Conferences and Events Office

www.hws.edu
Welcome to HWS

This guide is an instrument for you to use when planning a campus conference or event. The booklet contains an array of contacts and web links that will expedite your planning process. As always, if you have any questions or concerns, please contact the Conferences and Events Office at (315) 781-3103 and our staff will be happy to assist you.
In order to better serve the campus community, the Office of Conferences and Events offers assistance for all event planning needs, from reserving space to coordinating catering.

Individuals or groups hosting an event can start the planning process through the Office of Conferences and Events by contacting Tammy Pillsbury at pillsbury@hws.edu or (315) 781-3509.

Please note some requests must also go through other offices on campus. These include:

Requests for Donation of Food, Supplies or Labor: Requests for donated food, supplies or labor related to catered events should be directed to the Director of Dining Services, Lynn Pelkey, at (315) 781-3902, or lpelkey@hws.edu.

Requests from Community Members and Extended HWS Family: Requests from community members and extended HWS family can be made directly to the Office of Conferences and Events by e-mailing Erica Cooney-Connor at econnor@hws.edu or Tammy Pillsbury at pillsbury@hws.edu or by calling (315) 781-3103. During the academic year, non-HWS related events require an HWS department or registered club to serve as a co-sponsoring host. The co-sponsoring host should initiate the request for services by contacting the Conferences and Events Office at (315) 781-3509.

Requests for Course-Related Activities/Events: Academic courses, labs, and course-related activities/events fall under the purview of the Registrar’s Office. To view classroom utilization or to make this type of room reservation online, please use the Classroom Reservation System or contact Lorraine Heatherly at heatherly@hws.edu or (315) 781-3652, Registrar’s Office, Gulick Hall.

Requests from Student Groups: For any student organization, club, club sport, fraternity or any student group registered through Student Activities, all requests for space, HWS services, catering and funding remain with the Student Activities Office, located on the second floor of the Scandling Campus Center. These groups should contact Student Activities at (315) 781-3513 or studentactivities@hws.edu.

Visit: http://www.hws.edu/offices/conferences/index.aspx
Requests for Publicity and HWS Events Calendar-
www.hws.edu/dailyupdate

Once an event is confirmed through Student Activities or Conferences and Events, be sure to request to have the event added to the HWS Daily Update Calendar. Fill out the online submission form at least four days in advance at www.hws.edu/news/calendar/submit.aspx.

To request coverage of the event on the Daily Update, complete the online submission form at least 10 days in advance. Please be sure to have as much information confirmed about the event as possible when making the request.

For institutional events that require photographic coverage, contact the Office of Communications, (315) 781-3540 or make note of the photography request when completing the calendar submission.

Contact the Herald directly, if full coverage by the student paper is appropriate at herald@hws.edu.

For WEOS 89.5FM or WHWS 105.7FM radio coverage, please contact Greg Cotterill at cotterill@hws.edu or (315) 781-3186.

Other General Phone and Contact Information:

Please note: When dialing phone numbers from an on-campus telephone, dial only the last 4 digits of the number.

For local calls dial 9 + phone number.
For long distance calls dial 9 + 1 + phone number.
For international calls dial 9 + 1 + 8xx + phone number.

Guest House Room Reservations
(315) 781-3103
The guest rooms are for internal purposes only and can be reserved by completing the online form at www.hws.edu/offices/conferences/harris.aspx. If you have additional questions, please contact the Conference and Events Office at (315) 781-3103 or events@hws.edu.

Van Transportation
(315) 781-3103
The fleet vehicles are to be used for college business and can be reserved by completing the online form at www.hws.edu/offices/conferences/van_form.aspx. Please note: you must be an authorized driver to operate a college vehicle. If you are interested in becoming an authorized driver, please go to http://www.hws.edu/offices/conferences/pdf/driver_auth.pdf. If you have questions, please contact the Conference and Events Office at (315) 781-3103 or e-mail Pam Pietrusinski at pietrusinski@hws.edu.

Conferences and Events Office
(315) 781-3103
School-year hours are 8:30 a.m.– 5 p.m. Summer hours are 9 a.m.– 4 p.m., Monday through Friday. If calling after hours, or on the weekend, contact the Campus Safety Office, and they will assist you.

Campus Emergency
"0" or 3333

Campus Safety
(315) 781-3656/3000
Campus Safety can be reached in case of an emergency by dialing 0 or 911. If you are on campus call (315) 781-3656 or (315) 781-3000 and a dispatcher will then contact the ambulance or fire department if
necessary. During the summer all health-related emergencies should be referred to Campus Safety, as Hubbs Health Center is closed. Please use the department’s administrative number, (315) 781-3656, for non-emergency calls.

Buildings & Grounds/Maintenance (315) 781-3660
Contact B&G for any plumbing, heating, carpentry, or locksmith needs during your stay. If it is after hours or on the weekend, call Safety at (315) 781-3656, and they will refer the problem to an on-call employee.

Audio Visual/Computers/HELP desk (315) 781-4357
*Events during the summer:* If your event or conference will require A/V needs (such as microphone, sound system, TV, VCR, projection screen, or computer access) you must inform the Conferences and Events Office one week prior to the start of the event.

*Events during the school year:* If your event or conference requires A/V needs, please go to www.hws.edu/offices/itservices and submit an open service request or call (315) 781-4357 and place a work order.

College Store (315) 781-3449
The Hobart and William Smith Colleges' store is open Monday-Thursday 9 a.m.–5 p.m. and Friday and Saturday from 9 a.m.–4:30 p.m. during the school year; and from 9 a.m.–4 p.m., Monday through Saturday in the summer. The store sells apparel, snacks, beverages, books and gift items. The College Store offers quarters for vending, phone cards, check cashing up to $100 (M-F, 3-4 p.m.) $20 anytime, dry cleaning and laundry services.

