



Gonzaga University Conference Services – Summary Guide

Description and Location:

Gonzaga University is located on a beautiful campus in a residential neighborhood. It is situated on the north bank of the Spokane River just minutes from downtown Spokane. The campus features a pedestrian only core and is a mixture of new and old, as well as, character and charm. From I-90, the campus may be easily accessed via exit 282 North (Hamilton Street) then left on Sharp Avenue or through the downtown area via exit 281 North (Division Street) then right on Sharp Avenue.

Housing Accommodations:

Gonzaga University offers several different styles of housing for summer conferences:

- ✓ Traditional Style Residence Halls with shared communal bathroom facilities per floor, wing, or building.
- ✓ Suite Style Residence Halls with a shared bathroom per two adjacent joining rooms.
- ✓ Two Bedroom Apartments with a shared bathroom, living room, and kitchen.

Most rooms are set up for double occupancy, but may also be used to accommodate only one person. Each room is furnished with a bed, desk, dresser/wardrobe, desk chair, and bookshelf per occupant, as well as, a telephone per room. Linen may be provided, but no maid service is available. All buildings feature community and recreational spaces, as well as, washer/dryers, and small kitchens.

The buildings are locked 24 hours per day and each resident is issued an entrance key and room key. Depending on the group and building, the building front desk may be staffed from 7:00am to 11:00pm. Most buildings will have live-in staff during the conference/camp.

The housing rates (including linen) for the Summer 2009 are:

Style	Double (2 Persons/Bedroom)	Single (1 Person/Bedroom)
Residence Halls	\$20.00/Person/Night	\$26.00/Person/Night
(w/o Linen)	\$18.00/Person/Night	\$24.00/Person/Night
Apartment	\$26.00/Person/Night	\$32.00/Person/Night
(w/o Linen)	\$24.00/Person/Night	\$30.00/Person/Night

The housing accommodations (Summer only):

Building	Style	Maximum Capacity	Floors (Wings)	Bathrooms
Alliance Hall	Traditional	41	2	One per building
Campion Hall	Traditional	35	2	One per building
Catherine/Monica Hall	Traditional	344	2 (4)	One per floor and wing
Chardin Hall	Suite	50	3	Two rooms share a common bathroom
Crimont Hall	Traditional	90	3	One per floor
Cushing Hall	Suite	42	3	Two rooms share a common bathroom
DeSmet Hall	Traditional	140	4	One per floor
Dillon Hall	Suite	92	3	Three bedrooms share 1-1/2 common bathrooms
Dooley Hall	Suite	90	3	Two rooms share a common bathroom
Goller Hall	Suite	88	3	Three bedrooms share 1-1/2 common bathrooms
Lincoln Hall	Traditional	41	2	One per building
Madonna Hall	Traditional	144	3 (2)	One per floor and wing
Roncalli Hall	Traditional	40	3	One per floor
Welch Hall	Traditional	150	4	One per floor
Dussault Apartments	2-Bedroom Apartments	200	3 (3 Bldgs.)	One per two bedroom apartment

All Accommodations are Non-Smoking

Dining and Catering Services by Sodexho:

Sodexho provides cafeteria style dining and full service catering on campus.

Cafeteria dining in the Marketplace is “all-you-can-eat” and features a wide selection during each meal. The total seating capacity, in the recently remodeled cafeteria, is 500 in two adjacent rooms (Montana Room and Spokane Room). The normal hours of operation are 7:30-8:30am for breakfast, 12-1pm for lunch, and 5:30-6:30pm for dinner; however, hours may be modified depending on the number of persons dining scheduled to dine in the cafeteria of the needs of a specific group.

The cafeteria dining prices for the Summer 2009 are:

Diners	Daily	Breakfast	Lunch	Dinner
1 - 50	\$26.68	\$6.67	\$9.34	\$10.67
51 - 100	\$26.04	\$6.51	\$9.11	\$10.42
101 - 200	\$25.41	\$6.35	\$8.89	\$10.17
201 - 300	\$24.84	\$6.21	\$8.69	\$9.94
301 - 400	\$24.22	\$6.06	\$8.47	\$9.69
401 - 600	\$23.63	\$5.91	\$8.27	\$9.45
601 +	\$22.63	\$5.66	\$7.92	\$9.05

Sodexho provides a wide array of services to fit your need from “No Frills Catering” to “Traditional Fare” to “Presidential Affair.” The cost of the catering service depends on the food selection and the service level; however, a Sodexho representative will work closely with you to ensure “the most bang for the buck.”

