SUMMER CONFERENCE GUEST GUIDE

IT’S ALL RIGHT HERE

University at Buffalo
Campus Living
Student Life
WHILE YOU’RE HERE, experience all that the University at Buffalo has to offer. No matter where you stay on-campus, you’ll be steps away from award-winning dining options, welcoming facilities, recreational opportunities, as well as friendly and informative staff to assist you throughout your stay. Please take a few minutes to read the following to ensure you have a fun and safe visit. Enjoy!

WELCOME TO UB!

UNIVERSITY POLICE
716-645-2222
From South Campus you can dial 716-645-2222 or 716-829-2222.
716-645-2227 (non-emergency line)
Do not dial 911 for on-campus emergencies – the call has to be redirected to University Police.

CAMPUS INFORMATION
716-645-2000
PARKING & TRANSPORTATION
716-645-3943
WE’RE HERE TO HELP

Area Offices:

Each housing complex has an Area Office, much like a hotel front desk, with centralized information and a check-in point. During business hours, the Area Office staff is able to answer questions or solve problems that may arise while staying with us. After hours, conference hosts are at your service. Call the office and we will immediately put you in touch with one of our staff members.

Business Hours: 8:30 a.m. – midnight; 7 days a week.
Phones are forwarded to a staff member after hours.

ELLICOTT AREA OFFICE
Serving Fargo, Porter, Red Jacket, Richmond, Spaulding, and Wilkeson Quadrangles
Richmond Quad, Building 2, Room 123
716-645-2011

SOUTH CAMPUS (MAIN STREET) AREA OFFICE
Serving Clement and Goodyear Halls
Goodyear Hall, Room 119
716-629-3144

GREINER OFFICE
Serving Greiner Hall
Greiner Hall, Room A102
716-645-8900

SUMMER CONFERENCES CENTRAL OFFICE
Located in our Residential Operations Office
716-645-2171
The University at Buffalo adheres to and expects its guests to follow all Local, State and Federal Laws.

• Illegal drugs and underage drinking are not permitted on University grounds.

• Sports are not permitted inside of any residential buildings or on the 2nd floor plaza level of the Ellicott Complex.

• Cooking is NOT permitted in guest rooms.

• Only the buildings which are assigned and other specified areas are to be used by your group. All other residential areas are restricted.

• Permission must be granted to use University space or equipment.

• Many groups/conferences stay on campus at the same time. Courtesy toward others is expected, especially regarding noise.

• All room changes must be done through your group organizer. Group organizers must inform the Campus Living staff of any and all room changes.

• Guests should immediately report a lost key or swipe card to the Area Office.

• The duplicating of keys is NOT PERMITTED. Additional costs will be incurred if keys are duplicated.

• The University and sponsoring programs reserve the right to enter rooms, without prior notice, for emergency reasons or if you have reported a maintenance problem.

• The University assumes NO RESPONSIBILITY for lost or stolen possessions.

• Smoking is prohibited on all university managed property, both indoors and outdoors.

• Only service/comfort animals are permitted in the residence halls. Accommodation requests must be submitted in advance through your group/conference planner to UB Campus Living. You may be asked to supply supporting medical documentation for yourself as well as veterinary records for your animal.

• Rule violations may lead to removal of guests or group from University at Buffalo housing.
AIR CONDITIONING AND FANS Greiner Hall is an air conditioned facility. For all other locations, fans are available. For safety reasons, guests are prohibited from bringing their own air conditioning units into the residence halls.

DAMAGE AND LOSS OF FURNISHINGS The furnishings of public areas and your room should be left in the same condition as you found them. You or your organization may be billed for any damages or loss of furnishings.

DRESS With both women and men living and employed in our buildings, please wear a bathrobe or clothing when traveling from the common bathroom to your room.

FOOD AND BEVERAGE/DELIVERIES Pizza and other food delivery persons are not permitted in the corridors. Please meet them at your hall’s designated area (main entries) to receive your food delivery.

INTERNET ACCESS UB provides free Wi-Fi access to campus visitors with a valid email address. Select UB Connect from available Wi-Fi options on your device and follow the instructions to create a guest account. For more details go to buffalo.edu/ubit/service-guides/connecting/wifi/guest.html.

