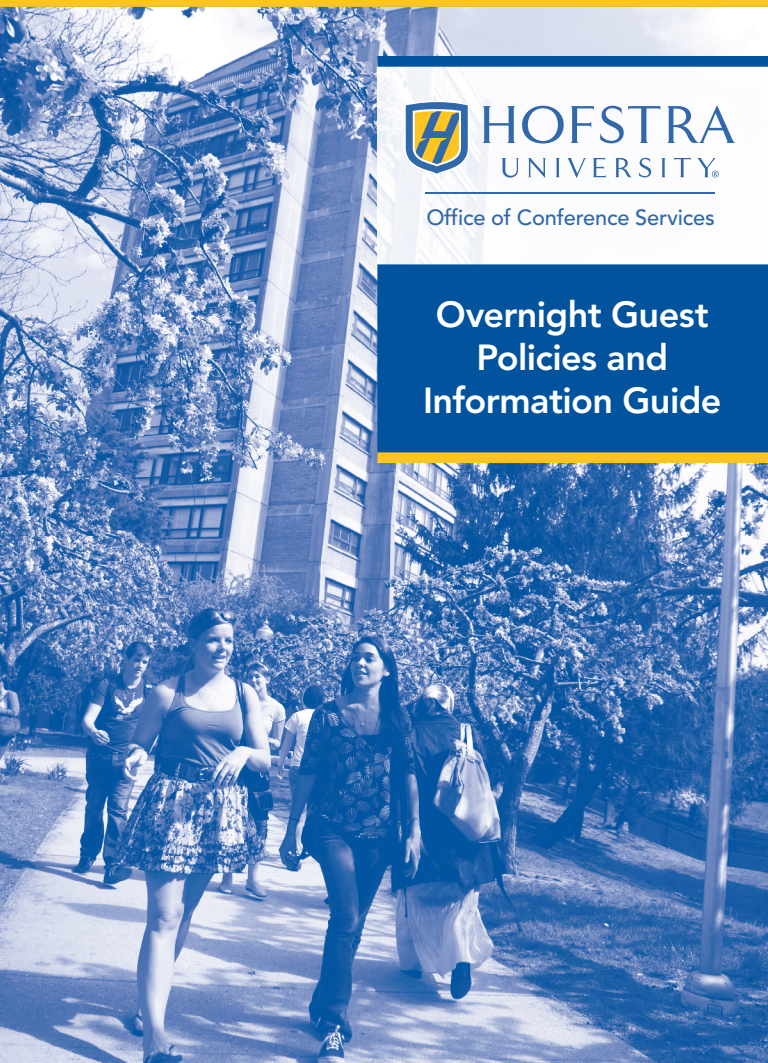




HOFSTRA
UNIVERSITY®

Office of Conference Services

Overnight Guest Policies and Information Guide



Lock-Outs and Lost Keys

If you are locked out, please call the Hospitality Center at **516-463-6925** to gain access to your room.

If your key is lost, arrangements will be made for a replacement key, and a new lock must be installed. There is a charge for each replacement key and lock change.

If you **accidentally lock yourself out of your room**, there is a "Lock-Out" fee per incident.

**KEYS AND SWIPE CARDS ARE NONTRANSFERABLE.
PLEASE DO NOT SHARE KEYS OR SWIPE CARDS.**

**YOUR SWIPE CARD ALSO SERVES AS YOUR
CAMPUS IDENTIFICATION.**

**YOU MAY BE ASKED TO PRESENT THIS IDENTIFICATION
AT ANY POINT. PLEASE NOTE CAMPUS IDENTIFICATION
IS REQUIRED TO ACCESS CERTAIN CAMPUS FACILITIES
AFTER HOURS.**

**Office of Conference Services,
Room 112 Mack Student Center
200 Hofstra University
Hempstead, NY 11549-2000**

**IN CASE OF EMERGENCY,
CALL PUBLIC SAFETY AT 516-463-6789.**

Welcome to Hofstra University!

