Hallways, residential suites and common areas vacuumed
Bathrooms cleaned
Trash removal

To check out, please return your room keys and meal cards to your Conference Desk. If your key and meal card is not returned by the scheduled check-out time for your group, you may be charged a key and/or lock fee.

If you should get locked out of your room during your stay, please visit your Conference Desk location to receive a key.

Lost Keys
If you should lose your key(s) during your stay, please visit your Conference Desk location to receive a new key. Lost key charges may apply based on the type of key lost.

Mail Services
Mail can be received at the Conference Desk locations. If you should receive mail during your stay, you will receive a notification posted on your entry door to check in at the Conference Desk.

Mail pick-up locations are based on the housing location (the Conference Desk location responsible for your group check-in) and the meal pick-up location). Mail Services will pick up and deliver mail to each of the Conference Desk once a day Monday through Friday. Please note, you will need identification to pick up any mail. Please have correspondence addressed to the correct Conference Desk location.

Lost and Found
Mail Services will accept lost and found items and will hold them for the keys during your stay, please visit your Conference Desk location to receive a new key. Lost key charges may apply based on the type of key lost.

Mail pick-up locations are based on the housing location (the Conference Desk location responsible for your group check-in) and the meal pick-up location). Mail Services will pick up and deliver mail to each of the Conference Desk once a day Monday through Friday. Please note, you will need identification to pick up any mail. Please have correspondence addressed to the correct Conference Desk location.

Mail Services
Mail can be received at the Conference Desk locations. If you should receive mail or packages during your stay, you will receive a notification posted on your entry door to check in at the Conference Desk.

Mail pick-up locations are based on the housing location (the Conference Desk location responsible for your group check-in) and the meal pick-up location). Mail Services will pick up and deliver mail to each of the Conference Desk once a day Monday through Friday. Please note, you will need identification to pick up any mail. Please have correspondence addressed to the correct Conference Desk location.

Maintenance Request
If you have a maintenance request (clogged toilet, running faucet, broken garbage disposal, etc.) please call our Campus Customer Service Center to report the issue at 858.534.2600. HDM Maintenance Staff will enter promises to fix the issue at the earliest opportunity unless otherwise arranged with Hospitality and Conference Services.

Furniture
Upon check-out, furniture in the residence halls and apartments must be left in the same set-up as upon check-in. If furniture is relocated, there will be an additional fee applied to the master invoice.

Laundry
Washers and dryers are located in laundry rooms in both apartment buildings and residence halls. To use laundry facilities, you will need to purchase a Summer Triton Card. Triton Student Cards may be purchased at any of our Conference Desk locations in $5 and $10 denominations. Please note, laundry machines do not take cash or credit cards.

Housekeeping Services
The University shall provide housekeeping services in all housing areas based on your conference program.

Housekeeping services may include:
- Hallways, residential suites and common areas vacuumed
- Trash removal
- Bathrooms cleaned

Linen Services vary according to the program that your conference organizer has arranged. Most housing areas include a linen bundle (including towel and bedding sets) provided upon arrival. These sets are refreshed weekly.

Additional linen sets can be rented at our Conference Desk locations:
- Towel Set $5
- Bedding Set $5

Dining
Conference attendees can enjoy an all-you-care-to-eat experience during breakfast, lunch and dinner at most conference Housing & Dining Services restaurants. Offerings range from fresh baked goods to grilled items, organic produce, cage free eggs and daily enteries specials.

Pick up additional snacks, coffee or retail items at The Village Market or Roger’s Market, open throughout the summer. Please refer to our Dining Services website for the latest information.

Meal Cards
If meals have been prearranged for your conference, you will be provided a meal card. Meal cards will be coded for your assigned dining facility. Meal plans are available for both overnight conference participants/staff as well as commuter conference participants/staff.

Lost meal cards will be replaced for a $5 fee and payment is due at the time of replacement (unless otherwise arranged with Hospitality and Conference Services). These can be purchased at your Conference Desk location.

Checkout
To check out, please return your room keys and meal cards to your Conference Desk. If your key and meal card is not turned in by the scheduled check-out time for your group, you may be charged a key and/or lock replacement fee.