



# Welcome To the University of Utah

## CHECK OUT TIME IS 10:00 AM

To check-out, please return the room key and swipe card to the designated check-out location in the envelope provided at check-in.

### Phone Directory

Summer Conference Guest Services Desk	(801) 587-7663
Campus Information	(801) 581-7200
Campus Police/Public Safety	(801) 585-COPS
Other Emergency	911

\* When calling from a campus line, dial only the last 5 digits of the phone number.

### Guest Services

Kahlert Village is open from 6:00 a.m. until 12:00 a.m. daily. It is located at **265 1850 E, Salt Lake City, UT 84112**. Summer Conference Guest Service is located in the Marriott Honors Community, an adjacent building with the address **250 S Mario Capecchi Dr, Salt Lake City, Utah 84112**. The desk will be open from 6:00 a.m. until 12:00 a.m. daily, from May 19, 2025 through August 2, 2025. Between 12:00 a.m. and 6:00 a.m., call the Guest Services number for assistance. Call the numbers provided at any time for additional support.

### Fire and Emergency Procedures

If the fire alarm goes off, exit the building immediately. Meet with the rest of the conference in the closest parking lot or at a pre-determined area selected by the conference leader. The fire department must issue an **"ALL CLEAR"** before anyone will be allowed to enter the building. Please review the Emergency Procedures Sheet located inside the closet door of each room for further instruction.

### Visitors

Visitors are allowed in the residence halls. Guests are responsible for their visitors' actions while at the University of Utah. Visitors must be escorted at all times throughout their visit to the residence halls. As a safety precaution, please do not allow other individuals into the residence hall building when entering. **DO NOT** prop doors open to allow for visitor access.

### Alcohol, Drugs, Smoking, and Fireworks



Alcohol and illegal drugs are **NOT** allowed anywhere on the University of Utah campus. Smoking is **NOT** allowed anywhere on campus. Fireworks are **NOT** allowed on any part at the University of Utah. The University bears the right to evict any individual engaging in illegal activity.

### Parking

All University lots require cars to have a parking permit. Commuter services checks meters and parking lots Monday – Friday 7am - 8pm. Short-term parking is available for guests at an hourly rate in metered lots and day passes are available to purchase.

More information can be found at: <https://commuterservices.utah.edu/visitor-short-term-parking/>

Parking Maps: <https://commuterservices.utah.edu/parking-maps/>

### Lock Outs

If a guest is locked out of their room between 6:00 a.m. and 12:00 p.m., go to the Summer Conferences Guest Services Desk. An employee will issue a one-hour lock out key and/or swipe card to access to the room. Please return the room key or swipe card within the hour. If the key/swipe card is not returned, a lock change will be issued. For any further questions, please call the Summer Conference Guest Services Desk at **(801) 587-7663**.

If a guest is locked out between the hours of 12:00 a.m. – 6:00 a.m., call **(801) 587-7663** for assistance. A Summer Conference Coordinator will meet the guest at a pre-determined location to access the locked room. Please allow thirty minutes for staff to arrive from the time of notification.



**If the key is permanently lost, a charge of \$125 will be assessed for the lock change. If a swipe card is lost, there is a charge of \$20 for card replacement.**

The University Guest House will provide linens for all guests, including a towel, two flat sheets, one blanket, a pillow, pillowcase, and a small bar of soap.

### **Kitchen Equipment**

In apartments, the University of Utah does not provide any kitchen equipment. This includes pots, pans, dishes, utensils, and microwaves. There are microwaves, stoves, and fridges available for shared use located in community areas of Kahlert Village.

### **Internet**



Both Ethernet and wireless internet are available in the residence halls. An Ethernet port is available every bedroom in the residence hall buildings. Guests may access the Ethernet internet with an Ethernet cord. Ethernet cables are not provided. Wireless internet is available in most residence hall buildings, but cannot be guaranteed. Guests can access the wireless internet using "UGuest" with a valid e-mail address. For any additional information regarding with internet, please see the Summer Conferences Guest Services Desk.

### **Laundry**

Laundry facilities are located on every floor in Kahlert Village. The facilities are free to use but you must provide your own detergents.

### **Exercise and Recreation**

Campus recreation facilities have numerous courts and equipment for use or rent at a small fee:  
Student Life Center and Rentals 801-581-8898

### **Transportation**

Convenient transportation is available throughout Salt Lake City area. The Peterson Heritage Center front desk can provide more information about transportation options. However, the following numbers can also provide additional assistance:

UTA Bus & TRAX (801) 743-3882 (RIDE-UTA)

Express Shuttle (airport) (801) 596-1600

Uber/Lyft



**For further information regarding your stay at the University of Utah, please contact the Guest Services Desk.**