Field House/Sports & Rec. Center (315) 781-3901
If you are interested in utilizing the Field House, please contact Russ Hess at (315) 781-3901 to make arrangements.

ATM Locations
Scandling Campus Center (main lobby)
College Store (front entrance)
Bristol Field House (near front desk)

Print Services
(315) 781-3520
Located in the basement of the Scandling Campus Center

Campus Post Office
(315) 781-3504
Located on the first floor of the Scandling Campus Center

Campus UPS Office
(315) 781-3519
Located in the basement of the Scandling Campus Center

School-year hours:
8:30 a.m.–5 p.m. Monday–Friday
*closed noon–1 p.m. for lunch*

Summer hours:
9 a.m.–4 p.m. (closed noon–1 p.m. for lunch) Monday–Friday.
Rental Companies

Outside Contractor Items (cost per contractor)
Staging – size and location  White padded chairs
Tents – size and location  Round tables
White folding chairs  Blue curtains
White garden chairs

Rental Companies in the Area
Geneva Awning and Tents – Warders
Contact: Kim Ess, (315) 789-3151
Finger Lakes Tables and Chairs
Contact: Richard or Denise Tiballi, (315) 585-2222
Taylor Rental - 473 Grant Avenue Road
Auburn, (315) 258-8599

Other information:

Parking Permits
Parking permits are not mandatory during the summer months however, we strongly encourage completing a temporary parking pass in case of emergency. Temporary passes are located at Campus Safety or in the Conferences and Events Office. During the school year, visitor parking passes are required and available at Campus Safety upon arrival to campus.

Laundry
There are several laundry facilities available for your use during your stay on campus. All washers and dryers are coin-operated. If there are no machines in the building where your group is staying, please contact Conferences and Events for assistance. The following buildings are equipped with laundry machines: Bartlett, Blackwell, Caird, Comstock, de Cordova, Durfee, Geneva, Hale, Hirshson, Rees and Miller.

Library
School-year hours for the Warren Hunting Smith Library are Mon. – Thurs., 8 a.m. – 1 a.m; Fri. 8 a.m. – 11 p.m.; Sat. 9 a.m.–11 p.m.; Sun. 9 a.m. – 1 a.m. Summer hours are 9 a.m. – 4:30 p.m., Monday through Friday. To obtain a library card please visit a library representative during library hours.

Visit: www.hws.edu/offices/

Bus, Train and Airport Shuttle Information
Airport Shuttle Service is available through Finger Lakes Limo Service (315) 789-7272 or (888) 252-1768. Please visit them at www.fingerlakeslimo.com.

Bus Service to New York City is coordinated through the Student Activities Office (315) 781-3512. Student Activities Office will provide information on the purchasing of bus tickets, dates and locations.

Additionally, the County Area Transit System of Ontario County is available for transportation services. They can be contacted by calling 1 (800) 667-2287 or (585) 394-2250 or by visiting their Website www.co.ontario.ny.us/transit.
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Harris House Guest Rooms

Guest Room amenities:
• 1 Queen bed
• private bath
• air conditioning
• television
• telephone
• wireless Internet connection
• minifridge
• microwave
• iron
• ironing board
• hairdryer

Parking: Harris House driveway

(see reservations details next page)
Harris House Guest Rooms

Harris House is located at 678 S. Main Street and offers four private suites, each with a queen bed, sitting area, flat screen TV and a private bath. The Classes of 1961 Suite, located on the first floor, is handicap accessible.

Reservations are open to members of the Hobart and William Smith Colleges community. This included alumni/ae, faculty and staff, and guests of the Colleges (e.g. candidates and department guest speakers). Current students are not eligible to reserve a room for themselves or for someone else (e.g. parents or friends). Cancellations should be made 24 hours prior to scheduled arrival time.

General Information
Reservations are made on a first-come-first-serve basis by completing the online form found at www.hws.edu/offices/conferences/harris. If you have any questions, please free to contact the Office of Conferences and Events at (315) 781-3103.

Keys
Guest House key pick up and drop off location is the Campus Safety Office, 311 Pulteney Street, in the Medbery parking lot. For the convenience of all, the Campus Safety Office is open 24 hours, 7 days a week.

Arrival and Departure Information
Check-in time is after 2 p.m.
Check-out time is by 11 a.m.

Because of the high volume of overnight stays, guests are expected to fully vacate the room including luggage, by the given check-out time. Additional charges will accrue for failure to check out at the given time.

Pets
Sorry, but pets are not allowed in the building with the exception of service animals for disabled individuals. There are boarding facilities in the area that could accommodate your pets, if needed.

Smoking
The entire building is smoke-free.

Harris House Room Phone Numbers
(315) 781-xxxx
Room 1 = 4071
Room 2 = 4072
Room 3 = 4073
Room 4 = 4074
Abbe Center (#72 on map)
764 South Main Street
Room types: 5S, 2D
Bed style: Extra long twin (80")
Number of beds: 9
Facilities: Full kitchen, living room, dining room and laundry facilities
Parking: J.P.R. lot
Hall Phone: (315) 781-4234

Bampton House (#75 on map)
720 South Main Street
Bed style: Extra long twin (80’), 7S, 5D
Number of beds: 17
Facilities: Two living rooms, full kitchen and handicapped access. Laundry facilities in basement
Parking: J.P.R. lot
Hall Phone: (315) 781-4212

Blackwell House (#25 on map)
40 St. Clair Street, “The Hill”
Bed style: Standard twin (39” x 75”), 7T, 5D, 4S
Number of beds: 36
Facilities: Two lounges, a TV room, four bathrooms, a soda machine, kitchen and laundry facilities
Parking: Comstock or Barn
Hall Phone: 1st floor (315) 781-4217; 2nd floor ext. 4218; 3rd floor ext. 4219

