TEMPLE UNIVERSITY
CONFERENCE SERVICES

PLAN OF OPERATIONS
2015
WELCOME TO TEMPLE UNIVERSITY!

Thank you for selecting Temple University’s Conference Services to host your summer conference or camp! Located just minutes away from Center City Philadelphia and the central business district, Temple University provides a great location and environment to cater to your conferencing needs. Temple University provides you with an abundance of conference areas located on our beautiful campus such as the Howard Gittis Student Center, Tuttleman Learning Center and the newly renovated Baptist Temple.

With our convenient location, our on-campus housing accommodations, and the latest in conference technologies, Temple University is the ideal conference location in the Philadelphia area. Use this step-by-step guide as your one-stop-shop resource to plan and schedule your conference, event, and housing accommodations with us.

We look forward to seeing you on Campus!

The rules and regulations contained in this manual are a binding part of the Contract Agreement between Temple University and you, our client (referred to as the client, or Sponsoring Organization). This document cannot be altered in any way without a written agreement signed by Temple University.
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CONFERENCE SERVICES OVERVIEW

Thank you for selecting Temple University’s Conference Services to host your event! Now that you are ready to start planning, let us give you an overview of who we are and what we do.

Conference Services offers summer housing accommodations at rates lower than the average hotel. We boast more than 836,000 sq. ft. of living space and multiple meeting rooms within each Residence Hall plus additional meeting space located across campus. With catering service and meal plans provided exclusively by Sodexo, Temple University is a one-stop-shop for all of your conference needs.

Enclosed you will find everything you need to know about Temple University’s Conference Services. This Plan of Operations includes guidelines and tools to produce your event. Planning your event is as easy as calling or emailing our office for a quote.

We are conveniently located at 1910 Liacouras Walk in the heart of Temple’s Campus.

CONTACT INFORMATION:

Address: 1910 Liacouras Walk
           Suite 300
           Philadelphia PA, 19122

Phone: 215-204-7944
       215-204-3828

Email: tuf30821@temple.edu

You can visit us on-line at housing.temple.edu/resources-and-services/conference-services

Or, take a Virtual Tour of our residence halls at newspin360.com/tour/pa/philadelphia/templeuniversity/housing
SEPTA ROUTES

Temple University is a convenient stop on many local public transportation routes so getting to campus is easy!

BROAD STREET SUBWAY:
All local Broad Street subway trains stop at Cecil B. Moore Station (Broad and Cecil B. Moore Avenue).

BY SEPTA BUS:
- The “4” and “16” buses stop on Broad Street at Cecil B. Moore Avenue, Montgomery Avenue, Polett Walk and Norris Street.
- The “23” bus stops on 12th Street (southbound) and 11th Street (northbound) at Polett Walk, Montgomery Avenue and Cecil B. Moore Avenue.

SEPTA REGIONAL HIGH-SPEED LINES:
All lines stop at Temple University Station, located at 10th and Berks Streets.

SEPTA REGIONAL HIGH SPEED LINES:
All lines stop at Temple University Station, 10th and Berks Street.

BROAD STREET SUBWAY:
All local trains stop at Cecil B. Moore Station (Broad Street and Cecil B. Moore Avenue).

“C” BUS:
Stops on Broad Street at Cecil B. Moore Avenue, Montgomery Avenue, Berks Mall, and Norris Street.

“3” BUS:
Stops on Cecil B. Moore Avenue from 11th Street to Broad Street.

“23” BUS:
Stops on 12th Street (Southbound) and 11th Street (northbound) at Berks Mall, Montgomery Avenue, and Cecil B. Moore Avenue.

For more information, please visit SEPTA's website at www.septa.org

DRIVING DIRECTIONS

FROM THE PENNSYLVANIA TURNPIKE:
- Take Exit 326 (Philadelphia/Valley Forge).
- Follow I-76 East (Schuylkill Expy.) approx. 18 miles to Exit 344 (Central Philadelphia/I-676) Note: Exit is on left.
- Follow I-676 approximately 1 mile to Central Phila./Broad Street exit.
- Take Broad Street exit (stay to left).
- In one block go left onto Broad Street.
- Follow Broad Street to Cecil B. Moore (approx. 2 miles).*
- Turn right onto Cecil B. Moore and right again onto Park Ave.
- Visitors Parking Lot 3 entrance is on right.
- You may also park at the Liacouras Center Parking Garage, located at 15th Street and Montgomery Avenue.

FROM THE NEW JERSEY TURNPIKE:
- Take Exit 4 to route 73 North. Approx. 1 mile to Route 38 West.
- Follow for 51/2 miles to Benjamin Franklin Bridge.
- Take I-676 West to Broad Street exit.
- Follow above directions from Broad Street exit*.

FROM I-95 SOUTH:
- Take Exit 22 (Central Philadelphia/I-676).
- Note: left lane exit. I-676 West to Broad Street exit.
- Follow above directions from Broad Street exit*.

FROM I-95 NORTH:
- Take Exit 22 (Central Philadelphia/I-676).
- Follow Central Philadelphia signs to Broad Street exit.
- At next intersection (Vine Street) turn left. In one block, turn left onto Broad Street.
- Follow Broad Street to Cecil B. Moore (approx. 2 miles).
- Turn right onto Cecil B. Moore and right again onto Park Ave.
- Visitors Parking Lot 3 is on right.
- You may also park at the Liacouras Center Parking Garage, located at 15th Street and Montgomery Avenue.

FROM THE NORTHEAST EXTENSION PENNSYLVANIA TURNPIKE:
- Take Exit 20 to I-476 South to I-76.
- Exit at I-76 East (approx. 5 miles).
- Take I-76 East approx. 15 miles to Exit 344 (Central Philadelphia/I-676)
- Note: Exit is on left.
- Follow directions from I-676 above.

FROM I-95 SOUTH:
- Take Exit 22 (Central Philadelphia/I-676).
- Note: left lane exit. I-676 West to Broad Street exit.
- Follow above directions from Broad Street exit*.
PARKING LOTS AND GARAGES

15TH STREET LOT
1855 N. 15th Street
Philadelphia, PA 19122

CECIL B. MOORE LOT
1223 Cecil B. Moore Ave.
Philadelphia, PA 19122

DIAMOND STREET LOT
1140 W. Diamond Street
Philadelphia, PA 19122

LIACOURAS GARAGE
1710 N. 15th Street
Philadelphia, PA 19122

MORGAN HALL GARAGE
1601 N. Park Ave
Philadelphia, PA 19122

TEMPLE TOWERS LOT
1651 N. 13th Street
Philadelphia, PA 19122

TUTTLEMAN LOT
1205 W. Montgomery Ave
Philadelphia, PA 19122

TYLER LOT
1220 W. Diamond Street
Philadelphia, PA 19122
CODE OF CONDUCT

Temple University strictly enforces the TU Code of Conduct.

