CONFERENCE
& EVENT SERVICES
COLORADO STATE UNIVERSITY

KNOW BEFORE YOU GO!

GUEST HOUSING SUMMER 2019

Welcome to Colorado State University! As your arrival date approaches, here is some information to "know before you go" to ensure that you have the best possible experience while on our campus. We are so excited that you have chosen to spend some of your summer with us!

FRONT DESK HOURS & SERVICES

SUMMIT HALL:

Hall Open Hours:
7:00am - 11:00pm

Daytime Phone Assistance:
(970) 491-5803

After-hours Phone Assistance:
970-566-3964

NEWSOM HALL:

Hall Open Hours:
7:00am - 11:00pm

Daytime Phone Assistance:
(970) 491-5872

After-hours Phone Assistance:
970-566-3964

ACCESS/KEYS:

Each guest will be given a lanyard that includes one (1) keys (metal and/or electronic prox) upon check-in. One key unlocks your sleeping room and the other unlocks the front entry door of your respective residence hall. All guests with a key will have 24-hour access to their respective hall. Be sure to have your keys on you at all times, as most doors on campus lock automatically.

If you get locked out or misplace your keys, you may borrow a pass key from the front desk for up to 30 minutes. Report lost or stolen keys at the front desk, where you will be issued temporary keys until yours are replaced. A replacement charge may be assessed.

DINING SERVICES

One meal per person, per night's stay is included. Additional meals can be purchased through CES. Your meal ticket/card gives you access to Ram's Horn Dining Center. You will choose from a wide variety of fresh, healthy, and delicious meals.

- At time of check-in you will receive your allotted meal ticket(s)
- If you will be dining on campus for 5+ meals, you will receive a meal card at check-in
- If Ram's Horn Dining Center is closed, meals are available at Durrell Dining Center, on the North side of campus

You may not bring outside food into any dining center. When leaving the dining center, you may take with you one (1) piece of whole fruit **OR** one (1) dessert item. Although to-go food containers are available for adult guests, dining centers do not provide to-go cups. We encourage you to bring their own refillable water bottle.

CSU dining centers are tray-less, all-you-care-to-eat facilities. Gluten-free items are located in the designated zones and menu labels identify foods for dietary needs. CSU Dining Services strives to provide wholesome and safe food for all our guests. However, due to the nature of high volume foodservice, it is not possible to accommodate every special dietary need safely. CSU Dining Services is best equipped to provide vegan, vegetarian and gluten-free options at each meal.

For more menu information, visit: ***www.eatwell.colostate.edu*** and click: ***Dining Center Menus***, then ***Show Me The Menus***, lastly select your dining center: ***the Foundry, Durrell*** or ***Ram's Horn***.

Dining Center Hours:

BREAKFAST: ***7am - 9Am***
LUNCH***: 11am - 1:30pm***
DINNER: ***5pm - 7pm***

RECREATION CENTER

A***dult guests*** may purchase day passes at the Rec Center front desk for $5.00 per person, per visit.

Users must observe all posted signs and verbal directions provided by Rec Center staff. Participants must wear appropriate clothing. Denim is not allowed in the Rec Center.

Rec Center staff reserves the right to ask users to leave and deny future access for rule violations. For more Rec Center info please visit: ***campusrec.colostate.edu***

MONDAY - FRIDAY: ***6am - 8pm***
SATURDAY***: 8am - 8pm***
SUNDAY: ***12pm - 8pm***

HEALTH & SAFETY REMINDERS

1. Prevent altitude sickness by staying hydrated but **DO NOT** drink from campus sprinklers
2. If a fire alarm is engaged, you must exit the building immediately
3. In case of a flood, seek high ground
4. Exterior fire tower doors are emergency exits only and an alarm will sound if opened
5. In case of a tornado, go to the basement or if outside, a low lying area
6. Lofting/delofting beds is prohibited and subject to fine

The CSU on-campus medical center offers a primary care and an urgent care clinic for summer guests. They have expertise from older adults to pediatrics and are able to directly bill most health insurance companies.

CSU Health and Medical Center (CSUHN):
151 West Lake St., Fort Collins, CO 80523-8031
(970) 491-7121

In the event of an emergency, dial ***911***. To report any dangerous or suspicious activity on campus, contact campus police (CSUPD) at ***(970) 491-6425.***

PARKING SERVICES

All CSU parking lots are enforced Monday - Friday between 7:30am and 4:00pm. All parking permits are digital and tracked through your license plate number. If you are lodging on campus, you may park in event designated lots (SEE CAMPUS MAP). Please provide your license plate number and state code to your front desk staff member upon check in.

TRANSPORTATION

"Around the Horn" is a free on-campus shuttle that loops campus every 20 minutes from 7am-6:40pm, Monday - Friday. Please note that an alternate bus route will be in effect this summer, due to campus construction.

