Summer & Conference Housing
Amsterdam Hall
2350 H Street, NW
Washington, D.C. 20052
(202) 994-6883
8:00am – 12:00am daily

24-Hour Summer Guest Services Line
(202) 242-2200
sumhouse@gwu.edu

GW Police Department
Emergency Line
(202) 994-6111

GW Police Department
Non-Emergency
(202) 994-6110

Room Lockouts
(202) 994-6706  Ext. 1

Emergency Maintenance
(202) 994-6706  Ext. 2

Contents

GW Courtesy Net-ID ................................................................. 1
Getting to Campus ................................................................. 2
  Driving, Parking, Buses ...................................................... 2
  Parking on Campus ............................................................ 2
Getting to Campus ................................................................. 3
  DCA, IAD, BWI, and Union Station ..................................... 3
Checking-In & Out ................................................................. 4
Services for Guests ............................................................... 5
  Maintenance & Facilities Services ...................................... 5
  Technology Services ........................................................ 5
  Mail and Package Service ................................................. 5
What to Pack ................................................................. 6
Local Resources ............................................................... 7
  Neighborhood Essentials ................................................ 7
Rules & Regulations .......................................................... 8
Campus Emergency ........................................................... 8
Short-Stay Conference Groups .......................................... 9

GW Courtesy Net-ID for Long-Stay Guests
The courtesy Net-ID (gwc-XXXXX) created when making a Long-Stay Housing reservation is critical to accessing GW’s services throughout the Summer.

Once on campus, you will need your courtesy Net-ID and password to access the Wi-Fi network, submit maintenance requests, and to log into your Summer reservation. Please make sure that you have both pieces of information saved and ready to use once you arrive to campus.
Check In Time
3:00pm

Check Out Time
11:00am

Individual Arrival Days
May 24, 2015
Will Occur at the Marvin Center
May 31, 2015
Will Occur at the Marvin Center
June 7, 2015
June 14, 2015
June 21, 2015

Individual Departure Days
July 4, 2015
July 11, 2015
July 18, 2015
July 25, 2015
August 1, 2015

Marvin Center
800 21st St. NW
Washington, DC 20052

Look for these links on our website
Learn More at: www.summerhousing.gwu.edu/parking
Getting to Campus / DCA, IAD, BWI, and Union Station

**From Regan National**
- The Metro Station is directly accessible from the Concourse level in Terminals B&C across from the information desks
- Board the Blue Line in the direction of Largo Town Center
- Arrive at the Foggy Bottom-GWU Station

**From Dulles**
- Purchase tickets and board the Silver Line Express Bus at Door #4 on the Arrivals level of the Main Terminal
- At the Wiehle-Reston East Metrorail Station board the Silver Line in the direction of Largo Town Center
- Arrive at the Foggy Bottom-GWU Station

**From BWI**
- The BWI Express/B30 Metrobus is located on the lower level of Concourse A&B or E; look for the "Public Transit" signs
- At Greenbelt Station, board the Green/Yellow Line in the direction of Branch Ave/Huntington
- Transfer at L’Enfant Plaza to the Orange/Blue/Silver Lines in the direction of Vienna/Franconia/Wiehle
- Arrive at the Foggy Bottom-GWU Station

**From Union Station**
- The Metro Station is located on the street level, First Street NE side of Union Station.
- Board the Red Line in the direction of Shady Grove
- Transfer at Metro Center to the Orange/Blue/Silver Lines in the direction of Vienna/Franconia/Wiehle
- Arrive at the Foggy Bottom-GWU Station

Check our website for estimated travel times and costs to campus using popular transportation options.
Learn More at: www.summerhousing.gwu.edu/traveltocampus
Check In Time
3:00pm

Check Out Time
11:00am

Individual Arrival Days
May 24, 2015
Will Occur at the Marvin Center
May 31, 2015
Will Occur at the Marvin Center
June 7, 2015
June 14, 2015
June 21, 2015

Individual Departure Days
July 4, 2015
July 11, 2015
July 18, 2015
July 25, 2015
August 1, 2015

Marvin Center
800 21st St. NW
Washington, DC 20052

Check-In for Long-Stay Individuals

All Summer & Conference Check-Ins are operated through a central location. Please keep in mind that this may not be the building in which you are living. Please plan your transportation and luggage needs accordingly.

- All individuals must have paid their balance in full by the Friday prior to their arrival
- Check-in occurs at 3:00pm on the designated days, early check-in times are not available
- Check-in occurs at Amsterdam Hall, 2350 H Street, NW unless otherwise noted in your confirmation
- You will need to present valid photo identification
- Keys and Access Cards will only be distributed to the resident holding the reservation

Check-In tends to be the busiest at the start. If you would like to avoid any wait, we recommend that you come shortly after 3:00pm and before 6:00pm.

