



CONFERENCE SERVICES 2011 SUMMER PROGRAM

YOUR ARRIVAL & DEPARTURE

Guest accommodations will be available at 4:00pm on the day of arrival and reserved until 11:00am on the day of departure.



The community desks are staffed by knowledgeable Residential Services Assistants (RSAs). RSAs will facilitate the check-in and check-out process for your conference guests. They can also assist with information regarding the City, the University, and

services we provide. In June, July, and August the front desk have limited hours of operation. Each desk will have their hours of operation posted for your convenience. Please speak with your summer coordinator for more details.

CHECK IN BEGINS AT 4:00PM

If you anticipate to arrive before 4:00 PM, we will be happy to store your luggage in a secure area until you are ready to check-in. Upon arrival, each guest will be asked to sign a Conference Registration Card, much like a hotel. Once this card is signed, a room key, bathroom key (if applicable), and access card will be issued. You will also receive a badge that will allow entrance into the dining center.

WELCOME

Welcome to San Francisco State University! We are delighted you have decided to stay with us this summer. We look forward to hosting your summer conference. Enclosed, please find information that will assist you in preparing for your conference prior to your arrival on campus.

If you require other information please contact us at (415) 405-2220, by fax (415) 405-0393 or email at meetings@sfsu.edu. Office hours are Monday through Friday, 9:00AM to 5:00 PM (PST).

Welcome and thank you for selecting San Francisco State University as to hold your summer event, conference, and workshop!

CHECK OUT IS BEFORE 11:00AM

If your conference does not end before the 11:00 AM designated check-out time, we ask that you make arrangements to have conference guests check-out of their room by 11:00 AM and store their luggage. A secure area to hold your luggage will be available. Keys and access card must be turned in at back to the front desk at 11:00 AM.

YOUR ACCOMMODATIONS AND AMENITIES

Each guest will be provided a blanket, pillow, mattress pad, bed linen (two sheets and a pillow case), two bed bath towels, and soap. A linen exchange will be provided at a designated location for towels to be replaced (please speak with your Summer Coordinator regarding details). Daily maid service is not provided. All facilities are ready for internet access. Wireless internet access is not available. **You must bring an Ethernet ready laptop computer and cable to be able to connect to the internet.**

Residence Halls: Mary Park Hall and Mary Ward Hall have vending machines and laundry facilities. Mary Park Hall has a computer lab, located in Park Lounge. On each floor, two shared bathroom facilities (one per wing) are available. The rooms are furnished with two twin beds, two desks,

two dressers, and two closets. The rooms have overhead lighting only.

Rooms in the **Science & Technology Theme Community (STTC)** have private bathrooms. Each room is furnished with two twin beds, two desks, two dressers, and two closets.

The **Towers at Centennial Square (TCS)** have one bathroom per apartment. **Each apartment has its own kitchen but cooking utensils and dish-ware are not provided.** One and two-bedroom apartments furnished with a couch, upholstered chairs, and dining room furniture. The rooms are furnished with two twin beds, two desks, two dressers, and two closers. Laundry facilities and vending machines are available on the Lobby Level.

DINING CENTER SERVICES & HOURS OF OPERATION



The hours of operation are:

Breakfast: 7:00am-9:00am
Lunch: 11:00am-1:00pm
Dinner: 5:00pm-7:00pm

Hours of operation are daily. Extended times maybe arranged through your groups Dining Center contract.

Vegetarian Meals

The Residential Dining menu always features at least one vegetarian entree during each meal period. The self-service salad bar

also offers an additional variety of garden fresh items.

Restricted Diets

We give special consideration to guests who have medical or religious dietary concerns.

If you require special meals, please let your Residential Dining Services staff know. We will do our best to accommodate your needs.



City Eats Dining Center is our dining facility, featuring all-you-can-eat variety of well balanced and creative menus. It is located directly across from Mary Ward Hall.

SUMMER GUEST ACCESS CARDS

An access card is issued to you upon signing your Conference Registration Card. This card serves as access into the building you are occupying. **For access into your building, simply swipe your access card through the reader located near the front door of the building.** Upon check-out, please be prepared to turn in your card to the RSA. If your card is lost, stolen, or damaged, you will be charged \$50.00 per card (only checks accepted).

YOUR MAIL

Mail is delivered Monday through Saturday except for Postal Services holidays to Mary Ward Hall (MWH) at 800 Font Boulevard, SF, CA 94132-4039.

Your assigned Summer Coordinators will contact you by phone or email when letters or packages have been received for your conference participants. If we are unable to reach you, we will leave a message on the Message Board of your building.

