INFORMATION FOR STUDENTS LIVING AT FOUR POINTS BY SHERATON

Welcome to your new home at the Four Points by Sheraton. Although your residency experience is different from those living on-campus, we truly believe that the Dominican students staying at the hotel will very much enjoy this living community. As you will soon see, the Sheraton is in an ideal location close to shopping, entertainment, restaurants, open space, public transportation, and most importantly, a very short distance from the Dominican campus.

The majority of students will be grouped near one another to promote a sense of community in the hotel. Students are encouraged to visit with peers and socialize, but are reminded to be respectful of other guests at the hotel. In order to promote a sense of community among the students at the hotel, Dominican has arranged for the following:

- **Area Coordinator**: Similar to a Resident Assistant, the Area Coordinator will reside at the hotel and be available to promote community, assist students with any concerns or challenges, and to respond to any violations of policy. In addition, the Area Coordinator will work with hotel management in completion of specific duties. Information for contacting the Area Coordinator will be made available at check-in. In addition, the hotel staff is also available to assist with issues related to hotel services.

- **Community Room**: There will be a designated community room available only to Dominican Students. Information on the location and access to the room will be made available at check-in. Students can access this room at any time, and are encouraged to utilize it as a social gathering space.

- **Transportation**: There will be a shuttle bus to transport students between the hotel and Dominican University. This bus is free for students (must have a student ID to ride). The bus will depart at designated times at a predetermined location. More information on the shuttle schedule will be available at check-in.

- **Security**: Barbier Security Group (BSG), the University’s security service, will perform after-hour rounds at the Sheraton. Students can contact BSG at any time regarding non-emergency issues related to safety and security at the hotel. Students are also advised to speak with the Area Coordinator about any such concerns.

The following will provide you with specific information and details about your stay at the Four Points by Sheraton. In addition, please see the letter prepared by hotel management with specific information about services available to students.

**MOVE-IN DAY:**
All students assigned to the Four Points by Sheraton should plan on arriving on Sunday, August 22nd between 3-6pm. Due to a large event in the area, the student rooms are not available until that afternoon. Dominican University staff will be on site to assist with check-in and help you familiarize yourself with the hotel. There will be a mandatory meeting at 7:00pm for all students living at the hotel – please plan on attending this brief meeting.
NOTE FOR FRESHMEN LIVING AT THE HOTEL: As space opens up in the residence halls on campus, we will reassign you to the open space. We are doing all we can to try and secure a space in the res-halls prior to August 18th. Should a change occur, we will notify you immediately so that you can make arrangements to move into the residence halls ASAP. We thank you in advance for your patience and understanding as we work through this process.

NEW STUDENT ORIENTATION:
Orientation begins on Wednesday, August 18th for those students living in the residence halls. Because rooms at the hotel will not be ready until Sunday, August 22nd, those new students assigned to the hotel will not be able to participate in the orientation program. However, we will have two abbreviated orientation programs – one for freshmen students and one for transfer students – during the first week of classes. Once the days/times are confirmed, we will send you an email confirmation.

ROOM OCCUPANCY & TERMS:
All rooms at the Four Points by Sheraton occupied by Dominican students are standard double occupancy rooms. The rooms may be used only by Dominican students during the agreed upon terms as arranged by the University. Please know that at any time during and after the fall semester, should a space become available on campus, you and/or your roommate may be reassigned to that open space. In addition, students with vacancies in their room at the Sheraton will likely get a new roommate at the discretion of the Director of Housing.

NOTE: Students living at the hotel are not required to have a mealplan. We suggest students put money on their Penguin Pass and use it as a debit card when eating at Caleruega Hall.

STUDENT CONDUCT
Students are expected to abide by all policies and procedures as outlined in the Dominican University Student Handbook and to cooperate fully with University staff in the performance of their duties. Furthermore, students are expected to abide by all guest policies and procedures as determined by the Four Points by Sheraton, and to cooperate fully with hotel staff in the performance of their duties. Failure to abide by these policies and procedures may result in your immediate dismissal from University Housing.