Check-Out for Long-Stay Individuals

All check-outs occur at Amsterdam Hall, 2350 H Street, NW

- Check-out occurs at 11:00am on the designated days
- Rooms must be cleaned to the point where they can be broom swept at check out, any rooms requiring additional cleaning will incur a fine to all residents of that room.
- Prior to your check-out day you will receive a key envelope to your room. Place your key and access card in the envelope to expedite your check out
- A charge of $150 will be applied to your account for lost keys and $50 for lost access cards
- Once you check-out you will not have access to your building or room. Please plan your travel and luggage needs accordingly

Check-In & Out for Members of a Long-Stay Group

Summer Guests who are part of a Long Stay Group/Conference reservation should check with their Group Coordinator regarding check-in times and locations. Some groups will organize a check-in and check-out process for their participants at the specific buildings in which they will be residing.

Learn More at: www.summerhousing.gwu.edu/individualcheckin
Services for Guests

Maintenance Requests
Facilities Services provides 24-hour service to address housekeeping, maintenance issues and repair issues in all residence halls. If, upon arrival, you notice any problems in your room, please contact our office at (202) 994-6883.

<table>
<thead>
<tr>
<th>FIXit Ticket</th>
<th>Work Control</th>
<th>Customer Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual and Long-Term Summer guests staying more than 21 consecutive nights can submit a maintenance request to address issues that are not emergencies.</td>
<td>Problems that jeopardize a person’s safety, causes damage or loss of property or significantly disrupts regular university activities. Example: active water leaks, power loss, broken door or lock, elevator outages</td>
<td>You can check on the status of your FIXit maintenance request Monday-Friday, 10:00am to 5:00pm.</td>
</tr>
<tr>
<td><a href="http://www.facilities.gwu.edu">www.facilities.gwu.edu</a></td>
<td>(202) 994-6706 x2</td>
<td>(202) 994-6706 x3</td>
</tr>
</tbody>
</table>

Technology Services
Wireless Internet is provided to all Summer Guests. Long Stay and Individual Guest should follow these simple steps to connect to the wireless internet for the duration of your Summer reservation:
1. Make sure your Wi-Fi is turned on
2. Connect to the GWConnect wireless network
3. Open a browser window and try to navigate to a webpage to load the GWConnect login page
4. Use the Courtesy NetID and Password you created when making your Housing Reservation to log-in to the wireless network

Please refer to our website for more information on printing, cable TV, and telephone services.

Mail and Packages
Letter sized mail is delivered to each residence hall daily; Larger parcels must be picked up at the Mail and Package Services located at 2025 F Street, NW. You will be notified via email when packages are ready for pickup. Packages will be returned to the sender if they are not picked up. Mailbox keys or combinations will be distributed to you when you check in. Lost mailbox keys are subject to a $10 replacement fee.

You can learn more about memberships to the Rec Center, Monthly Parking Permits, and Summer sustainability efforts on our website.

Learn More at: www.summerhousing.gwu.edu/servicesforguests
Room Inspections
To ensure you are healthy and safe during your stay, the Office of Risk Management will either lock or confiscate prohibited items found during inspections which may occur during the Summer.

What to Pack (Individual Guests & Long-Stay Groups)

All residence halls are partially furnished with:
- Twin-sized bed
- Desk
- Closet or wardrobe
- Microwave
- Refrigerator
- Coin-operated laundry facilities
- Internet, cable TV

Individual Guests and participants in Long-Stay Groups should consider bringing the following items, as they are not provided by GW Housing:
- Standard Twin XL Sheets
- Pillow(s) and Pillowcase(s)
- Blankets
- Towels and Hand Towels
- Lamps (Non-Halogen)
- Power Outlet Strip (surge-protected only)
- Iron and Ironing Board
- Kitchen Appliances and Utensils
- Television (cable box and remote provided)
- Cleaning Supplies (including vacuum)
- Toiletries
- Hangers
- Blow dryer
- Laundry Detergent
- Quarters for Laundry

What Not to Bring
The following items are prohibited:
- Additional Furniture
- Pets
- Non-surge protected extension cords
- Halogen Lamps
- Kitchen Appliances in rooms without a kitchen
- Candles and Incense
- Flammable Liquids
- Explosives, including fireworks
- Weapons, including switch-blade and butterfly knives, spears, swords, souvenir weapons or chemicals
- Firearms, including ammunition, tasers or pellet/BB/air/paintball guns
- Alcohol, if underage
- Illegal drugs and drug paraphernalia

Learn More at: www.summerhousing.gwu.edu/whattopack
Local Resources / Dining and Shopping

Our convenient location in the heart of DC allows you to be fully immersed in everything that the city has to offer. There are many dining and shopping options around the District and in the greater metropolitan area. We have listed just a few of the easy to get to essentials here.

For more information, please visit our website.

