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TO:

FROM: Summer Housing Office, Yale Conference & Event Services

RE: Yale Summer Housing, Swing Space

DATE: June 12<sup>th</sup>, 2009

A warm welcome from the Yale Summer Housing Office! We are delighted that you and your group will serve as our guests at Yale University this summer. And getting a head start on details of your stay is important.

The Summer Housing Office (located in Swing room 119 – 203/436-4119) will be open for the specified check-in and check-out times as well as every day (Sunday thru Saturday) from 8:30 A.M. – 8:30 P.M. Guests can come in with questions and concerns as well as to replace lost Prox cards. If an incident occurs during the hours that the housing office is closed guests are encouraged to call the Assistant Summer Housing Manager, Pedro Ondrush at (203) 815-3146. Upon the guests arrival to Swing for check-in, guests will be required to call the Housing Office once outside the gate by either using their cell phone (dial: 203/436-4119) or the blue-phone (dial: 6-4119) located on the brick column to the left of the gate. A Housing Office Staff Member will then open the gate from inside the office. The guests will then have to walk through the gate to the main entrance of the building where they will be met by a Housing Office Representative who will escort them to the Housing Office (119) for check-in. After the initial check-in guests will be able to open the gate individually with their Prox cards.

Trash removal is performed daily. Full service cleaning as well as sheets, blankets, pillows, and bath towels are provided and refreshed for groups that are staying longer than one week and that have requested the service. It must be made aware to the guests that any items such as toiletries, personal linens and other belongings are to be stored in a secure location (drawer or closet) or properly labeled; otherwise they may be discarded.

There is a two (2) night minimum cancellation charge of \$160 per guest if cancellations occur less than 1 week before the scheduled check-in date. Upon check-in, guests will be explained the policies and procedures of the dormitory by a housing staff member, shown to their room, and issued a Prox Card that gives them access to the dormitory building and their individual rooms. If this card is lost, a \$25 fee will be charged to the organization and/or guest.

Although not encouraged, late check-ins are possible, but the Summer Housing Office must be notified in advance and a specific check-in procedure will be arranged. At check-out, guests will be responsible to leave by the specified check-out time, typically 1:00 P.M., unless otherwise notified, and are responsible for returning their Prox Card in order to complete the check-out process.

Please fill in the attached Excel Housing Template for your housing guests no later than two weeks prior to your arrival date. This information will then be uploaded into our housing database system where guest will be allocated accordingly. If there are any changes to the list, the attached template must be sent back to us no later than one week prior to your arrival. Notice on the form that we ask for individual check-in and check-out dates to ensure a quality stay for all our summer groups. If the group is not responsible for additional nights then the guest is instructed to contact The Assistant Summer Housing Manager, Pedro Ondrush, at [pedro.ondrush@yale.edu](mailto:pedro.ondrush@yale.edu) and then contact Joanne Dupee at [joanne.dupee@yale.edu](mailto:joanne.dupee@yale.edu) for payment.

There is metered parking in front of the New Residence Hall where guests can park their cars temporarily to unload/load their luggage. While inside the Housing Office, guests will be directed to available parking garages and their specific rates.

Please communicate this information to your guests along with the attached Swing Housing Manual which includes detailed information about their stay at Swing. Again, we look forward to providing your guests with a pleasurable experience here at Yale.

If you should have any questions or concerns please feel free to send those along to your Conference Coordinator or to contact us directly.

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and

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