



# MISSELWOOD EVENTS

## AT ENDICOTT COLLEGE

### ***RESIDENTIAL GROUP INFORMATION***

In anticipation of the arrival of your group at Endicott College, we have assembled this information to help you with your preparations. Be assured that the staff of Misselwood Events is made up of experienced professionals, and we will do all we can to ensure the success of your program.

We have also included directions to the College and a campus map. We recommend that you bring this packet of information with you when you arrive on campus. One person from your group should serve as the contact person. A staff member from Misselwood Events will meet this person on arrival to distribute keys and Gull Cards and to go over any other pertinent information.

### ***IMPORTANT DEADLINES:***

Please note these key deadlines for when items are due prior to your arrival on campus.

- **3 Weeks Out:** Agendas & A/V Requests Due
- **2 Weeks Out:** Final Counts Due
- **1 Week Out:** Housing Sheets Due

***HOUSING SHEETS*** will be emailed to you in advance. You will see that the first worksheet explains the instructions. Housing lists should begin on the second sheet. Please complete and return them in the format provided at least **one week prior** to check in. Please note that once we have received the completed housing sheets, room changes can be accommodated after group check in.

### ***NEED TO CONTACT US WHILE ON CAMPUS?***

- **9AM – 5PM** Misselwood Events
  - **Main Office Number: (978) 232-2128**
  - **Email: [misselwood@endicott.edu](mailto:misselwood@endicott.edu)**
- **9AM – 9PM:** Misselwood staff is available on campus.
  - **Specific Numbers will be given to you prior to arrival.**
- **9PM - 9AM:** You can contact Security at (978) 232 - 2222

**EMERGENCIES** - If you have an emergency on campus, please contact **Campus Safety at (978) 232-2222**, from any on campus phone, emergency call box, or special campus blue emergency phones, in public areas. **For any safety concern or medical emergency, please contact Campus Safety.**

**KEYS** will be distributed to your group at check-in. **We highly recommend that all groups provide their attendees with lanyards** to enable them to keep their keys handy at all times. It is your responsibility to return all keys before leaving Endicott College. Any keys not returned prior to departure will be billed to your group at a rate of \$35.00 per key. For that reason, we strongly urge programs to collect from each attendee a deposit check made out the organization with the understanding that it will be refunded upon the return of their room key. Please let your coordinator know if you will be providing your own lanyards or if you need assistance.

**MEAL CARDS (Gull Cards)** must be presented during all meals at the dining hall in order to gain access. They can also be used to operate laundry and vending machines, as well as printers in the Cyber Café and Library. They can be used like debit cards in the campus Copy Center as well. Money can be put on these cards in the Callahan Center, Halle Library and at the Life Science Building machines. Please note that any money left on the card at the end of the group's stay will not be refunded. Any meal cards not returned prior to departure will be billed to your group at a rate of \$10.00 per card.

**LINENS** will be provided in your sleeping rooms if requested in advance. Linen sets include a pillow, top and bottom sheets, a pillowcase, a blanket and bath towel. Additional towels and blankets can be rented at a rate of \$5 per item. We suggest that you ask your attendees to be sure to provide their own toiletries (soap, shampoo, cups) as we do not provide them. We can do so, however, at an additional cost if requested a month in advance. We also recommend that group attendees consider bringing closet hangers, alarm clocks, fans (for residence halls without air conditioning), beach towels, and personal toiletries to ensure their comfort while visiting our campus. Guests may also want to bring tennis racquets, volleyballs, etc. In addition, if you are staying in a residence hall with kitchen(ettes), please be sure to provide your own kitchen supplies.

**SMOKING IS ABSOLUTELY FORBIDDEN IN ANY CAMPUS BUILDING INCLUDING RESIDENCE HALLS.** Smoking is limited to specifically designated outside areas only.

**FIRE ALARMS** - Per order of the Beverly Fire Department, everyone must evacuate the building if a fire alarm should sound. Fines will be imposed for any tampering with Fire Safety Equipment. For groups that wish to have a safety drill scheduled with a member of our campus safety department to ensure proper evacuation procedures are understood; arrangements can be made through our coordinator. Please request this 2 weeks prior to your arrival.

**WIRELESS ACCESS and PRINTERS** – Wireless access is available in all campus buildings. Users should log in as guest; there is no need for a password. Printers are available in both the Library and the Cyber Cafe and can be used with a Gull Card.

**DIANE HALLE LIBRARY** - Campus guests are welcome to use the library and its resources.

The Diane Halle Library summer hours of operation are:

9AM – 8PM on Monday – Thursday  
9 AM – 5 PM on Friday  
Closed on weekends

**POST CENTER** – Adults (18 and up) meeting at Endicott College may use the athletic facilities offered in the College's Post Center if they provide suitable ID at the reception desk and complete the Center's release form. An adult must accompany those under 17, and youth groups must reserve space in advance through Misselwood Events. Please note that individuals under 18 years of age do not have access to the weight room.

The Post Center hours of operation are:

8 AM - 7 PM on Monday -Friday  
Call ext. 2442 for weekend hours.  
*Hours are subject to change.*

**BEACHES and SWIMMING** - In the event that your group wishes to swim or engage in any water activities at Endicott's beaches, the group is required to provide a licensed lifeguard on duty at all times during the water activity. ***Please note that Endicott Beach has suffered erosion as a result of storms and the lawn area is not available for events. Access to the ocean is still available.*** We apologize for any inconvenience.

**COPY CENTER and CAMPUS POST OFFICE** - Both facilities are located in the lower level of the Callahan Center. Should you need to have copies made while you are on campus, our Copy Center will be happy to help. They accept cash and the Meal Card (Gull Card). Bulk jobs can be billed to a group's account with prior authorization.