KEYS AND SWIPE ACCESS CARDS A room key and swipe access card are issued to each adult conference guest. Swipe access cards are used to gain entry to exterior building doors, while keys are used for guest rooms. Please carry your room key and swipe access card with you and keep your room locked at all times. If you get locked out of your room, contact your Area Office or conference staff. Please return both your key and swipe access card when you check out. Failure to return either will result in additional fees.

KITCHENS Shared kitchens are available in all of our residence halls. There is a microwave, stove and sink available for use in every kitchen. In the Ellicott Complex, there is one kitchen for every 2-3 floors. They are typically connected to a “floor lounge” in a room number marked with the letter “L.” For example, Red Jacket 329L is a lounge/kitchen combo. On South Campus/Main Street, there is one kitchen on each floor. In Greiner Hall, there is one kitchen for every “wing” on each floor, located at the end of your hallway. If you cannot locate a nearby kitchen, contact your Area Office for assistance.

LAUNDRY SERVICE Free washing machines and dryers are located in each building. In Ellicott, the laundry rooms are located on the first floor. In Goodyear, Clement, and Greiner Hall, the laundry rooms are located on each floor.

LINEN SERVICE As part of some conference fees, linens may be provided. This includes “made beds” with two sheets, a blanket, a pillow and pillowcase, one bath, hand and face towel. If arranged in advance, cleaning staff will replace linen every seven days. Bagged linen sets are also available for rental. Check with your group or meeting planner to better understand your linen arrangements.

LOST AND FOUND All lost and found items will be held at the Area Office. You may also contact University Police (716-645-2227) to report lost or stolen items or go to buffalo.edu/police/policing/services/lost-and-found.html.

REFRIGERATION A limited number of mini-refrigerators are available for rental. Group or meeting planners must order these in advance of a conference.

REPAIRS If you notice anything that is not in proper working order, please notify the Area Office.

TELEPHONES Courtesy phones are located near main entrances to each residence hall.

TELEVISION Televisions are located in floor or recreation lounges. In addition, there are complimentary cable connections in every room (televisions are not provided). Additional information is found at buffalo.edu/campusliving/get-help/how-to/In-your-home/tv-and-cable.html.

WAKE-UP CALLS We are not able to provide wake-up calls for our guests.

WINDOWS/SCREENS Screens should not be removed from any residence hall windows. Contact the Area Office if your window is unable to open.

GENERAL INFORMATION

Room Types
Room types are summarized below:

Ellicott (Fargo, Porter, Red Jacket, Richmond, Spaulding, and Wilkeson) Rooms have capacity from 1-4 guests. Includes shared bathrooms located in a common hallway.

South Campus/Main Street (Goodyear and Clement) Most rooms have a capacity of two guests. Includes adjoining bathroom shared by two rooms. “Value” triples, housing up to three students may be available on South Campus. Goodyear Hall also offers a limited number of single rooms with an adjoining shared bathroom.

Greiner Hall Suites with two, two-person rooms. Suites include a shared bathroom and closets.

Take a virtual 360° tour of UB’s on-campus housing by visiting our website at: buffalo.edu/campusliving

Once there, search “What Does My Room Look Like” under the “Find Your Home” tab at the top of the screen.

VIRTUAL 360 TOUR

Air conditioning and fans
Greiner Hall is an air conditioned facility. For all other locations, fans are available. For safety reasons, guests are prohibited from bringing their own air conditioning units into the residence halls.

Damage and loss of furnishings The furnishings of public areas and your room should be left in the same condition as you found them. You or your organization may be billed for any damages or loss of furnishings.

Dress With both women and men living and employed in our buildings, please wear a bathrobe or clothing when traveling from the common bathroom to your room.

Food and beverage/deliveries Pizza and other food delivery persons are not permitted in the corridors. Please meet them at your hall’s designated area (main entries) to receive your food delivery.

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Lost and found All lost and found items will be held at the Area Office. You may also contact University Police (716-645-2227) to report lost or stolen items or go to buffalo.edu/police/policing/services/lost-and-found.html.

Refrigeration A limited number of mini-refrigerators are available for rental. Group or meeting planners must order these in advance of a conference.

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Television Televisions are located in floor or recreation lounges. In addition, there are complimentary cable connections in every room (televisions are not provided). Additional information is found at buffalo.edu/campusliving/get-help/how-to/In-your-home/tv-and-cable.html.

Wake-up calls We are not able to provide wake-up calls for our guests.