Sodexho will require a guarantee meal count at least ten (10) days prior to the first meal. The guarantee may be changed up to ten days prior to the event. After the first meal, but before the second meal, the group may adjust the guarantee count. The group will be responsible for the greater of the guarantee count or actual count.

Meeting Facilities:

Gonzaga University offers a variety of facilities – auditoriums, classrooms, gyms, multipurpose rooms, conference rooms, and “playing” fields – to meet the needs of many diverse groups.

The standard cost for the usage of meeting facilities is \$4.50/participant/day and may include equipment, as well as, set up and take down. However, depending on the extent of the needs, the “usage fee” may be adjusted.

A sample of facilities widely used by our conference/camp groups:

Room Type	Building	Capacity	Features	Seating
Auditorium	Administration	100	Partially Tiered, Stage	Arm Chairs and Tables and Chairs, Theater Style
Auditorium	Jundt	89	Tiered, Stage	Arm Chairs, Theater Style
Classrooms	Administration, Jepson, Herak, Hughes, Schoenberg	20-90	Traditional Classrooms	Arm Chairs or Tables and Chairs
Gym	Martin Center Main Gym	3300	1 Court 6570 Sq. Ft.	Bleachers, 500 on Floor Theater Style with Stage
Gym	Martin Center Field House	800	3 Courts 18,470 Sq. Ft.	No bleachers, 800 on Floor at Tables and Chairs with Stage
Gym	Martin Center Day Court		1 Court 5940 Sq. Ft.	No Bleachers
Multipurpose	COG Spokane Room	400 (200)	Stage 3700 Sq. Ft.	Stacking Chairs (Tables and Chairs)
Multipurpose	Welch Assembly	100 (72)	1100 Sq. Ft.	Theater Style with Stacking Chairs (Tables and Chairs)
Multipurpose	Cataldo Globe Room	500 (400)	5800 Sq. Ft.	Round Tables and Chairs
Meeting	COG Wa/Cal Room	64	Located in the COG	Tables and Chairs
Meeting	Crosby - Road to Utopia	30	Located in Student Center	Conference Table and Chairs
Meeting	Crosby - Road to Bali	32	Located in Student Center	Conference Table and Chairs
Open Field	Foley Field	500	140,000 Sq. Ft.	
Open Field	Quad Field	500	90,000 Sq. Ft.	
Outdoor Space	Jundt Amphitheater	50	90,000 Sq. Ft.	Bench seating

Parking:

Visitor Parking Permits

Permit parking on the Gonzaga University Campus is enforced from 8am to 8pm in all Red, Pink and Green lots during the summer. Visitors wishing to use these lots must obtain and display a Visitor Parking Permit to park in these areas. Please contact Campus Services with regards to parking options for your group. *(Many residence hall parking lots are designated Yellow and do not require a permit during the summer conference season.)*

Parking regulations and Enforcement

The following is prohibited at any time:

- Parking in a University lot without displaying a proper Visitor Parking Permit.
- Parking on sidewalks or lawn areas.
- Parking in fire lanes.
- Parking on brick areas.
- Parking within 20 feet of crosswalks or 5 feet of driveway access.
- Parking in more than one space or in an unmarked space.
- Parking in unauthorized or restricted areas.
- Parking in "Handicapped" Spaces without a State issued permit.

Coaches/Chaperones/Advisors Required for Youth Groups:

Adult supervisory staff is required to be present and monitor all locations where youths of the team/group are gathering including but not limited to scheduled activities, between events, meal times, free time, and in housing facilities day and night. The minimum ratio required, by gender, is: 1 adult per 6 youths 6-8 years of age; 1 adult per 8 youths 9-14 years of age; 1 adult per 10 youths 15-18 of age. Although the University may have staff on-site, the supervision of youths is not the University's responsibility unless specifically arranged for in advance and documented in the usage agreement.

