WELCOME
On behalf of the office of Conference Services at Manhattan College, we welcome you as our guest. This guide is designed to provide valuable information regarding our facilities and services and help orient you to our Riverdale campus. Please take a few minutes to review this booklet and feel free to contact us with any questions or assistance during your stay.

Sincerely,
Conference Services Team

De La Salle Hall | Room 105
Phone: 718-862-7415
conferences@manhattan.edu
manhattan.edu/conferenceservices

STAFFING
Our dedicated staff is here to assist you with all onsite needs during your stay. Below please find a listing of personnel who are committed to ensuring your stay here with us is memorable:

Terrance Sanders | Conference Coordinator
Phone: 718-862-7415
tsanders01@manhattan.edu

Michele Famularo | Assistant Director of Conference Services
Phone: 718-862-7579
michele.famularo@manhattan.edu

Kenneth Waldhof | Director of Business & Conference Services
Phone: 718-862-7362
kenneth.waldhof@manhattan.edu

IMPORTANT PHONE NUMBERS
Conference Services .............................................................. (718) 862-7415
Public Safety (non-emergency) ............................................. (718) 862-7500
Public Safety (emergency) ................................................... (718) 862-7333
Horan Hall Public Safety ....................................................... (718) 862-7389
Lee Hall Public Safety ......................................................... (718) 862-7386
Police/Ambulance/Fire ......................................................... 911

CHECK-IN AND CHECK-OUT
Guests are welcome to check-in between the hours of 4:00 p.m. – 8:00 p.m. on the date of arrival. The primary check-in location is in the lobby of your assigned residence hall. All guests are required to check-out between the hours of 8:00 a.m. – 11:00 a.m. on the date of departure. Upon check-out, guests are asked to dispose of all trash by placing it within our designated trash rooms, located centrally on each residence hall floor. Guests are additionally asked to double check that all personal property is collected prior to departure.

Requests for arrival and departure times beyond the scope of the standard hours must be communicated in advance and approved by the office of Conference Services.

JASPER CARD
All overnight guests are required to carry a Manhattan College assigned ID card during your stay on campus at all times, the Jasper Card. Your first and last name along with the name of your program is displayed on the front of the card. The cards advanced technology allows access into your assigned residence hall and entry into Locke’s Loft Dining Hall (if applicable). If your Jasper Card is lost, stolen or not working properly, please report this to your program director. A replacement fee of $10 per card will be applied to the program.

COMBINATION CODES
A two- to four-digit number will be issued for your use to gain entrance into your assigned residence hall suite/room for all residential buildings. If one of your numbers within your combination code is comprised of two digits (ex: 12), you must push in the #1 and #2 button at the same time to enter the number 12. Please contact your program director for any complications or to report an issue with suite/room entrance. DO NOT share your suite/room combination code. This is a private number and should remain confidential as it pertains directly to you and your roommate’s security and privacy.
ROOM CHANGES
Room changes can only be granted by the director of your program. Switching rooms and combination codes with another guest is not permitted.

RESIDENCE HALLS
Eight Floor Access
Access into Horan and Lee Hall is available through an entrance/exit on the eighth floor. Access will be granted from the hours of 7:00 a.m. – 12:00 a.m. (midnight) by swiping your Jasper Card at the posted card reader. Eighth-floor access will be denied after 12:00 a.m. (midnight) when all guests are required to enter/exit through the first floor lobby.

Lounges
Furnished lounges are located on each floor within Horan and Lee Halls with kitchenettes, study areas and flat-panel LCD TVs. The lounge in Jasper Hall is located on the first floor. Lounges may be reserved for your group for private use, otherwise they are public spaces.

Laundry
Free washer and dryer access is available on each floor of Horan and Lee Halls, first floor, and Jasper Hall, second floor. Recreational rooms may be reserved for your group for private use, otherwise they are public spaces.

Game Rooms
Recreational rooms with billiards and pingpong tables are located within Horan Hall, first floor, and Jasper Hall, second floor. Recreational rooms may be reserved for your group for private use, otherwise they are public spaces.

LOST AND FOUND
Lost property found on campus should be turned in to any public safety officer, located in the Kelly Commons.