In order for the front desk at MWH to receive your mail promptly, please use the following format:

[CONFERENCE NAME]

[YOUR NAME]

SF State University Conference Services

800 Font Boulevard

San Francisco, CA 94132

Outgoing Mail

The nearest U.S. mailbox is on Font Boulevard between Mary Park and Mary Ward Hall. Pick up times are located on the mailbox.

There are two U.S. Post Offices near by:

Corner of Lake Merced and John Daly Boulevard (West Lake

Shopping Center).

Corner of Sloat

Boulevard and

Everglade Drive

(Lakeshore Plaza).



PARKING INFORMATION

Conference Services does not provide guest parking.

All vehicles parking in San Francisco State University parking lots are required to have a valid SFSU permit. Parking is enforced twenty-four (24) hours a day, 7 days a week, throughout the year. Lot 19 located behind the STTC on State Drive is faculty and staff parking lot and therefore a valid faculty and staff parking permit is required.

From 5pm Friday to 7am Monday, all valid daily permits enable to

park in any SFSU parking lot. Handicap spaces require a valid SFSU permit in addition to a valid handicap/disabled plate. There is a 20-minute time limit, while parked in a yellow zone. Vehicles in excess of 20 minutes will be cited. Parking is not allowed in a red zone. Violators will be cited immediately.

The Parking and Transportation, located on North State Drive sells parking permits for Lot 20, which are valid inside the parking structure, for \$5.00 per day. Lot 20 permits are not valid on the roof level except between 5pm Friday

to 7pm Monday. Conference groups must coordinate parking requirements in advance with the Parking and Transportation Department at (415) 338-1441. Specific information is available at: www.sfsu.edu/~parking/text/parking.html.

It is your responsibility to abide and follow all parking regulations at SFSU. The Office of Conference Services declines responsibility for parking issues on or off campus.

YOUR KEYS

Upon check-in, a room key and if applicable a bathroom key, are issued to you after signing your Conference Registration Card. These keys should be returned upon check-out. Your keys are valuable, and every effort should be made to see that they are not misplaced or lost. If you lock yourself out of your room a Resident Services Assistant (RSA) will assist you with acquiring access (continued on page 4).

OTHER PLACES TO EAT



Aside from the various food options in our residential dining facility we have 4 other places on campus for you to choose Cafe

Rosso, Subway, Taza, and Village Market.

•CAFE ROSSO Hours:

Mon.-Fri. *7:30am-5pm

•SUBWAY Hours:

Mon.-Fri. *9am-8pm

Sat. & Sun. *10am-8pm

•TAZA SMOOTHIES &

WRAPS Hours:

Mon.-Fri. *9am-5pm

•VILLAGE MARKET Hours:

Mon.-Fri. *10am-10pm

Sat. & Sun. *10am-10pm

***Please note: hours are subject to change without notice by vendor!**

YOUR TELEPHONE

Each unit is equipped with a telephone. You may receive calls from on and off campus. It is important to answer your phone, as the university will contact you through your on-campus phone. All guests' telephone numbers begin with the (650) area code. To call off campus, dial the area code and the number.

If you are dialing another telephone number in the (650) area code, then simply dial the 7 digit number. If you are dialing from your room or apartment phone, and want to call a campus number, you will need to dial (415) and then the telephone number for the campus office.

Our Residential Services Assistants (RSAs) will transfer incoming calls from the Front Desk to your room. If you are not available, a message will be taken for you. Please remember to ask at the Front Desk for your messages or check the message board located in the lobby of your building.



All campus business or office phone numbers begin with 415 area codes. For on-campus calls, simply dial the last five digits of the campus extension to be connected. All guest rooms will have a prefix of either 406 or 405. Therefore, you will need to dial '6' or '5' and the last four digits of the room extension. Upon check-in, you will receive the phone extension to your designated room assignment. **Making off-campus calls require the use of calling cards, credit cards, or collect billings. On-campus calls are at no charge to the guest.**

YOUR KEYS (CONTINUED)...

To ensure that only you and/or roommate(s) have access to the Lock-Out Key, our RSAs will verify your identity and room number prior to issuing the key. Once you have received the Lock-Out Key, the Lock-Out Key should be returned to the front desk with 15 minutes. If your room or bathroom locks require new keys due to incurred damage or the keys are not returned upon check-out, you will be charged **\$50.00 per key and lockset.**

**SHOPPING, MOVIES,
STORES, HOSPITALS, ETC****AIRPORT SHUTTLE/
TRANSPORTATION**

Bay Shuttle (to & from All Bay
Airports)

415-564-3400

Quake City Shuttle
(to & from SFO & OAK)

415-255-4899

Super Shuttle
(to & from SFO)

415-558-8500

**BANKING
ESTABLISHMENTS**

Bank of America (Stonestown)

415-615-4708

Citibank (West Portal District)

415-664-0814

Wells Fargo (Stonestown)

415-781-2235

GROCERY STORES

Lucky (1515 Sloat Blvd.)