Brent House (#46 on map)
287 Pulteney Street
Bed style: Extra long twin (80”), 4S, 2D
Number of beds: 8
Facilities: Full kitchen, living room
Parking: Medbery lot
Carr McGuire House (#67 on map)
775 S. Main Street
Room types: 10S, 9D, 1T
Bed style: Standard twin
Number of beds: 31
Facilities: Full kitchen, Lounge and private guest suite
Parking: off-street at 775 lot
Hall Phone: (315) 781-4313

Cloverleaf House (#49 on map)
1 S. Cloverleaf Drive
Bed style: Extra long twin (80"), 3S, 2D
Number of beds: 8
Facilities: Full kitchen, living room
Parking: Medbery lot

Farm House (#111 on map)
169 St. Clair Street
Bed style: Extra long twin (80"), 4S, 2D
Number of beds: 8
Facilities: Full kitchen, living room
Parking: Farmhouse lot

Hillcrest House (#99 on map)
159 St. Clair Street
Bed style: Extra long twin (80"), 4S, 3D, 1T
Number of beds: 13
Facilities: Full kitchen, living room
Parking: Hillcrest lot

123 Hamilton St. (#42 on map)
Bed style: Extra long twin (80"), 4S, 1D
Number of beds: 6
Facilities: Full kitchen, living room
Parking: Scandling lot
McCormick House (#37 on map)
187 Hamilton Street
Bed style: Standard twin (39” x 75”), 2S, 7D, 5T
Number of beds: 31
Facilities: TV lounge, kitchen, three bathrooms, snack and soda vending machines and laundry facilities
Parking: Barn or Winn-Seeley
Hall Phone: (315) 781-4251

McDaniels House (#63 on map)
645 South Main Street
Room types: 3S, 4D, 1T
Bed style: Extra long (80”)
Number of beds: 15
Facilities: Two lounges, full kitchen and laundry facilities
Parking: J.P.R. or Medbery lot
Hall Phone: (315) 781-4252

Miller House (#26 on map)
44 St. Clair Street, “The Hill”
Bed style: Standard bed, 5T, 7D, 21S
Number of beds: 50
Facilities: TV/study lounge, kitchen, bathroom on each floor, soda vending machines and laundry facilities
Parking: Barn or Comstock
Hall Phone: 1st floor (315) 781-4258; 2nd floor ext. 4259; 3rd floor ext. 4260

400 Pulteney Street (#89 on map)
Bed style: Extra long twin (80”), 2S, 1D
Number of beds: 4
Facilities: Living room, full kitchen
Parking: J.P.R. lot

402 Pulteney Street (#88 on map)
Bed style: Extra long (80”)
Number of beds: 7
Facilities: Living room
Parking: J.P.R. lot
Hall Phone: (315) 781-4201
408 Pultaney Street (#87 on map)
Bed style: Extra long (80”), 2S, 2D
Number of beds: 6
Facilities: Full kitchen, living room, dining room and laundry facilities
Parking: J.P.R. lot
Hall Phone: (315) 781-4202

412 Pultaney Street (#86 on map)
Bed style: Extra long (80”), 6S
Number of beds: 6
Facilities: Full kitchen, living room and dining room
Parking: 99 lot
Hall Phone: (315) 781-4203

99 St. Clair Street (#92 on map)
Bed style: Extra long (80”), 5S, 1D
Number of beds: 7
Facilities: TV room and full kitchen, laundry facilities accessible in Sherrill Hall
Parking: 99 lot
Hall Phone: (315) 781-4207

133 St. Clair Street (#97 on map)
Room types: 2S, 1D, 1T
Bed style: Extra long (80”)
Number of beds: 7
Facilities: Full kitchen and living room, laundry facilities accessible in Sheppard House (141 St. Clair Street)
Parking: 99 lot
Hall Phone: (315) 781-4208

Sheppard House (#98 on map)
141 St. Clair Street
Bed style: Extra long (80”), 3S, 2D
Number of beds: 7
Facilities: Full kitchen, living room, dining room and laundry facilities
Parking: 99 lot
Hall Phone: (315) 781-4209
Sill House (#76 on map)
710 South Main Street
Bed style: Extra long twin (80”), 3S, 5D
Number of beds: 13
Facilities: Living room, dining room and laundry facilities
Parking: J.P.R. lot
Hall Phone: (315) 781-4215

380 South Main St. (#xx on map)
Bed style: Extra long twin (80”), 15S, 11D
Number of beds: 37
Facilities: Individual apartments, full ballroom
Parking: 380 lot and off street parking

593 South Main St. (#59 on map)
Bed style: Extra long twin (80”), 1S, 4D, 2T
Number of beds: 15
Facilities: Living room, full kitchen
Parking: 593 lot and off street parking

623 South Main St. (#105 on map)
Bed style: Extra long twin (80”), 1S, 6D, 1T
Number of beds: 16
Facilities: Living room, half kitchen (no stove)
Parking: Medbery lot and off street parking
615 South Main St. (#60 on map)
Bed style: Extra long twin (80”), 5S, 9D
Number of beds: 23
Facilities: Living room, half kitchen (no stove)
Parking: Medbery lot and off street parking

704 South Main St. (#77 on map)
Bed style: Extra long twin (80”), 4S, 6D
Number of beds: 16
Facilities: Living room, full kitchen
Parking: J.P.R. lot and off street parking

730 South Main ( #74 on map)
Bed style: Extra long twin (80”), 7S, 4D, 1T
Number of beds: 18
Facilities: Full kitchen, living room and laundry
Parking: Stucco lot
Hall Phone: (315) 781-4204

737 South Main (#66 on map)
Bed style: Extra long twin (80”), 13S, 1D, 1T
Number of beds: 18
Facilities: Three lounges, TV room, industrial kitchen and laundry facilities
Parking: Off-street at 737 lot
Hall Phone: (315) 781-4205
746 South Main St. (#77 on map)
Bed style: Extra long twin (80”), 6S, 2D, 1T
Number of beds: 13
Facilities: Living room, full kitchen
Parking: J.P.R. lot

