Carman Hall
545 W. 114th Street (northeast corner of Broadway and 114th Street)
New York, NY 10025
212.854.0365 (8:00 AM-10:00 PM)
http://www.columbia.edu/about_columbia/map/carman.html

All check-in's and check-out's will take place in the Conference Housing Office on the first floor of Carman Hall. That office is open daily from 8:00 AM-10:00 PM. The Carman Hall front desk's phone number is 212.854.0365 (8:00 AM-10:00 PM). After hours, you may call 646.761.2637.

Check-in date: 3:00 PM on Monday, June 16, 2008
(early check-in on Sunday, June 15, 2008, is available upon request)

Check-out date: 11:00 AM on Friday, June 20, 2008
(late check-out on Saturday, June 21, 2009, is available upon request)

Amenities
- a twin bed in a fully furnished room
- active 10/100 Ethernet jack
- campus phone service
- Columbia Guest Card for building security access.

The building is 13 stories, comprised of spacious doubles with two closets. Each 2-room suite is connected to a private bathroom. Every suite is single sex, and thus so are the bathrooms. A lounge with cable television is located on each floor, and a large lower-level main lounge serves as both a great study space and an area of entertainment. This lounge includes a video wall with a large-screen color TV, DVD, VCR, air conditioning, a small kitchen, and comfortable furniture. A computer lab is located on the first floor of Carman, and a larger kitchen and laundry room are also available in the basement of the building.

Participants will need to make additional arrangements for long distance and off campus calling. Gym access and campus Ethernet access are available to guest participants for an additional fee.

Bathrooms are cleaned regularly on a posted schedule by Columbia facilities staff. Bedrooms are the responsibility of the guest. Recyclables will be picked up on a regular basis by Columbia facilities staff. Trash removal is the responsibility of the guest to remove to compactor in each hallway.

Lost or Unreturned Keys
The Licensee’s participants will be charged $25.00 per Key to replace a broken key. All broken keys must be turned in to the Conference Housing Office at 118 Hartley Hall. Columbia University security policy requires a lock change when keys are lost or missing. A $55.00 per Lock Change lock change charge will be collected for a lost key, or for each key not returned at checkout, to be included in the final amount due.
Supervision
The Department of Housing and Dining provides a live-in summer staff of Conference Assistants who will share on call evening duty rotations for guest assistance purposes. The Licensee shall insure compliance by its participants with all Columbia policies, procedures and house rules, and shall provide supervision of conference participants adequate to Columbia’s satisfaction.

Smoking Regulations
Students and Guests in Columbia University residence halls are entitled to a smoke-free environment. Therefore, smoking is prohibited in all residence halls while conference groups are in residence.

Directions to Columbia University can be found at
http://www.columbia.edu/about_columbia/directions.html