community.

The George Washington University is an Affirmative Action/Equal Opportunity institution.

## **Additional Resources**

### **GW HOUSING PROGRAMS Resource Desk**

[http://gwired.gwu.edu/GW Housing Programs](http://gwired.gwu.edu/GW%20Housing%20Programs)

2223 H Street, NW

(202) 994-2552

[GWHouse@gwu.edu](mailto:GWHouse@gwu.edu)

Should you have any questions regarding your summer plans during the academic year, The Community Living and Learning Center has a customer service desk staffed on a daily basis. GW HOUSING PROGRAMS Resource Center staff members are available to provide general campus and city information as well as support and assistance regarding GW summer residence halls. Questions and concerns will be directed to the most appropriate departments or individuals.

### **Thurston Summer Office**

1900 F Street NW

Located in Lobby Area

(202) 242-2200

During the summer, should you have any questions regarding your stay The Community Living and Learning Center has a customer service desk staffed 24 hours a day. GW HOUSING PROGRAMS Resource Center staff members are available to provide general campus and city information as well as support and assistance regarding any concerns you might have.

### **Marvin Center (University Center)**

<http://gwired.gwu.edu/mc>

800 21st Street, NW

(202) 994-7470

Facilities include dining areas, convenience store, computer lab, lounges, amphitheater, Betts Theatre, Hippodrome, recreational facilities, bowling, billiards, video arcade, table tennis, cablevision, CyberCafe, conference and meeting rooms, bookstore, ballroom, student art display, travel agency, a TicketMaster outlet for concerts and events both on and off campus, and a third floor terrace for socializing and sunning.

### **J Street Food Court**

Located in the Marvin Center, meals, snacks, and beverages are provided at this multi-station food court. Please call (202) 994-9317 or visit GW Dining Services online at: <http://www.ecampuservices.com/gwudining> for J Street's hours, rates, and services, or ask your hall staff members. The J Street Food Court is located on the first floor of the Marvin Center.

### **District Market**

GW's on-campus market offers a convenient source for a wide variety of groceries and health and beauty items. Please call (202) 994-4026 or visit the GW Dining Services website at: <http://www.ecampusservices.com/gwudining> for hours. The District Market is located on the lower level of the Marvin Center.

### **Hippodrome**

The Hippodrome offers recreational activities including a bowling alley, billiards, an arcade, and a TV lounge. Please contact the Hippodrome at (202) 994-FUNN or visit <http://hippodrome.gwu.edu> for more information regarding hours of operation and reserving space. The Hippodrome is located on the fifth floor of the Marvin Center.

### **GW Bookstore**

Visit the GW Bookstore at: <http://www.gwu.bkstr.com> or call (202) 994-6870 for information on hours. The GW Bookstore is located on the ground floor of the Marvin Center.

### **GW Concierge**

For information concerning scheduled meetings or events and locations of services within the GW community, call (202) 994-GWGW or visit the Information Center on the ground floor of the Marvin Center. The Information Center also provides information regarding restaurants and social activities in and around the metropolitan area. The GW Concierge is located on the first floor of the Marvin Center.

### **Other Food Options**

#### **Ivory Tower Food Court**

616 23<sup>rd</sup> St, NW

The Ivory Tower Food Court offers a Coggin's sandwich shop, Dunkin' Donuts, Pita Pit, a self-service buffet style food station, and a small convenient style grocery store that also does dry-cleaning. Be advised that summer hours may be limited. The Ivory Tower Food Court is located in the lower level of Ivory Tower and is accessible at the corner of 23<sup>rd</sup> and G Streets.

#### **2000 Penn/Pennsylvania Avenue**

For a variety of other food options 2000 Pennsylvania Avenue offers an Au Bon Pain, a Mexican Burrito food station, a sandwich shop, a hamburger joint and a Bertucci's Italian sit-down restaurant. For more restaurant sit-down style restaurant choices consider Friday's (located at the corner of 22<sup>nd</sup> and I) and a variety of other restaurants on Pennsylvania Ave including Thai food, Chinese food, Pakistani food, and an American Pub.