756 South Main (#73 on map)
Bed style: Extra long twin (80”), 6S, 4D, 1T
Number of beds: 17
Facilities: Full kitchen, living room and dining room
Parking: J.P.R. lot
Hall Phone: (315) 781-4216

Stewardson House (#71 on map)
780 South Main Street
Bed style: Extra long twin (80”), 4S, 2D
Number of beds: 8
Facilities: Full kitchen, living room, dining room and laundry facilities
Parking: South Main or off-street at 737 lot
Hall Phone: (315) 781-4216

Stucco House (#47 on map)
283 Pulteney Street
Bed style: Extra long twin (80”), 8S, 3D
Number of beds: 14
Facilities: Living room, full kitchen
Parking: Medbery lot
Trowbridge House (#96 on map)
129 St. Clair Street
Bed style: Extra long twin (80”), 5S, 2D
Number of beds: 9
Facilities: Living room and small kitchen
Parking: 99 lot or St. Clair St.
Hall Phone: (315) 781-4218

Village at Odell's Townhouses
(#29 on map)
Townhouse units on campus: 48 units
Room types: Each unit has 4 bedrooms with one extra long twin (80”) in each bedroom
Number of beds per unit: 4–5
Number of beds: 200
Facilities: Apartment style - living/dining room, kitchen with appliances, two full bathrooms, units 1-36 non-air conditioned, units 37-48 air conditioned
Parking: Odell's lot

Zappler House (#58 on map)
577 S. Main Street
Bed style: Extra long twin (80”), 3S, 3D
Number of beds: 9
Facilities: Full kitchen
Parking: Medbery lot and off street parking
Durfee Hall, Bartlett Hall, and Hale Hall (#16, 17, 18 on map)
Mini-Quad - Pulteney St.
Bed Style: Extra long twin (80”)

Bartlett: 64 beds total
Phone: 1st floor (315) 781-4213; 2nd floor (315) 781-4214; 3rd floor (315) 781-4215

Durfee: 62 beds total
Phone: 1st floor (315) 781-4226; 2nd floor (315) 781-4227; 3rd floor (315) 781-4228

Hale: 62 beds total
Phone: 1st floor (315) 781-4238; 2nd floor (315) 781-4239; 3rd floor (315) 781-4240

Facilities: Laundry facilities on 2nd floor, bathroom on each floor and soda machine on ground floor (Bartlett only)
Parking: Medbery lot or J.P.R. lot

Comstock House (#27 on map)
42 St. Clair Street, “The Hill”
Bed Style: Standard twin (39” x 75”), 33S, 32D
Number of beds: 97
Facilities: Two lounges, TV room, small kitchen, soda vending machine and laundry facilities
Parking: Comstock lot or Barn lot
Phone: Lobby (315) 781-4222; 1st floor (315) 781-4223; 2nd floor (315) 781-4224
Caird and de Cordova Halls
(#102 & #103 on map)
183 & 189 Hamilton Street

Caird: Extra long twin (80”), 24D, 46S = 94 total
Parking: Scandling lot
Phone: 1st floor (315) 781-2258; 2nd floor (315) 781-4372; 3rd floor (315) 781-4373; 4th floor (315) 781-4374
de Cordova: standard twins, 24D, 46S = 94 total
Facilities: Lounge on each floor, air conditioning, laundry facilities, small kitchen and vending machines
Parking: Scandling lot
Phone: 1st floor (315) 781.2259; 2nd floor (315) 781-4377; 3rd floor (315) 781-4378; 4th floor (315) 781-4379

Emerson Hall (#40 on map)
185 Hamilton Street
Bed style: Extra long twin (80’ long), Friendship Suites (1 5-Person Suite, 13 6-Person Suites)
Number of beds: 86 (1 1st floor double (111); 1 1st floor single (112)
Facilities: Lounge, small kitchen off lounge, laundry facilities, 2 classrooms in basement, elevator and handicapped access
Parking: Scandling lot
Phone: 1st floor (315) 781.4310; 2nd floor (315) 781-431; 3rd floor (315) 781-4312

Geneva Hall (#7 on map)
South Main Street
Bed Style: Standard twin (39” x 75”), 4S, 20D, 1T
Number of beds: 47
Facilities: Study/TV lounge, game room, bathroom on each floor and laundry facilities
Parking: Medbery lot or South Main lot
Phone: 1st floor (315) 781.4235; 2nd floor (315) 781-4236; 3rd floor (315) 781-4237

21
Jackson Hall, Potter Hall, Rees Halls
St. Clair St. (#81, 82, 83, on map)
Jackson: Extra long twin (80" long) 11S, 52D = 115 total
Phone: 1st floor (315) 781.4246; 2nd floor (315) 781-4247; 3rd floor (315) 781-4248

Potter: Standard, 11S, 52D = 115 total
Phone: 1st floor (315) 781.4302; 2nd floor (315) 781-4303;
3rd floor (315) 781-4304

Rees: Standard, 6S, 40D = 86 total
Phone: 1st floor (315) 781.4306; 2nd floor (315) 781-4307;
3rd floor (315) 781-4308
Facilities: Bathrooms, lounges and study rooms on each floor, full kitchen on 3rd floor of Rees Hall. Large lounge area on first floor of Rees Hall for all three buildings
Parking: J.P.R. lot

Medbery Hall (#4 on map)
Quad - Pulteney St.
Bed Style: Extra long twin (80") 5S, 27D
Number of beds: 59
Facilities: 5 connected buildings labeled A, B, C, D, E with bath in each. Split doubles. (section A further right)
Parking: Medbery lot
Phone: Section A (315) 781.4253; Section B (315) 781-42554; Section C (315) 781-4255; Section D (315) 781-4256; Section E (315) 781-4257
Sherrill Hall (#79 on map)
Corner of St. Clair and Pulteney
Bed Style: Extra long twin (80” long), 3S, 54D, 3T, 1Q
Number of beds: 124
Facilities: Study/TV lounges and bathrooms on each floor, kitchen area, laundry facilities, soda machine and handicapped access
Parking: J.P.R. lot
Phone: 1st floor (315) 781.4310; 2nd floor (315) 781-431; 3rd floor (315) 781-4312