We hope you enjoy your stay with us.

The goal of the Conference Services team at Hofstra University is to provide guests with an enjoyable and positive event experience, as well as comfortable accommodations. Our friendly and professional staff treat each and every guest with respect, while catering to the group's specific needs. Hofstra continues to follow CDC and New York state health and safety guidelines. Please visit hofstra.edu/togetheragain for the most up-to-date information.

HOSPITALITY CENTER.....516-463-6925

The Hospitality Center is located in Room 112 Mack Student Center, North Campus, and is open every day from 8:30 a.m. to 10 p.m. Staff is on-call 24 hours a day for your convenience.

PUBLIC SAFETY AND INFORMATION CENTER516-463-6606

The Mack Public Safety and Information Center is accessible 24/7. Remember to keep all room doors locked, and be sure to carry the room key and swipe card at all times. Hofstra University assumes no responsibility for loss or damage to a guest's personal property.

IN CASE OF EMERGENCY, CALL PUBLIC SAFETY AT 516-463-6789.

MAIL AND PHONE MESSAGES

Mail and messages can be received at the Hospitality Center. All mail should be directed to the address printed on the previous page and should include your name and the name of your conference. Mail and messages must be picked up at the Hospitality Center. There is a \$5 handling fee per package.

HOFSTRA WI-FI

Wi-Fi is complimentary and available in every building and many outdoor spaces on campus. To access the Hofstra Wi-Fi on your mobile device:

1. Go to **Settings**, select **Wi-Fi**, and click on **Hofstra Guest** from the list of wireless networks shown. You will automatically be prompted to sign in to the Hofstra Guest portal. (For Apple devices, open the Safari app.)
2. Click on **Don't have an account?** if you are attempting to connect to Hofstra Guest for the first time, fill out the form, and click **Register**.
3. Credentials will be sent from Guest-Registration@hofstra.edu to the e-mail address and cell phone number (via text message) you provided.
4. Refresh your browser and enter the username and password provided to you. You will be prompted to accept the Acceptable Use Policy. Click **Accept** to continue.

You have successfully connected to Hofstra Guest. Your guest credentials will be valid for seven (7) days. Please hold on to the email/text message containing your login information.

HOFSTRA MOBILE

Access content such as maps and directions remotely from your smartphone. Please visit hofstra.edu/mobile for more information.

HOFSTRA UNIVERSITY POLICY ON ALCOHOL, ILLEGAL DRUGS, AND OTHER CONTROLLED SUBSTANCES

Possession and/or use of controlled substances and related paraphernalia is strictly prohibited on any part of the Hofstra campus. In addition, such cases may be referred to the appropriate civil authorities. The Hofstra University Alcohol Policy provides:

1. Consumption or possession of alcoholic beverages by those under 21 years of age is prohibited.
2. Persons of legal drinking age are not permitted to distribute to or purchase alcoholic beverages for persons under 21 years of age.
3. Consumption or possession of alcoholic beverages in areas other than those specified and approved by the University is prohibited. Consumption or possession of alcohol in community/public campus areas, such as student organization offices and workspaces, parking lots (e.g., tailgating), University grounds (e.g., intramural fields, quads, lawns, etc.), and building lounges and hallways, is also prohibited.
4. The sale and/or consumption of alcohol in the Mack Student Center is strictly prohibited except with special permission from the University.
5. Identification proving legal drinking age is mandatory in order to consume alcoholic beverages on campus.