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VENDING MACHINES
Vending machines are located throughout campus, including the residence halls. Specific locations include:

- Thomas Hall: 5th floor bridge entrance
- O'Malley Library: Outside the library entrance and Cyber Lounge
- Draddy Gymnasium: Perimeter of gym
- De La Salle Hall: 1st floor stairwell (lower level)
- Miguel Hall: 1st floor stairwell (lower level)
- Leo Hall: Lower level cafeteria/study room and 2nd floor entry (rear side)
- Raymond W. Kelly ’63 Student Commons: Marketplace/ATM area
- Jasper Hall: 2nd floor game room
- Horan Hall: 1st floor between elevators and game room
- Lee Residence Hall: 1st floor lobby area

Atm Locations
- Thomas Hall: 1st floor
- Horan Hall: 1st floor lobby
- Lee Hall: 1st floor lobby

Dining Services
Dining Services and Hours
Our main residence dining hall, Locke’s Loft, provides an all-you-can-eat, buffet-style dining offering a variety of hot and cold options.

Summer Conference Season: June 10 (dinner) – August 14 (dinner)

- Breakfast: 7:00 a.m. – 10:00 a.m.
- Lunch: 11:00 a.m. – 2:00 p.m.
- Dinner: 5:00 p.m. – 8:00 p.m.

- Starbucks – Raymond W. Kelly ’63 Student Commons
- Monday – Friday: 7:00 a.m. – 7:00 p.m.
- Saturday and Sunday: 10:00 a.m. – 7:00 p.m.

Library
The library is open to all guests as a center for study, reference and computer access.

Location: O’Malley Library: fifth floor (lobby kiosks), 506 (Electronic Commons), 410 (Electronic Classroom), and 206 (South Computer Lab)

Phone #: (718) 862-7166

Hours: Monday – Thursday: 8:30 a.m. – 9:30 p.m.
Friday: 8:30 a.m. – 4:00 p.m.
Saturday and Sunday: CLOSED

Meeting Facilities and Classrooms
Classrooms are located within De La Salle Hall, Miguel Hall, Hayden Hall and Leo Hall.

Frequently Used Meeting Facilities
Smith Auditorium: 400 Lecture Style
Hayden 100: 125 Lecture Style (Fixed Seating)
Alumni Room 100: 80 Lecture Style
Library Terrace: 30 Banquet Style
Cafe 1853: 50 Banquet Style
Chapel of De La Salle: 750 Lecture Style (Fixed Seating)
Draddy Gymnasium: 2,900 Stadium Seating
Quadangle: 500 Lecture Style (Open Grass)
Kelly Commons 4 A and B: 72 Banquet Style
Kelly Commons 5, A, B, C: 670 Lecture Style

Rental and Other Services Available
Office copy machine
Copy paper
Water cooler and or Keurig
Compact refrigerator
Compact safe
Seven Day Unlimited MetroCard
In-room bed preparation
In-room housekeeping service
Printing services (flyers, posters, booklets, etc.)

Pricing available upon request through the office of Conference Services.
BUILDINGS AND GROUNDS
Alumni Hall (7)
Christian Brothers Center (9)
De La Salle Hall (2)
Draddy Gymnasium (8)
Facilities & Maintenance (18)
Gaelic Park (17)
Hayden Hall (14)
Leo Hall (19)
Memorial Hall (1)
Miguel Hall (3)
O’Malley Library (13)
Raymond W. Kelly ’63 Student Commons (16)
Research & Learning Center (10)
Smith Auditorium (4)
Thomas Hall (12)

PARKING FACILITIES
Broadway Parking Garage (P5)
Draddy Gym Parking (P4)
Jasper Hall Parking (P3)
Leo Hall Parking (P9)
Lower Forecourt (P5)
Research & Learning Parking (P10)
West 238th Street Parking (P8)
West 240th Street Parking (P7)

RESIDENCE HALLS
Chrysostom Hall (6)
Lee Hall (11)
Horan Hall (10)
Jasper Hall (5)
Overlook Manor (15)

CAMPUS MAP

MANHATTAN COLLEGE BOOKSTORE
The Manhattan College Bookstore is operated by Barnes & Noble.
Location: Kelly Commons, second floor
Phone #: (718) 862-3471
Hours: Monday – Thursday ........................................ 10:00 a.m. – 4:00 p.m.
Friday ............................................................. 10:00 a.m. – 3:00 p.m.
Saturday and Sunday ........................................ CLOSED

INTERNET ACCESS
JasperNet Wi-Fi is available across campus, including within the residence halls
at no charge. JasperNet simply appears within your network settings, and no
password is required.

