

# Johns Hopkins University Summer Conference



Charles Commons Residence Hall  
Corner of North Charles Street and St. Paul Street  
3301 North Charles Street  
Baltimore, MD 21218

Welcome to Johns Hopkins University! Summer is a great time to visit Hopkins and the city of Baltimore.

Johns Hopkins University provides a great experience for your summer camp or conference. Below is useful information to assist you as you prepare to arrive at JHU this summer.



## Check-In

Guest should arrive using the North Charles Street entrance. JHU staff will be on site to greet guests and make sure they get settled in for your stay. The housing front desk and check-in will be located just inside the main entrance. Every camp or conference has a check-in and check-out time. Please refer to your camp/conference materials for your specific check-in and check-out times.

Upon checking in, every guest is given keys, a meal card if group is scheduled for meals, and an access card used to

gain access into the building.

Guests may park at the meters for short-term street parking to unload and check-in. Meters accept coins and credit cards.

Depending upon the group's arrangements for parking, guests may or may-not be issued a pre-paid parking permit at check-in. Guests may move the vehicle to the San Martin Garage for long-term parking. \*If parking is not arranged for by the group, then payment for parking in the garage is left upon the individual.

The Johns Hopkins Homewood Campus is easily accessible and within 30 minutes of the BWI airport. For directions and campus map, visit [http://webapps.jhu.edu/jhuniverse/information\\_about\\_Hopkins/visitor\\_information/](http://webapps.jhu.edu/jhuniverse/information_about_Hopkins/visitor_information/). Parking is available for summer guests and visitors in the San Martin Garage located off of San Martin Drive. Credit cards are accepted. Directions to this garage will be provided upon check-in.



## Charles Commons Facility & Amenities:



- All residence halls are equipped with 24-hour security. Only guests attending a program and living on campus are permitted in the building after midnight.
- Air conditioned suite-style accommodations.
- Single bedrooms within 2 person or 4 person suites (2 people per bathroom)
- Kitchenette with stove-top and refrigerator. Kitchen utensils and accessories are not provided.
- A courtesy phone is located at the summer conference desk for local calls. Calling cards are needed for long distance calls. Phones are not provided in suites.
- Coin-operated laundry facilities—\$1.25 to \$1.50 per load to wash or dry.
- Trash chutes and recycling bins on every floor
- Study lounges as space is permitted
- Vending Machines and Game area
- Information on local accommodations, area attractions, and restaurants is available at the summer conference desk.
- Wireless Internet

### Things you may want to bring with you:

- Alarm Clock
- Cell Phone or Calling Card
- Umbrella
- Hangers
- Shower Caddy
- Comfortable Shoes
- Cooking utensils if using the kitchenette



### Prohibited in Residence Halls:

- Candles
- Smoking
- Altering rooms or rearranging furniture
- Attaching anything to ceiling, walls, or doors

## Linen Service

Housekeeping staff work very hard to ensure rooms are prepared for guests and keeping the living environment in good condition.

#### What service should you expect in rooms?

Guests must provide their own towels and washcloths. Sheets, pillow, and pillow case is provided. All beds are extra long twin. There will be a linen room area where guests can discard soiled linen and pick up fresh linen. See front desk for the location.

Housekeeping will enter suites and bedrooms once a week for groups staying more than seven days. Staff will empty trash in rooms, sweep kitchenette area, vacuum bedrooms and common living space, and clean bathrooms. Look for information in your room for a room cleaning

schedule. We ask on room servicing days belongings are placed in one area of the room so staff can vacuum and properly clean the room. We also ask that trash is discarded in the trash cutes located on each floor using the extra trash bags in the containers.

Avoid bringing valuables to campus whenever possible. The University is not responsible for lost or stolen items. If valuables are brought, we suggest you keep those items out of sight in your room and locked away.

## Mail

There is a mail room on campus open limited hours, during most of the summer for guests to send mail and purchase stamps. It is recommended not to have mail sent to guests staying in the residence hall for less than ten days since they may not be staying long enough to receive mail. Any mail or packages received after guests are gone will be returned to sender. Mail is not distributed on the weekends. Mail should include the camp or conference name the



guest is attending, the guest's name, and mailed to the address on the previous page. **Please do not make a temporary address change to the residence hall if you are staying for a longer duration of time.**

## Housing

Housing assignments are generally done based on genders. Except with specific circumstances, we do not house male and females within the same room/suite. Housing can only be provided to registered attendees of a program. Guests or spouses of a registered attendee cannot be accommodated in University housing.

## Front Desk

The Charles Commons front desk will be open 7am-12 midnight, seven days a week. Since there are no room phones, staff are not able to call and locate guests. In the event of an emergency, those calls should be directed to JHU Security at 410-516-4600.

## Check-Out

Before departing campus, please make sure the room is left in similar condition as when you arrived. Check your room to make sure items are not left behind. Any lost and found items will be donated or discarded if not picked up within 5 days of check out.

There is a \$75 lock change fee for any non-returned keys, \$25 fee for

non-returned access cards, and \$10 fee for non-returned meal and parking cards. Payment for these items will need to be made directly to the camp or conference. Staff at the front desks cannot accept cash for any reason, including parking permits.

On behalf of Housing, Dining, and Conference Services, we hope you enjoy your stay at JHU!

JHU is committed to increasing and supporting environmental awareness and consumption on campus, in the community, and abroad. Recycling containers are located in the halls, on the floors, and throughout campus. We ask guests to assist us in our environmental consumption and disposal efforts during your stay on campus.

## Conference Services



3003 N. Charles Street  
Baltimore, MD 21218  
P. 410-516-3962