### **GW Catering**

GW Dining Services' catering department excels at creating customized events featuring expertly-prepared foods and related services for groups large or small. For more

information, or to place a catering order, please call (202) 994-7472 and speak with one of their friendly Catering Coordinators. GW Catering is located on the third floor of the Marvin Center.

### **Residential Property Management Summer Services (RPM)**

Residential Property Management at The George Washington University provides a 24-hour connection for residents to address maintenance and repair issues in their residence halls. Individuals should report their critical issues through the Critical Call Center 24 hours a day by calling (202) 994-0381 and general repair requests can be reported 24 hours a day on the Fix-it website, <http://my.gwu.edu/mod/fixit>.

Residential Property Management provides outstanding service to our many customers with a keen focus on ensuring each resident living on either the Mount Vernon or Foggy Bottom campus enjoys a comfortable, convenient and positive residence hall experience.

### **Medical Services**

GW Hospital Emergency Room  
901 23rd Street, NW  
(202) 715-4911

Medical services are available to everyone 24 hours a day. Most major health insurance plans are accepted.

### **Parking Services**

2211 H Street, NW  
(202) 994-7275

Guests staying in GW residence halls may purchase parking permits which will allow them to park their cars on a daily and/or overnight basis. Applications and parking information are available in the Parking Office. Hours of operation are Monday - Friday from 8:00 am - 5:00 pm. The Parking Office is closed on Memorial Day and July 4. Anyone who wishes to purchase a daily pass may do so at the Parking Office. Guests will be charged the daily student rate if purchasing 10 or more daily passes. Individual daily passes are charged at the regular daily rate.

Motorcycle parking is also available. Arrangements must be made in the Parking Office prior to parking the motorcycle. Motorcycles do not use the same areas for parking as cars.

### **Bus Parking Information**

The University does not have space to accommodate buses, large recreational vehicles, or trailers. Standard size vans or trucks can be accommodated as long as the entire vehicle clears 6'5". For more information regarding bus parking in Washington, DC, please contact Union Station at (202) 898-1950 or the National Park Service at (202) 619-7222.

## **Classroom and Meeting Space**

### **Reservations**

Classrooms on the Foggy Bottom campus are available for rental by non-GW organizations. There is a wide variety of rooms ranging from 10-seat conference-style rooms through 40-seat traditional classrooms to 300-seat theater-style lecture halls. Rental fees range from \$60.00 to \$400.00 per day depending upon the seating capacity of the room, the length of time reserved and the technology installed in the room. The rental of “technology classrooms” (those with such equipment as LCD projection, resident computers, internet hookup, etc.) is available to non-GW groups only with special permission. There are additional charges for the use of the technology and for security (required for all buildings if used on Sunday and on Saturday in some).

As classrooms are in use for classes during our summer sessions (mid-May through mid-August), space is more generally available on weekends through the Fourth of July. The second summer session, beginning after the Fourth of July, is usually somewhat lighter and has more weekday availability.

Except in unusual cases of special permission, rentals cannot be confirmed until the summer class schedule has been completed, usually about the first of April. It is strongly recommended, however, that requests for space be submitted as far in advance as possible. Requests are processed in the order in which they are received, and many requests come in as early as 6 months to a year ahead of time.

Requests for classroom rentals should be sent by e-mail to [sched@gwu.edu](mailto:sched@gwu.edu). Questions may be answered by calling (202) 994-4915; a written request, however, is required.

### **Residence Hall Common Spaces**

A limited number of residence hall common rooms will be available. Please contact GW HOUSING PROGRAMS Resource Desk for further information at: [GWHouse@gwu.edu](mailto:GWHouse@gwu.edu) or (202) 994-2552.

### **Cafritz Conference Center**

The Morris & Gwendolyn Cafritz Foundation Conference Center, a 21,000-square-foot conference and event facility that is located on the third floor of the Marvin Center, was created through the generosity of the Cafritz Foundation and completed in the Spring of 2002.

