



Welcome to University Housing and Adams Hall

Adams Hall is located on 1520 Tripp Circle near the shores of Lake Mendota. The Arabic and Persian Immersion Program will be housed in single rooms with air-conditioning in Richardson and Faville houses. Your address will be: Room number, Faville or Richardson House, 1520 Tripp Circle, Madison, WI 53706.

Rooms

Single rooms in Adams Hall are roughly 14'x10'. Rooms will be air conditioned and will have a bed, dresser, desk, chair, and a small refrigerator. Your room will have all bed linens, blankets and a pillow. Sheets can be exchanged weekly at the Tripp desk. Please remember to bring an alarm clock, towels, and a bathrobe. Shared bathroom facilities with private shower stalls are located on each floor and will be designated for one gender. Students will be placed on floors with the same gender and language.

The phone in your den is available for local and campus phone calls free of charge. Long distance calls can be made by pre-paid calling cards or with a credit card. Each room has an Ethernet port for in-room Internet access, if you bring your own computer. Foreign language satellite television will also be provided in Adams Hall. There is no charge for the use of the Ethernet or satellite services, however you should bring your own 20' cables or purchase them from the Tripp desk.

Meals

You will be provided with a meal card when you arrive that allows you to eat breakfast every day and dinner Monday through Friday in the Carson Gulley Commons dining room. Your meal service starts with breakfast on Sunday, June 14 and ends with breakfast on Saturday, August 8. You may also dine outside or in the Pine Room in the lower level. Your meal service times are: breakfast from 8:00-8:30 am and dinner from 6:30-7:15 pm. Please stay within your scheduled time to avoid creating long lines at other times. You must swipe your meal card at each meal; if you forget to bring your meal card, you'll need to either retrieve your card or purchase a new card from the Desk for \$3.00 in order to eat in the dining room. This is an all you can eat dining plan. You are welcome to return to the serving line for additional entrees, sides and beverages. Please help us reduce waste by taking only the amount of food you can eat.

Community Kitchen

A small kitchen is located in the lower level of Adams-Ochsner House for the convenience of all guests living in Adams Hall. You or your program will need to supply pots, pans and utensils. The sink does not have a waste disposal; left over food should be scraped into a waste container. Please leave the area clean and ready for use by other guests.

Laundry

Laundry is available in Adams Hall-Noyes House basement. Washers and dryers are card activated. The same card that has your meals on it will provide laundry access as well. You will need to go to the Tripp desk to load money on the card to do laundry. Washers are \$2.00 per load and dryers are free. You can load a minimum of \$2.00 on your card at a time. Please plan ahead because refunds are not available for any money left on your card at the end of your stay. When using the washers and dryers it is best to load your machine and then swipe your card. There is a 5 minute time limit between swiping the card and starting the machine. Laundry soap is \$.65/box (for two loads) at the Tripp Desk.

Den

The den is located on the first floor of your house. This room is for shared use by the residents in your house. A TV and VCR/DVD player are included for your enjoyment. Please do not remove any furniture from this room. If you rearrange the furniture, please put it back the way you found it when you are finished.

Tripp Desk

The Tripp desk will be your service center. It will be open from 6:00 am-11:00 pm daily. The Tripp desk telephone number is **608-262-2420**. The Desk is an excellent resource for information regarding University Housing, Campus and Madison. They will also help you with any key or meal/laundry card issues and there is an ice machine for your use. Check-in is on Saturday, June 13 between 9:00 am-4:00 pm. Check-out is by 12:00 noon on Saturday, August 8.

Policies

- University policy states that all areas, including lounges, hallways, guestrooms and cafeterias are smoke-free. Smoking is allowed outdoors, 25 feet from any building.
- Alcoholic beverages may be consumed by adults of legal drinking age (21 year old) in their rooms only.
- Open coil appliances, such as hot plates and grills, are not allowed. Microwaves may be used.
- Additional policies are listed on the Conference Services website www.housing.wisc.edu/summer_conferences

Safety and Security

Campus Construction Areas – For your safety all campus construction areas are off limits.

Crimes Against Property – Any theft or malicious destruction of property should be reported to the University Police 264-2677 (264-COPS). For emergencies dial 911.

Electrical Storms – During electrical storms, guests should remain indoors and away from windows.

Campus Telephones – Emergency phones are located throughout campus and are identified by a blue light on the top of the booth. This telephone will put the caller directly in contact with the University Police Department. Yellow paging phones located in the entrances or on the outside of the residence halls may be used to call 911.

Illness or Injury – If you become ill or injured, contact your program coordinator, the resident advisor and the Tripp desk. They will help you get medical assistance and complete an incident report.

Keys – Keys are to be in your possession and are to be used only by the person to whom they were issued. University keys may not be duplicated or altered. You should be able to show room keys upon request. Lost keys should be reported to the Tripp desk. There will be a charge for lost or unreturned keys.

Locking Drawer – A desk drawer with a hasp is provided in each room. Bring a combination or keyed pad lock to secure belongings.

Locking Exterior Doors – Exterior doors will be locked at all times. The electronic key (e-key) attached to the room key will give you building access; show the e-key to the square black reader next to the door to unlock the door. Please keep the key and e-tag attached to each other.

Locking Your Room – Room doors should be locked at all times. This includes when leaving momentarily or for extended periods and while occupied. Protect yourself from potential theft. Never open your door to someone who does not carry the proper identification. All University Housing custodial and maintenance staff wear identification tags imprinted with their photo and name.

Power Outages – In the event of a power outage, proceed to an area that has windows. Do not light any candles. Report the outage to the Tripp Desk staff.

Propped Doors – Propping open exterior doors that are locked may put you and your fellow students at risk for unapproved access. Never prop open a door without monitoring access.

Strangers in the Hall – Anytime you observe someone who you believe does not belong in the hall or is behaving in a suspicious manner, contact the Tripp Desk staff. If you feel that your or another's safety is in jeopardy, call 911 immediately.

We encourage you to check out the University web site at www.wisc.edu or the Housing Conference Services web site at www.housing.wisc.edu/summer_conferences for additional information. If you have additional housing-related questions prior to your arrival, please contact the Housing Conference Services Office at 608-262-5576 or email us at conferenceservices@housing.wisc.edu. We welcome your comments. Please contact the Tripp Desk staff or your program coordinator with comments and suggestions.

We look forward to serving you and hope that you enjoy your stay!