COMPLIANCE WITH TEMPLE POLICIES:
In the event the Sponsoring Organization, or any attendee or invitee of the Sponsoring Organization, breaches any of the terms or conditions of this Agreement, any Temple policy, or any federal, state or local law, rule or regulation, Temple may immediately terminate the Agreement and Sponsoring Organization and all persons associated therewith must immediately vacate the Conference Housing.

Temple may terminate this Agreement for any reason it believes is in the best interest of Temple and other members of the campus community, including without limitation:

a. Sale, use or possession of illegal drugs.
b. Possession of firearms, weapons, ammunition, fireworks or explosives on campus.
c. Misuse, abuse, theft or destruction of Temple property.
d. General behavior within Conference housing that is indicative that the participant is not able to meet the requirements of group living.
e. Behavior dangerous to the participant, third persons or property.
f. Failure to maintain proper supervision of minors.

* The Sponsoring Organization agrees to report any crime that occurs in its occupied space by calling Campus Safety at 215-204-1234.

NO SMOKING: In the interest of protecting the health and well-being of the entire Temple community, Temple is committed to providing a smoke-free environment for all students, clients, faculty, administrators, staff and visitors. Smoking is not permitted whatsoever within any Temple building, including all areas of all residence facilities. This policy will be enforced according to established Temple policies and procedures.

NO FIREARMS: Sponsoring Organization shall prohibit its participants from possessing firearms on Temple property. Any person found in possession of a firearm anywhere on Temple’s campus or facilities will be in violation of their Summer Conference Agreement and such person’s right to occupy Temple’s facilities will be immediately revoked.
RESIDENCE HALLS
Temple University has nine Residence Halls available during the summer conference season. Residence Halls offer traditional, suite style, and apartment style accommodations, plus lounges and meeting room space for up to 70 guests.

<table>
<thead>
<tr>
<th></th>
<th>Morgan Hall (North)</th>
<th>Morgan Hall (South)</th>
<th>1300 Hall</th>
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<tbody>
<tr>
<td>Total Bed Spaces</td>
<td>588</td>
<td>645</td>
<td>997</td>
</tr>
<tr>
<td>Public Kitchens</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Lounges</td>
<td>13</td>
<td>10</td>
<td>9</td>
</tr>
<tr>
<td>Meeting Rooms (Large)</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Meeting Rooms (Small)</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>ADA Bed Spaces</td>
<td>57</td>
<td>54</td>
<td>16</td>
</tr>
</tbody>
</table>

* kitchens available in each apartment

<table>
<thead>
<tr>
<th></th>
<th>Temple Towers</th>
<th>Johnson Hall</th>
<th>Hardwick Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Bed Spaces</td>
<td>593</td>
<td>472</td>
<td>480</td>
</tr>
<tr>
<td>Public Kitchens</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Lounges</td>
<td>11</td>
<td>3*</td>
<td>3*</td>
</tr>
<tr>
<td>Meeting Rooms (Large)</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Meeting Rooms (Small)</td>
<td>3</td>
<td>0</td>
<td>2 (basement)</td>
</tr>
<tr>
<td>ADA Bed Spaces</td>
<td>12</td>
<td>0</td>
<td>0</td>
</tr>
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* plus 1 shared basement space

<table>
<thead>
<tr>
<th></th>
<th>1940 Hall</th>
<th>White Hall</th>
<th>Peabody Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Bed Spaces</td>
<td>465</td>
<td>555</td>
<td>286</td>
</tr>
<tr>
<td>Public Kitchens</td>
<td>1*</td>
<td>1</td>
<td>1*</td>
</tr>
<tr>
<td>Lounges</td>
<td>12</td>
<td>19</td>
<td>6</td>
</tr>
<tr>
<td>Meeting Rooms (Large)</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Meeting Rooms (Small)</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>ADA Bed Spaces</td>
<td>50</td>
<td>56</td>
<td>2</td>
</tr>
</tbody>
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* plus 1 small kitchenette on each floor

FLOOR PLANS
Floor plans for both Residence Hall floors and rooms are available online at [housing.temple.edu](http://housing.temple.edu).
Virtual Tours are a great way to see our Residence Halls up close and personal before event stepping on campus, they can be found at [newspin360.com/tour/pa/philadelphia/templeuniversity/housing](http://newspin360.com/tour/pa/philadelphia/templeuniversity/housing)

EXAMPLES OF ROOM FLOOR PLANS TO HELP YOU DECIDE:

Traditional Style Room
Example: Peabody Hall

Suite Style Room
Example: 1940 Hall

Apartment
Example: Morgan North

RATES
Rates vary depending on the building, type of room accommodation, and occupancy. For a rate quote, please contact the Conference Coordinator at 215-204-7944, 215-204-3828, or tuf30821@temple.edu.
ADA ACCOMMODATIONS

Most of the Residence Halls on campus are equipped with ADA compliant accommodations. Residence Halls on campus that **do not** have ADA Accommodations include Johnson Hall and Hardwick Hall.

ADA ACCOMMODATIONS SPACES AVAILABLE ON CAMPUS INCLUDE:
- Single and double wheelchair accessible rooms
- ADA compliant accessible bathrooms w/grab bars
- Roll-in showers with chair and/or bench
- Key-less entry door systems in designated rooms
- Rooms with kitchen facilities
- Rooms equipped with strobe light for hearing impaired
- Single rooms to accommodate personal care attendant services
- Emergency call buttons in designated areas
- Use of approved durable medical equipment

For information regarding Service Animals please visit:
[www.temple.edu/studentaffairs/disability](http://www.temple.edu/studentaffairs/disability)

Please contact the Conference Coordinator to discuss your ADA accommodation needs.