Hirshson House (#24 on map)
St. Clair Street, “The Hill”
Bed Style: Standard twin (39” x 75”), 8S, 39D, 5T
Number of beds: 101
Facilities: Ballroom, galley kitchen off ballroom, TV lounges and bathrooms on each floor, study room, soda and snack machines and laundry facilities on ground floor
Parking: Barn lot or Comstock lot
Phone: 1st floor (315) 781.4242; 2nd floor (315) 781-4243; 3rd floor (315) 781-4244
ABOUT PARKING
Admissions Parking: Admissions visitors are encouraged to park in the Medbery Parking Lot. There are reserved spaces at the northeast side of the lot near the red Parking/Campus Safety Office. From there follow the sidewalk to South Main Street and cross the street to the Office of Admissions. Other Visitor Parking: Other visitors must check in upon arrival with the Parking/Campus Safety Office located in the large, red building in the northeast corner of Medbery Parking Lot.
Miller House 26 121 St. Clair St. 95
Potter Hall 83 133 St. Clair St. 97
President's House 11 169 St. Clair Street 111
Random Acts of Kindness House - 704 S. Main St. 77
Rees Hall 82
Residential Education 93
Robert A. Bristol Field House 31
Rosenberg Hall / Napier Classroom Center 15
Salisbury Center at Trinity Hall 8
Scandling Campus Center 20
Seneca Room 107
Sheppard House - Arts and Social Change 141 St. Clair St. 98
Sherrill Hall 79
Sill House / Green Theme House - 710 S. Main St. 76
Smith Hall 23
St. John’s Chapel / St. Mark’s Tower 6
Stern Hall 100
Stewardson - William Smith Honors House - 780 S. Main St. 71
Stiles Field 30
Sunken Gardens 70
Tennis Courts 39
Theta Delta Chi - 730 S. Main St. 74
Trowbridge House - Writers’ House - 129 St. Clair St. 96
Village at Odell’s Pond 29
Warren Hunting Smith Library 21
WEOS-FM 43
William Elliott Varsity House 32
The William Scandling 65
William Smith Field 35
William Smith Green 22
Williams Hall 3
Winn-Seeley Gymnasium 36
Zappler House 58
10 College Ave. 109
123 Hamilton St. 42
283 Pulteney St./Stucco House 47
295 Pulteney St. 45
400 Pulteney St. 89
402 Pulteney St. 88
408 Pulteney St. 87
420 Pulteney St. 85
451 Pulteney St. 84
615 S. Main St. 60
Classroom Options

Albright Auditorium
Building: Albright
Seating chairs only: 446
Style: Lecture Hall
Tech: Technology Rich
No air conditioning

Barn 1st Floor
Building: Barn
Seating Chairs: 100
Style: Multi-Purpose
Tech: TV

Barn 2nd Floor
Building: Barn
Seating: 100
Style: Multi-Purpose
Tech: None

Bristol Field House Dance Studio
Building: Bristol Field House
Seating: 30 – 40
Style: Dance Floor
Tech: Mic/PA
Bristol Gymnasium
Building: Bristol Gymnasium
Seating: 1,500
Style: Bleachers/Gymnasium
Tech: Mics

Bristol Pool
Building: Bristol
Seating: 300 – 1,000
Style: Indoor Pool
Tech: Mic/PA
Pool capacity: 130 people
Lifeguard required for every 25 people

Bristol Field House
Sport & Recreation Center
Building: Bristol Field House
Style: Indoor Field space
Tech: Mic/PA

Gilman Room
Building: Bristol Gymnasium
Seating: 15
Style: Meeting Style
Tech: None
Permission for use must be granted by Hobart Athletics at (315) 781-3565

Centennial Center for Leadership, Seneca Room
Building: Centennial Center For Leadership
603 S. Main St.
Seating: 50
Style: Meeting Style
Tech: Technology Rich
Comstock Living Room
Building: Comstock House
Seating: 50
Style: Chairs Only, Piano
Tech: None

Cellar Pub
Building: Coxe Hall
Seating: 99
Style: Meeting Style/Casual Dining
Tech: 5 TV's

Coxe 01
Building: Coxe Hall
Seating: 19
Style: Meeting Style
Tech: TV, VCR, Overhead Projector

Coxe 02
Building: Coxe Hall
Seating: 15
Style: Meeting Style
Tech: TV, VCR, Overhead Projector
Coxe 07
Building: Coxe Hall
Seating: 45
Style: Tablet Arm Chairs
Tech: Technology Rich

Coxe 08
Building: Coxe Hall
Seating: 70
Style: Tablet Arm Chairs
Tech: Technology Rich

Maney
Building: Coxe Hall
Seating: 15
Style: Meeting Style
Tech: TV, VCR, DVD, Teleconferencing

DeLancey 01
Building: DeLancey House
Seating: 14
Style: Meeting Style
Tech: TV, VCR, DVD
DeLancey 02
Building: DeLancey House
Seating: 14
Style: Meeting Style
Tech: TV, VCR, DVD

Demarest 014
Building: Demarest Hall
Seating: 42
Style: Tablet Arm Chairs
Tech: Technology Rich

Demarest 117A
Building: Demarest Hall
Seating: 16
Style: Tablet Arm Chairs
Tech: TV, VCR, Overhead Projector, Film Projector, DVD

Demarest 117B
Building: Demarest Hall
Seating: 35
Style: Tablet Arm Chairs
Tech: TV, VCR, Overhead Projector, Computer Projector, DVD