Windows/screens Screens should not be removed from any residence hall windows. Contact the Area Office if your window is unable to open.
For guests with a vehicle, a parking permit is required. Permits are not needed in most parking lots Monday–Friday after 3:00 p.m. and on the weekends. Parking permits should be arranged through your group or meeting planner. Individuals can acquire a “guest” permit from the Parking and Transportation office in 106 Spaulding Quads or the South Campus Area Office. The University will not be responsible for parking tickets incurred from inappropriate parking. If you have parking permit questions, call 716-645-3943 or visit buffalo.edu/parking/parking-permits/getting-and-permit.html.

You will be asked to swipe your UB Card through the card reader at the front of the bus. If you do not have a UB student card, please bring your summer swipe access card as proof that you are a UB affiliated guest.

For guests staying at the University, there are several NFTA bus stops and South Campus has bus stops and a Metro Rail Station to provide rail service to downtown Buffalo. Visit our public transportation website buffalo.edu/parking/getting-around-UB/public-transportation.html or call 716-855-7300 for details.

Summer weather in the greater Buffalo area is ideal for walking or biking. Summer guests are invited to bring bicycles, utilize our many convenient bike racks or use our bike sharing service. In addition, the University at Buffalo is a partner with Zipcar Inc., the world’s largest car sharing service. To learn more, visit our “getting around UB” website at buffalo.edu/green/UB.

In addition, most ride sharing services operate in the greater Buffalo area. To find the best ride share option for your trip, you can visit the ride sharing websites.

Across from the South Campus on Main Street is the University Plaza featuring a supermarket and various restaurants and shops. Heading southwest on Main Street, you will find many local shops and eateries. Ask your Area Office for more information or recommendations.

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UB BUS AND SHUTTLE SERVICE
The University at Buffalo provides on-campus bus and shuttle service between all campuses for its students, faculty and guests. Exact times and schedules can be acquired in your Area Office or online at buffalo.edu/parking/parking-getting-around-UB/bus/bus-schedules.html.

You will be asked to swipe your UB Card through the card reader at the front of the bus. If you do not have a UB student card, please bring your summer swipe access card as proof that you are a UB affiliated guest.

PUBLIC TRANSPORTATION
The University does not provide bus service to the City of Buffalo or its suburbs; however the Niagara Frontier Transportation Authority (NFTA) does offer that service. On North Campus, there are several NFTA bus stops and South Campus has bus stops and a Metro Rail Station to provide rail service to downtown Buffalo. Visit our public transportation website buffalo.edu/parking/getting-around-UB/public-transportation.html or call 716-855-7300 for details.

OTHER TRANSPORTATION
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TAXI SERVICES AND RIDE SHARING
Airport Taxi Service • (716) 633-8294
Liberty Cab • (716) 877-7111
Buffalo Transportation • (716) 877-5600
In addition, most ride sharing services operate in the greater Buffalo area.

DINING AND SHOPPING ON-CAMPUS
Restaurants and retail shops are located throughout the North and South Campuses. Please visit myubcard.com/dining/locations for more information or recommendations.

OTHER TRANSPORTATION
There is a variety of options available for transportation in the greater Buffalo area.

For those coming from the north: the University at Buffalo is a partner with Zipcar Inc., the world’s largest car sharing service.

For those coming from the south: the University at Buffalo is a partner with Zipcar Inc., the world’s largest car sharing service.

For those coming from the east: the University at Buffalo is a partner with Zipcar Inc., the world’s largest car sharing service.

For those coming from the west: the University at Buffalo is a partner with Zipcar Inc., the world’s largest car sharing service.
BE PREPARED: EMERGENCY INFORMATION

University Police: 716-645-2222.
DO NOT call 911. They will have to transfer you to University Police, delaying the arrival of help.

In the event of an emergency or urgent matter, please notify your Area Office or conference staff.

If you see a crime taking place, please contact University Police immediately.

If a fire alarm sounds or you are instructed to do so by University Staff, please leave your building immediately using stairs at the nearest marked exit. During an alarm, the elevator is not to be used. Do not re-enter the building until granted permission by University Staff even if the alarm stops.

Emergency Telephones
Blue Light Emergency telephones are located throughout the campuses (near parking lots and buildings) for your use in an emergency situation (fire, criminal, medical, or personal). These phones, in addition to phones located at main residence hall entries, will call University Police directly. For more information about UB Emergency Response, visit buffaloe.edu/police/policing/emergency-response.html.