Phone: 215-204-7944
215-204-3828
Email: tuf30821@temple.edu
PLANNING YOUR EVENT
CONTRACT AGREEMENT

The Temple University Conference Services Contract Agreement must be completed to reserve your overnight accommodations. The contract agreement asks for specific information about your event such as the number of attendees you will have, occupancy style of the rooms you need, meal plans, linen rentals, method of payment, and basic information you need to know about staying on campus.

Contract Agreements must be processed through several Temple University Departments prior to your arrival on campus. In order to be compliant and to be sure that you have properly reserved your housing accommodations, the Contract Agreement must be signed by you, the client, and returned to the Office of Conference Services at least 4 weeks prior to your event move-in date.

Please note that without a signed Contract Agreement, the Office of Conference Services cannot move forward in the planning process to reserve your overnight accommodations and event requirements.

CERTIFICATE OF LIABILITY INSURANCE

Non-Temple organizations must provide a Certificate of Liability Insurance. At all times during Sponsoring Organization’s event, you, the Sponsoring Organization must have and maintain at your own expense general liability insurance in an amount no less than $1 million per occurrence, $2 million general aggregate. Upon execution of this agreement, Sponsoring Organization must provide to Temple a certificate of insurance reflecting such coverage, and naming Temple University - Of The Commonwealth System of Higher Education, its trustees, officers, employees and agents as additional insured. The insurance policy may not exclude coverage for sexual assault/sexual molestation.

Uninsured organizations may purchase coverage for the date(s) of their event through the Tennant User Liability Insurance Program (TULIP) tulip.ajgrms.com/. However, insurance coverage must be in place prior to an outside organization/group’s use of University facilities. Insurance certificates are required to be submitted to the Office of Conference Services at tuf30821@temple.edu no later than three weeks prior to your event move-in date.

The University reserves the right to require higher limits from a contractor or vendor for a particular project or event due to the nature of the event/project, venue or anticipated number of attendees.

Please contact the Office of Conference Services at 215-204-7944 or 215-204-3828 for further information.

If you have further questions, please contact Risk Management & Insurance at 215-204-8523.

EVENT AGENDA

Your event agenda is one of the most important pieces of the planning process. Your event agenda tells our office everything we need to know about your event move-in through move-out on campus. This document can be a simple WORD or EXCEL Spreadsheet listing the following information:

A. Move-In Date and Time
   - If several move-in dates are required, please include all move-in dates and time, plus the number and names of guests moving in on each date.

B. Registration Location, Date, and Time
   - Be sure to include the number of tables and chairs needed for registration.

C. Meal Agenda
   - Include dining hall locations, meal times for breakfast, lunch, dinner, and brunch, and attendee capacity.

D. Delivery Schedule

E. Meeting Room Needs
   - Include the dates, times, locations, room seating requests, A/V needs, and attendee capacity for each meeting room.

F. Special Event Requests
   - Such as opening and closing ceremonies, banquets, and general sessions.

G. Move-Out Date and Time

Your event agenda must be submitted to the Office of Conference Services at tuf30821@temple.edu no later than three weeks prior to your event move-in date.

GUEST LIST

Aside from your event agenda, your event guest list is a critical piece of the planning process. This list allows us to create room assignments, assign building access cards, meal plans, and provide WIFI usernames and passwords. Your guest list must include the names of ALL guests including but not limited to chaperons, staff, minors, and guests who may not need housing accommodations but need access to the Residence Halls and dining facilities.

Please provide the age and gender of each attendee on your list as well as an email address and contact phone number. Please remember that a minor is anyone under the age of 17. For more information with regards to our Minors Policy please refer to section on minors in the Plan of Operations. It is always best if your guest list has pre-assigned roommates but our team can certainly do that for you. Once we receive your list, our office will assign a room to each person and promptly return the completed list to you. Should your guest require a room change, please let us know. Your guest list must be sent at least two weeks prior to your event move-in date to the Office of Conference Services at tuf30821@temple.edu.
DELIVERIES

Event supplies can be delivered to the Residence Hall your event is residing in. Please remember when planning your event to reserve a space for these items to be stored behind a locked door. Also, make sure that the Office of Conference Services is aware of all delivery items, times, and the type of truck that will be delivering your materials. Delivery dates, time, and locations must be included in your event agenda.

RESIDENCE HALL DOCK LOCATIONS:

1300: on 1300 block of Oxford Street, north side of the street.
Morgan: on the 1600 N block of Park Ave, west side of the street.

Note: 1300 Residence Hall and Morgan Residence Hall are the only buildings with actual receiving docks.

DELIVERIES TO OTHER BUILDINGS:

White Hall: trucks may enter the service yard from 2000 block of North Carlisle
Johnson and Hardwick Halls: trucks may access the service lot from the 1300 block of Diamond

1940 Residence Hall: trucks may access the service bay from Beasley Walk (Service Drive)

Peabody Hall and Temple Towers have no off street delivery area.

TELECOMMUNICATIONS AND INTERNET

Temple’s Residence Halls have two wireless networks available for conference groups, TUSecure and TUGuest Wireless.

TUGuest Wireless is a free service that guests can use for up to 24 hours. Although this service is available it can be spotty in some locations across campus. If your guests absolutely need access to the Internet while on campus, we strongly suggest using the TUSecure connection at $50.00 per person. This rate covers Internet usage for the duration of their stay and allows for instant, uninterrupted connectivity.

GETTING CONNECTED TO TUGUEST WIRELESS

If you are visiting Temple University or the Temple University Health System, you can register for free wireless network access using the TUGuestwireless network. Once you are registered and receive your password, you can then log in to the TUSecurewireless network for up to 24-hours. If you need additional time, you can simply re-register.

NOTE: You will need to have your cell phone with you when registering. A cell phone is needed because your pre-assigned password will be sent to your cell phone as a text message.

REGISTERING FOR GUEST WIRELESS ACCESS

To register for wireless Internet access please email your guest list and connectivity requirements to tuf30821@temple.edu so an access ID and password can be created for each of your guests.

For help with connectivity issues please contact the Help Desk at help@temple.edu or call 215-204-8000

For more information about the Help Desk please visit computerservices.temple.edu/technical-support
Temple University has an abundance of meeting space located across campus. Reservable rooms are available within the residence halls on a first come first serve basis. While some of these spaces offer limited technical support, should your event require larger meeting accommodations and audio visual, the Student Center is an excellent place to hold your meeting, event or program. They will provide you and your group with outstanding rooms, services and event management.