Neighborhood Essentials

- Trader Joe’s: 1101 25th Street, NW
- Whole Foods: 2201 I Street, NW at 22nd and I Street
- CVS/24 Hours: 2000 Pennsylvania Ave, NW. 202-296-0329
- CVS/24 Hours: 2125 E St., NW. 202-338-6337

In the City on Metro Lines

- Bed Bath & Beyond: 709 7th St NW
  - Orange/Blue/Silver Lines transfer at L’Enfant Station to Yellow/Green Lines to Gallery Place/China Town Station
- Target, Best Buy, and Bed Bath & Beyond: 3100 14th St NW
  - Orange/Blue/Silver Lines transfer at L’Enfant Station to Yellow/Green Lines to Columbia Heights Station
- Bed Bath & Beyond and Fashion Centre at Pentagon City: Pentagon Row, 900 Army Navy Drive Arlington, VA 22202
  - Blue Line to Pentagon City Station
- Costco and Best Buy: 1201 S Hayes St Arlington, VA 22202
  - Blue Line to Pentagon City Station

Outside of the City by Driving

- Target, Best Buy, Staples, Old Navy, Sports Authority, TJMaxx, Etc: Potomac Yard Center, 3671 Jefferson Davis Hwy Alexandria, VA 22305
- Ikea Maryland: 10100 Baltimore Ave College Park, MD 20740
- Ikea Virginia: 2901 Potomac Mills, Woodbridge, VA 22192

*Note that the information above are merely suggestions, GW does not officially endorse any private retail store or shopping area.*

Learn More at: summerhousing.gwu.edu/local
Look for these links on our website

Campus Rules & Regulations

In the interest of creating a safe and positive environment for all residents and guests, it is necessary to set conduct guidelines that all guests of The George Washington University must adhere to. By choosing to stay on either the Foggy Bottom campus or the Mount Vernon campus, guests agree to follow all rules and regulations set forth in the Residential Community Conduct Guidelines (RCCG), available at: www.summerhousing.gwu.edu/rules.

As defined in the Code, a GW student is “any currently enrolled person, full-time or part-time, or on continuous enrollment, pursuing undergraduate, graduate, or professional studies, whether or not in pursuit of a degree or of any form of certificate of completion.” The guidelines established in the Code, RCCG and the Summer Housing License Agreement apply to all individuals; however, only academic year GW students and non-GW academic-year student attending Summer 2015 courses are entitled to a disciplinary process. For all others, policy violations will normally result in a warning (for minor violations) or immediate termination of the Summer Housing License Agreement (for serious and/or repeated minor violations). The University may take immediate possession of the room occupied by the Licensee for a violation of any terms of this Summer Housing License Agreement and without refund to the Licensee. Reports of violations of University policy received from the University Police Department, GW Housing staff, and/or any other GW Department are considered factual and accurate, and are the basis for decisions rendered for individual Licensees.

Learn More at: www.summerhousing.gwu.edu/rules

Campus Emergencies

In the event of a campus emergency or if you are in danger, call the GW Police Department at 202-994-6111

If 911 is contacted, it will bypass university police and response time may be slower.

The GW Police Department has officers on patrol 24 hours a day to ensure that our guests are protected during their stay. GW campuses are very safe, but it is important to be aware of your surroundings since the campus is located in an urban setting. In addition to utilizing University Police, we do invite you visit the Campus Advisories Website in order to make sure you are up to date on campus and DC emergencies.

If there is a fire alarm in the building, please exit the building at the closest exit and proceed across the street from the building at least 250 feet away from the entrance and await further instructions by University Police of a GW Staff Member.

Learn More at: www.summerhousing.gwu.edu/safety
Short-Stay Groups / Foggy Bottom

Check-In & Out for Short-Stay Groups
Short-Stay Groups facilitate the check in and out process for their participants. Guests of a Short-Stay Group or Conference should check with their Group Coordinator to find out when and where your check in will take place.

- Check-in occurs at 3:00pm on the designated days, early check-in times are not available
- Group Coordinator will collect check-in materials from Amsterdam Hall, 2350 H Street, NW
- The Group coordinator will facilitate check-in for their participants at a time and location decided and communicated by the Coordinator.
- Check-out occurs at 11:00am on the designated days
- Rooms must be cleaned to the point where they can be broom swept at check out, any rooms requiring additional cleaning will incur a fine to all residents of that room.
- Coordinators are encouraged to facilitate an organized check-out to verify the return of keys and access cards
- A charge of $150 will be applied to the group’s bill for lost keys and $50 for lost access cards

What to Pack
In addition to the information on page 6, guests who are part of short-term conference groups will receive:

- Hand Soap and Toilet Paper
- 1 Pillow, 1 Pillowcase, 1 Blanket, 1 Sheet, 2 Towels
- Internet Access distributed by your Group Coordinator

Maintenance Requests
All maintenance requests for Short-Stay Groups staying 3-20 consecutive nights must be communicated by the Group Coordinator. Group Coordinators should contact the Summer & Conference Housing office who will submit a FIXit request on your behalf. Call: 202-994-6883

Internet
Short stay guests are provided with internet access in 72-hour increments. Accounts may be renewed at the conclusion of that time.

- Connect to the GWConnect wireless network
- Open a browser window and try to navigate to a webpage to load the GWConnect log-in page
- Create a guest account under "Self Registration" which grants network access for 72 hours per registration
- Additional Instructions can be found here: Connecting to the GWconnect wireless network