Guests who are using/possessing/in the presence of these unauthorized/illegal drugs and/or drug paraphernalia are in violation of the University's Drug Policy and may be in violation of federal, state, and/or local law. Hofstra reserves the right for authorized University personnel to enter a guest's room at any time for inspection, cleaning, inventory, maintenance, painting, and repairs, and in the event of building evacuations or emergencies. A guest's room may also be entered and searched if there are reasonable grounds to believe that a crime or violation of University policies or Conference Services regulations is being committed. Violations include but are not limited to:

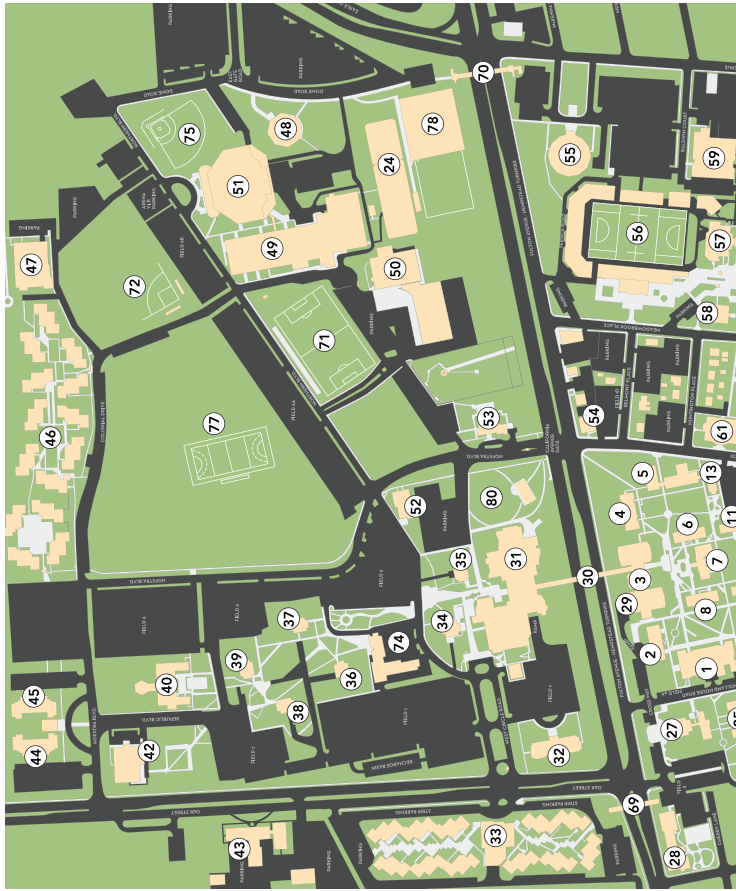
1. Remaining in the Presence (Illegal Drugs) – Knowingly remaining in the presence of illegal drugs and/or drug paraphernalia/illegal drug use on campus or at a University-sponsored activity.
2. Drug Paraphernalia – Using/possessing drug paraphernalia on campus or at a University-sponsored activity. Examples of items that could be defined as drug paraphernalia include but are not limited to scales, rolling papers, bowls, pipes, bongs, grinders, spoofs, hookahs, or any other device that is fashioned for the purpose of drug use.
3. Improper Use/Abuse/Possession (Legal Drugs) – Improperly using of abusing over-the-counter or prescription drugs and/or possessing legal drugs prescribed to another individual.
4. Use/Possession (Illegal Drugs) – Using and/or possessing illegal drugs.
5. Aiding/Abetting (Drugs) – Aiding and abetting in the sale/distribution/use/possession of illegal drugs or prescription drugs prescribed to another person.
6. Manufacture/Sale/Distribution (Drugs) – Manufacturing, distributing, dispensing, and/or selling illegal drugs or prescription drugs prescribed to another person.

FIRE SAFETY GUIDELINES

All guests must comply fully with all Hofstra University fire safety regulations. Violations may result in sanctions.

Hofstra University's policies relating to fire safety are in accordance with New York state law and Nassau County ordinances. Our primary concern is the safety and well-being of the members of our community and as such, new policies have been created and existing policies have been modified to ensure that Hofstra University provides a safe environment and is in compliance with all New York state fire codes and those of the Nassau County Fire Marshal's Office.

