Located on 250 acres in the heart of historic Lancaster County, Pennsylvania, Millersville University enjoys a tranquil campus featuring a pleasing mix of historic buildings and modern structures. Its central location affords easy access to the culture and fun of major East Coast cities such as Baltimore and Philadelphia (one hour away), and Washington, D.C., and New York City, only two-three hours from campus.

**University Conference and Facility Usage**

Event planning can be a daunting experience, especially when you realize that you are responsible for the entertainment, well-being, and safety of all of your participants. It can also be a very rewarding experience when your event is over and your praises are sung! Whether your event involves 10 or 2000 participants let Millersville University Conferences Services guide you through the planning and execution of your event.

Conference services provide a central location to process all of your requests. Services offered to groups over the summer include housing, meals, catered events, safety and security, technology, meeting facilities, recreation facilities and other amenities upon request.

The Conference services staff works directly with you to be sure your scheduled facilities are appropriate for each particular function, that all of the other services on campus are scheduled for you, and that your regular meals through the dining hall are ready and waiting.

**HOUSING POSSIBILITIES**

**University Resident Halls**

The University owns and maintains 9 standard residence halls. All buildings have been recently updated with air conditioning in every room. Dorms have either new carpeting or hard wood floors throughout. Each building includes laundry facilities, study areas, vending machines and shared bathrooms.

Diehm Hall
Shenks Hall

*Shenks Hall features:*
- Study lounges
- A modern self service laundry facility
- Elevator
- TV/Recreation lounges
- Card Access
- Vending Machines
- Free parking

**Furnishings for each guest include:**
- Single bed
- Desk with shelf
- Two position desk chair
- Five drawer dresser
- Individual closet

**There are three suite styles:**
- Two person suites include a full bathroom
- Four person suites have two full bathrooms
- Furnished living rooms in 4 person suites
Reighard Hall

Reighard Hall features
A spacious study lounge with fireplace, Outside patio, Card access into building and rooms, a modern self service laundry facility, Elevator, Vending Machines and Free parking

Each suite includes:
• Oversized Room
• Spacious Bathroom
• Individual Heat/AC
• Coat Closet

Furnishings for each guest include:
• Full Size Bed
• Desk with shelf
• Two position desk chair
• Five drawer dresser
• Wardrobe closet

PRICING

University Dormitories
Double occupancy $29.00 per person
Single occupancy $35.75 per room

Linen Service #1
$ 10.00 per person includes the following per week or portion thereof: 2 sheets, pillow case, 1 sheet blanket, one towel one wash cloth and one small bar of soap. The bed would be made, with a pillow included one time prior to arrival.

Linen Service #2
$ 5.00 per person includes the following per week or portion thereof: 2 sheets and 1 pillow case (both picked up in the office at the time of check in). A pillow is included with each bed

Student Lodging Facilities

Shenks Hall (TBD)
Adult Rate – per single bed $
Child Rate- per single bed $

Reighard Hall
Standard Double Room $
Welcome to University Dining at Millersville. We are committed to serving the university community and guests with the variety and quality food and services to suit our customer's needs and dietary requirements. Services for the summer will be provided at The Upper Deck in Gordinier Hall, a buffet-style dining hall. Dining and Conference Services also oversees the William H. Bolger Conference Center, offering impressive catering and conference services, which is located in Gordinier Hall. There are a wide range of other catering possibilities offered to the guests of the university which include cold luncheon buffets and snacks and beverages delivered to your meeting location.

### 2013 Conference Rates

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<tbody>
<tr>
<td>Breakfast</td>
<td>$ 4.25</td>
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<tr>
<td>Lunch</td>
<td>$ 8.50</td>
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<tr>
<td>Dinner</td>
<td>$12.75</td>
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<tr>
<td>Daily Rate</td>
<td>$25.50</td>
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**TECHNICAL AND AUDIO VISUAL SERVICES**

The Technical Operations Staff specializes in audio, video, lighting, and other electronic support for all campus functions including meetings, conferences, lectures, cultural affairs, and concerts.

The staff, while maintaining audio/visual systems housed in several of the University's buildings, also keeps a stock of portable audio/visual equipment. This equipment can be rented by organizations for dances, movies, and other social events.

A partial list of equipment includes:

- DJ systems
- Full concert systems
- Lighting equipment
- VCRs
- Televisions
- Large Screen Projectors for VCR or computer image
- Overhead Projectors
- Slide Projectors
**Internet Access**
At Millersville University, wireless Internet access is free to camp and conference participants, and available in all dorms and most other meeting spaces and classrooms.

To access the campus network and the Internet, campus policy requires that all group members be assigned temporary accounts and abide by usage guidelines. Any group planning to use campus computer labs MUST obtain accounts in order to log on to university workstations.

**Guarantee**
Purchaser will provide the University with guaranteed numbers for lodging and food services no later than five working days before the earliest date appearing in I and II hereof.

The charges for which Purchaser shall be liable will be based on said guaranteed numbers or actual head and room counts, or the amount shown in Paragraph E below, whichever is greater, with the guaranteed numbers for head and room counts subject to the following:

1. Amounts of charges shall be no less than 95% of the amounts computed using the guaranteed number for head and room counts and;
2. The University does not guarantee availability of facilities, food or lodging in excess of that required for 105% of said guaranteed numbers for head and room counts, respectively.

**Billing:**
Within ten (10) days after the completion of the conference, the University will provide Purchaser with a bill listing all charges and credits for the conference. Purchaser will pay the University for all unpaid charges within ten (10) days after receipt of the bill.

**Deposit:**
The University will require that all summer conference programs provide a deposit equal to one half the estimated total of the final bill based upon your estimated final count. A separate invoice will be forwarded for the deposit, and will require a check payable to the University one week prior to your event. If the deposit is not received, the group will not be allowed access to the University's facilities or services. This sum will be deducted from the event final billing.

**Insurance**
The User shall provide the University in advance of any use a copy of a certificate of insurance covering property damage liability and bodily injury in amounts of no less than two hundred fifty thousand dollars ($250,000.00) per person and one million dollars ($1,000,000.00) per incident. The University must be named as an additional insured on any such certificate, and the certificate shall provide that the insurance carrier will provide advance notice to the University of any Termination, cancellation or discontinuance or modification in coverage of the insurance. If the User fails to provide such proof, the contract is rendered null and void.