Demarest 212 Fisher Center
Building: Demarest Hall
Seating: 30
Style: Meeting Style
Tech: None
Demarest Blackwell Room
Building: Demarest Hall
Seating: 20
Style: Meeting Style
Tech: None

Demarest 309/310
Building: Demarest Hall
Seating: 11
Style: Meeting Style
Tech: TV, VCR, DVD

Demarest PeopleSoft Room
Building: Demarest Hall
Seating: 24
Style: Workspace
Tech: Technology Rich

Demarest St. John's Chapel
Building: Demarest Hall
Seating: 200
Style: Chapel/Pews, Piano
Tech: Mic/PA

Eaton 105
Building: Eaton Hall
Seating: 10
Style: Meeting Style
Tech: TV, VCR, Overhead Projector
Eaton 110
Building: Eaton Hall
Seating: 36
Style: Tablet Arm Chairs
Tech: Technology Rich

Eaton 111
Building: Eaton Hall
Seating: 40
Style: Tablet Arm Chairs, Demonstration Table with Sink
Tech: Technology Rich

Eaton 204 Lab
Building: Eaton Hall
Seating: 34
Style: Lab
Tech: TV

Eaton 209 Lab
Building: Eaton Hall
Seating: 32
Style: Lab
Tech: None

Emerson 001
Building: Emerson Hall
Seating: 39
Style: Tablet Arm Chairs
Tech: Technology Rich
Emerson 003
Building: Emerson Hall
Seating: 40
Style: Tablet Arm Chairs
Tech: Technology Rich

Emerson Lounge
Building: Emerson Hall
Seating: 15
Style: Meeting Style with attached kitchen
Tech: None

Finger Lakes Institute 1st Floor
Building: Finger Lakes Institute
Seating: 30
Style: Meeting Style
Tech: Technology Rich

Finger Lakes Institute 3rd Floor
Building: Finger Lakes Institute
Seating: 15
Style: Meeting Style
Tech: TV, VCR, DVD

Gulick 100
Building: Gulick Hall
Seating: 41
Style: Tablet Arm Chairs
Tech: Technology Rich
Gulick 206A
Building: Gulick Hall
Seating: 36
Style: Meeting Style
Tech: Technology Rich

Gulick 206B
Building: Gulick Hall
Seating: 25
Style: Tablet Arm Chairs
Tech: TV, VCR

Gulick 208
Building: Gulick Hall
Seating: 30
Style: Computer Lab
Tech: Technology Rich

Gulick 223
Building: Gulick Hall
Seating: 21
Style: Meeting Style
Tech: Technology Rich

Hirshson Ballroom
Building: Hirshson Hall
Seating: 75 chairs only
Style: Lounge/Open Space, Galley Kitchen, Piano
Tech: CD Player, PAs, 4 Mics
Houghton House and Sunken Gardens
Building: Houghton House
Seating: 100
Style: Banquet, Piano
Tech: Mic, PA, Podium

Houghton 112
Building: Houghton House
Seating: 35
Style: Tablet Arm Chairs
Tech: Overhead Projector

Houghton 212
Building: Houghton House
Seating: 42
Style: Tablet Arm Chairs
Tech: Technology Rich

Houghton 300
Building: Houghton House
Seating: 32
Style: Tablet Arm Chairs
Tech: Technology Rich

Lansing 301
Building: Lansing Hall
Seating: 12
Style: Meeting Style
Tech: Technology Rich
Library Sanford Room
Building: Library
Seating: 70
Style: Lecture Hall
Tech: Technology Rich

Library Barron Multimedia Lab
Building: Library
Seating: 24
Style: Computer Lab
Tech: Technology Rich

Library Geneva Room
Building: Library
Seating: 129
Style: Lecture Hall, Piano
Tech: Technology Rich

Merritt 005
Master of Education Conference Area
Building: Merritt Hall
Seating: 8
Style: Meeting Style
Tech: Technology Rich, Bring Laptop

Merritt 100
Building: Merritt Hall
Seating: 35
Style: Meeting Style
Tech: Technology Rich
Napier 101
Building: Rosenberg Hall/Napier
Classroom Center
Seating: 42
Style: Tablet Arm Chairs
Tech: Technology Rich
Air Conditioning

Napier 102
Building: Rosenberg Hall/Napier
Classroom Center
Seating: 19
Style: Tablet Arm Chairs
Tech: Technology Rich
Air Conditioning

Napier 201
Building: Rosenberg Hall/Napier
Classroom Center
Seating: 42
Style: Tablet Arm Chairs
Tech: Technology Rich
Air Conditioning

Napier 202
Building: Rosenberg Hall/Napier
Classroom Center
Seating: 20
Style: Tablet Arm Chairs
Tech: TV, Overhead Projector
Air Conditioning

Napier 218 Lounge
Building: Rosenberg Hall/Napier
Classroom Center
Seating: 20
Style: Meeting Style
Tech: None
Rosenberg 009 (Computer Lab)
Building: Rosenberg Hall/Napier Classroom Center
Seating: 20
Style: Computer Lab
Tech: Technology Rich

Scandling Blue Room
Building: Scandling Campus Center
Seating: 40
Style: Meeting Style/Dining, Piano
Tech: Mic, PA, Podium
Parking: Medbery Lot
Air Conditioning

Scandling Café
Building: Scandling Campus Center
Tables and Chairs: 150
Chairs only: 200
Style: Meeting Style/Casual Dining
Tech: Mic, PA, Podium
Parking: Medbery Lot
Air Conditioning

Scandling Common Room
Building: Scandling Campus Center
Seating: 75
Style: Meeting Style/Dining
Tech: Mic, PA, Podium
Parking: Medbery Lot
Air Conditioning