415-681-4300

Safeway (85 Westlake Mall)

650-755-0576

Trader Joe's (Stonestown)

DRUG STORES

Walgreens Drug Store
(Westlake Mall)

650-756-0275

RiteAid (200 West Portal Ave.)

415-665-1008

HEALTH CLUBS & GYMS

Fitness USA (3231 20th Ave.)

415-681-2500

24-hour Fitness (1850 Ocean Ave.)

415-334-1400

YMCA (Stonestown)

415-759-9622

HOSPITALS

San Francisco General

(1001 Potrero)

415-206-8000

Seton Medical Center -closest to
SFSU (1900 Sullivan Ave-Daly
City)

650-991-6455

UCSF (505 Parnassus Ave)

415-476-1037

MOVIE RENTAL

Blockbuster (1503 Sloat Blvd.)

415-753-1404

MOVIE THEATERS

AMC (1000 Van Ness)

415-931-9800

Empire Cinema (85 West Portal
Ave.)

415-661-2539

Sony Metreon (5th & Mission St.)

415-369-6200

UA Stonestown Twin (501
Buckingham Way)

415-221-8182

*For general San Francisco/Bay Area
movie showings, call:*

415-777-FILMS or 415-777-3456

**PUBLIC
TRANSPORTATION**

Call 511

Cal Train

800-660-4287

MUNI

415-673-4287

Bay Area Rapid Transit (BART)

415-992-2278

Golden Gate Transit-Marin City

415-923-2000

SamTrans

800-660-4287

*For general San Francisco/Bay Area
Public Transportation Information, log
on to: www.transinfo.org*

TAXI COMPANIES

City Cab 415-468-7200

Daly City Cab 650-992-8865

Serra Cab 650-991-3881

United Cab 415-552-8562

Veterans Cab 415-552-1300

Yellow Cab 415-333-3333

**SHOPPING AREAS (near
SFSU)**

Stonestown Galleria

(19th Avenue & Winston Drive)

Westlake Shopping Center

(285 Lake Merced Boulevard)

Daly City

Serramonte Center

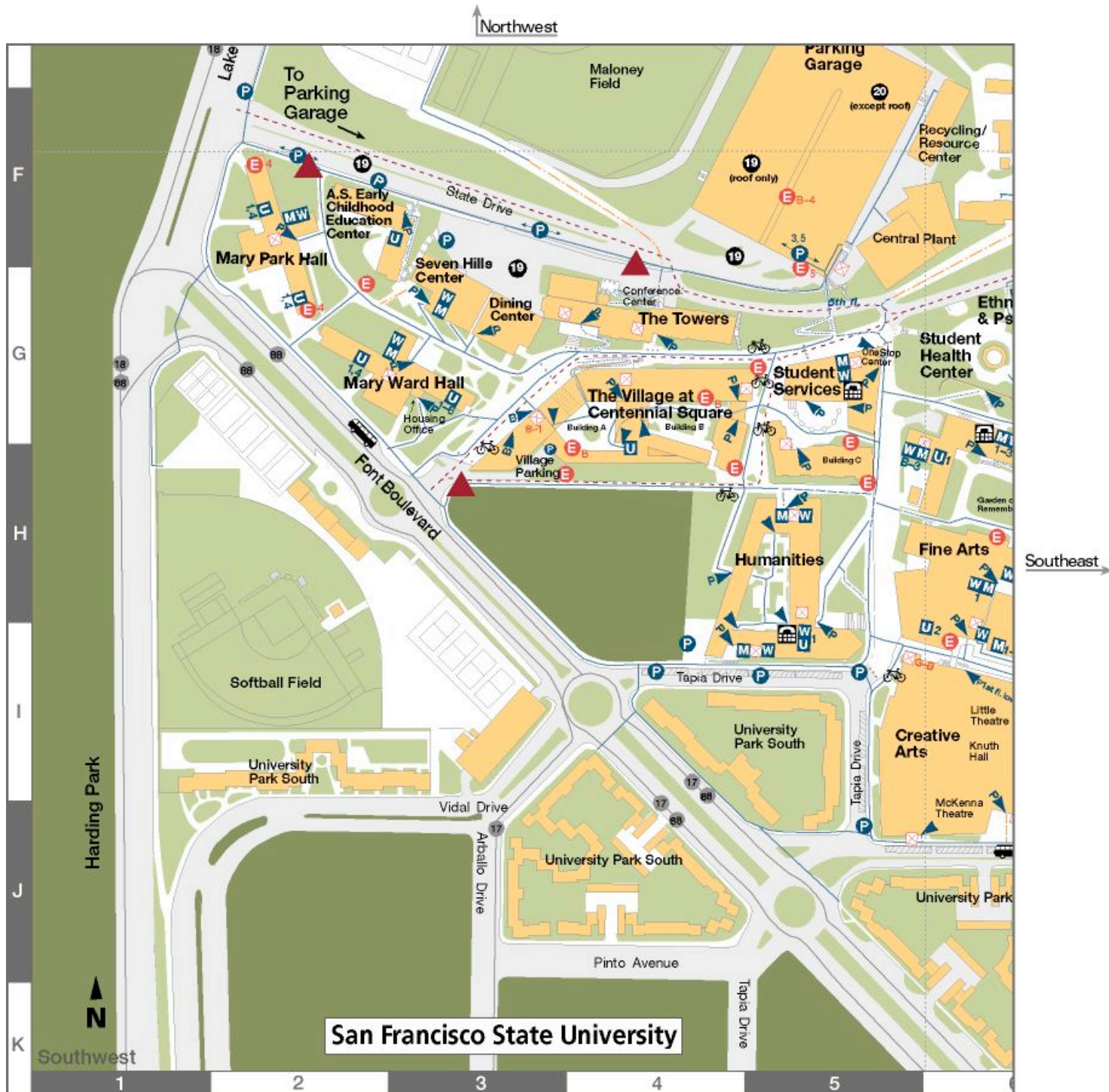
(3 Serramonte Boulevard)

