

IMPORTANT INSTRUCTIONAL INFORMATION ABOUT THE CONFERENCE CENTER AND CAMPUS

KNOW BEFORE YOU GO- From USML Conference Center

To help with your attendees' arrival and stay at USML, we share the following:

Conference Center Sleeping Lodge

- The Front Desk is located on the first floor of the Lodge, Building E on the attached campus map.
- Check-in for the sleeping rooms begins at 4:00 p.m.
- Our Front Desk will have posted hours of operation on their desk when you arrive.
- If you need any towels or other items, you may:
 - Call the Front Desk at 847-970-4908.
 - Stop by during open hours and an associate would be happy to assist you.
- Please remember to take your keys with you when you leave 300 as the building pass on your keys will allow you to gain access to 300.
 - If you forgot your keys, there is a “call button” outside the door which will call Public Safety to come and let you into the building.
- The Conference Center Living Room is located on the first floor of the Lodge, around the corner from the Front Desk on the first floor. It has plenty of sitting areas for visiting, reflecting and reading.
- The Conference Center Chapel is located on the second floor of the Lodge. It is open 24/7 for personal prayer and reflection when not booked for a private liturgy. Schedules are posted on the doors of the Conference Center Chapel for ease of reference.
- For all our guests' comfort and respite, please note that the quiet hours on campus are from 11:00 p.m. to 7:00 a.m.
- Checkout is at 9:00 a.m. When you depart, thank you for checking in all your keys at the Front Desk so that no additional charges are incurred for your group. Luggage may be stored in the Conference Center Living Room

Summer Weather

With the everchanging weather, we suggest that you encourage your attendees to bring a portable umbrella and light jacket so they can adapt based on what the weather brings and to help with their comfort throughout their visit.

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Dining Room

For meals, you will go to the Dining Hall, which is Building B on the attached map. Please remember the following:

- Please take your room key with the dining tag on it to the Dining Hall with you for your meals. You will scan this tag at the kiosk for access to the Dining Hall.
- Your Thursday lunch will be in the Conference Center Living Room instead of the Dining Hall.
- Meals will be served at:
 - MONDAY, 9/23
 - Dinner from 6:15 p.m. – 7:00 p.m.
 - TUESDAY, 9/24
 - Breakfast from 8:00 a.m. – 8:45 a.m.
 - Lunch from 1:00 p.m. – 1:45 p.m.
 - Dinner from 6:15 p.m. – 7:00 p.m.
 - WEDNESDAY, 9/25
 - Breakfast from 8:00 a.m. – 8:45 a.m.
 - Lunch from 1:00 p.m. – 1:45 p.m.
 - Dinner from 6:15 p.m. – 7:00 p.m.
 - THURSDAY, 9/26
 - Breakfast from 8:00 a.m. – 8:45 a.m.
 - Boxed Lunch displayed at 1:00 p.m. in the Conference Center Living Room
- For the offering provided at meals, please see the attached Amenities sheet.

Meeting Room

Your sessions will be in Meeting Rooms 104 and 202 in the Conference Center Meeting Hall, which is Building D on the campus map.

On the first floor of the Meeting Hall is the Conference Center Coffee Shop, which has a full beverage bar with coffee, teas, juices, water, and soda to enjoy throughout the day.

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WIFI and Computer Access

o WIFI is available to you while on campus. You can find WIFI cards in the atrium of 400 to help you log onto the system.

o Guest computers can be found in the CC Living Room of the Lodge.

Public Safety

Public Safety is available 24/7. The phone number is (847) 970-4815 should you need their assistance.

Use of the Campus

We encourage you to enjoy our beautiful campus. Please note a few items:

- The Chapel of the Immaculate Conception is open daily from 9:00 a.m. – 5:00 p.m. unless otherwise in use by the Seminary.
- A walk around the lake is a 5K. If you jog or walk after dark or in the morning, please obtain a safety vest from the Front Desk. The back half of the lake is a private nature trail, so you don't need to worry about cars or traffic.
 - o For your safety, please stay on the paved roadways and do not venture off into the woods.
- We have plenty of prayer gardens around campus for you to enjoy.
- As you walk around campus, please note that you may see “private” signs. These are for the faculty and students only. We ask you to help us honor this space as their home. See attached Visitors Guide for details on the USML campus.
- You may also visit the Feehan Library or the McEssy Theological Center during open hours, which are posted daily on the doors.
- Our Bookstore and Gift shop is open from 11:30 a.m. – 3:30 p.m. Wednesday – Saturday.
- As you walk around, you may notice the “gym.” Please note that this is just a basketball court and is reserved for seminarian and faculty use only. Individuals often think of the gym as in an indoor running track, equipment, etc. But this is a 100-year-old building that only houses a basketball court.

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Maps

To help with directions, please note the following below and the supplemental documents attached to this email:

- **ENTRANCE TO CAMPUS and PARKING**

- Route 45 provides the most direct way to gain access to campus and go directly to the Purple Parking Lot.
- There is an entrance on Route 176, but it is the scenic entrance, take longer to get to the Purple Parking Lot and has forks in the road that may cause confusion when arriving.
- Guests should park at the south end of the Purple Parking Lot, which is closest to the ramp that leads to the Conference Center Lodge and Conference Center Meeting Hall.

- **CONFERENCE CENTER ACCESS**

- After parking in the Purple Parking Lot, guests go down the ramp at the south end of the Purple Parking Lot.
- On the right-hand side of the ramp is the Conference Center Lodge – Building E on the attached map.
- On the left-hand side of the ramp is the Conference Center Meeting Hall – Building D.