Scandling Great Hall
Building: Scandling Campus Center
Seating: 160
Style: Meeting Style/Dining
Tech: Mic, PA, Podium
Parking: Medbery Lot
Air Conditioning
Scandling Level 2 Atrium  
Building: Scandling Campus Center  
Seating: 50–60  
Style: Multi-Purpose  
Tech: None  
Parking: Medbery Lot  
Air Conditioning

Scandling Creedon Room  
Building: Scandling Campus Center  
Seating: 18  
Style: Meeting  
Tech: TV, VCR, DVD  
Parking: Medbery Lot  
Air Conditioning

Scandling Vandervort Multipurpose Room Full Space  
Building: Scandling Campus Center  
Seating: 300 (Full Space)  
Served: 300  
Buffet: 250  
Chairs only: 350  
Style: Multi-Purpose/Meeting Style/Banquet, Piano  
Tech: High Technology  
Air Conditioning

Scandling Vandervort East 1/3 Space  
Building: Scandling Campus Center  
Served: 75  
Buffet: 50  
Chairs only: 100  
Style: Multi-Purpose/Meeting Style/Banquet  
Tech: Technology Rich  
Air Conditioning

Scanding Vandervort West 2/3 Space  
Building: Scandling Campus Center  
Served: 175  
Buffet: 180  
Chairs only: 200  
Style: Multi-Purpose/Meeting Style/Banquet  
Tech: Technology Rich  
Air Conditioning
Scandling Wasey Room
Building: Scandling Center
Seating: 12
Style: Meeting
Tech: TV, VCR, DVD
Parking: Medbery Lot

Smith 002
Building: Smith Hall
Seating: 15
Style: Tablet Arm Chairs
Tech: TV, VCR, Overhead Projector
Parking: Medbery Lot, JPR Lot

Smith 206 Language Lab
Building: Smith Hall
Seating: 20
Style: Meeting Style
Tech: Technology Rich- 10 Mac, 10 PC
Parking: Medbery Lot

Smith 212 (Murphy Room)
Building: Smith Hall
Seating: 24
Style: Meeting Style
Tech: Technology Rich
Parking: Medbery Lot

Smith 305
Building: Smith Hall
Seating: 15
Style: Tablet Arm Chairs
Tech: Technology Rich
Parking: Medbery Lot
Stern 101
Building: Stern Hall
Seating: 12
Style: Meeting Style
Tech: Technology Rich
Parking: Medbery Lot
Air Conditioning

Stern 103
Building: Stern Hall
Seating: 46
Style: Tablet Arm Chairs
Tech: Technology Rich
Parking: Medbery Lot
Air Conditioning

Stern 117
Building: Stern Hall
Seating: 18
Style: Meeting Style
Tech: TV, VCR, DVD
Air Conditioning

Stern 201
Building: Stern Hall
Seating: 32
Style: Tablet Arm Chairs
Tech: Technology Rich
Air Conditioning

Stern 202 Language Lab
Building: Stern Hall
Seating: 10
Style: Meeting Style
Tech: TV, VCR, Computer
Air Conditioning
Permission for use must be granted by Stern Hall at (315) 781-3420
Stern 203
Building: Stern Hall
Seating: 30
Style: Tablet Arm Chairs
Tech: Technology Rich
Air Conditioning

Stern 204
Building: Stern Hall
Seating: 27
Style: Tablet Arm Chairs
Tech: Technology Rich
Air Conditioning

Stern 217
Building: Stern Hall
Seating: 18
Style: Meeting Style
Tech: TV, VCR, DVD, computer
Air Conditioning

Stern 301
Building: Stern Hall
Seating: 28
Style: Meeting Style
Tech: Technology Rich
Air Conditioning

Stern 303
Building: Stern Hall
Seating: 30
Style: Tablet Arm Chairs
Tech: Technology Rich
Air Conditioning
Stern 304
Building: Stern Hall
Seating: 27
Style: Tablet Arm Chairs
Tech: Technology Rich
Air Conditioning

Trinity 206 Teleconference
Building: Trinity Hall
Seating: 10
Style: Meeting Style
Tech: Technology Rich
Permission for use must be granted by
Global Education at (315) 781-3307

Trinity 210
Building: Trinity Hall
Seating: 10
Style: Meeting Style
Tech: Technology Rich

Trinity 305 Classroom
Building: Trinity Hall
Seating: 39
Style: Meeting Style
Tech: Technology Rich

Williams 200
Building: Williams Hall
Seating: 50
Style: Tablet Arm Chairs
Tech: TV, VCR, DVD, CD Player, Sound System
Williams 210
Building: Williams Hall
Seating: 10
Style: Meeting Style, Piano
Tech: TV, VCR

Winn-Seeley Classroom 130
Building: Winn-Seeley
Seating: 35
Style: Tablet Arm Chairs
Tech: Technology Rich
Air Conditioning

Winn-Seeley Gym
Building: Winn-Seeley
Seating: 300
Style: Gym, Piano
Tech: None

Winn-Seeley Hall of Honor
Building: Winn-Seeley
Seating: 10
Style: Meeting Style
Tech: none
Permission for use must be granted by William Smith Athletics at (315) 781.3500

Winn-Seeley Dance Studio
Building: Winn-Seeley
Seating:
Style: Dance Floor
Tech: CD player, piano, projector screen
Permission for use must be granted by the Dance Dept at (315) 781-3760
## Parking Lots

If your conference is hosting a large number of visitors, please note the parking lot locations on the map and the number of car spaces available.

