

SUMMER GUEST SERVICES

Conference & Event Services

A Guide to the SF State Residential Community



SAN FRANCISCO
STATE UNIVERSITY

Conference & Event Services

800 Font Boulevard
San Francisco, CA 94132

Phone: (415) 338-3972

Fax: (415) 405-0393

Email: confsvcs@sfsu.edu

Web: summerconf.sfsu.edu

About the Residential Community

Situated in the southwest corner of the SF State campus, the SF State residential community offers conference organizers the convenience of having two conference centers, a dining center, market store, and housing for 2500 guests in one central area.

The residential community can accommodate guests in traditional residence halls, Jr. suites, apartment style living, and townhouses. All housing accommodations reside in the heart of the residential community right on campus.

The facilities within the community are wired for Ethernet access and WiFi which are complimentary for all guests and visitors. Stop by the front desk of each building for access codes and passwords.

Front Desk

The community desks are staffed by knowledgeable Residential Services Assistants (RSAs). They can also assist with information regarding the University and local area. Throughout the summer, the Towers at Centennial Square desk operates 24 hours a day and other community front desks will have limited hours of operation posted on the window of the lobby front desks for your convenience.

Mail Services

Mail is delivered Monday through Saturday, except for Postal Services holidays, to Towers at Centennial Square (TCS).

The nearest U.S. mailbox is on Font Boulevard between Mary Park and Mary Ward Halls. Pick up times are located on the mailbox.

Linens and Cleaning

Linens are provided only to conference groups who purchased them in advance.

- A standard linen packet is left on each bed (beds are not made in advance)
- Guests are provided a blanket, pillow, mattress pad, comforter, bed linen (two sheets and pillow case), two bath towels, and soap
- Groups staying 7 days or longer can have their towels and linens exchanged once a week at a pre-arranged day/time
- Daily housekeeping service is not provided
- Please speak with your Summer Coordinator or Community Assistant for designated location for linen exchanges.

Summer Community Assistants

Along with Summer Coordinators, we have a number of Community Assistants to provide assistance during your stay on campus. The Community Assistants support each of the conference groups' check in and check out process, lock-outs, linen exchanges, and have a wealth of information about the residential community, shopping, and eatery locations on and off campus.

In order for the front desk at Towers at Centennial Square to receive your mail promptly, please use the following format:
[CONFERENCE NAME]

[YOUR NAME]

SF State University Conference Services
796 Font Boulevard
San Francisco, CA 94132

Your City Eats Dining

Dining Center

City Eats Dining Center is our dining facility, featuring all-you-care-to-eat variety of well balanced and creative menus. It is located directly across from Mary Ward Hall.

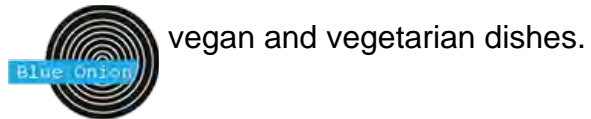
Hours of operation:

Breakfast 7:30 a.m. to 9:30 a.m.
Lunch 11:00 a.m. to 1:00 p.m.
Dinner 5:30 p.m. to 7:30 p.m.

Hours of operation are daily and can change as needed by guest volume. Extended times can be arranged for an additional fee through Conference & Event Services.



Sodexo is our food service partner in the residential dining center and offers a variety of all-you-care-to-eat options during the summer. Conference guests and residents can choose from a number of platforms from nutritious foods you love to allergen-free, vegan, and vegetarian dishes. The following platforms are typically available during the summer months:



vegan and vegetarian dishes.



entrees featuring local and season ingredients.



traditional burgers, hot dogs, fries with a twist. Also serves vegetarian items.



salad fixings with house-made dressings.



made-in-house cookies, pies, and cakes.



Asian cuisine from Mongolian noodles, stir-fry, and much more.