PARKING
Parking is available through the office of Conference Services, which will require a
short-term or long-term parking pass for the duration of your conference. All guest
parking is located within the parking garage located on Manhattan College Parkway.

MAIL SERVICES
Guests may receive mail during your stay; your mailing address is as follows:
Guest First and Last Name
Group/Conference Name
ATTN: Conference Services
4513 Manhattan College Parkway
Riverdale, NY 10471
Location: Horan Hall, first Floor
Phone #: (718) 862-7298
Hours: Monday – Thursday ........................................ 8:30 a.m. – 4:30 p.m.
Friday – Sunday ............................................. CLOSED

PRINT SHOP
The Manhattan College print shop will be open for photocopying and printing
services for our summer clients. Print shop requests can be made through the
office of Conference Services located in De La Salle Hall, room 105. Pricing is
available upon request.
Guest Conduct and Housing Policies

Drugs and Alcohol
Manhattan College guests are expected to comply with alcohol laws of New York state, especially as they relate to underage drinking. Under current New York state law, individuals under 21 years of age may not possess or consume alcoholic beverages, nor may individuals over 21 years of age furnish alcoholic beverages to those less than 21 years of age.

Below please find a list of the Manhattan College regulations regarding alcohol and campus facilities:

- All guests present in private residence hall rooms where alcoholic beverages are being consumed must be 21 years old.
- Possession or use of alcohol serving equipment, including but not limited to beer pong tables, beer ball containers, kegs, taps, funnels and bars, is prohibited.
- Drinking games are prohibited.
- Any quantity of alcoholic beverages (e.g., beer, wine, liquor) brought into a residence hall that, in the judgment of College personnel/staff, may cause injury or harm will be confiscated and disposed of without reimbursement.
- Guests may not bring alcoholic beverages into any unauthorized areas.
- Being in a state of intoxication is a violation of the Manhattan College Code of Conduct.

Smoking
Smoking is prohibited in all Manhattan College facilities, enclosed workplace areas and residence halls. This includes all offices, work spaces, common work areas, overnight accommodations, auditoriums, classrooms, conference and meeting rooms, elevators, hallways, medical facilities, cafeterias, employee lounges, staircases, parking garages, restrooms and all other enclosed areas in the workplace.

Smoking is also prohibited in any outdoor event with seating and within 25 feet of any building entrance or ventilation system.

Suite Doors, Furniture and Equipment
DO NOT leave suite doors open, unattended or propped open as this pertains directly to you and your roommate's security and privacy. Furniture from the residence halls may not be removed, reconfigured or damaged. This includes and is not limited to mattresses, bed frames and desks. Room windows MUST be closed while the AC units are in use to avoid equipment damage or possible condensation.

Quiet Hours
Courtesy hours are in effect 24 hours a day, 7 days a week. This means that music, conversation and all other noise should be respectful of community living. Quiet hours are from Sunday through Monday, 11:00 p.m. to 8:00 a.m.

Violations and Damages
Replacement of Jasper Card $10 per card
Change Access Code or Key Replacement $50 per item
Damages or Removal of Campus Property $300 per incident + cost of repair/replace
Violations of Campus Policies $500 per incident

Security, Emergencies and Fire Safety
Public Safety
Manhattan College's Public Safety office provides a safe and secure environment for the entire campus community. They are available to provide assistance and emergency response 24 hours a day, 7 days a week for all students, staff, visitors and guests. Officers and supervisors conduct foot and vehicle campus patrols during three tours throughout the day and night. Their 24/7 main security booth is located at the main gate of the campus, which is home to their main call center (718) 862-7500. For emergencies ONLY, please call (718) 862-7333 or 911.

