



MANHATTAN  
COLLEGE

Conference Services

# WELCOME BOOKLET



## 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

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### 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  
tsanderso1@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.

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.

Laundry

Free washer and dryer access is available on each floor of Horan and Lee Halls and in the basement of Jasper Hall. Guests are required to provide their own detergent, which is available for purchase at the Manhattan College Bookstore, located in the Kelly Commons.

LOST AND FOUND

Any lost property found on campus should be turned in to any public safety officer, or the Public Safety office. Found or recovered items will be recorded and stored within the office of Public Safety. To report a lost or stolen item, please call or visit:

**Location:** Public Safety: Jasper Hall, first floor *(left-side entrance)*

**Phone #:** (718) 862-7240

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

ATM LOCATIONS

**Thomas Hall:** 1st floor

**Horan Hall:** 1st floor lobby

**Kelly Commons:** 1st floor Marketplace

**Lee Hall:** 1st floor lobby

VENDING MACHINES

Vending machines are located all 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

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)

**Locke's Loft Dining Hall:** Seven days a week, including holidays

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.

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 .....	127 Lecture Style <i>(Fixed Seating)</i>
Alumni Room 100 .....	80 Lecture Style
Library Terrace .....	30 Banquet Style
Café 1853 Atrium.....	50 Banquet Style
Chapel of De La Salle .....	750 Lecture Style <i>(Fixed Seating)</i>
Draddy Gymnasium .....	2,300 Stadium Seating
Quadrangle .....	500 Lecture Style <i>(Open Grass)</i>
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.*

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

## 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 (20)  
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 (P2)  
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) 862-7471

**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
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### Jewish

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

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

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



# MANHATTAN COLLEGE

4513 Manhattan College Parkway  
Riverdale, New York 10471  
[manhattan.edu](http://manhattan.edu) | 718-862-8000