For more information about meeting room reservations within the residence hall please contact the Office of Conference Services at:
215-204-7944 or 215-204-3828

NON-TEMPLE ORGANIZATIONS interested in using Student Center or associated spaces may contact the Conferences & Reservations office at:
215-204-7131

GROUPS interested in using general Temple space should contact the Community Relations Office at:
215-204-7913

UNIVERSITY FACULTY OR STAFF wishing to reserve space for personal use should contact our office at:
215-204-7131.

TEMPLE UNIVERSITY DEPARTMENTS may reserve space through the Reservations Office in the Student Center for the following locations:
1. Student Center North and South
2. The Underground
3. Mitten Hall Great Court & Room 250 (for programs after 5:00PM)
4. Mitten Hall Owl Cove
5. Bell Tower
6. Liacouras Walk
7. Founder’s Garden

Requests for space can be submitted by using the Student Center’s online reservations system at: prd-hgsc.ocis.temple.edu/VirtualEms/Default.aspx

Requests are typically processed in 2 business days. All requests for space are processed in the order they are submitted and no same day requests are accepted via the web.

DEPARTMENTS/SCHOOLS/COLLEGES who are interested in requesting academic space (Tuttleman, Barton Hall, Ritter Hall, etc.), must contact the University Scheduling Office. Reservation forms for these areas may be found at: www.temple.edu/spacemanagement/scheduling_events.html.
USE OF UNIVERSITY FACILITIES BY EXTERNAL GROUPS

It is the policy of Temple University to make its facilities available to appropriate external groups, but because the University already has one of the highest plant utilization rates in the nation, there are limitations upon the extent to which the facilities of the institution can be made available for use by external groups.

A. GROUPS
Appropriate groups are those which constitute a tax exempt organization governed by a charter or by-laws, or by a similar set of formal rules and regulations by which leadership responsibility is determined, except that in the case of groups based in the neighborhood of any of the four campuses (Broad and Montgomery, Health Sciences, Ambler and Tyler), this requirement may be waived by the administrator of this policy where other evidence of organizational responsibility is established. Appropriate groups include all those whose purposes are primarily educational, professional, philanthropic, civic, and community in nature; not included are those whose organizational purpose or activity is primarily of a political, fraternal, or proprietary nature, within the ordinary and generally accepted meaning of these terms. The programs contemplated must be educational in design and purpose. Moreover, as to the appropriateness of a specific group, the University reserves the right, in the due exercise of its discretion and judgment, to deny the use of its facilities where there is reasonable doubt that the safety of University personnel, the surety of University buildings and grounds, or the safety and security of the immediate neighborhood can be assured.

B. FACILITIES AVAILABLE
Facilities on all campuses (Broad and Montgomery, Health Sciences Center, Ambler and Tyler) and Temple Stadium may be made available, including classrooms, conference rooms and auditorium, but not including offices or special purpose facilities except as noted below.

C. SPECIAL CONSIDERATIONS
The use of facilities such as the Temple Stadium, Tomlinson Theater, Ritter Hall Auditorium, South Hall, McGonigle Hall, Paley Library and special purpose rooms and facilities will be subject to constraints imposed by Deans and Directors. At Temple Stadium, no activities except athletic events will be permitted within the fenced area, except for the one Fourth of July event sponsored by the West Oak Lane Coordinating Committee, an event which has been held for several years. Requests will not be honored for facilities to be used for fund-raising activities, directly or indirectly, for purely social events, and dances. Requests for the use of dormitory spaces for overnight accommodation will not be honored unless it is established to the satisfaction of the Administrator that such accommodations are necessary and incidental to a meeting or conference of an educational character.

D. PROCEDURE
Requests for the use of facilities on any of the above four campuses, by whomever received, must be referred to the office of the Vice President, University Relations. That office, in accordance with the guidelines of this policy: will determine the appropriateness of a given request; will, in the case of a request viewed favorably and where the request concerns only the Broad and Montgomery Campus, ascertain from the office of the Vice President, Financial Affairs, the availability of the space requested; and will, after proper execution of required forms, issue the appropriate certification of permission to use the given facility for the purpose designated. (In connection with the above procedure, it is expected that the Office of University Relations will so administer this policy that appropriate designees at the Ambler, Tyler and Health Sciences campuses are empowered to act on behalf of the Office in the receipt and processing of requests for use of facilities, provided that on all campuses, the Office of University Relations will make the final determination in all matters relating to the application or interpretation of the policy guidelines contained herein.)

E. PAYMENT FOR COSTS INCURRED
All groups covered by this policy seeking to use University facilities must agree to pay for the University's costs related to the use of facilities such as maid service, safety officers, set-up and clean-up, sound equipment, and insurance satisfactory to the University.
FRONT DESK HOURS OF OPERATION

Each Residence Hall Front Desk is staffed from 8 a.m. to 7 p.m. Should you or your guest need assistance outside of normal front desk hours, each building has an on-call staff that can be reached by phone. The phone number for on-call staff is listed at the front desk of each building and on the first page of your guest check-in guide.

KEYS AND ACCESS CARDS

The key and access card you receive corresponds with your individual bedroom/suite. If you have been locked out of your room, please contact your building’s front desk for assistance. Should your guest need a replacement please have them contact the front desk during service hours: Monday-Friday 8:00 a.m. – 7:00 p.m.

Outside of Office hours please contact the Conference Assistant on Duty. The duty phone number is listed at the front desk of each building.

Keys and access cards are assigned based on the guest list you provide. As your guests check-in at the front desk of their building they will be presented with a guest check-in guidebook containing their room access card and key. This back of the guidebook will contain a sealable envelope for your guests’ key and access card that must be returned to the front desk at check-out.

Should your guest lose their key or access card, there is a charge of $25.00 for lost access cards and $100 for lost keys that will be added to your final event invoice.

WHAT TO PACK

Guests staying long term are encouraged to bring supplies to make their stay more comfortable.

Residence Halls DO NOT include the following items:
• Alarm clocks
• Computer
• Hangers
• Iron and ironing board
• Daily maid/custodial service
• Telephone (Phones can be ordered at an additional cost)
• Television (Morgan Hall and apartments in 1300 Hall are equipped with televisions)
• Additional lighting/lamps (Each room is affixed with one ceiling/wall lighting fixture)
• Trashcans/trash bags (Available in common areas)
• Linen/Pillows/Towels (Linen Packets are available at an additional cost)

LAUNDRY

Laundry facilities are located in each Residence Hall. All prices are $1.50 for washer and $1.50 dryer. Quarters and Diamond Dollars are the only acceptable forms of payment for each.

