

## Program Partner Housekeeping List

Dear Program Partner:

Thank you for partnering with the Dornsife Center for Neighborhood Partnerships to host your program or event. Please see below a housekeeping list to orient you to the Dornsife Center and to ensure your program or event runs smoothly:

### **Restrooms**

Ryan Hall – Restrooms are located near the front stairwells on the 1<sup>st</sup> and 2<sup>nd</sup> floors.

Carriage House – Restrooms are located on the left side of the building on the 1<sup>st</sup> and 2<sup>nd</sup> floors.

Lindy House – Restrooms are located behind the stairwell, near the kitchen on the 1<sup>st</sup> floor.

### **Kitchen Use**

If you reserved the kitchen, please remember to dispose of all trash into the large trash bin in the kitchen, clean utilized kitchen equipment and surfaces once complete, and return all items and equipment to their designated spaces.

### **Condenser Unit**

Please do not block or place anything on top of or in front of the condenser units. They should be clear and accessible at all times. The condenser unit is the heating and cooling unit found in most rooms at the Dornsife Center. It looks like a covered radiator.

### **What you need to bring with you**

The Dornsife Center has basic programming equipment that you can request to borrow in advance of your program. These items are:

- Projector
  - The following connectors are provided: VGA, USB A-to-B cables, and HDMI cord (select projectors only)
  - Please note that the USB A to B cable only works for USB 2.0 ports, so it may not be compatible with the newer PCs as most are using USB 3.0 ports now
- Speakers
- Dry erase markers
- Easel
- Wooden podium

If you plan to use a Dornsife Center provided projector, please make sure you bring your own laptop along with the necessary adapter if the VGA or USB A-to-B cables are not compatible with your device (ex. VGA to mini-display port adapter). Please note that Dornsife Center staff can support basic troubleshooting for the equipment we provide, however, we do not have advanced IT support on-site.

### **Arrival & Borrowing Equipment**

Please arrive at the Dornsife Center's front desk in the Lindy House 30 minutes before your program start time for setup and technology checks. If your program takes place on a Saturday, you can head directly to your reserved room when you arrive, and a Dornsife Center team member will check in with you 30 minutes before your start time.

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At that time, you will have the opportunity to sign out any programming equipment you reserved for your program. These items must be reserved in advance so that we are prepared for all on-site programs happening at that time. Please note that we cannot guarantee the availability of equipment if not reserved in advance.

### **Check-in Policy**

Please inform your attendees in advance to arrive 10-15 minutes before the start of your program to allow time to sign in with the Greeter posted at the entrance of the building where the program is being held.

### **Departure & Returning Equipment**

Please dispose of any trash in the trash bins located in or outside of your room and put the room back to the way you found it as we use the rooms back-to-back for other programs.

If you borrowed a projector, easel, dry erase markers, or other materials, please kindly pack them back up and return them to the front desk in the Lindy House before leaving. For evening and Saturday programming, please pack and leave the items at a visible location in the room in which your program was held. A Dornsife Center staff member will pick them up at the end of your program.

### **Closing Time & Cleaning Up**

The Dornsife Center closes promptly at 8:00 p.m. Monday to Thursday, 5:00 p.m. on Friday, and 3:00 p.m. on Saturday. However, depending upon programming schedules, the buildings may close earlier. To ensure that all our staff and security guards close on time, we ask that everyone vacate the building at least 15 minutes before closing time. You may see our operations team entering your assigned room 10-15 minutes after your scheduled end-time to start cleaning and preparing the space for the next program or next day.

### **Dornsife Center Contact Information**

If you have any questions or need help during your program, please call 215.571.4013. After 5:00 p.m., the main office will be closed but there will be a roving coordinator available to provide assistance.

### **Parking**

The Dornsife Center offers limited parking for program partners in the Center's rear parking lot accessed via Brandywine Street, between 35th and 36th Streets. Spots marked with reserved signs are for Dornsife Center staff only. All other unmarked spots are available. Any unauthorized vehicles may be towed. Guests are also encouraged to take advantage of free street parking on the blocks surrounding the Dornsife Center. Parking may not be available on the 2<sup>nd</sup> Tuesday and Wednesday of each month due to the setup and breakdown needed for our monthly community dinner.

## **Program Partner Housekeeping List**

### **Catering**

If you require catering services, we recommend our preferred caterer [Chestnut Street Caterer](#). You can contact them at [cad@drexel.edu](mailto:cad@drexel.edu) or 215.895.4972. Chestnut Street Caterers requires orders to be submitted at least two weeks prior to the event. A finalized guest count is required three business days prior to the event. All catering contracts are between the program and Chestnut Street Caterer. The Dornsife Center is not responsible for catering orders. Please make sure someone from your team is present to accept food deliveries as the staff at the Dornsife Center cannot accept them. Be sure to share your on-site contact's name and phone number and building/room location with the caterer/food delivery service.

### **Walking Escort Services**

Drexel Public Safety and the University City District Ambassadors are able to provide a walking escort to individuals within their designated service areas. If you or your attendees need a walking escort, please call either of the numbers below 15 minutes before your departure time:

#### **Drexel Public Safety at 215.895.2222**

- Boundaries are: 30<sup>th</sup> to 36<sup>th</sup> Streets and Chestnut to Spring Garden Streets
- Available 24 hours a day, 7 days a week

#### **University City District Ambassador at 215.387.3942**

- Boundaries are: 30<sup>th</sup> Street and 42<sup>nd</sup> Street from Wallace Street to Woodland Avenue and from 42<sup>nd</sup> Street to 50<sup>th</sup> Street from Market Street to Woodland Avenue
- Available from 10:00 a.m. to 3:00 a.m., 7 days a week

Sincerely,

***The Dornsife Center for Neighborhood Partnerships***