

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 maintains 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

Internet access at Millersville University is free to camp and conference participants and available in all residence halls and many other meeting spaces and classrooms. There are also several wireless access point locations, including the Student Memorial Center, Gordinier Lobby, and Upper Deck dining hall.

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. To set up accounts, group contacts must provide the Conference Services staff with a list of participants, along with their addresses and phone numbers, one week prior to the group's arrival date. Each participant will be provided with a unique user name and password, and will receive instructions for setting up accounts at check in. These accounts will expire the day after the group departure date, and may be terminated at any time for any reason without prior notice. Due to construction and occasional system upgrades, access is not guaranteed in all areas or at all times.

To connect to the wired network, group participants will need the following:

- Ethernet cable
- Laptop configured to automatically obtain an IP address via DHCP
- Current Windows critical updates
- Up-to-date antivirus program

The university utilizes the program Clean Access that will restrict network access to safe, updated computers only. This safety precaution protects all computers on the network from malicious viruses and unauthorized intrusions.

Miscellaneous Fees

Audio-Visual Fee

\$ 24.75 per hour

Pool Usage Fee

\$3.00 per person, per week or portion thereof
(pool usage times will be discussed during the planning stages)

Athletic Surcharge

\$18.00 per participant, per stay
(for groups using any athletic facility)

Event Manager Fee

\$15.50 per hour
(for any hours that a staff person may need to be present beyond a building's operating hours)

Facilities Usage Fee

(Fees will be determined by the use of facilities requested with a declining daily rental)



Guarantee

Purchaser will provide the University with guaranteed numbers for lodging and food services no later than five working days prior to 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 meal and room counts, or the amount shown in Paragraph E below, whichever is greater, with the guaranteed numbers for meal 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 meal 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 meal and room counts, respectively.

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. This sum will be deducted from the event final billing. If the deposit is not received, the group will not be permitted access to the University's facilities or services.

Billing:

Within ten (10) days after the completion of the conference, the University will provide Purchaser with an invoice 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 invoice.

Insurance

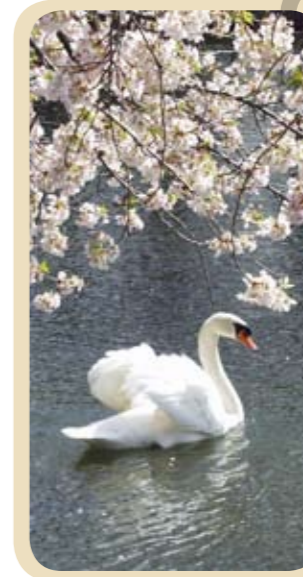
The User shall provide the University in advance of any use a copy of a certificate of insurance covering property damage liability and bodily injury in amounts of no less than two hundred fifty thousand dollars (\$250,000.00) per person and one million dollars (\$1,000,000.00) per incident. The University 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.



Millersville University
SEIZE THE OPPORTUNITY

Millersville University is an Equal Opportunity/Affirmative Action institution.
A member of Pennsylvania's State System of Higher Education.

2970-1008



Summer Conference Services

2009



Millersville University
SEIZE THE OPPORTUNITY
DINING &
CONFERENCE SERVICES

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 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.

As an academic institution, Millersville University has earned its place among U.S. News & World Report's top 10 public Universities in the North and is recognized for its academic excellence in Martin Nemko's book *How to Get an Ivy League Education at a State University*. 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 consider the responsibility for the entertainment, well-being, and safety of all of your participants. It can also be a very rewarding experience when the event is a resounding success. Whether your event involves 10 or 1000 participants let Millersville University Conferences Services guide you through the planning and execution of your event.

Conference services are conveniently centralized to provide the most efficient service. Amenities offered to groups over the summer include housing, meals, catered events, safety and security, technology, meeting facilities, recreation facilities and other services upon request.

The Conference services staff will work directly with you to ensure that the appropriate services and facilities are scheduled for your group and the meals you requested are ready upon your arrival.

Enclosed are the housing and dining rates for the summer 2009 season. Facilities fees will be determined on an "as needed" basis when we begin to finalize your program.



Institutional Identity Process

University Conference Services proudly supports the goals of the Institutional Identity process;

- Broaden the reach, relevance and resonance of Millersville University throughout Pennsylvania and the region.
- Help the University position itself as an agent of constructive change within the system, community and Commonwealth of which it is a part.
- Make the University better known and understood, so that the education it provides comes not as a surprise to the student (undergraduate or graduate) but as confirmation that Millersville University was an inspired choice.

Housing Possibilities

University Residence Halls

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

Student Lodging

Student Lodging, Inc., a not-for-profit corporation, manages two alternative housing opportunities, Reighard and Shenks Halls, located near the campus. These are available to summer camps and conferences (on a limited basis). Shenks Hall is a new residence hall that offers suites and other fine amenities. Reighard Hall is a former hotel that was converted into a residence hall for Millersville University students and is now available to summer conference groups.

Shenks Hall

Shenks Hall features:

- Study lounges
- Self service laundry facility
- Elevator
- TV/Recreation lounges
- Card Access
- Vending Machines
- Free parking

Two person suites include a full bathroom.

Four person suites include two full bathrooms.

Furnishings for each guest include:

- Single bed
- Desk with shelf
- Two position desk chair
- Five drawer dresser
- Individual closet

Each suite includes:

- Free Internet access
- Furnished living rooms in 4 person suites

Reighard Hall

Reighard Hall features:

- Spacious study lounge
- Outside patio
- Card access
- Self service laundry facility
- Elevator
- Vending Machines
- Free parking

Furnishings for each guest include:

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

Each suite includes:

- Oversized Room
- Free cable TV
- Television
- Free local calls
- Spacious Bathroom
- Free Internet access
- Individual Heat/AC
- Microfridge
- Coat Closet

Pricing

University Residence Halls

Double occupancy	\$27.50 per person
Single occupancy	\$30.50 per room

Linen Service #1

\$ 9.00 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, prior to arrival (pillow included).

Linen Service #2

\$ 3.50 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

(Linen included)

Shenks Hall

Adult Rate – per single bed	T B D
Child Rate- per single bed	T B D
Double - Adult Rate	T.B.D.

Reighard Hall

Standard Double Room	T.B.D.
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(Student Lodging properties require a 10 suite minimum to open a building for a conference)

Dining at Millersville

Welcome to University Dining at Millersville. We are committed to serving the University community and guests with a variety of quality food and services to match our customer's needs and dietary requirements. Services will be provided at The Upper Deck in Gordinier Hall, a buffet-style dining hall. Catering and Conference Services can also be provided in the Bolger Conference Center in Gordinier Hall. We offer a wide range of catering options from cold buffets to hot served meals in the conference rooms. There are also a variety 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.

Summer Conference Rates

Breakfast	\$5.75
Lunch	\$8.50
Dinner	\$11.50
Daily	\$25.75