<table>
<thead>
<tr>
<th>RESIDENCE HALL LAUNDRY ROOM LOCATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peabody Hall</td>
</tr>
<tr>
<td>Community laundry room located on each of the four</td>
</tr>
<tr>
<td>floors.</td>
</tr>
<tr>
<td>Johnson and Hardwick Halls</td>
</tr>
<tr>
<td>Community laundry rooms are located on even numbered</td>
</tr>
<tr>
<td>floors.</td>
</tr>
<tr>
<td>1300 Residence Hall</td>
</tr>
<tr>
<td>Community laundry rooms are on every floor behind</td>
</tr>
<tr>
<td>elevators 1 and 2. However the first floor laundry</td>
</tr>
<tr>
<td>room is located at a different location.</td>
</tr>
<tr>
<td>1940 Residence Hall</td>
</tr>
<tr>
<td>Community laundry rooms are located on each floor by</td>
</tr>
<tr>
<td>the elevators.</td>
</tr>
<tr>
<td>James S. White Hall</td>
</tr>
<tr>
<td>Community laundry rooms are located on floors 2</td>
</tr>
<tr>
<td>through 4.</td>
</tr>
<tr>
<td>Temple Towers</td>
</tr>
<tr>
<td>Community laundry rooms are located on the east and</td>
</tr>
<tr>
<td>west side of each floor (one through six) except 1</td>
</tr>
<tr>
<td>west.</td>
</tr>
<tr>
<td>Morgan Hall North</td>
</tr>
<tr>
<td>On floors 3 through 26 where the residents live,</td>
</tr>
<tr>
<td>laundry rooms are located on the odd numbered floors.</td>
</tr>
<tr>
<td>Morgan Hall South</td>
</tr>
<tr>
<td>Floors 3 to 10 have a community laundry room on every</td>
</tr>
<tr>
<td>floor.</td>
</tr>
<tr>
<td>Podiatry</td>
</tr>
<tr>
<td>One washer and one dryer are located on floors two</td>
</tr>
<tr>
<td>through seven. The machines only take coins at a</td>
</tr>
<tr>
<td>reduced price of $0.75 for the washer and $0.075 for</td>
</tr>
<tr>
<td>the dryer.</td>
</tr>
</tbody>
</table>

MAINTENANCE OPERATIONS

Printed Materials and decorations may only be taped using green painter’s tape and adhesive putty. Materials may not be nailed, tacked, stapled, or otherwise fastened to ceilings, painted surfaces, columns, fabrics, doors, windows or walls. Adhesive backed decals/stickers may be used on the premises. A sample of the material must be sent to the Conference Coordinator at 1910 Liacouras Walk prior to your move-in for review and approval. Decorations may not block exit doors, fire extinguishing equipment, sprinklers, or emergency lighting systems. All decorating materials must be constructed of flameproof material or treated with an approved flame proofing solution. Please do not plug-in or run extension cords across hallways or egresses.

If you have materials that need to be hung or extension cords that need to be placed, please email the Conference Coordinator or alert the front desk of your building as this type of service must be requested in advance.
DAMAGES

A Room Condition Report is completed prior to your guests moving in to record and assess any pre-existing damages to your guests’ rooms. That same report is also completed again after your guests check out. Damages found after check-out will be assessed and damage charges will be added to your final event invoice.

Sponsoring Organization hereby assumes full responsibility for any and all damage to Temple property, bodily injury or other loss caused by its participants and agrees to indemnify, defend and hold harmless Temple, its trustees, officers, employees and agents for all claims arising out of the acts or omissions of the Sponsoring Organization and/or any person on Temple’s premises as a result of its event. Upon completion of the event, Sponsoring Organization shall vacate Conference Housing and leave it in substantially the same condition as existed immediately prior to Sponsoring Organization’s use. Sponsor agrees that if its use of Conference Housing causes damage to any part thereof (including, without limitation, all missing or damaged bed linen, bath towels and blankets), Sponsoring Organization shall reimburse Temple for the cost thereof. The determination of the amount of any such loss or damage shall be made by Temple in its sole discretion.

CANCELLATIONS

Cancellations will be accepted only if notification is received in writing by the Coordinator at the following address:

Coordinator of Conference Services
Temple University
University Housing
1910 Liacouras Walk, Suite 301B
Philadelphia, PA 19122

Cancellation at least thirty (30) days prior to the start date set forth on Schedule 1 Section of the Contract Agreement and will result in a 10% cancellation fee (1/2 of the deposit) that will be deducted from the deposit.

Cancellations less than thirty (30) days prior to the start date will result in forfeit of the entire deposit.

PAYMENTS

The Sponsoring Organization shall pay the Total Fee (as the same may be adjusted according to these terms and conditions) as follows:

A deposit in the amount of Twenty Percent (20%) of the total is due on or prior to the later of (a) the date that is 60 days before the date of Sponsoring Organization’s event or (b) execution of this Agreement by Sponsoring Organization. Please note that your evidence of insurance must be provided with the deposit.

The remainder of the Total Fee shall be paid not less than thirty (30) days prior to the start date of Sponsoring Organization’s event.

All payments must be made by certified check payable to Temple University.

The check should be sent to the Business Manager at the following address:

Business Manager
Temple University
University Housing
1910 Liacouras Walk, Suite 200
Philadelphia, PA 19122

NO SPONSORING ORGANIZATION OR ANY OF ITS PARTICIPANTS WILL BE GRANTED ACCESS TO ANY TEMPLE FACILITIES OR PROVIDED WITH ANY SERVICES UNLESS AND UNTIL THE TOTAL FEE HAS BEEN PAID IN FULL

Services rendered during your stay that require payment will be invoiced to you post check-out. Your remaining balance is due no later than 30 days after the receipt of your invoice. In the event that 30 days passes without payment, a collections letter will be forwarded to you, the Sponsoring Organization, giving you 30 additional days to make payment. Should an additional 30 days pass without payment, your account will be placed in collections and a letter of notification will be forwarded to you.

