



Welcome!

We would like to extend a warm welcome to you and want you to know how excited we are that you will be staying with us at the University of Pittsburgh! Your arrival is just days away and we are preparing to greet you. This email serves as our official welcome packet with information about your check-in, departments on campus, safety, important numbers, and much more.

Move In

Your check-in location will be at Panther Hall (3805 Utterback Dr, Pittsburgh, PA 15213) on Saturday, June 1st. Please arrive between 1:00PM-3:00PM.

If you expect to arrive past 3:00PM, contact your Program Administrator so they can notify the Summer Camps and Conference Team.

During your check-in, you will receive a PUC (Panther Utility Card) which will give you access to your assigned residence hall and room. This card is active and valid only to your assigned residence room.

PUC cards can be used to ride the Pitt Suttles, but they cannot be used for Port Authority buses, gyms, or other spaces on campus.

Move Out

Your Program Administrator will collect your PUC cards as you check-out from your residence hall.

- Any PUC card not returned will result in a \$25 charge.
- Leave your accommodations in clean condition
- Clean Micro Fridges and any University-owned appliances.
- Remove all personal belongings.
- Leave only sealed bags of dry trash in your room.
- Seal all wet and food-related garbage and place it in the appropriate landfill of your residence hall.
- Turn off all lights and lock the door.
- Return your PUC card to the Program Administrator.

Linens

If your program administrator requested linen, a fitted sheet, top sheet, light blanket, pillow, pillowcase, washcloth, and towel will be ready for your use when you arrive.

Linen Exchange

Linen exchange takes place by request on Tuesday mornings. If you would like to receive a new set of linens, please use the link below to submit your request. This form must be completed the Thursday before linen exchange. Linens will be placed outside of your room on Tuesday mornings. <https://panthercentralpitt.wufoo.com/forms/ztr9am15o5s14/>

Panther Central 24/7 Assistance:

Panther Central is your go-to place for all the essentials of daily living, from finding a delicious meal to helping to answer questions about campus. Panther Central can help find your housing location or are locked out of your room at 3 a.m. They provide friendly, courteous service to current and prospective students, guests, faculty, and staff 24 hours a day, seven days a week. **Phone: 412-648-1100.**

SAFETY AND SECURITY

University of Pittsburgh Police

The University of Pittsburgh Police Department is the third-largest law enforcement agency in Allegheny County, providing 24-hour protection for 40,000 students, faculty, and staff. Pitt Police cover the 132-acre Oakland campus as well as outlying facilities. **To be connected to Pitt Police, dial 911 or 412-624-2121.** For more information about Pitt Police, visit their website at <http://www.police.pitt.edu/>.

Emergency Notification Service

The University's emergency notification service is used to communicate with subscribers through voice, text, and email messages in an emergency. To receive alerts, subscribe by logging in to My Pitt (my.pitt.edu), click My Resources, select Emergency Notification, and follow the instructions.

Residence Hall Security

Entrances to residence halls have security desks staffed by welcome attendants. Welcome Attendants, who are trained in university fire safety and security procedures, control access to the residence halls by requiring that all residents and visitors properly scan in and out of the buildings.

Emergency Blue Light Phone Stations

There are emergency phones, identifiable by a blue light, located throughout campus. Pressing the red emergency button on one of these phones activates the strobe on the blue light and notifies Pitt Police dispatch of the user's location, allowing emergency personnel to respond.

Safety Tips

- Always carry your PUC card with you.
- Always keep your door and windows locked.
- Do not prop open security doors.
- Report suspicious persons to the University Police at **412-624-2121**.

- Avoid leaving valuables out in the open or unattended.
- Never lend your PUC card to anyone under any circumstances.
- If your PUC is lost or stolen, contact Panther Central as soon as possible.
- Cross streets at crosswalks or intersections whenever possible.
- Check both ways before crossing the road – even on one-way streets.
- Always keep alert and travel with a friend after dark.
- Do not let anyone into University Owned Housing unless they have been given authorization by the welcome attendant.

ON CAMPUS LIVING

Guest Policy for Summer Programs

Summer participants may not have guests unless they are housed in Bouquet Gardens Only. Because participants are not acting in the capacity of Pitt students, they will be limited to immediate family as guests. All approved guests MUST sign in.

Residence Hall and University Facilities

Access to facilities (i.e., Gym, Music Rooms, Rec Rooms) in the Residence Hall are prohibited. Summer guests will not have access to Pitt facilities such as gyms, libraries, etc. Summer guests will not be given Port Authority access on their PUC cards.

Roommates

Roommates will be decided by the program organizer. Roommate changes can be made to your Program Administrator who will contact the Conference Services Coordinator for approval.

Assigned Floors

Summer participants are not allowed on any other floors other than the floor of their designated room. This includes communal areas, bathrooms, etc. not assigned on your floor.

Room Cleanliness

Participants are responsible for their own trash removal. Housekeeping will provide each room with a complimentary trash bag on arrival but will not go into rooms once they are occupied to change and remove trash. Trash rooms are on the floor of the residence hall, or a dumpster is outside of the building. Participants are responsible for buying their own toiletries. Housekeeping will only be providing 2 rolls of toilet paper per room. After these rolls have run out, it is up to the participants to purchase a new supply. Rooms must be kept clean to avoid health risks for all occupants of the building. Excessive amounts of trash or the necessary clean-up required by our staff could result in additional fees.

Laundry

Please locate the laundry rooms in your Residence Hall. These should be on every floor. Machines are operated by Panther Funds. If your program does not provide Panther Funds to participants, Panther Funds may be loaded onto your PUC card at Panther Central.