The Four Points by Sheraton and Dominican University are committed to ensuring that both students and the hotel guests enjoy their stays. Complaints regarding noise or behavior of other guests made to management result in a monetary fine for the hotel. Should these complaints be about Dominican student rooms, the fine will be passed on to the occupants of that room (typically $50-$75) per offense. Furthermore, any concerns about inappropriate or disruptive behavior will be investigated, and students found responsible for such transgressions will be sanctioned as follows:

- First Offense: monetary fine and written warning;
- Second Offense: Immediate dismissal from University Housing
- NOTE: Egregious violations of policy may result in immediate dismissal from University Housing and/or further disciplinary sanction.

Students dismissed from the hotel for inappropriate behavior are not eligible to live in the residence-halls. We strongly advise students to abide by all policies and to be aware of their actions at all times.
**ROOM FURNISHINGS AND EQUIPMENT**
Each student room at the Four Points by Sheraton is equipped with the following:
- 2 queen beds with linens supplied by the hotel (changed twice weekly)
- 1 nightstand
- 1 desk/dresser combination unit; one side of the unit is a desk with enough room for a computer and several open books, the other side of the unit is a dresser with three large built-in drawers for clothes.
- 1 large flatscreen TV with cable and optional pay-per-view (student expense)
- 1 small refrigerator to be shared by students. Microwaves are not allowed in rooms but communal microwaves are available in the restaurant and in the student study room.
- 1 desk chair and 1 oversized reading chair
- Lamps and built-in lighting
- Private bathroom with towels provided by hotel (changed twice weekly)
- Shared standard hotel closet

Students are not allowed to bring in additional furniture or to take out any furniture supplied by the hotel. Given the limited amount of storage for clothing, we suggest that students bring plastic storage bins for their clothes (these bins should be small enough to fit in the closet), and students may wish to bring plastic storage drawers/shelves in which to place toiletries and supplies in the bathroom.

**SERVICES FOR STUDENTS**
The following is a list of services and amenities available for students living at the Four Points by Sheraton. We encourage students to make full use of all offerings at the hotel and to enjoy their experience:
- **Recreation Room and Pool/Spa:** The hotel has a small recreation room with cardio equipment and machine weights. Students can access and use this room during regular operating hours. In addition, the hotel’s pool and spa is available for students during posted hours.
- **Wireless Internet:** Students will have access to the hotel’s Wi-Fi network. Please note that this network should be used for checking email and class assignments. Students may not download music/movies on the hotel network and are discouraged from visiting any websites (especially game sites) that require high levels of bandwidth.
- **Laundry Room:** A laundry room is available for students. The machines are coin operated and the price per load is determined by the hotel. There are a limited number of machines at the hotel; students are encouraged to do laundry during off-peak hours and are reminded to be attentive to time so that others can utilize the equipment.
- **Room Cleaning:** Rooms at the Four Points by Sheraton will be cleaned twice weekly. A schedule of designated room cleaning times will be posted and students are asked to vacate their room while it is being cleaned. Bed linens and bath towels will be replaced with each cleaning. Students who bring their own towels or pillows are reminded to keep those separate from the hotel’s linens.
- **Parking:** Students may park their cars at the hotel free of charge. However, space is limited and students may be asked to park cars in a specific area of the lot. Students who intended to live on campus and who reserved a parking space in the res-hall lots may keep those spaces ($200 per year). Parking information will be confirmed at check-in.
Please know that certain policies and procedures may change over the course of our agreement with the Four Points by Sheraton. We will notify students of any changes to policies and procedures that are made. In addition, students are encouraged to suggest ways that Dominican and the Four Points by Sheraton might be able to improve the student experience. The Area Coordinator will be students’ primary contact for questions, concerns, or suggestions.

We look forward to the upcoming semester and are excited about this new arrangement with the Four Points by Sheraton. Thank you for taking the time to review this important information. If you have any questions or concerns, please contact:

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