Conference Services Office

Phone: 206/281-2187
Location: University Services Building 3320 Sixth Avenue West
Office Hours: Monday-Friday, 8 a.m.-5 p.m.
Summer Hours: Monday-Friday, 7 a.m.-7 p.m.
E-mail: jbruce@spu.edu

General Guest Information

As a service to Summer Session Housing guests, a designated area of a traditional residence hall has been reserved for your summer lodging needs. Guests are assigned one person per room, and gender is kept separate by wing or floor. The following information is designed to answer any additional questions you may have regarding your SPU summer lodging.

Check-in
Monday through Friday, 7 a.m.-7 p.m., check-in is conducted by the Conference Services staff. After-hours check-in is available through the Office of Safety and Security, which is open 24 hours a day, seven days a week. Arrangements for check-in must be made a minimum of seven days prior to your arrival.

Dining
Your daily room rate includes dinner at our award-winning dining commons. Meals are “all-you-care-to-eat.” You may opt to purchase additional meals and pay at the door.

Linens
Towels, sheets, a blanket and pillow are provided at no additional charge. Towels and sheets are exchanged weekly.

Map
A campus map is provided on the reverse side of this brochure.

Parking
Parking is available in lot number 42. (See map on reverse side.) A parking pass or permit is not required.

Pets
Only animals required for ADA purposes are permitted in campus housing.

Policies
Seattle Pacific University is an evangelical Christian institution that by custom and conviction does not allow the use, consumption or possession of alcohol or illegal drugs on campus. We ask your cooperation in honoring the Seattle City Ordinance and our school policy forbidding smoking in any campus building. We reserve the right to discontinue service to any individual who does not comply with University regulations. Under these circumstances the individual will be asked to leave at his or her own expense.

Reservations
To reserve your housing, complete the enclosed application, sign the form and return it along with your full payment (check, MasterCard or VISA) to SPU, ATTN: Conference Services, 3307 Third Avenue West, Seattle, Washington 98119. Reservations are processed in the order in which they are received. A letter of confirmation will be sent upon receipt of your paid housing reservation.

Guest Room Information

Keys
You will be given your room key when you check in. Please return this key when you check out. Room keys not returned at check-out will be deemed lost. The replacement cost is $65.

Liability
When staying on the Seattle Pacific University campus, you assume the responsibility for your room and its contents. The University is not responsible for loss or damage to personal property.

Room Repairs
Please let us know of any physical problems with your room (i.e., burned-out light bulbs and broken blinds) by calling Conference Services. We will do our best to respond promptly.

Telephones
Telephone service is complimentary and allows you to make local calls from your room. Long distance calls may be made from your room by using a calling card or calling collect. Pay phones are also available in the residence hall lobby and in most other campus buildings. For on-campus calls, dial only the last four digits of the phone number. To call off-campus, press “9” and then the phone number.

Campus Services

ATM Locations
Weter Hall lobby
Student Union Building (SUB)
U.S. Bank (near the Bookstore)

Bank
U.S. Bank of Washington, with a cash machine that accepts debit and VISA cards, is located across from the Student Union Building on West Bertona. Hours: Monday-Thursday, 9 a.m.-5 p.m.; Friday, 9 a.m.-6 p.m. Phone: 206/585-2881.

Bookstore
Located across from the Student Union Building on West Bertona, the Seattle Pacific University Bookstore carries novelty and gift items, cards, books, and magazines. Photo processing is also available. Hours: Monday-Friday 8:30 a.m.-5 p.m. Phone: 206/281-2136.

Campus Information (Uni-Com)
The University Communications Center — also known as “Uni-Com” — located in the Student Union Building, provides change for vending machines, and has current bus and ferry schedules. Hours: Monday-Friday, 8 a.m.-5 p.m. Phone: 206/281-2000 (dial x0 on campus).

Food Service Options
The Corner Place Market, located across from Demaray Hall, features snacks and a Subway restaurant. The Student Union Building has lunchtime-only food service available Monday-Friday.

Office of Safety and Security
Open 24 hours a day. Call 206/281-2911 (dial x2911 on campus) to report emergencies. Security staff will contact the proper city authorities and will come to your aid. For non-emergencies, call 206/281-2922 (dial x2922 on campus). The Office of Safety and Security is located at 601 West Emerson.

Student Union Building
Public restrooms, pay and on-campus telephones, vending machines and campus information are in this building. Hours: Monday-Friday, 7 a.m.-6 p.m.

Hospital and Pharmacy Information

Hospital
To reach Swedish Medical Center: Go west on Nickerson Street and follow signs over the Ballard Bridge; turn left onto NW Market Street; turn left onto 17th Avenue NW. The hospital is on the righthand side of the street. Emergency Room: 206/782-2700. Doctors Referral: 206/622-9933.

Local Pharmacies
Bartell’s
23 Mercer Street
206/264-1353

Walgreens
15th Avenue and NW Market Street (Ballard)
206/781-0054