1. Door chocking (propping): A door leading out to a main hallway (common area), used as fire and/or smoke door, should not be chocked (propped) open, blocked, or obstructed to prevent the normal self-closing operation of said door. [Ref; IFC F-703.2]
2. Electric wall outlets: All electric cords from devices must be plugged directly into a wall outlet or an approved surge protector strip. All surge protector strips must be plugged directly into the wall outlet. No extension cords are permitted in residence halls. Furniture should not obstruct a wall outlet as to prevent an electrical plug from easily being removed from the outlet (without first moving the furniture). [Ref; IFC F-605.5]
3. Items suspended from ceilings and walls: No items shall be suspended from the ceiling or within 24" of the ceiling as to obstruct or cover lighting, smoke detectors, and/or sprinkler heads. [Ref; IFC - 901.6 and 805.1 and 315.2.1] No decorative, holiday, or theme lighting shall be placed/hung on or around doors or windows.
4. Decorations: No tapestries or fabric items (including flags) shall be placed on the ceilings or walls of any room. Wall coverings may include pictures and posters, but may not exceed 50% of total wall space. Tapeastries and/or fabric items (including doormats) shall not be placed in common areas. [Ref; IFC 304.1] No window curtains or valances are permitted to be hung in rooms/suites/apartments.
5. Natural cut trees: No natural cut trees of any sort shall be erected in the common or living space of any residence hall. [ref; IFC 804.1.1]
6. Candles/incense: No candles (including those used for "decoration only"), incense, or anything that burns are permitted in residence halls.
7. Smoking: Hofstra University is a smoke-free environment. There is no smoking or lighting of smoking-type products, including e-cigarettes, vaporizers, and hookahs, in any residence hall/room or facility on the Hofstra University campus. For more information about Hofstra's smoke-free policy, please visit hofstra.edu/smokefree.
8. Malicious damage/false alarms: The alteration and/or destruction of fire safety equipment affects the safety of all members of the Hofstra community. Malicious damage to any fire safety equipment, including fire extinguishers, exit signs, fire doors, and emergency lighting, and/or the activation of a fire pull station (when the threat of fire is not present) is a crime and is not tolerated at Hofstra University. Violators will be prosecuted to the fullest extent of the law.
9. Electrical Appliances Policy: Due to safety issues, the following items are prohibited in residence halls: hot plates; electric skillets; toaster ovens;



CAMPUS MAP



Map Legend

Adams Hall	25
Adams Playhouse, John Canford	12
Admission Center/Bernon Hall	27
Au Bon Pain	18
Axinn Hall, Joan (Law)	66
Axinn Library, Joan and Donald E.	3
Barnard Hall	10
Berliner Hall	61
Bernon Hall/Admission Center	27
Bill Edwards Stadium (Softball)	75
Breslin Hall	23
Brower Hall	11
Bulter Annex	65
Calkins Hall	14
Continuing Education	43
C.V. Starr Hall	60
Davison Hall	8
Deane School of Law, Maurice A.	21, 22
Dunkin' on the Quad	15
Emily Lowe Gallery	9
Emily Lowe Hall	9
Field Hockey Stadium	3
Filderman Gallery	3
Fitness Center, David S. Mack	47
Fortunoff Theater, The Helene	62
Gittleson Hall	63
Guthart Hall for Innovation and Discovery, Leo A.	79
Hagedorn Hall	55
Hauser Hall	2
Heger Hall	4

