



CONFERENCE  
SOLUTIONS

at Millersville University

*Bringing people together.*



## Millersville University

Millersville University has a great reputation. Founded as a beacon of academic opportunity over 150 years ago, today's Millersville University is one of the most highly regarded public universities in its region of the United States. We are home to a faculty of dedicated educators considered to be among the very best in their disciplines. Millersville University is distinguished by intelligent, hard-working students who embrace the life of the Lancaster area and contribute substantially to its betterment. Our graduates are much sought after by employers, and many earn their way into the most rigorous programs offered by the finest graduate schools. Each Millersville University class sends well-prepared professionals and caring citizens into the communities of the Commonwealth, where they make substantive contributions to the future, establishing in each generation the value of their alma mater.

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 (both one and a half hours away), and New York City (only two and a half hours from campus).



## 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.

## For Contact Information

Email [Richard.Yednock@millersville.edu](mailto:Richard.Yednock@millersville.edu)

Or call (717) 872-3865

## Attractions



**Millersville is centrally located in the heart of Lancaster County**

**30 minutes to Hershey, PA**

**45 minutes to Harrisburg, PA**

**1.25 hours to Gettysburg, PA**

**1.5 hours to Philadelphia, PA**

**1.5 hours to Baltimore, MD**

**2.5 hours to New York City, NY**

## Internet Access

At Millersville University, Internet access is free to camp and conference participants, and available in all residence halls and many other meeting spaces and classrooms. To access the campus network and the Internet, campus policy requires that guests use the login and password provided when they arrive. 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, 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 month 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.

## 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 2,000 participants, let Millersville University Conference 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, recreational 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 Residence Halls

The new residence halls will be a continuum of fully furnished living suites ranging from shared bedrooms and bathrooms, to a full suite layout that includes a living room, kitchenette, and private bedrooms with bathroom. All suites will feature individual heating/cooling controls.

The new residence halls will also feature game rooms, larger study rooms with small conference style rooms for studying or meetings, a business center, Wi-Fi throughout, and all areas will be fully wired for highly programmable access control. There will also be a smart laundry facility, where guests can check availability, reserve machines and monitor the progress of their wash/dry cycles online.



There are two alternative opportunities located near the campus. These areas are available to summer camps and conferences (on a limited basis). The first is Reighard hall, a new residence hall that offers suites and other fine amenities. The other, Shenks Hall, is a former hotel that was converted into a residence hall for Millersville University students and now available to summer conference groups.



**Shenks Hall** (pictured above) 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:*

- 2-person suites include a bathroom
- 4-person suites have 2 full bathrooms
- Furnished living rooms in 4-person suites



**Reighard Hall** (pictured above) features:

A spacious study lounge with fireplace, outside patio, card access into building and rooms. A modern self-service laundry facility, elevator, vending machines, free parking

*Each suite includes:*

- Oversized Room
- Free cable TV & Television
- Free local calls
- Spacious Bathroom
- Individual Heat/AC
- Micro fridge
- Coat Closet

*Furnishings for each guest include:*

- Full Size Bed
- Desk with shelf
- Two position desk chair
- Five drawer dresser
- Wardrobe closet

## Dining at Millersville



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 customers' needs and dietary requirements. Services for the summer will be provided at The Upper Deck in Gordinier Hall, a buffet-style dining hall.



## 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