<table>
<thead>
<tr>
<th>Parking Lot</th>
<th>Car Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>737 South Main lot</td>
<td>7 car spaces</td>
</tr>
<tr>
<td>Bampton lot</td>
<td>35 car spaces</td>
</tr>
<tr>
<td>Barn lot</td>
<td>88 car spaces</td>
</tr>
<tr>
<td>College Store lot</td>
<td>7 car spaces</td>
</tr>
<tr>
<td>Bristol lot</td>
<td>16 car spaces</td>
</tr>
<tr>
<td>Comstock lot</td>
<td>12 car spaces</td>
</tr>
<tr>
<td>Field House lot</td>
<td>89 car spaces, 3 bus spaces</td>
</tr>
<tr>
<td>Houghton lot</td>
<td>50 car spaces</td>
</tr>
<tr>
<td>JPR and Sherrill lot</td>
<td>91 car spaces</td>
</tr>
<tr>
<td>Lansing lot</td>
<td>18 car spaces</td>
</tr>
<tr>
<td>Medbery lot</td>
<td>338 car spaces</td>
</tr>
<tr>
<td>Odell’s North lot</td>
<td>60 car spaces</td>
</tr>
<tr>
<td>Odell’s South lot</td>
<td>74 car spaces</td>
</tr>
<tr>
<td>Scandling lot</td>
<td>50 car spaces</td>
</tr>
<tr>
<td>Winn-Seeley lot</td>
<td>19 car spaces</td>
</tr>
</tbody>
</table>
In the heart of New York State lie the five lakes called the Finger Lakes. They are, from west to east, Canandaigua, Keuka, Seneca, Cayuga, and Owasco. The Colleges themselves sit on a spectacular 188-acre campus along the western shore of Seneca Lake.

The Finger Lakes region encompasses several smaller lakes as well. Nearly all derive their names from the Iroquois Indians who were native to this region. The Finger Lakes region is rich in local culture, viticulture and tourism.

Geneva, N.Y., is a city of 15,000—large enough to provide commercial and cultural opportunity yet small enough to be comfortable.

Rolling hills and expansive lakescapes are the signature marks of the area’s topography. Sailing is tremendously popular in the Finger Lakes region, but the terrain also lends itself to several other outdoor activities such as hiking, biking, skiing and golf.

The large lakes that give the region its name have a moderating effect on the area’s climate, and the soil is perfect for growing grapes. Commercial vineyards and wineries abound, most of which offer tours of their facilities. You can visit a specific vineyard or take advantage of one of the multiple-stop wine trail excursions that are available.

Dotted with national landmarks, sprawling mansions and other distinctive architectural treasures, the area also is home to the Women’s Rights National Historic Park and National Women’s Hall of Fame in Seneca Falls, as well as the Ganondagan State Historic Site, a Native American settlement located in nearby Victor.

Conveniently located midway between Rochester and Syracuse, Geneva is six miles south of the New York State Thruway at exit 42. Commercial airports are located in Syracuse, Rochester and Ithaca, each about an hour’s drive. Amtrak train stations are located in Rochester and Syracuse, and Greyhound Bus Lines serve Geneva.

For further information on these or the many other attractions in the Finger Lakes region, contact one of the following organizations:

Geneva Area Chamber of Commerce
(315) 789-1776
www.genevany.com

Canandaigua Chamber of Commerce and Tourism Information
(585) 394-4400
www.canandaiguachamber.com

Finger Lakes Visitors Connection
(877) FUN-IN-NY
www.visitfingerlakes.com

Seneca County Chamber of Commerce
(315) 568-2906
www.fingerlakescentral.com
Downtown Geneva Eateries

1. “Joe’s Hots...Get There.” – Evan Grey ’12
   Joe’s Hots, 258 Hamilton Street

   – Emily Rogowski ’12
   Water Street Café, 467 Exchange Street

3. “Parkers. A low-key place to hang out and eat a really good meal for very little money.”
   – Emily Ross ’12
   Parker’s, 100 Seneca Street

4. “Normal Bread–best bread EVER!” – Caroline Donsky ’12
   Normal Bread, 111 Washington Street

5. “Opus Café & Wegmans are tied for first place.”
   – Kelly Biggs ’11
   Opus Café, 486 Exchange Street
   Wegmans, 300 Hamilton Street

6. “Garcia’s Mexican Restaurant.” – Sarah Marlow ’12
   Garcia’s, 313 Hamilton Street

   – Hannah Sorgi ’14
   Beef and Brew, 293 Main Street

8. “Red Dove Tavern is the perfect place to go for strawberry shortcake on a Saturday night.”
   – Melissa Hosek ’14
   Red Dove Tavern, 30 Castle Street

9. “Halsey’s! It has really great food with gluten-free options. It’s fancy but not overpriced. Definitely a good place to go on a date.”
   – Jocelyn Rapp ’13
   Halsey’s, 106 Seneca Street

10. “The Flour Petal serves really good homemade food.”
    – Molly Bilinski ’12
    The Flour Petal, 34 Linden Street

11. “Two words: Captain’s Room. Downtown breakfast spot. It’s delicious.”
    – Tim Carter ’12
    Captain’s Room, 467 Exchange Street

12. “Dallywater’s, a tea-centric British eatery. Dallywater’s is charming, and the food is out of this world!”
    – Anna Dorman ’14
    Dallywater’s, 68 Castle Street

13. “Bagels and Cakes is amazing.”
    – Emma Boehm ’12
    Bagels and Cakes, 476 Hamilton Street

14. “Seneca Lake State Park. It’s a beautiful place to relax and reflect. Bring a lunch – it is a great picnic spot, too!”
    – Kellsay Walls ’13
    Seneca Lake State Park, 1 Lakefront Drive

15. “Ports may be my favorite restaurant ever.”
    – Eddie Crockett ’12
    Ports, 4432 West Lake Road
Event Planning Information
Frequently Requested

Event Name: ________________________________________________
Contact Person: _______________________________________________
Cell Phone: _________________________________________________
Office Phone: _______________________________________________
E-mail: ___________________________________________________
Date of Event: ______________________________________________
Start Time: _________________________________________________
End Time: __________________________________________________
Number of People: __________________________________________
Location of Event: (1st choice)________________________(2nd choice)______________________
Rain Location if Outside: ______________________________________
A/V Requirements: __________________________________________
Dining Requirements: ________________________________________
Parking Location: ____________________________________________
Notes: