



THE CATHOLIC UNIVERSITY OF AMERICA
University Center, Student Programs and Events
Conferences and Event Planning

204 Pryzbyla Center
Washington, DC 20064
202-319-5200
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THANK YOU for choosing to apply for summer housing at The Catholic University of America (CUA). This information is meant to supplement the residence hall regulations/policies referred to at the time you submitted your online application. It will provide useful guidance for your stay at CUA. Remember that our staff is here to help make your experience in Washington, DC a good one; if you have any questions before or during your stay, feel free to contact our offices.

GENERALINSTRUCTIONS/RECOMMENDATIONS

Before You Arrive

Any questions or changes regarding your reservations should be handled as soon as possible. If you find you need to extend your stay after you have applied and received approval, it is best to notify Conferences & Event Planning by email at cua-conferences@cua.edu. Approval is based on space availability; some guests may have to move to a different location for the extended period.

Please be aware that not all changes will be possible due to the large number of people requesting individual housing during the summer months. We will do our best to facilitate your requests.

In considering what belongings to bring, it is recommended that you do not bring valuables unless necessary. Laundry facilities are available free of charge.

Arrival and During Your Stay

Upon arriving to campus, you should go to the Information Desk at the Pryzbyla Center to check in. Check in is from 2 p.m. to 10 p.m. on the day of your scheduled arrival. You will be greeted by a summer staff member, have the opportunity to settle your outstanding balance and receive additional information concerning your stay.

Throughout your stay on campus, summer staff members will be available to help you with your needs. Each building housing summer interns has an assigned Summer Assistant to help acclimate you to the campus and city. The Information Desk is open daily, 7a.m. to 10p.m. and the phone is answered 24 hours a day, 202.319.5200. In

addition, all staff members are knowledgeable about campus facilities and services and will do their best to answer your questions.

Checking Out

Checkout begins at 7 a.m. and continues until 10 a.m. on the day of your scheduled departure at the Information Desk. Failure to check out during specified times will result in an additional \$75 charge and forfeiture of the key deposit. Please leave your room in the condition you found it. Damages beyond normal wear and tear will be assessed to your account. At checkout, please return all University-issued items, such as room key, building access card and meal card; your original \$75 key deposit will be credited at this time. Failure to return these items or damage to your room will result in the forfeiture of the \$75 key deposit. Your key refund will be issued to the same credit card used to make the deposit within six weeks of your check-out.

If you need to make arrangements to check out before your scheduled time, please contact the staff at the Information Desk.

GENERALINSTRUCTIONS/RECOMENDATIONS(*continued*)

What to Bring

We recommend bringing the following items with you. This list is by no means comprehensive:

- ❖ Insurance Cards
- ❖ Bedding (sheets, blankets, pillows, etc.)
- ❖ Towels/Washcloths
- ❖ Alarm Clock
- ❖ Desk Lamp/Light bulbs
- ❖ Power Strip(s)
- ❖ Waste Basket
- ❖ Clothes Hangers

What NOT to Bring

The following list includes items that are prohibited in the Residence Halls.

- ❖ Electric Hot Plates, Woks, Toaster Ovens
- ❖ Immersion Coils
- ❖ Electric Skillets
- ❖ Appliances with open heating elements (i.e. Toasters)
- ❖ Any type of fireworks or firecrackers
- ❖ Weapons of any kind
- ❖ Incense/Candles
- ❖ Halogen Lamps
- ❖ Any flammable and/or combustible liquid

SERVICES IN YOUR ROOM

Telephone Service

Your room includes local phone service. Individual guests must provide their own phone. Emergency phones that connect directly with Public Safety are located across campus.

Cable Television

Each residence hall room on campus is wired for cable TV. All guests have access to CUA's cable system as part of their room charges, but guests must provide a television and 75-ohm cable wire.

Ethernet Connection

Each residence hall room on campus is also wired with an Ethernet connection.