Herbert School of Communication, The Lawrence	20
Hofstra Dome	48
Hofstra Hall	7
Hofstra University Club/David S. Mack Hall	53
Hofstra University Museum of Art	9
Hofstra USA	40
Hofstra Resources Center	52
Koppelman Hall, Bunny and Charles A.	21
(Maurice A. Deane School of Law)	22
Kushner Hall, Seryl and Charles	22
(Maurice A. Deane School of Law)	22
Library Technical Services	3
Mack Hall, David S./Hofstra University Club	53
Margiotta Hall	57
Mason Hall/Gallon Wing	5
McGwen Hall	17
Memorial Hall	1
Monroe Lecture Center	62
Oak Street Center	43
Pedestrian Bridges	30, 69, 70
Phillips Hall	6
Physical Education Center, David S. Mack/Swim Center ..	49
Physical Plant	59
Practice Facility, Indoor	78
Pride Park	80
Public Safety and Information Center/David S. Mack	54
Roosevelt Hall	19
Salzman Community Services Center, Joan and Arnold	28
Schaeffer Black Box Theater, Joan and Arnold	73
Shapiro Alumni House, Libby and Joseph G.	58
Shapiro Family Hall, Joseph G.	73
Skodnek Business Development Center	43

Soccer Stadium	71
Sosnoff Theater, Toni and Martin	13
Spiegel Theater	51
Sports and Exhibition Complex, David S. Mack	56
Stadium, James M. Stuart	31
Student Center, Sondra and David S. Mack	24
Tennis Courts	30
Unipan	72
University Field (Baseball)	16
Weed Hall	42
Weller Hall	29
Wellness and Campus Living Center	50
West Library Wing	
Zucker School of Medicine at Hofstra/Northwell, Donald and Barbara	

Residence Halls

Alliance Hall	34
Bill of Rights Hall	35
Colonial Square	46
Constitution Hall	36
Enterprise Hall	39
Estabrook Hall	37
Graduate Residence Hall	74
Nassau Hall	44
The Netherlands	33
Stuyvesant Hall	32
Suffolk Hall	45
Vander Pool Hall	38

toasters; hot oil popcorn poppers; halogen lights; sun lamps; electric heaters; refrigerators larger than 5 cubic feet; microwaves; electric grills; deep fryers; humidifiers; hover boards, similar devices, and their chargers; multiple outlets; extension cords; and any other appliances deemed by the Office of Conference Services as being inappropriate for residence hall use. All permissible appliances must be plugged directly into a wall outlet. Additionally, black light bulbs in University light fixtures are prohibited.

10. **Cooking Policy:** Cooking in residence halls is allowed where kitchen facilities are a standard part of the room's facilities and in community cooking locations. Various food and beverage vending machines are located in the residence halls. Report malfunctioning kitchen appliances or vending machines to the Office of Conference Services. There are stoves in each lounge for guest use; please use them safely. Barbecues are prohibited. For refunds for vending machine purchases, follow the instructions posted on the front of the vending machine.

EVACUATION/FIRE ALARM PROCEDURES

Evacuation is necessary when any building's fire alarm has been activated or the building becomes uninhabitable because of an event such as a fire, flood, gas leak, contamination, pandemic flu, extreme weather conditions, or the loss of critical services. The response depends on the extent of the emergency. Overnight guests should familiarize themselves with the evacuation routes posted in the building. We insist on strict compliance with this rule. When you hear the fire alarm, immediately vacate the building following these procedures:

1. Don't panic! Stay calm.
2. Take your keys and weather-appropriate clothing, and wear shoes.
3. If your door feels hot, and you cannot exit safely, place a wet towel under the door and **DO NOT OPEN IT**. Instead, open your window slightly, if you need air. While you await rescue, call Public Safety at 516-463-6789 or 911 to ascertain that they know your location. Make your presence known by waving something from your window.
4. If the hallway is filled with smoke, crouch down as low as possible (smoke rises) and hug the wall. Walls eventually lead to doors.
5. Do not use elevators. Use stairs only; elevators turn into chimneys when there is a fire and may malfunction due to heat/smoke.
6. Close your door behind you.
7. Evacuate in a safe and orderly fashion.
8. Move away from the building. Do not return to the building until instructed to do so by Public Safety.

RESIDENCE HALL POLICIES

The University grants to all registered guests the right to use certain residence hall space subject to the conditions hereinafter set forth.