The Conference Center houses a variety of meeting spaces, including six conference rooms, each with its own unique features. Ranging in size from 660 sq. ft. to 1160 sq. ft., the conference rooms are available in several different set-up styles accommodating a wide range of event needs. A 100-seat state-of-the-art amphitheater with internet access available at every seat, rear-screen projection, and an in-room sound system, is available for breakout sessions or smaller plenary meetings. The two Ballrooms, accommodating 425 for plenary sessions and up to 350 for seated dinners, are very flexible spaces suitable for events ranging from conference sessions to birthday and graduation parties.

Each ballroom has built-in projection and sound systems. Additional spaces within the Cafritz Conference Center include a registration and lobby area and an outdoor terrace perfect for receptions.

The staff of the Cafritz Conference Center is here to serve all of your conference needs. You will work with a professional event planner during the process of scheduling and finalizing your event requirements. The audio-visual staff of the Cafritz Conference Center is committed to providing your event with exemplary service, cutting-edge technology, and a personal touch. Technical support staff is available to assist you with your computer and internet requirements. Rental of computer equipment can also be arranged. An on-site catering company is also available.

The building housing the Cafritz Conference Center, the Marvin Center, has numerous services not found in traditional conference centers including a travel agency, copy center, convenience market, and bookstore. In addition to the facilities in the Cafritz Conference Center, the Marvin Center has seven breakout rooms, a 425-person theatre, and a bowling and gaming facility. All of these facilities are also available for conferences or other events.

For more information about the Cafritz Conference Center or to inquire about availability please call (202) 99-GWCCC (994-9222), e-mail us at: [cafritz@gwu.edu](mailto:cafritz@gwu.edu) or visit our website at: <http://cafritz.gwu.edu>.

### **Recreation**

Interns residing on campus for the summer have multiple membership privileges of which to take advantage.

The Charles E. Smith Athletic Center on the downtown campus offers students eligibility to purchase a general membership to the Athletic Department facilities. Full use of the Smith Center gym, in-door track, weight room, pool, basketball courts, and locker rooms are available. In addition, reservations can be made for Departmental racquetball, squash, and tennis courts. Locks and towels are available for rental as well.

The Mount Vernon Complex, located in Northwest, DC, also offers a wide array of sports and fitness facilities. This includes access to the large outdoor pool, open from Memorial Day to Labor Day. The Swim Center offers parking, daily lockers, changing rooms, and showers adjacent to a spacious pool deck with various pieces of lounge furniture and tables. Pool use for lap or general swim is available with valid identification, and swim lessons and daily guest passes can also be purchased.

For Smith Center and/or Mount Vernon membership details, please call (202) 994-1763.

### **Library Use**

The Gelman Library is the main library of The George Washington University. Although closed to the public, current students at libraries part of the Washington Research Library

Consortium (American University, Catholic University, Gallaudet University, George Mason University, Georgetown University, Marymount University, the University of the District of Columbia and Trinity University) and the Association of Research Libraries (for a member list, visit their website at: <http://www.arl.org>) are able to enter the Gelman Library upon presenting a current ID from those institutions and signing in at the front door.

As a courtesy to summer residents, the Gelman Library also offers a \$50 pass for “readers” privileges to the Gelman Library, valid for the summer housing term. This pass is non-transferable. Summer residents holding a readers card are required to present this card and a photo ID and sign an entrance log upon entering the Gelman Library. The reader’s card grants the following privileges:

- On-site study during regular building hours
- Use of the workstations located on the first floor lobby for research (although e-mail is permitted, preference is given to individuals doing library research)
- In-library use of Gelman Library collections and electronic resources

Individuals interested in purchasing a readers card may pick up an application at the Access or Circulation Desks of the Gelman Library Monday-Friday from 9:00 am-5:00 pm. Please visit the Library website at: <http://www.gwu.edu/gelman> or call (202) 994-6840 for more information.

## **Transportation Information**

The Nation's Capital is one of the easiest cities to navigate and a terrific city for touring, once you understand the basics. With one of the safest, cleanest, and most efficient public transportation systems in the country serviced by Metrorail (subway) and Metrobus, Washington, DC's many attractions and neighborhoods are easily accessible.