Take-Away or Boxed Meals

*Take-away or boxed meals are available at no additional charge. However, groups who wish to experience more hot or cold options, can speak with the Catering Director for more information and pricing.

Our residential dining team will require a minimum of 7 business days for take-away or boxed meal options. To make changes to your current summer dining plans please speak with the Conference & Guest

Coordinator at (415) 338-3972 or email cvillato@sfsu.edu.

*Note:

Take-away or boxed meal requests made less than 7 business days may not be guaranteed. Once orders have been processed and confirmed the order cannot be cancelled or transferred to another meal period for any reason.

Arrival & Departure



Check in begins at 3:00 PM

At check in each guest will be asked to sign a guest registration card, much like a hotel. Once this card is signed, you will be issued a room key, bathroom key (if applicable), and access card. You will also receive a summer conference pouch and a lanyard to help keep your keys and access card together.

Check out before 11:00 AM

If your conference does not end before the 11:00 AM check-out time, we ask that you make arrangements to check-out by 11:00 AM. Keys and guest access card must be returned to the front desk by 11:00 AM.

Luggage Room

If you arrive before 3:00 PM, we will be happy to store your luggage in a secure area until your room is ready. Guests may use luggage rooms to store their luggage for late departures. Please speak with your summer coordinator or front desk staff to get access to a luggage room.

Lock Outs

If you lock yourself out of your room, a Community Assistant will assist you. To ensure that only you and/or your roommate(s) have access to the Lock-Out Key, our staff will verify your identity and room number prior to guests being given access to their unit .

Your Access

Keys

Upon check-in, a room key and bathroom key (if applicable) are issued to you after signing your registration card. These keys should be returned upon check-out.

Guest Access Card

An access card is issued to you upon signing your guest registration card. This card serves as access into the building you are occupying (Village buildings excluded); simply swipe your access card through the reader located near the front door of the building. Upon check-out, please be prepared to turn in your card to our Community Assistants.

Lost/Damaged Key(s) or Access Card

If you have lost your room key, bathroom key (if applicable), or guest access card please speak with the Resident Services Assistant (RSA) at the front desk of your building. The RSA will contact your group's Summer Coordinator to assist in replacing lost or damaged items. Payment is required before replacements can be issued. The staff cannot accept checks or cash for lost items. Staff will guide guests to the Conference Services market website to pay for the lost or damaged item.

A \$55.00 replacement fee per key and/or summer guest card will be charged to the conference guest directly.



A \$55.00 replacement fee per key and/or summer guest card will be charged to the conference guest directly.

Parking & Public Transit

Parking

Conference & Event Services does not provide guest parking. All vehicles parked in SF State parking lots are required to have a valid SF State permit. Parking is enforced twenty-four (24) hours a day, 7 days a week, throughout the year. Lot 19, located behind the Towers Jr. Suites on State Drive, is a permitted faculty and staff parking lot.

Guest Parking

Guests may purchase a daily permit for \$8.00 per day in Lot 20, levels 1-4 of the parking garage and Lot 25, located on Winston Drive. Pay stations require exact change and accept \$1, \$5 and \$10 as well as credit cards (no debit cards) and the SF State OneCard. Lot 20 permits are not valid on the roof level except between 5pm Friday to 7am Monday.

Parking and Transportation Office

The Parking and Transportation Department located on North State Drive sells parking permits for Lot 20, which are valid inside the parking structure. Conference groups must coordinate parking requirements in advance with the Parking and Transportation Department at (415) 338-1441 or email parking@sfsu.edu. You may also visit parking.sfsu.edu.

Public Transportation

SF State is a transit-first campus, committed to lowering our drive-alone auto trips to reduce traffic congestion and greenhouse gas (GHG) emissions. There are a number of transit options for getting to and from SF State. Conference Services encourages guests and visitors to take public transit to campus, it's fast and easy and good for the environment! For more information regarding tickets, please visit: <https://www.sfmta.com/>

5 major SFMTA (Muni) lines Muni serve our campus.