Behavioral Expectations for Youth Groups:

Advisor^[1] (Coach) Expectations:

- ✓ The advisor (coach) is responsible for monitoring the individual behavior of their group's (team's) participants at all times.
- ✓ The advisor (coach) must advise group's (team's) participants of their behavioral expectations immediately after registration/check-in. The participant's expectations are outlined below.
- ✓ The advisor (coach) must adhere to the same expectations that apply to their group's (team's) participants
- ✓ The advisor (coach) must notify the check-in staff of any pre-existing damage to their group's (team's) housing accommodations immediately after registration/check-in.
- ✓ The advisor (coach) shall address violations of the participant expectations promptly.
- ✓ The advisor (coach) should conduct a check-out inspection of their participant's housing accommodations to determine individual responsibility for any damage or mess and to ensure that their participants leave no personal belonging behind.
- ✓ The advisor (coach) may not consume alcoholic beverages in the presence of the participants and must limit consumption so their judgment is not impaired

Participant Expectations:

- ✓ Participants will demonstrate mutual respect for others and support an environment conducive to the pursuits and enjoyment of the entire university community. Assault, threats, inappropriate language (abusive, "foul", sexually explicit, or hateful), intimidation, "hazing", and other disrespectful behavior is not permitted on campus.
- ✓ Participants bear responsibility to ensure their own safety and security by: exiting the buildings in the event of a fire alarm; not tampering with or disabling fire protection equipment; locking room and entrance doors and not propping doors open; not throwing any objects out of windows; not accessing roof, ledges or other not pedestrian spaces; and not engaging in other dangerous, damaging, and disruptive activities.
- ✓ Participants may not move any furniture from its permanent location.
- ✓ Participants may not affix any signs or "decorations" with nails, glue, thumbtacks, staples, stakes, duct tape, scotch tape, or "regular" masking tape. String or removable plastic "tack" may be used as long as they it does not result in any damage. Signs or any other decorations must be promptly removed at the conclusion of the event.
- ✓ Participants may not use or possess the following on campus: fireworks, explosive or highly flammable material, firearms or other devices able to shoot a projectile.
- ✓ Participants shall honor requests by others to lower the volume of noise and cease disruptive behavior.
- ✓ Participants will park in designated areas and will abide by all Gonzaga parking regulations.

[1] This title refers to any adult who has accepted responsibility for a specific group of youth participants such as a "Counselor", "Chaperone", "Group Leader", "Coach", "Assistant Coach" etc.

“Booking” and Planning Process:

To begin the “booking” process, please contact:

Rodolfo Pagsanjan
Gonzaga University – Campus Services
MSC 2614
Spokane, WA 99258
Telephone: 509-313-6859
Fax: 509-313-5849
E-Mail: pagsanjan@gonzaga.edu

During your initial contact, you will be asked for general information about your group’s needs. If it appears that Gonzaga University will be able to meet your needs with respect to the other activity on campus, the information will be forwarded to the Gonzaga Planning Committee (campus services, housing, dining, maintenance, custodial, security, athletic facilities) for review. If approved by the committee, a “tentative” reservation will be made. A Usage Agreement, “Planner’s Summary” Worksheet, Housing Floor Diagrams/Rosters (if applicable), and Parking Information will be sent to the group’s contact well in advance of the event. Once the Usage Agreement and deposit are returned, the reservation will be “confirmed.” The “Planner’s Summary” Worksheet and a schedule of conference events/activities (including equipment need) should be returned to Campus Services at the earliest possible convenience.

Prior to the event, a representative from Sodexo (dining) will contact the group representative to review specific dining needs and seek a guarantee dining count. The guarantee may be changed up to ten days prior to the event. After the first meal, the group may adjust the guarantee count, but will be responsible for the greater of the guarantee count or actual count.

If the group has housing accommodations, the Housing Floor Diagrams/Rosters must be received ten days prior to arrival. Changes to the Housing Diagrams/Rosters may be made until participants arrive, but any changes should be communicated to Campus Services.

Throughout the process, communication is encouraged. Don’t be afraid to ask – every detail is important.