Airport Shuttle: Groome Transportation, book online at: groometransportation.com

Bike Rentals: Bike rentals are available on campus from Zagster by visiting: bike.zagster.com/fortcollins/

Max Bus Rapid Transit Service: The MAX bus line connects North Fort Collins and South Fort Collins. For more information visit: ridetransfort.com/max

DRUG & ALCOHOL POLICY

Colorado State University is a smoke free campus, this includes tobacco, vaping, and marijuana. The possession and consumption of alcohol, medical/recreation marijuana and illegal drugs/ paraphernalia is prohibited on campus.

CSU ECO PRACTICES

At Colorado State University, sustainability is foundational to who we are and is central to everything we provide for our guests. As a land-grant university, we're compelled to steward, conserve, and protect the world around us.

FAQ'S

Q: *Can I do laundry?*

A: Laundry rooms are located in every residence hall. Our machines are free for overnight guests to use.

Q: *What time is checkout?*

A: Check out time is at 10:00 a.m. promptly. Please bring all of your keys to the front desk upon checking out.

Q: *What is included in my room?*

A: XL twin-sized bed(s), bed linens, blankets, bath linens, and a pillow are included. Please bring your own toiletries and other personal effects.

Q: *Is there Wi-Fi?*

A: Yes! To access CSU's guest wireless network Internet, connect to CSU's wireless network: csu-guest. You do not need a user name and password. Visit housing.colostate.edu/technology-services or call (970) 491-4734 for more information.

Q: *Can I receive mail?*

A: Yes! Please note that mail and packages are typically delayed 2-4 days for campus delivery. All mail for guests **MUST** be addressed to the CSU Conference & Event Services office at:

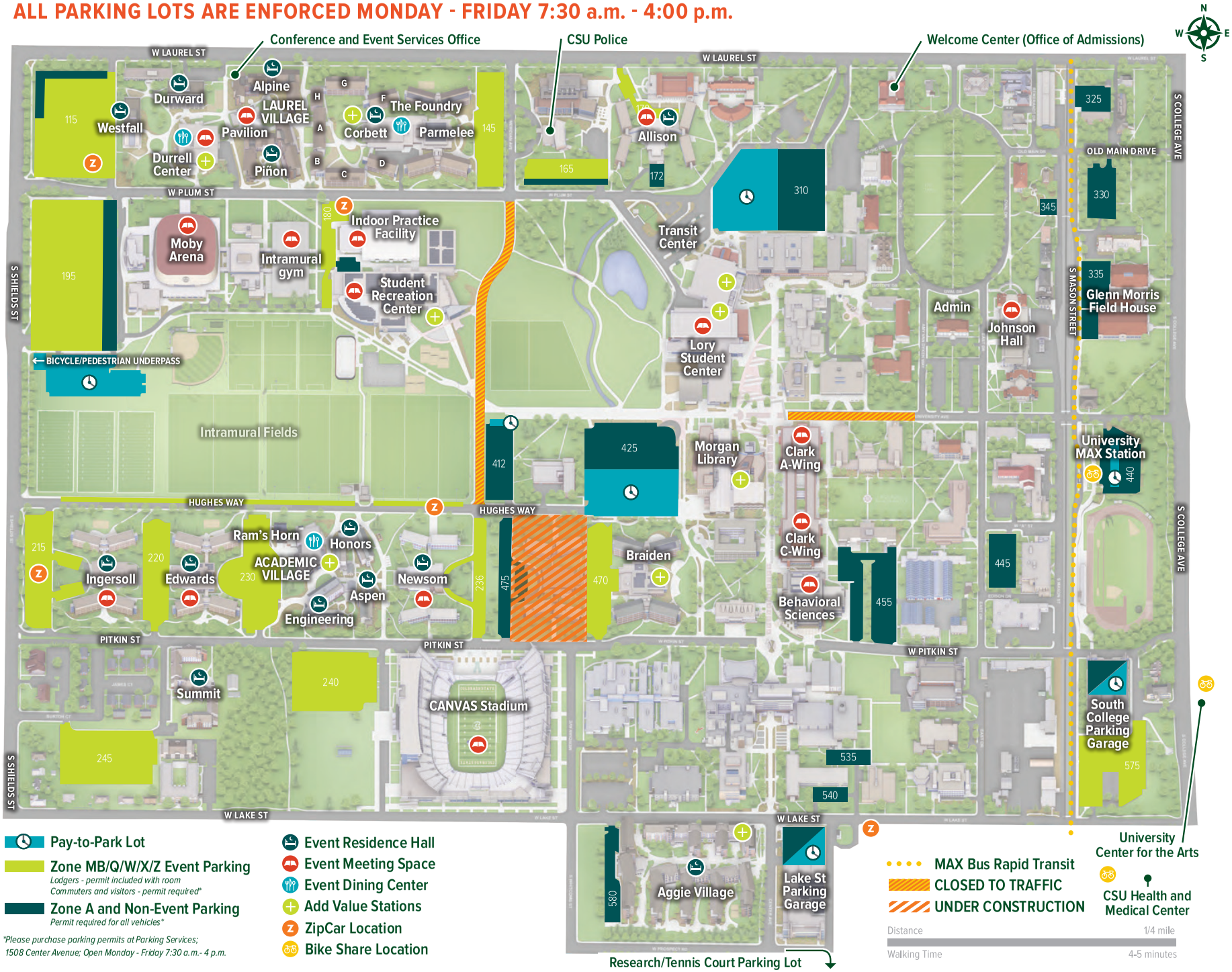
Attendee Name
Attn: Guest Housing
8037 Campus Delivery
Fort Collins, CO 80523