### **Airports**

#### **Ronald Reagan National Airport**

General Information: (703) 417-8000

Washington Flyer: (703) 685-1400

This airport is the closest to GW and is a 10-15 minute Metro ride on the Blue Line from the Foggy Bottom Stop.

#### **Washington Dulles International Airport**

General Information: (703) 572-2700

Ground Transportation Services: (703) 661-6655

Taxi: (703) 661-8230

#### **Baltimore-Washington International Airport**

General Information: (301) 261-1000

This airport is accessible via a Marc or Amtrak Train that departs from Union Station. The train ride is about 30-40 minutes. Union Station can be accessed via the Metro and is about 15 minutes away.

### **Buses**

Metrobus: (202) 637-7000

Greyhound: (800) 231-2222

Ride-On (Montgomery County): (301) 314-2255

Peter Pan: (800) 237-8747

DASH (Alexandria Transit): (703) 370-DASH

Fairfax CUE: (703) 385-7859

Fairfax Connection: (703) 339-7200

**Metrorail** (see map next page)

<http://www.wmata.com> • (202) 637-7000

For the easiest way to plan a trip around the city, consult the Ride Guide on the WMATA homepage. Parking is available at the following Metro stations: Shady Grove, Rockville, Twinbrook, White Flint, Grosvenor, Rhode Island Avenue, Fort Totten, Silver Spring, Forest Glen, Wheaton, Vienna, Dunn Loring, West Falls Church, East Falls Church, Stadium-Armory, Capitol Heights, Addison Road, Minnesota Avenue, Deanwood, Cheverly, Landover, New Carrollton, Huntington, Anacostia, and Van Dorn Street.

Physically handicapped persons can ride Metrobus and Metrorail for half price with appropriate ID. For further information, contact Metro Transportation ID Office at (202) 962-1245.

For further information, consult Metro Guide, available from the WMATA website.

### **Taxi**

DC Taxicab Commission: (202) 645-6018

Capitol Cab: (202) 546-4200

City Cab: (202) 829-4222

Diamond Cab: (202) 387-6200

Taxi Transportation Services: (202) 398-0500

Red Top Cab: (202) 328-3333

Yellow Cab: (202) 544-1212

\*Rates for cabs in DC based on zone system as noted on Taxicab Zone Map.

### **Trains**

Alexandria Station: (703) 836-4339

Amtrak: (800) USA-RAIL (872-7245)

MARC Commuter Rail: (800) 325-RAIL (7245)

Union Station: (202) 484-7540

## **Important Contact Information/Phone Numbers**

### **The George Washington University GW Housing Programs**

#### Address

2350 H Street, NW

Suite 106

Washington, DC 20052

Phone: (202) 994-2552

Fax: (202) 994-6730

GWHouse@gwu.edu

<http://gwired.gwu.edu/GWHousing>

#### **Important Telephone Numbers**

University Police Department (UPD), (emergency line) (202) 994-6111

University Police Department (UPD), Mount Vernon Campus (202) 242-6111

To reach any University extension from within the University, simply dial the five-digits.

#### **Other Important Numbers**

|  |                |
|--|----------------|
| Room Lockouts                              | (202) 994-5625 |
| Critical Call Center                       | (202) 994-0381 |
| Directory Assistance for Metropolitan Area | 411            |
| GW Hospital Emergency Room                 | (202) 715-4911 |
| GW Concierge                               | (202) 994-4949 |
| GW Smith Center Information                | (202) 994-8584 |
| GW UPD Non-emergency                       | (202) 994-6110 |
| Residential Property Management (RPM)      | (202) 994-2430 |
| GW Information Line                        | (202) 994-5050 |
| GW Operator                                | (202) 994-1000 |
| GW HOUSING PROGRAMS "At-Your-Service" Desk | (202) 994-2552 |
| Marvin Center Scheduling and Events        | (202) 994-6760 |
| Gelman Library                             | (202) 994-6558 |