1. No unregistered guests are permitted inside the University residence halls.
2. In the event that, in the opinion of the University, any portion of the residence halls requires investigation, repair, or temporary closing for health and safety reasons, the guest(s) occupying that portion of the residence halls may be required to vacate the area. Comparable space will be offered to such guest(s).
3. Conference Services and authorized University personnel may enter a guest's room at any time for maintenance and repairs, and in the event of building evacuations or emergencies.

4. The Office of Conference Services has the sole right to determine the occupancy and configuration of any room.
5. The University and its officers, employees, and agents assume no responsibility for the loss, damage, or destruction of personal property kept or stored in the residence halls.
6. The following rules shall apply at all times in all areas of the residence halls:
 - a. No pets, except for fish in unfiltered tanks.
 - b. No cooking appliances of any kind, including but not limited to broilers, hot plates, hot pots, slow cookers, rice cookers, electric teakettles, toasters, toaster ovens, popcorn poppers, microwaves, immersion coils, or coffee makers. The only permissible coffee makers are one-cup coffee makers, one per bedroom, if UL-approved, equipped with auto shutoff, and used in accordance with the manufacturer's guidelines. Refrigerator/freezer/microwave units rented from the University are allowed under established guidelines. Personal microwaves are prohibited in the residence hall rooms and suites.
 - c. No halogen lamps, lava lamps, rock salt lamps, plug-in rock salt night-lights, multiplug lamps, lamps with outlet(s), sun lamps, or black light bulbs. Extension cords and multiplugs are permitted only if they are grounded and have a light indicator and an on/off switch.
 - d. No electric heaters or electric blankets.
 - e. No candles, incense, wax warmers or anything that burns, and open flames of any kind.
 - f. No scented or unscented plug-in air fresheners, air purifiers, and diffusers.
 - g. No humidifiers or dehumidifiers.
 - h. No smoking, including e-cigarettes, vaporizers, and hookahs.
 - i. No illegal drugs or drug paraphernalia.
 - j. No firearms, explosives, or any type of fireworks or weapons, including air pistols and BB guns.
 - k. No unauthorized wiring, including but not limited to outside TV antennas, satellite dishes, room-to-room wiring, and extension cords.
 - l. No 3D printers.
 - m. No motorcycles or any gas engine vehicles, and gasoline storage of any kind. Self-balancing scooters, hands-free personal transporters, battery-operated scooters, electric-powered skateboards, or similar devices and their chargers.
 - n. No life-support equipment of any form, including but not limited to containerized oxygen units and/or electric generators.
 - o. No illegal room changes.
 - p. No waterbeds or lofts.
 - q. No duplicating of University keys (i.e., room/suite keys).
 - r. No creating of any type of hazardous condition.
 - s. No playing of sports that may cause damage to University property or harm to others.
 - t. No tampering with fire extinguishers, equipment, alarms, or signs.
 - u. No propping of doors or tampering with security/card access equipment.
 - v. No tampering with room stops, window stops, safety bars, or window stickers.
 - w. No construction, including lofts, bars, cinder blocks, or materials to loft beds.
 - x. No removal of lounge furniture to rooms.
 - y. No storage of bicycles in hallways or stairwells.

- z. No littering or damaging of any area or equipment of the residence halls.
- aa. No throwing of anything from windows or balconies.
- bb. No gambling.
- cc. No soliciting.
- dd. No improper disposal of medical waste (i.e., sharps containers). The medical waste policy in the residence halls can be accessed by visiting hofstra.edu/medwastepolicy.

All guests are required to abide by all residence hall rules and regulations and fire safety guidelines as set forth in the Office of Conference Services ***Overnight Guest Policies and Information Guide***.