Internal Organizations will be invoiced post event and payments will be transferred from the FOPAL provided for your event.
TIMELINE OF MATERIALS DUE

SIX WEEKS PRIOR TO EVENT:
• Register Staff, Attendees, Chaperons, Etc., for PA Child Abuse Clearances
• FBI Background Checks For all Staff, Attendees, Chaperons, Etc.

FOUR WEEKS PRIOR TO EVENT:
• Signed Contract Agreement

THREE WEEKS PRIOR TO EVENT:
• Event Agenda
• Certificate of Liability Insurance
• Minor Consent Forms

TWO WEEKS PRIOR TO EVENT:
• Finalized Guest List

TWO DAYS PRIOR TO EVENT:
• Meal Guarantees

SECURITY
AND THE
TEMPLE UNIVERSITY
POLICE DEPARTMENT
EMERGENCY EVACUATION PLAN

Temple University has various systems in place for communicating information to faculty, students and staff. Some or all of the following methods may be activated in the event of an immediate threat on any Temple campus: e-mail, text messaging, voice message and/or TUsiren. All e-mails to students, faculty and staff will be sent to their Temple accounts; however, students, faculty and staff must have registered their mobile phone numbers to receive TUalert text and voice messages. Notifications will be sent without delay, unless issuing a notification will compromise the efforts to assist the victim or to contain, respond to, or otherwise mitigate the emergency.

SHELTER IN PLACE:
Shelter-in-place means to seek immediate shelter and remain there during an emergency rather than evacuate the area. Shelter-in-place will only be used when an evacuation is not safe. Certain events, such as hazardous materials contamination or severe weather, may necessitate the initiation of the university’s shelter-in-place protocol. Notification to shelter-in-place may be made using all means of communication available.

RALLYING POINTS:
Each building on campus has a designated rallying point where all occupants will be directed to during an evacuation. Not only is it essential for you know where the rally point is located, you must check in with your instructor, supervisor or emergency personnel stationed at the rally point so that all occupants are accounted for as quickly as possible. Once the ‘all clear’ has been given, an announcement will be made at the rally point.

FIRE SAFETY
Campus Safety Services (including Temple Police and Security Officers) and Facilities Management serve as the university’s officials for emergency procedures and oversight. All of us are responsible for following their directives in the event of a test or actual incident. An evacuation is implemented under conditions when it is no longer safe for students, faculty and staff to remain in a building or a specific area in a building. This requires occupants to move out and away from a building to a designated building area of refuge or out and away from a specific area within a building. Most commonly used when there is a suspected fire or hazardous material spill in a building. If you discover a fire or smell smoke, sound the building fire alarm. Fire alarm pull stations are located at each exit. The Security Person stationed at the lobby desk will call campus police when an alarm is transmitted. Campus police will notify the Fire Department, without delay by dialing 9-1-1.

FIRE SAFETY CONTINUED...

When the fire alarm sounds, LEAVE AT ONCE. Close all doors behind you. Proceed into the fire exit and leave the building. After leaving the building keep moving for at least 200 feet and proceed to designated rally point. Do not reenter until given permission by the Police or the Fire Department.

DO NOT USE ELEVATORS. They will stop if power fails, causing occupants to become trapped. Elevator shaft ways are like chimneys. Smoke could enter the elevator shaft thereby asphyxiating the occupants trying to evacuate the building.

Feel the door that leads from your office to the corridor before opening it. If it is hot or smoke is seeping in, do not open it. If you become trapped in your office and cannot reach the fire exit, keep the door closed and seal off any cracks. Use a phone in the office to call the Temple Police (215-204-1234) or the Fire Department (911) and give the location of your building, the floor you are on and the office number (or name if number does not apply).

If the door feels cool, open cautiously. Be braced to slam it shut if the corridor is full of smoke or if you feel heat pressure against door. If corridor is clear, proceed with the escape plan.

A responsible person or persons that work in the area of the disabled should be assigned to assist in the event of fire. These persons are taken into the fire exit and will remain on the landing. Once situated on the stair landing, call Temple Police (215-204-1234) or the Fire Department (911). Identify which stairway you are in and which floor you are located. Be sure to inform them if you require special equipment to descend the stairs. Responders will not be able to utilize a motorized wheelchair but may have access to evacuation chairs for mobility impaired occupants. The Fire Department will arrive to assist.

If caught in smoke or heat, stay low where the air is better. Take short breaths (through nose) until you reach an area of refuge.

IMPORTANT: Keep all fire exit and corridor doors closed at all times. These doors are fire rated to keep smoke and heat from entering stairways and adjoining corridors. If at any time you observe these doors propped or tied open, please close them and report the location.
TYPES OF EMERGENCIES

SUSPICIOUS ITEM/DEVICE
Anything that is out of place and cannot be accounted for and/or an object that may be suspected to be an explosive device. If you observe a suspicious object, package or device remain calm and treat the threat seriously. Do not handle or touch the object. Clear/isolate the area. Immediately contact the Police at 1-1234 or 911.

BUILDING FIRE
Heat and smoke from fire can be more dangerous than the flames. Inhaling the super-hot air can sear your lungs. Fire produces poisonous gases that make you disoriented and drowsy. Instead of being awakened by a fire, you may fall into a deeper sleep. Asphyxiation is the leading cause of fire deaths, exceeding burns by a three-to-one ratio.

SEVERE WEATHER
Severe weather can have a serious impact on our community. Examples of severe weather phenomena may include thunderstorms, hail, and tornadoes. Severe weather can also refer to snowstorms, ice storms, blizzards, flooding, hurricanes, and high winds.

POWER OUTAGE
Power outages can happen for many different reasons. Sometimes they're caused by extreme weather conditions, like thunderstorms, or by other disasters like tornadoes or earthquakes. Sometimes they just happen.

CIVIL DISTURBANCE
Civil disturbances include riots, demonstrations, threatening individuals, mass celebrations or assemblies that have become significantly disruptive. Looting is the most common activity associated with civil disturbance. Fire setting is also quite common and can quickly spread due to slow response times of overwhelmed fire departments. Transportation routes can become blocked making it difficult for non-rioters to leave the area and difficult for emergency response personnel to arrive.