Mail Service

The University has a post office on campus, located on the ground level of McMahon hall, where stamps and other postal items may be purchased and mailed, though guests may not receive mail on campus.

Bookstore

The bookstore is located on the 2nd (Main) Floor of the Pryzbyla Center. Hours vary. Call **202.319.5232** or extension **5232** from campus.

Computer Access

Temporary computer accounts must be opened in person at the Information Desk. The Computer Center is located in 200 Leahy Hall. A computer account provides a guest access to University computers and printers as well as e-mail and the World Wide Web.

Convenience Store (C-Store)

The convenience store is located on the 1st Floor of the Pryzbyla Center. The convenience store sells coffee, drinks, snacks, and personal items. Hours vary.

OTHER UNIVERSITY SERVICES

Dining Services

Individuals may purchase a block meal plan from Aramark, CUA's food service provider. The meal plan is for use in the Pryzbyla Center Food Court; hours are typically 7am-6:30pm daily. You may contact Aramark directly by visiting their office in the Pryzbyla Center suite 124 upon arrival, or by telephone 202-319-5295.

Library

The John K. Mullen of Denver Memorial Library is open to our summer guests for browsing and research. No borrowing privileges are available, however.

Parking

Parking on campus is by permit only. Summer interns may purchase short-term (2 weeks or less) parking passes at the Information Desk in the Pryzbyla Center. Long term permits should be acquired at Parking Services, 120 Leahy Hall.

RESIDENCE HALL SECURITY AND POLICIES

Building Security

The building access cards allow entry into a guest's own residence hall and must be used at all times for entry. Summer ID cards serve as the official university identification and allow for free use of the library and labs. You are advised to carry your summer ID card at all times.

The Catholic University of America is not responsible for lost or stolen personal items. We encourage you to leave items of significant value at home if you are here for an extended stay. If you choose to bring expensive items, it is your responsibility to make sure your room is locked at all times.

Residence Hall Policies

Individuals who stay in residence halls on the campus of CUA are expected to abide by the policies as set forth in the residence hall regulations/policies referred to when you applied. Also found at <http://conferences.cua.edu/summer/universitypolicies.cfm>

- ❖ *Compliance with Staff:* Residents are required to follow all reasonable requests issued by authorized representatives of The Catholic University of America. Non-compliance may result in termination of the housing contract.
- ❖ *Fire:* Tampering with fire equipment, including fire extinguishers, exit signs, smoke detectors, fire alarms, and fire doors is a serious violation of District of Columbia law and university regulations. Residents found responsible for tampering with fire equipment, including fire alarms, fire extinguishers and smoke detectors, will have their housing agreement terminated and their activity may result in fines.
- ❖ *Illegal Drugs:* The use, possession or sale of illegal drugs or controlled substances is not permitted. Violation of this regulation will result in housing agreement termination and other disciplinary action. Violations will also be reported to the District of Columbia Metropolitan Police.
- ❖ *Reporting Maintenance:* Residents are responsible for reporting items that are in need of repair to the Information Desk, Residence Hall Office (RHO), or through the Facilities Work Order system. If residents do not report items in need of repair, they may be billed for those items when they check out.
- ❖ *Smoking:* Smoking is not permitted in any buildings on the CUA campus.

TRANSPORTATION

Metro Rail

Metro Rail runs weekdays from 5 am to midnight, and weekends 8 am to 3 am. There is a Metro Rail station adjacent to campus that provides service throughout the District of Columbia, Maryland and Virginia, including Union Station (Amtrak and MARC trains) and Reagan National Airport (via Yellow and Blue lines). For more information on Metro, call 202.637.7000. Detailed Information on Metro is available at www.wmata.com.

Taxi Cabs

Taxi Cabs do not frequently drive by the University. Faster service is guaranteed by calling ahead.