Hours of operations for both facilities are:

8:30 AM - 5PM on Monday - Thursday  
8:30 AM - 1PM on Fridays  
Both are closed on weekends.

All mail and packages should have the name of organization on the mail piece or package. All mail and packages should be sent to 376 Hale Street, Beverly, MA 01915. Please be sure that all mail indicates the name of the addressee's group.

For Example:

Group Name

ATTN: Jane Smith

Endicott College 376 Hale Street  
Beverly, MA 01915

Person will be notified of arrival of mail/packages; to be picked up at the Mail Room.

**BOOKSTORE** - The Endicott College Bookstore sells books and campus apparel as well as convenience store items such as snacks and toiletries. The Bookstore is located on the second floor of the Callahan Center, adjacent to the dining hall entrance. They accept cash, credit card and Gull Card cash for payment.

The Bookstore hours of operation are:

9AM - 4PM on Monday - Thursday

9AM - 1PM on Friday

*The Bookstore will consider additional hours on a case by case basis.*

**MESSAGES & FAXES** – Misselwood Events will be happy to serve as a message location. Please refer callers to (978) 232-2128 between the hours of 9AM and 5PM. Faxes should be sent to 978-232-2500. Please be sure to indicate the name of the group for whom the message is intended. We will be happy to take a message and get it to your group as quickly as possible. For actual emergencies do not leave a message, please call Security at 978-232-2222

**DINING SERVICE** - Meals, breaks, receptions, clambakes, barbecues, etc. are available at private locations, if requested in advance and at an additional fee. Our Dining Hall is available for meals when requested in advance. Meal Cards will be issued to each group for use in our Dining Hall. **No cash will be accepted** in the Dining Hall. We ask that you take the following meal hours into consideration when planning your meetings.

Breakfast	7:30 AM – 9:00 AM
Lunch	12 PM – 1 PM
Dinner:	5:00 PM– 6:00 PM

For planning purposes, we will need final counts **two weeks before arrival**. Please note that you cannot reduce the number after this time, but you may increase.

Additionally, please submit your group's agenda/schedule to us at least **three weeks out** to enable Dining Services to anticipate your group's arrival in the Dining Hall.

**EINSTEIN BROS BAGELS** - We are pleased to offer a variety of bagels, sandwiches, sweets & snacks Einstein Bros Bagels in the Life Science Building. Please be aware that this dining location is cash or credit cards only. **Gull cards are not accepted** at this facility.

Einstein Bros Bagels hours of operations are:  
8:30AM - 2PM on Monday - Friday  
Closed on weekends.

**REFRIGERATORS** are located in some residence halls. Please feel free to use them while you are staying on campus. However, we do ask that you make sure that anything stored in the refrigerators be removed when you leave. Groups will be assessed a cleaning surcharge, if appropriate. If you require a refrigerator, please check with your coordinator in advance that one exists in your residence hall. We will do our best to accommodate you.

**LAUNDRY AND VENDING MACHINES** are available in all residence halls. We are pleased to offer complimentary laundry. Simply operate the laundry machines as you would your household ones. Detergents can be purchased in the Bookstore.

Vending machines require there to be money on your Gull Card in order to operate them.

**AIR CONDITIONING** – For those guests staying in air conditioned residence halls, we ask that you keep the thermostat at 68 degrees, auto, cool. This will allow the unit to operate efficiently and prevent “freezing” if turned to a lower setting.

**PARKING** – Parking is available throughout the campus. At no time is parking allowed in fire lanes or in unauthorized spaces. Please be advised that any parking ticket not paid by the last day of your stay will be additionally billed to the group. Any and all roads on campus, whether marked or unmarked, are constituted as fire lanes, and must be clear of parked vehicles at all times.

A **parking space** is designated by painted yellow line on BOTH sides of the space. A natural boundary such as rocks, trees, curbs, or walls may serve in the place of a painted line. Areas covered with grass and/or wood chips are not considered legal parking spaces.

**ENDICOTT MOBILE APP -**

Endicott College has a mobile app that brings information and services from around the school to your fingertips. Search “Endicott College Guides” in the app store on any Smartphone or tablet to download. You can also visit [endicott.boopsie.com](http://endicott.boopsie.com) for details and download instructions.

**DIRECTIONS TO ENDICOTT COLLEGE MAIN CAMPUS -**

Take Route 128 North to exit 17 (Grapevine Road, Beverly Farms). Turn right off the exit ramp and right again after 1.5 miles onto Haskell Street (by the cemetery). Proceed to the end: at the stop sign, turn right onto Hale Street - Route 127. Travel 1.5 miles on Route 127 to Endicott College. Proceed past the first entrance to the main entrance. Turn right at the Main Entrance. There is

parking available on either side of the entrance. Security is located at the first building.



## **CONSTRUCTION & IMPROVEMENTS**

The new **Samuel C. Wax Academic Center** opened officially on May 6, and is the new home for the Schools of Education, Communication, and Hospitality Management, as well as the Social Sciences and Humanities. The Van Loan School of Graduate and Professional Studies is located on the third floor.

**Academic Center phase two** construction will begin after commencement exercises and is expected to open in January 2021. Connected by a second floor walkway to the new Samuel C. Wax Academic Center, it will contain a large lecture hall, classrooms, a dance practice studio, and an expanded Courtyard Café. The current Courtyard Café will be offline until January 2021..

The **Ginger Judge Science Center Expansion** is also near completion and will be home to our new Engineering program as well as increased incubator space and a maker space that will foster collaborative research for faculty and students. It will also house the new Gully's.