ACTIVE SHOOTER
Active Shooter is one or more individuals who participate in a random or systemic shooting spree, demonstrating their intent to continuously harm others. Their overriding objective appears to be that of mass murder, rather than criminal conduct such as robbery, hostage taking etc.
We recommend viewing and sharing the training video at www.temple.edu/safety/tuready/about/testing-and-training

HOSTAGE SITUATION
A hostage is a person that is held by a captor. In most situations the captor is holding a person or persons hostage in exchange for passage or ransom. Hostages may be used as a bargaining tool by captors. Bomb threats are usually reported via telephone. If you receive a bomb threat via telephone please immediately report it to campus police from a telephone different than the one you received the call on.

HAZARDOUS MATERIALS
Chemicals are found everywhere. They purify drinking water, increase crop production, and simplify household chores. But chemicals also can be hazardous to humans or the environment if used or released improperly. Hazards can occur during production, storage, transportation, use, or disposal. You and your community are at risk if a chemical is used unsafely or released in harmful amounts into the environment where you live, work, or play.
DINING OPTIONS
**Dining Options**

Temple University offers a plethora of dining options for guests on campus. Meal plans are offered through our Conference Department at our on-campus dining halls, while Diamond Dollars are accepted at our dining halls and all other locations on campus.

**On-Campus Dining Hall**

The Louis J. Esposito Dining Hall located on the ground floor of Johnson and Hardwick Halls. This is the largest dining facility on campus and is an “All-You-Care-To-Eat” restaurant that offers the widest variety of meal choices. Guests can select from 13 food and beverage stations designed to provide broad meal variety.

**Daily featured items include:** fresh baked pizza, home-style entrees, soul food, artisan sandwiches and wraps, specialty ethnic cuisine as well as classic grilled sandwiches that are made to order and served complete with spreads, toppings and a basket of crispy fries.

**Six food stations** are self-serve so diners can compose their own meals. These stations include salad bar, deli bar, vegan chef station, pasta bar, fruit bar and dessert. These include our 48 item, double-sided salad bar, 22 item deli bar, “top hits” vegan chef station, pasta bar, fruit station, and dessert selections that are all baked fresh in-house by our pastry staff.

Contact the Conference Coordinator for meal plan pricing and dining hall hours at **tuf30821@temple.edu** or 215-204-3828.

Planners are asked to give our staff a list of guests with food allergies, or specialty meal choices at least **two weeks** prior to your move-in date. A finalized attendee guarantee is required to be sent two days prior to your move-in date. Meal Guarantees must be sent to **tuf30821@temple.edu**.

**Restaurants and Our Famous Food Truck Community**

Restaurant options on-campus are plentiful. A list of restaurants and snack options around campus are included on the next page. Temple’s food truck community is a foodie’s dream rich with inventive, international, and home-town fare options. Visit our campus any time to try our famous food trucks!

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adriatic Grill</td>
<td>12th Street Food Pad</td>
<td>215-765-8520</td>
</tr>
<tr>
<td>Ali’s Middle Eastern</td>
<td>12th Street Food Pad</td>
<td>215-765-7228</td>
</tr>
<tr>
<td>Crown Chicken &amp; Biscuit</td>
<td>2201 North Broad Street</td>
<td>215-232-2800</td>
</tr>
<tr>
<td>Dining Court at the Howard Gittis Student Center</td>
<td>1755 North 13th Street</td>
<td>215-204-7131</td>
</tr>
<tr>
<td>The Diamond Club</td>
<td>Mitten Hall, Lower Level</td>
<td>215-204-6622</td>
</tr>
<tr>
<td>Eddie’s Pizza</td>
<td>12th Street Food Pad</td>
<td>215-763-8028</td>
</tr>
<tr>
<td>Fame’s Famous Pizza</td>
<td>12th Street Food Pad</td>
<td>215-236-6486</td>
</tr>
<tr>
<td>Master Wok</td>
<td>1930 Liacouras Walk</td>
<td>215-765-2520</td>
</tr>
<tr>
<td>McDonald’s</td>
<td>2109 North Broad Street</td>
<td>215-765-7002</td>
</tr>
<tr>
<td>Maxi’s Bar &amp; Grille</td>
<td>1926 Liacouras Walk</td>
<td>215-765-2656</td>
</tr>
<tr>
<td>Orient Express</td>
<td>12th Street Food Pad</td>
<td>215-765-9940</td>
</tr>
<tr>
<td>Richie’s Deli</td>
<td>12th Street Food Pad</td>
<td>215-765-4820</td>
</tr>
<tr>
<td>Saxby’s Coffee</td>
<td>12th Street &amp; Montgomery Ave</td>
<td>215-232-3711</td>
</tr>
<tr>
<td>Starbucks Coffee - TECH Center</td>
<td>12th Street &amp; Montgomery Ave</td>
<td>215-235-1010</td>
</tr>
<tr>
<td>Tai’s Vietnamese</td>
<td>12th Street Food Pad</td>
<td>215-765-8800</td>
</tr>
<tr>
<td>Barnes &amp; Noble Cafe</td>
<td>1700 North Broad Street</td>
<td>215-769-7437</td>
</tr>
<tr>
<td>City View Pizza</td>
<td>1434 Cecil B. Moore Ave</td>
<td>215-765-0703</td>
</tr>
<tr>
<td>Dunkin Donuts</td>
<td>1420 Cecil B. Moore Ave</td>
<td>215-765-3330</td>
</tr>
<tr>
<td>The Draught Horse Restaurant</td>
<td>The Edge at Avenue North</td>
<td>215-765-5652</td>
</tr>
<tr>
<td>Jimmy John’s Gourmet Sandwiches</td>
<td>1600 North Broad Street</td>
<td>215-769-4638</td>
</tr>
<tr>
<td>Koja Grille at Avenue North</td>
<td>1600 North Broad Street</td>
<td>215-765-3330</td>
</tr>
<tr>
<td>Potbelly Sandwich Shop</td>
<td>1100 West Montgomery Ave</td>
<td>215-765-6535</td>
</tr>
<tr>
<td>Plaza Pizza at Avenue North</td>
<td>1600 N Broad Street</td>
<td>215-769-7827</td>
</tr>
<tr>
<td>Subway</td>
<td>1511 Cecil B. Moore Avenue</td>
<td>215-765-4164</td>
</tr>
<tr>
<td>Ugot Munchies</td>
<td>1511 Cecil B. Moore Avenue</td>
<td>215-765-6555</td>
</tr>
<tr>
<td>Chipotle Mexican Grille</td>
<td>1100 W Montgomery Ave</td>
<td>215-765-0572</td>
</tr>
<tr>
<td>Wendy’s Restaurant</td>
<td>1708 North Broad Street</td>
<td>215-235-1010</td>
</tr>
<tr>
<td>Brock’s Wings &amp; Things</td>
<td>1600 North Broad Street</td>
<td>215-765-8800</td>
</tr>
</tbody>
</table>
LOCAL STORES