w. conferences.colostate.edu
p. (970) 491-6222
e. conferences@colostate.edu

CONFERENCE & EVENT SERVICES
COLORADO STATE UNIVERSITY

CSU CAMPUS MAP 2019

ALL PARKING LOTS ARE ENFORCED MONDAY - FRIDAY 7:30 a.m. - 4:00 p.m.



CONFERENCE
& EVENT SERVICES
COLORADO STATE UNIVERSITY

VISITOR EMERGENCY GUIDE

ACTIVE THREAT

CALL OR TEXT 911 IMMEDIATELY

RUN:

- Move away from violence. If possible, lock or secure yourself inside of a room, preferably a room without windows.
- If you are in a building, get out if possible.

HIDE:

- Hide if you can find a place of concealment (behind a desk, under a table, or in a closet or bathroom).
- Remain still and quiet until you have been told by emergency responders that you can leave the secure area.

FIGHT:

- Be prepared to fight off the attacker if no other option is available.
- Trust your instincts when making a decision about action you take.
- Have a survival mindset: think about what you would do in such a situation in various settings.

MEDICAL EMERGENCIES

- Look for additional dangers.
- Call 911. Do not hang up until the dispatcher gives you permission.
- Do not move the victim.
- Provide first aid in accordance with your training.
- Stay with the victim. Keep the victim warm and talk to the victim until emergency responders arrive.
- Send someone outside of the building or to the nearest street to wait for help and guide them to the victim.
- Do not clean up blood, vomit, or other bodily fluids.

SEVERE WEATHER & LIGHTENING

- Obey closed areas.
- Know the designated emergency shelters in your building. If you have been asked to seek shelter, do not leave until you are told.
- Monitor severe weather with a radio or on-line resources.
- Tornadoes that have touched down and lifted can touch down again within minutes or after as long as half an hour.
- Campus is equipped with a lightning prediction alarm system. All outdoor activities must cease when the alarm sounds, and anyone outside must take shelter.

EXPLOSIONS OR HAZMAT SPILLS

CALL 911 IMMEDIATELY

- Describe to 911 dispatcher exactly what happened and information about injuries.
- Evacuate only if safe to do so.
- If there is an explosion due to a device/bomb, be aware that other explosive devices may be in the area.
- If you come into contact with spilled material, immediately remove clothing and flush with large amounts of water.
- Do not clean up a spill unless you are trained to do so and have the proper equipment.

FLOOD

- Take shelter on higher ground, in an area where rescuers can see you.
- Do not walk or drive through standing water.
- Ensure computers and equipment are turned off when safe to do so.
- Evacuate if directed to by emergency responders and do not reenter the area until you have permission to do so.

FIRE

- Immediately activate fire alarm and call 911.
- Rescue anyone in immediate danger, without endangering yourself.
- NEVER enter an unfamiliar area, especially if smoke is visible.
- Evacuate the building and close doors behind the last person to confine the fire. Do not use elevators.
- Provide information to first firefighters or police who arrive.
- Stay out of the building until you have permission to reenter it.

MISSING PERSON

- If it is an immediate life threatening situation call 911
- If the person is missing from CSU call CSUPD at 970-491-6425
- If the person is missing from a area in the City of Fort Collins call Fort Collins Police Services at 970-221-6450
- Advise the Dispatcher of the missing person and Officer will be dispatched to investigate.

BOMB THREAT

- If you receive a threat via phone, email, social media, or other forms, call 911 immediately.
- If via phone, keep the caller on-line as long as possible and note what you hear (background noises, accent, etc.). If possible, ask someone to call 911 immediately.
- If received via email or social media, do not delete, forward, or respond to the message.

EMERGENCIES: THREATS TO LIFE & SAFETY

Call **911** from anywhere on campus

CSUPD non-emergency number:
(970) 491-6425