

**Name of group: PAN II**

**Check-in date/time: July 22<sup>nd</sup> 1pm**

**Check-out date/time: July 27<sup>th</sup> 4pm**

**Hello –**

**My name is Sara Olsztyn and Cat Olenick and I will be your on-site contact during your stay at Shaw Hall.**

Below is information that you may find useful during your stay. If there is anything you need, please visit the Service Center in the lobby of your hall and our staff should be able to assist you.

**At check-in you will receive a lanyard with your room key, bathroom key (if in community restroom hall) and access card.** This access card provides you access to your building, residential wings and to the dining hall. Please keep these items with you at all times.

**In your room you will find** 1 pillow per guest, 1 blanket per guest, 1 mattress pad on the bed, 1 linen pack. The linen pack has 2 towels, 1 fitted sheet, 1 flat sheet, and 1 pillowcase in it. Pillows and blankets can usually be found in the upper shelf of the closet. Please leave all linen, blankets, pillows and mattress pads in the room upon your departure.

**Linen Exchange** can be done at the Shaw Service Center between 8:00 a.m. – 5:00 p.m. Linen and towels are exchanged on a 1 for 1 basis.

All **Neighborhood Halls provide free laundry facilities** to guests. Laundry room locations vary from hall to hall, please ask the service center for assistance.

**Facilities staff will not be entering and cleaning rooms during your stay.** If you need to dispose of trash or recycling, trash bins and recycling facilities can be found outside of each hall. Recycling bins for plastic, metal, paper, and cardboard can be found on the first floor of each hall near the Service Center.

**Wi-Fi access** is available in Shaw Hall in public areas and guest rooms.

**Please note that the community kitchen space and fitness rooms are not available for guest or conference use.**

**Service Center Amenities:** Our Service Center staff are available to provide you with a number of resources during your stay.

**The Service Center is open from 7:00 a.m. -10:00 pm.** When the Service Center is closed you will need to present your access card to gain entry to the main front doors and other exterior doors of the building. Night Receptionists are available from 10pm-7am at the main doors to Shaw Hall. If you cannot gain access to the building during this time, please come to the main entrance of the building and they will be able to assist you.

**If you find that you have lost or misplaced keys or access card, you can come to the Service Center to receive a loaner or replacement.** If a room key is lost, it is our policy to issue a lock change for your room. Once this lock change is requested, the lock change cannot be cancelled and the lock change fee is non-refundable (\$75.00). Please understand that any loaned items not returned by you at the end of your stay will result in charges to you or your conference. The Service Center also has games, sports equipment, hand tools and cleaning equipment that can be loaned to you during your stay.

**If you are part of an extended stay conference staying in Shaw Hall and will be expecting mail,** please make sure to obtain the correct address of your hall from the Service Center. Please also include your conference name within your address for sorting purposes. You can pick up your mail at your designated mailbox (assigned by room number) which is alongside each service center. Your room key will give you access to your mailbox. If you receive a package, our staff will place a package slip in your mailbox indicating that you have a package to pick up at the Service Center.

**Shaw Vista Dining room is open during the following times for meals:**

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

**Sparty's** is also located in Owen Hall and has Spartan Spirit Coffee, hot and cold specialty drinks, convenience items, and prepackaged food.

**If you have food allergies or dietary restrictions,** Culinary Services Registered Dietitian Gina Keilen is available to help you navigate the dining halls and eat on campus. She can be reached at Gina Keilen, [keileng@rhs.msu.edu](mailto:keileng@rhs.msu.edu) for assistance.

For more culinary and dining option information, please visit [eatatstate.com](http://eatatstate.com).

#### **Parking Information**

The free lot determined by the MSU Parking Office is Lot 91. This lot is free during the summer and does not require a parking permit to park there.

For more parking information please visit: <http://police.msu.edu/management-services-bureau/parking-office/>

**We hope you enjoy your stay in Shaw Hall and at Michigan State University!**