# Dominican University of California

## Summer Conference Information

During the summer, June through mid August only, Dominican is able to accommodate overnight guests and open a large number of venues not otherwise available. Conlan Recreation Center, which features a regulation basketball/volleyball court with bench seating for 1275, weight room, dance/aerobics room, and an outdoor swimming pool, is also available. Room rentals include tables and chairs. Summer conference organizations may rent Dominican's six major venues at 20 per cent of the regular cost.

| Facility Name | Capacity | Room Size | Conference Rate per day |
|---|---|---|---|
| Angelico Concert Hall | 500 | 70 x 55 | $380 |
| Creekside Room | 80 | 40 x 30 | $140 |
| Shield Room | 300 | 135 x 52 | $600 |
| with dance floor | 225 | | |
| Guzman Lecture Hall | 200 | 75 x 58 | $190 |
| Alemany Library 207/208 | 70 | 47 x 22 | $100 |
| Meadowlands Assembly Hall | 75 | 38 x 44 | $100 |

- Angelico Concert Hall's stage is 35 x 32.
- The Shield Room includes an outdoor patio and enclosed lawn area. Indoor tables and chairs are included in the rental.
- Guzman Lecture Hall and Alemany Library 207/208 are equipped with multimedia projectors and screens.

| Additional Summer Venues: | Daily Rate |
|---|---|
| Conlan Gymnasium | $300 |
| Classrooms | $75 |
| Wicker Room/Meadowlands | $75 |
| Hunt Room/Meadowlands | $75 |

## Overnight Accommodations

Edgehill Village, a residential building constructed in 2002, is open for summer conference attendees. Each suite includes two bedrooms (with in-room sink), shared bathroom, and living room. All overnight room rentals include linens, pillow, blanket, comforter, towels and soap. Three meals a day (two on weekends) at Caleruega Dining Hall are included in the price.

| Overnight Accommodations (includes meals): | Daily Rate |
|---|---|
| Single Room | $85 |
| Double Room | $65 |

## Food Service (for non-resident attendees)

Conference attendees who are not staying on campus may purchase meals at Caleruega Dining Hall:

| | |
|---|---|
| Breakfast (Monday through Friday) | $5.50 |
| Lunch (Monday through Friday) | $7.50 |
| Dinner (Monday through Sunday) | $7.50 |
| Weekend Brunch | $7.50 |

**Pool and Recreational Facilities**
Conference attendees may use the swimming pool, weight room, and gym (as available): Use per day $6.00

**Food Service/Catering**
Meals are served at Caleruega Dining Hall. Debit cards are available for purchase. All other food service needs must be provided through our contracted on-site caterers, Bon Appetit. For coffee/tea service, refreshment breaks, special meals, etc., please contact the Bon Appetit Catering Manager directly: 415-458-3773.

**Audio/Visual Needs**
Alemany Library Room 207/208 and Guzman Lecture Hall are equipped with multimedia projectors and screens. Special equipment needs beyond those available through Dominican may be rented through a contracted audio visual company. The company is familiar with all Dominican facilities. Please contact the Events Management office for details.

**Contract/Payment Information**
A non-refundable deposit of 10% and signed contract must be received no later than the date specified on the contract to confirm conference booking. 20% of the rental fee is due 60 days prior to the scheduled conference and the remaining balance is due 1 day prior to the scheduled conference. A 10% refundable cleaning and damage deposit is due 1 day prior via separate check. Client/Organization is billed for all reserved meeting space specified in the contract, whether used or not. The University will attempt to accommodate additional meeting spaces up to the start of the scheduled event based on availability. All contract changes must be confirmed in writing.

**Increase/Decrease in Conference Attendee Numbers**
Any decreases in attendee numbers must be made in writing no later than 30 days prior to the scheduled event. The University will also attempt to accommodate increases in numbers up to the start of the conference based on availability. Client/Organization will be billed for the number specified in the contract at the 30-day deadline.

**Check In/Check Out Times**
Check in time is 3 p.m. and check out is 12 p.m. If your group needs to arrive before the designated check in time, please notify the Events Management Office immediately so that special arrangements can be made.

**Directions to Dominican**
Dominican University of California is located eleven miles north of the Golden Gate Bridge. From Highway 101 North or South, take the Central San Rafael exit. Turn east on Mission Avenue, then left on Grand Avenue for one mile. The campus parking lot is at the corner of Grand and Acacia Avenues.

**For more information:**
Events Management Office
Dominican University of California
50 Acacia Avenue
San Rafael, CA 94901
415-485-3228
emo@dominican.edu
www.dominican.edu