Daly City

San Francisco Shopping Center

(5th and Market Street,
Downtown)

SAN FRANCISCO STATE UNIVERSITY RESIDENTIAL COMMUNITY MAP



FINDING CONFERENCE SERVICES, DIRECTIONS, AND PARKING

Conference Services - Seven Hills Conference Center

Conference Services is located on the Southwest part of San Francisco State University near State Dr. and Font Blvd.

Public Transportation

For a comprehensive look at the Bay Area's public transportation system, please visit:

<http://www.sfsu.edu/-parking/directions/>

Driving Directions

For directions to the Conference Services located in the Seven Hills Conference Center, please visit us at

<http://www.sfsu.edu/-meetings/location.html> for specific directions.

Parking Information

Public parking is available in the Parking Garage (Lot 20) at \$5.00 per calendar day. For brief loading and unloading, you may park up to 20 minutes in the parking area on the south side of State Drive. Seven Hills entrance is located by walking through the pathway between Mary Park Residence Hall and the Children's Center. We are on the left hand side directly across from Mary Ward Residence Hall.



MUNI

From downtown San Francisco, take MUNI Metro M-Oceanview streetcar.

The campus is also served by the following MUNI bus lines:

M- Oceanview-streetcar to downtown and Balboa Park Station.

17- Park Merced to West Portal Station.

18- 46th Avenue/Zoo, Sunset and Richmond Districts, Palace of the Legion of Honor.

26- Valencia to Ocean View, Balboa Park BART station, Glen Park Station, Mission District to 5th & Mission.

28- 19th Avenue to Daly City BART station, Sunset and Richmond Districts, Golden Gate Bridge, Fort Mason. (28L- limited service Monday-Friday only).

29- Sunset to Ingleside, Excelsior, Bayview districts and Candlestick Park.

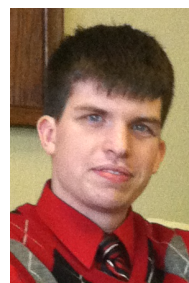
Summer Professional Staff

JIM RANEY, SUPERVISOR



Welcome to the residential community here at SF State University! I'm the Supervisor of Conference Services and oversee the summer operation and event staff. I'm thrilled that your group has decided to stay with us this summer. If there's anything my team and I can do to make your time here more enjoyable please let me know.

DUSTIN FABIAN, EVENTS COORD.



I would like to welcome you to San Francisco State University. We hope that your stay with us is not only a delight but a memorable one as well. Get out and enjoy our amazing "City by the Bay". If there is anything you need please ask any of our team members. We are more than happy to answer any questions you may have.