Damages

If damage is reported or found the group or individual will be subject to additional fees.

Animals

The University of Pittsburgh has a strict no-pet policy in on-campus housing. For guidance and policy on service and emotional support animals please contact Disability Resources and Services at <https://www.diversity.pitt.edu/disability-access/disability-resources-and-services/accommodations/service-animals-and-emotional>

Internet

All summer guests will have access to Wi-Fi within their Residence Halls. The directions to access this network are below:

1. Summer camp/guests should connect to the **SummerGuest-WiFi** network.
2. Upon connecting to the SummerGuest-WiFi network, users will be directed to enter a passcode key.
3. The passcode is **summer2024** (all lower case)

Residence Hall Amenities

The following appliances are allowed (but not included) in Residence Halls.

- Microwaves (800 watts or smaller)
- Refrigerators (4.2 cubic feet or smaller)
- Coffee makers without burners
- Blenders
- Computers
- TVs, DVD players, and radios
- Non-commercial hair dryers and hairstyling tools
- Electric shavers
- Electric toothbrushes
- Irons (with auto shutoff)

The following appliances are prohibited in all Residence Halls. This is not an all-inclusive list, if you are unsure if an item is permitted, please contact Panther Central or Conference Services.

- Open-flame cooking devices or heating units
- Space heaters
- Air conditioners
- Halogen light fixtures
- Gas grills
- Extension cords (power strips with surge protectors are acceptable)
- Unauthorized pets
- Loft beds
- Waterbeds
- Exterior radio/TV aerials
- Controlled substances
- Firecrackers

- Ammunition
- Firearms or any other weapons
- Live cut decorations such as trees
- Candles
- Electric scooters, bikes, skateboards, etc.,

If you would like more information on what amenities are offered in your residence hall, please consult Panther Central's website <https://www.pc.pitt.edu/housing-services/university-owned-housing>.

USEFUL LINKS

Campus Map

Need help finding your way around campus? Try this link to the campus map:
<https://www.asundergrad.pitt.edu/sites/default/files/Campus%20Map.pdf>

Have questions about Conferences Services? Check out this site:
<https://www.conferenceservices.pitt.edu/>

Hungry? Check out one of these local Merchants: <https://www.pc.pitt.edu/panther-card/merchants>

ASSISTING DEPARTMENTS

Conference Services

Event and Conference Services supports the University and UPMC and offers full-service event planning, focusing on academic meetings and events, conferences, social events, as well as summer camps & programs. From sourcing and securing the perfect space to logistical planning and on-site coordination, our team is here for you! We look forward to working with you and providing exceptional service and a successful event tailored to accommodate your needs. Our campus includes state-of-the-art facilities, exemplary customer service, and access to a vibrant city community with great restaurants, art and culture just steps away in the Oakland area. Our staff is ready to help make your summer program a success and we look forward to beginning the planning process with you!

Housekeeping

Our housekeeping staff cleans communal bathrooms, lounges, hallways, and stairwells. You are responsible for cleaning your own room and the bathrooms in suites. Residents of apartment-style accommodations are responsible for cleaning their own apartments. Residents should place trash in a container lined with a plastic bag within the accommodation. Residents are responsible for disposing of their trash bags on a timely basis in the designated receptacles provided by the University.

Mail Room

Summer participants living in the residence halls over the summer for 30 days or more have access to mailing services. Mail can be picked up at Litchfield Towers B during normal business hours. Please use the follow mailing address to receive your mail:

“Resident Name”

c/o “Conference Name”

Litchfield Tower B

3990 Fifth Avenue

Pittsburgh, PA 15213

Parking and Transportation

Program Administrators and attendees can request parking passes through the Conference Service team no later than a week before the start of their program. Each parking pass will be \$5 per day, (\$25 per week).

Attendees can also park throughout Oakland by using the ParkMobile app.

Please note: If guests park in Soldiers and Sailors Parking Garage overnight, they will not be able to remove their cars between 12am and 6am. Soldiers and Sailors will also be closed on National Holidays, and guests will not be able to remove their cars for the whole day.

If your group needs to arrange group transportation at any point during your stay, please contact Conference Services, and we can arrange that for you or help get quotes for your records.

DINING SERVICES

Meal Plans

If your Program Administrator is supplying a meal plan it will be loaded to your PUC card. If you are unsure if you have a meal plan, please contact your Program Administrator.

Panther Funds

The Panther Funds program, which is a university-sponsored program administered by Panther Central, is a prepaid service that allows you to do more with your PUC. There are over 70 merchants in both university affiliated and community buildings that accept Panther Funds, which cover everything from dining, laundry, mailing and shipping, to library services and parking. Please check this link for a list: <https://www.pc.pitt.edu/panther-card/merchants>

MAINTENANCE

Building Maintenance

Building Superintendents, and their maintenance teams, are responsible for the operation and upkeep of the residence halls. Residents with questions or concerns regarding a maintenance

issue can contact the maintenance team via the Panther Central website at:
<https://newapps.fis.pitt.edu/housingmaintenancerequest>.

Some maintenance may be needed to summer housing residence halls over the summer. If there is scheduled maintenance in your residence hall, Conference Services will reach out to the program organizer to make them and their guests aware.

Maintenance Request

If your apartment/room needs maintenance during your stay, please contact **Panther Central at 412-648-1100**.

We are so excited to have you staying with us on campus this summer! If there is anything you need to make your stay easier, please contact us. We hope you have an amazing experience while staying with us here at the University of Pittsburgh!