Fire Safety
Fire poses a serious risk to everyone on campus, and fire safety equipment, such as smoke detectors, fire extinguishers, fire alarm pull boxes and emergency routing signs, are installed in each College facility and residence hall for your protection. Tampering with or misusing any fire safety device, jeopardizes your safety and the safety of others and will result in consequences. Actions considered a violation of fire safety regulations include, but are not limited to:

- Tampering with fire alarms, fire extinguishers, fire doors, sprinklers, etc.
- Smoking indoors
- Disposing of lit tobacco products in trash receptacles
- Starting or maintaining any open flame in unauthorized College spaces (i.e. residence halls, library, classroom, etc.)
- Blocking or locking fire exits
- Propping doors open
- Lighting of candles or other devices inside residence halls or other buildings
## MEDICAL FACILITIES

- Allen Pavilion New York–Presbyterian
  - 5141 Broadway, NY, NY
  - (212) 932-4000
- St. Joseph’s Medical Center
  - 27 S. Broadway, Yonkers, NY
  - (914) 378-7000
- Riverdale Family Practice
  - 3050 Corlear Ave, Bronx, NY
  - (718) 543-2700

## LOCAL RESTAURANTS

- Broadway Joe's Pizza
  - 5985 Broadway, Bronx, NY
  - (718) 796-0376
- Dunkin Donuts
  - 5987 Broadway, Bronx, NY
  - (347) 606-1952
- Lee's 2 Chinese Kitchen
  - 5979 Broadway, Bronx, NY
  - (718) 543-3811
- Planet Wings
  - 5981 Broadway, Bronx, NY
  - (718) 884-9464
- Short Stop Restaurant
  - 5977 Broadway, Bronx, NY
  - (718) 601-0234
- Goodfellas Pizza
  - 3661 Waldo Avenue, Bronx, NY
  - (718) 796-4747
- Jasper Deli
  - 434 W. 238th St., Bronx, NY
  - (718) 581-2590
- New Riverdale Gourmet Deli
  - 452 W. 238th St., Bronx, NY
  - (718) 884-7044
- Best Deli & Grill
  - 201-203 W. 242nd St., Bronx, NY
  - (929) 243-3333

## DRUG STORES

- Rite Aid
  - 5825 Broadway, Bronx, NY
  - (347) 606-1952
- CVS
  - 565 West 235th Street, Bronx, NY
  - (718) 543-2007
- Walgreens
  - 5564 Broadway, Bronx, NY
  - (718) 548-5884

## GROCERIES AND HOME GOODS

- Stop & Shop
  - 5716 Broadway, Bronx, NY
  - (718) 548-3344
- Garden Gourmet Market
  - 5665 Broadway, Bronx, NY
  - (718) 796-4209
- Target
  - 40 West 225th Street #50 Bronx, NY
  - (718) 733-7199

## NEIGHBORHOOD HOUSES OF WORSHIP

### Episcopal
- Christ Church Riverdale
  - 5030 Henry Hudson Pkwy., Bronx, NY
  - (718) 543-1011

### Jewish
- Riverdale Temple
  - 4545 Independence Ave., Bronx, NY
  - (718) 548-1850

### Presbyterian
- Riverdale Presbyterian Church
  - 4765 Henry Hudson Pkwy., Bronx, NY
  - (718) 796-5560

### Roman Catholic
- St. John’s
  - 3143 Kingsbridge Ave., Bronx, NY
  - (718) 548-1221

## TRANSPORTATION

### Subways and Buses
The nearest public transportation is the NYC MTA No. 1 subway line, which extends to lower Manhattan. MTA MetroCards may be purchased in advance for groups through our Conference Services office. The Campus Bookstore also sells MetroCards for individual purchase, and they are available at each station platform. MTA buses also run along Broadway, just down the hill from campus and near the 242nd Street subway station. Bus routes near the College are the 7, 10 and 24, all of which stop at West 239th Street and Riverdale Avenue.

## TAXI AND CAR SERVICES

- Silver Star Limousine
  - (914) 476-3311
- Target Taxi Service
  - (718) 796-6900
- NY Finest
  - (347) 820-7484