<table>
<thead>
<tr>
<th>STORE</th>
<th>LOCATION</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-Eleven</td>
<td>1912 Liacouras Walk</td>
<td></td>
</tr>
<tr>
<td>7-Eleven</td>
<td>1501 Cecil B. Moore Avenue</td>
<td></td>
</tr>
<tr>
<td>Rite Aid</td>
<td>1528 North Broad Street</td>
<td>Hours: Mon-Sat: 8AM-10PM, Sun: 9AM-10PM</td>
</tr>
<tr>
<td>The Fresh Grocer</td>
<td>Progress Plaza, 1501 N. Broad Street,</td>
<td>Hours: 6AM-12AM, 7 days a week</td>
</tr>
<tr>
<td>Fresh Produce Truck</td>
<td>Jefferson and 14th Street (Near Progress Plaza)</td>
<td>Hours: Mon-Sat: 9AM-5PM</td>
</tr>
<tr>
<td>Pathmark</td>
<td>2900 North Broad St., Directions: Septa Bus, C Route, exit Glenwood Ave, Septa Subway North Broad Line, exit North Philadelphia Station (W Glenwood Ave/N Broad St)</td>
<td>Hours: Mon-Fri: 9AM-9PM, Sat/Sun: 6AM-1AM</td>
</tr>
</tbody>
</table>

CATERING

Temple University’s exclusive in-house caterer is Sodexo. Catering needs outside of dining hall meal plans can be ordered directly through Sodexo’s sales team. Their combined team of catering and event planning professionals will work in close partnership with you to customize your program, providing the highest level of food quality and service to assure the success of your event. Sodexo’s philosophy is based on providing a meeting and dining environment that is specialized not only to meet, but also exceed your expectation. Their team is committed to providing service and menu flexibility so your event will be uniquely your own.

Should your event require unique services or special dietary considerations, they will tailor their offerings to meet your needs.

If you need assistance, please contact the Main Catering Office.
Phone: (215) 204-6789
Email: catering@temple.edu

Menu options and pricing can be found at [templedining.sodexomyway.com/images/NEW%20OFF%20PREMISE%20MENU_tcm537-22507.pdf](templedining.sodexomyway.com/images/NEW%20OFF%20PREMISE%20MENU_tcm537-22507.pdf)
SUPERVISION OF MINORS

If the Sponsoring Organization intends on hosting minors, it must notify Temple in writing and provide the number of people under the age of 18 at least 60 days before arrival. In addition, the Sponsoring Organization must provide an executed Minor Guest Consent form and Release for each minor participant.

Adult live-in supervision is required with any group which includes minors. Adult counselors will act as liaison between the Conference housing staff in the event of discipline, noise or destructive behavior. Adult counselors must be in the Conference housing at all times when attendees are present. There must be at least one adult counselor for each group of participants.

Pursuant to the contract agreement, the ratio of adult counselors to participants ages 15-17 will be at least 1:10 and at least 1:8 for participants ages 11-14 unless special prior arrangements are made in writing with the Coordinator. If at any point the ratio of adult counselors to participants falls below these requirements, the Sponsoring Organization will immediately provide a replacement or additional authorized adult counselor, dismiss the required number of participants, or pay the cost of Temple's provision of an adult counselor.

If at any point the ratio of adult counselors to participants rises above the ratios set forth above, at Temple's discretion, the Sponsoring Organization will immediately provide a replacement or additional authorized adult counselor, dismiss the required number of participants at the Sponsoring Organization's expense, or at the Sponsoring Organization's expense, Temple may provide an adult counselor.

PA CHILD ABUSE CLEARANCES

The Sponsoring Organization agrees that it is solely responsible for obtaining all appropriate background and criminal history checks and clearances for its adult counselors supervising minors and other participants, which shall include, at a minimum: Pennsylvania State Police Megan’s Law registry and/or the Federal National Sex Offender's registry; FBI Clearance; and PA Act 33 clearances. Sponsoring Organization further agrees to provide all necessary training for its adult counselors. Copies of all appropriate clearances must be submitted to the Conference Coordinator two weeks prior to the scheduled event move-in. The Sponsoring Organization expressly agrees to indemnify, defend and hold harmless Temple from any and all claims arising out of the supervision of minors and the conduct or omission of necessary background and criminal history checks and training.

PA Act 153 states that outside entities that conduct or provide Covered Programs are required to comply with this Policy, and to demonstrate that the appropriate screening and training in accordance with Section II.B. which states that all persons who will have contact with Minors in a Covered Program are subject to the following minimum screening requirements: (a) Pennsylvania State Police Megan’s Law registry and/or (b) the Federal National Sex Offender’s registry. The director or head of a Covered Program, in consultation with Risk Management and the University’s Department of Human Resources, will determine which persons will be subject to additional fingerprinting, FBI and PA Act 33 clearances.

MINOR CONSENT FORM

A Minor Consent Form must be filled out for every child under the age of 18 that will be residing on campus during the summer conference season. The Minor Consent Forms must be returned to the Office of Conference Services at tuf30821@temple.edu three weeks prior to your move-in date.
WELCOME TO THE CITY OF BROTHERLY LOVE!

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MAPS AND DIRECTIONS
SEPTA: www.septa.org
Amtrak: www.amtrak.com/home
Greyhound: www.greyhound.com
Philadelphia Parking Authority: www.philapark.org

CITY ATTRACTIONS
VisitPhilly: www.visitphilly.com
Philly Fun Guide: www.phillyfunguide.com
Greater Philadelphia Cultural Alliance: philaculture.org
Old City Arts: www.phillyfunguide.com
Arts & Culture at Temple University: temple.edu/life-at-temple/arts-and-culture
Campus & City Life at Temple University: temple.edu/temple-students/campus-life

DINE AROUND
Philadelphia Cuisine: http://www.philadelphiacuisine.com


WE HOPE YOU ENJOY YOUR STAY AT TEMPLE UNIVERSITY!