Diamond Cab 202.387.6200

Yellow Cab 202.544.1212

Super Shuttle 202.783.5656

Trains

Amtrak provides train service from Union Station. Tickets can be purchased in advance and departure/arrival schedules are available by calling 800.872.7245, or by visiting www.amtrak.com.

MARC Train

The Maryland Rail Commuter (MARC) Train departs from Union Station and offers weekly commuter service. For more information on scheduling and fares, please call 800.325.7245, or visit www.mtmaryland.com.

DIRECTIONS TO CATHOLIC UNIVERSITY

From Reagan National Airport

Take Metro Rail Blue or Yellow Line: By the Blue Line (Addison Road): transfer to the Red Line (Glenmont/Silver Spring) at Metro Center and continue to Brookland-CUA Station. By the Yellow Line (Mt. Vernon Square): transfer to the Red Line (Glenmont/Silver Spring) at Gallery Place-China Town and continue to the Brookland-CUA Station.

From Baltimore-Washington International Airport

From BWI, take Amtrak to Union Station. From BWI and Dulles, one can also take the shuttle to National Airport, then following the above Metro Rail directions. Or, take taxi or limousine service to one of several downtown hotels from which Metro service is available. Take the Red Line (Glenmont/Silver Spring) to Brookland-CUA Station.

From the Brookland/CUA Metro Stop

Exit Metro on the left, go up the escalator and campus will be on your left. Proceed up the hill. The Pryzbyla University Center will be at the top of the hill on the right behind the Crough Building that houses the School of Architecture.

By Car

From the North (I-95 South) After passing through the Fort McHenry Tunnel (Baltimore), take exit 52 Route 295 South, Baltimore/Washington Parkway. As you approach Washington, DC, take the Washington exit labeled West Route 50. As you approach Washington, Route 50 turns into New York Avenue. From New York Avenue, exit onto South Dakota Avenue. Drive to the sixth light (1.3 miles), and turn left onto Monroe Street. Drive to the ninth light (1.2 miles), and turn right onto 7th Street. Cross Michigan Avenue at the next light, turning diagonally left into campus through the brown traffic gates.

From the South (I-95 North) When I-95 intersects the Capital Beltway (Routes 495 & 395); take Route 395 until it ends at New York Avenue, where you must turn right. After the second light, bear right onto M Street (it is not clearly marked). At the second light, turn left onto North Capitol Street. Drive 1.4 miles and turn right onto Michigan Avenue. At the fifth light, turn left into campus through the brown traffic gates.

From the West (Route 66) Route 66 empties onto Constitution Avenue. Drive down Constitution Avenue until you pass 2nd Street. Immediately turn diagonally left onto Louisiana Avenue. At the fifth light, turn left onto North Capitol Street. Drive 2.1 miles and turn right onto Michigan Avenue. At the fifth light, turn left into campus through the brown traffic gates.

From the East (Route 50/John Hanson Highway) As you approach Washington, Route 50 turns into New York Avenue. From New York Avenue, exit onto South Dakota Avenue. Drive to the sixth light (1.3 miles), and turn left onto Monroe Street. Drive to the ninth light (1.2 miles), and turn right onto 7th Street. Cross Michigan Avenue at the next light, turning diagonally left into campus through the brown traffic gates.

From the Northwest (I-70 East) In Frederick, Md., take exit 53-Route 270 South to Washington. Exit onto Route 495 East (left exit)/ The Capital Beltway (left exit). Take exit 28-New Hampshire Avenue/Route 650 South (Takoma Park). Drive 4.5 miles and turn left onto North Capitol Street. After a sharp curve to the left and a sharp curve to the right, get into the left lane and follow the green directional sign for Providence Hospital. Turn left at the light onto Clermont and left at the light onto Harewood. Turn right at the next light, which continues to be Harewood. At the next light, turn left onto Michigan. At the third light, turn left into campus through the brown traffic gates.

Once on campus, the Pryzbyla University Center, the newest building on campus, is located in the middle of campus. Parking during check-in is located in the McMahon parking lot.