SUPERVISION

Guests agree to provide adequate and appropriate adult supervision of all minor participants, guests, and invitees of the event at all times. Supervision means sight supervision at all appropriate and practical times, including during meals and breaks from an activity or event. A minor is defined as anyone younger than 18 years old. There must be at least one adult for every 10 children aged 8-18, and one adult for every eight children younger than 8. At least one adult must be present on every level used for resting or sleeping in a multistory building. Guests understand and agree that the facilities assigned to the organization's event are the only property of the University to be used by guests.

DAMAGE

A guest or group is responsible for damage to University or personal property when the actions of the guest or group result in reduction of the value or usefulness of property or spoil the appearance of such property. Guests must not damage or mar or in any manner deface said facilities and may not cause or permit any fasteners (including but not limited to nails, hooks, tacks, or screws) to be inserted in any part of said facilities. Guests shall not use flammable materials such as bunting, tissue paper, or the like for decorations.

SECURITY AND RESPONSIBILITY

Take precautions to keep your room/suite secure by locking the door and not giving the key or swipe card to others in your absence. Keep both items in a safe place. Hofstra University assumes no responsibility for loss or damage to a guest's personal property.

AIR CONDITIONING

The air-conditioning units in the residence halls operate on a motion sensor. There is also an air-conditioning interlock on all room windows, so it is important that the windows remain fully closed and locked and that the air-conditioning units remain set on at least a low fan setting at all times. This will keep your room comfortable and help reduce unwanted humidity and condensation. Remember – the heat and air-conditioning units will not function if windows and doors are left open.

MEDICAL ASSISTANCE

Nassau University Medical Center in East Meadow is located two miles east of the University. It is a complete medical facility equipped for emergency treatment and surgery. For emergency transportation to the hospital at any time, call the Department of Public Safety at **516-463-6789**. Hofstra's Student Health Services is available for use by Hofstra students only.

NEARBY SHOPPING, RESTAURANTS, AND ATTRACTIONS

The surrounding neighborhoods of Garden City, Westbury, and East Meadow have many restaurants and shopping venues.

ROOSEVELT FIELD SHOPPING MALL

Conveniently located just two miles from Hofstra University, this newly renovated mall contains more than 270 specialty stores, a food court, and major department stores.

LONG ISLAND'S MUSEUM ROW

Located less than two minutes from Hofstra University are the Cradle of Aviation Museum, Long Island Children's Museum, and Nassau County Firefighters Museum and Education Center.

EISENHOWER PARK

Voted one of the top three parks on Long Island and approximately a five-minute drive from Hofstra University, this 930-acre oasis in the heart of Nassau County offers a full range of athletic and recreational activities.

THE GALLERY AT WESTBURY PLAZA

The Gallery at Westbury Plaza is an open air center with stores and restaurants, including Shake Shack, Spuntino Italian Tapas, Tocolo Cantina, Noodles & Co., Poke Frisee, Nordstrom Rack, Saks Off 5th, Bloomingdale's Outlet, and Trader Joe's.

TRANSPORTATION

HOFSTRA TRANSPORTATION516-463-6606

The Hofstra University courtesy shuttle bus operates daily on a limited summer schedule. The shuttle schedule can be found at hofstra.edu/shuttle or at the Hospitality Center.

AIRPORTS

Local airports can be reached by train, bus, or taxi. Area airports include LaGuardia, John F. Kennedy, and Long Island MacArthur Airports. The AirTrain JFK connects the passenger terminals to the Long Island Rail Road (LIRR).

BUSES

Hempstead has both local and intercity bus terminals. Charter and school buses may be rented for group excursions. Please contact Conference Services for referrals or visit nicebus.com.

TRAINS

Both the Hempstead and Mineola stations of the Long Island Rail Road (LIRR) are located just minutes from Hofstra. The LIRR provides regular commuter service to and from New York City's Pennsylvania Station. For train information, stop by the Hospitality Center or visit www.mta.info/lirr.



Office of Conference Services

Room 112 Mack Student Center
200 Hofstra University
Hempstead, NY 11549-2000
516-463-6925

hofstra.edu/conferenceservices