- M-Oceanview streetcar from Balboa Park Station to downtown.
- 18-46th Avenue/Zoo, Sunset and Richmond Districts.
- 28-19th Avenue: bus to Daly City BART station, Sunset and Richmond Districts, Golden Gate Bridge, Fort Mason. (28R- rapid service Monday-Friday only).
- 29-Sunset: bus to Ingleside, Excelsior, Bayview districts.
- 57-Park Merced/Font Boulevard: bus to West Portal Station, Daly City BART station and Sloat.



For more information about parking or public transportation available on and near campus please visit Conference & Event Services website at summerconf.sfsu.edu.

Eat, Entertain and Shop

Grocery Stores

Trader Joe's (Stonestown-236)

265 Winston Drive
San Francisco, CA 94132
(415) 665-1835

Lucky

1515 Sloat Boulevard
(415) 681-4300

Safeway

601 Westlake Center
Daly City, CA 94015
(650) 755-0576

Trader Joe's (Daly City-74)

417 Westlake Center
Daly City, CA 94015
(650) 755-3825

Shopping

Stonestown Galleria

3251 20th Avenue
San Francisco, CA 94132
(415) 564-8848

Westlake Shopping Center

75 Southgate Avenue
Daly City, CA 94015
(650) 301-3000

Westfield SF Centre

865 Market Street
San Francisco, CA 94103
(415) 495-5656

Serramonte Center

Hwy 280 & Serramonte Boulevard
Daly City, CA 94015
(650) 301-3360



Additional shopping, events, and attractions can be found at www.sanfrancisco.travel

Movie Theatres

For general San Francisco/
Bay Area movie showings,
call: (415) 777-3456

AMC

1000 Van Ness
San Francisco, CA 94109
(415) 931-9800

Empire Cinema

85 West Portal Avenue
San Francisco, CA 94127
(415) 661-2539

The Metreon Cinema

135 Fourth Street
San Francisco, CA 94103
(415) 369-6200

UA Stonestown Twin

501 Buckingham Way
San Francisco, CA 94132
(415) 221-8182

Century 20 Daly City and XD

1901 Junipero Serra Boulevard
Daly City, CA 94015
(650) 994-2488

Contacts & Resources



Emergency Assistance

- Emergency (University Police, Fire, Medical)
911

Health and Safety

- Anonymous Crime Tip Line
(415) 338-3030
- Non Emergency (University Police) -24 hours
(415) 338-7200
- Campus Escort
(415) 338-7200
- The Safe Place
(415) 338-7233

Campus Offices

- Bookstore
(415) 338-2665
- Cesar Chavez Student Center (Info. Desk)
(415) 338-1112
- Disability Programs & Resource Center
(415) 338-2472
- Parking and Transportation
(415) 338-1441
- University Directory Assistance
(415) 338-1111

Residence Community Offices

- City Eats Dining Center
(415) 338-2923
- Conference Services General Line
(415) 338-3970
- *Event Services*
(415) 405-8002
- Event Services - AV Support
(415) 405-8046
- Housing Business Office (Front Desk)
(415) 338-1067
- Mary Park Hall (Front Desk)
(415) 406-5702
- Mary Ward Hall (Front Desk)
(415) 406-5703
- Residential Life
(415) 405-2227
- SF State Hospitality by Sodexo (Catering)
(415) 405-4408
- Towers Jr. Suites (Front Desk)
(415) 405-9350
- Towers @ Centennial Square (Front Desk)
(415) 405-9360
- UPM Service Desk
(415) 405-0579
- Village @ Centennial Square (Front Desk)
(415) 405-8000

Hospitals Near Campus

- San Francisco General - 1001 Potrero
(415) 206-8000
- Seton Medical Center - 1900 Sullivan Ave,
Daly City (closest to SF State)
(650) 991-6455
- UCSF - 505 Parnassus Ave
(415) 476-1037