# TABLE OF CONTENTS

Welcome........................................................................................................................................3

Our Staff....................................................................................................................................4

Tallahassee..................................................................................................................................5

About FSU....................................................................................................................................6

Connecting To Wi-Fi.........................................................................................................................7

Building Services.........................................................................................................................8

Campus Amenities..........................................................................................................................9

Dining Services...............................................................................................................................11

Campus Rec.................................................................................................................................12

Campus Map...............................................................................................................................13

Campus Map Key........................................................................................................................14

Contact Information.....................................................................................................................15
On behalf of the Conference Services Leadership Team, University Housing, and Florida State University, we are pleased that you are joining us this summer and hope the following information will help make your stay with us an enjoyable one!

As your summer host, we look forward to working with you to make your event a success! Whether you are hosting a large or small scale conference or camp, we will strive to make our services exceed your expectation through comfortable accommodations and outstanding customer service.

Please use this amenities guidebook to become familiar with what Conference Services can provide for your conference or camp, and what our campus partners have to offer, as well. Some services are coordinated directly through Conference Services but there are others that will need to be arranged directly by the client through specific departments, if needed. These arrangements should be solidified prior to your arrival on campus to make sure there is no delay in service to any summer guests.

If you have any questions while looking over our information please feel free to contact us.

Stacie Kurlick
Assistant Director,
Facility On-Boarding & Conference Services
OUR STAFF

Our Conference Services staff includes over 30 interns and student staff members who are here to assist you throughout every step of your conference experience. Our goal is to help make your stay with us as pleasant as possible and leave your camp participants raving about your event long after it has ended.

Each camp/conference is paired with their own Conference Coordinator who is available to help coordinate all your housing needs. We pride ourselves on our ability to bring exceptional customer service to all of our guests.

The front desk of each residence hall is staffed 24/7. If you have any questions or concerns, please stop by and we will be able to assist you. From 7:00 am – 11:00 pm each day, there will be a Conference Assistant (CA) available in the hall office. From 11:00 pm – 7:00 am each night, there will be a Night Staff (NS) available. Conference Coordinators are on call 24/7. In case of an emergency CA/NS will contact them.
Home to the state capital, two major universities and an array of museums, attractions and unique experiences, Tallahassee shares a deep-rooted history and culture with unparalleled nature and outdoor recreation.

A fusion of cosmopolitan flair and charming personality defines the spirit of Florida’s Capital City – where it all comes together beautifully for visitors. Stretching along the Florida panhandle, Tallahassee is a place where college town meets cultural center, politics meets performing arts and history meets nature. A place where the vibrancy of what to do is matched only by the city’s inviting hospitality.

The city touts an array of sights, including one of the world’s deepest freshwater springs, wildlife habitats, Capitol buildings, fascinating museums of history, sprawling plantations, highly acclaimed fishing and hunting adventures, nearby beaches, superior dining and a bustling nightlife.

**CAPITAL CITY HOT SPOTS**

- Railroad Square
- Tallahassee Rock Gym
- Tallahassee Downtown Market
- Miccosukee Greenway
- St. Mark’s Trail
- Tom Brown Park
- Cascades Park
- Midtown
Florida State University is one of the nation’s elite research universities, with the Carnegie Foundation’s highest designation — Doctoral/Research University-Extensive. Built on cherished values and unique heritage, Florida State University offers a distinctive academic environment. Located in the heart of the state capital, its welcoming campus is on the oldest continuous site of higher education in Florida and is home to championship athletics.

Underlying and supporting the educational experience at Florida State University is the development of new generations of citizen leaders, based on the concepts inscribed in our seal: Vires, Artes, Mores — Strength, Skill and Character.

Florida State University’s 16 colleges offer more than 275 undergraduate, graduate, doctoral, professional, and specialist degree programs, including medicine and law, covering a broad array of disciplines critical to society today.

Each year the University awards over 2,000 graduate and professional degrees.

### QUICK FACTS

Founded in 1851, FSU is the oldest continuous site of higher education in the state.

<table>
<thead>
<tr>
<th>ENROLLMENT</th>
<th>FACULTY/STAFF</th>
<th>ALSO KNOWN FOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 41,710 total students, representing all 50 states and over 130 countries</td>
<td>• 2,306 faculty members</td>
<td>• $182 million National High Magnetic Field Laboratory</td>
</tr>
<tr>
<td>STUDENT BODY</td>
<td>ACADEMICS</td>
<td>• Film/Dance academic programs</td>
</tr>
<tr>
<td>• 31,851 undergraduates</td>
<td>• 16 colleges</td>
<td>• Flying High Circus</td>
</tr>
<tr>
<td>• 55% female</td>
<td>• Nearly 300 academic majors</td>
<td></td>
</tr>
<tr>
<td>• 29% minority</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• 4% international</td>
<td>ATHLETICS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• NCAA Division I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Atlantic Coast Conference</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 18 sports represented</td>
<td></td>
</tr>
</tbody>
</table>
INSTRUCTIONS TO CONNECT TO FSUGUEST

1. Select FSUGuest from list of networks.
2. Open Web browser.
3. Click Guest Registration button and fill out the page.
4. Click Submit.
5. Watch for a text message containing your Wi-Fi password.
6. Return to the wireless.fsu.edu page.
7. For "Username," enter your cellphone number.
8. For "Password," enter password provided in text message.
9. Click "Log In."

Visitors to Florida State University's main campus can access free, public Wi-Fi using the FSUGuest network. Upon registration, guest Wi-Fi is available immediately, and access is valid for one day. Follow these steps on the left to connect.

Florida State University is also a member of eduroam. Campus visitors from participating eduroam institutions can connect to the eduroam network to access free, secure Wi-Fi.
There are many services provided in the Oglesby Union complex that could be of assistance to conference guests. There are several places to eat or grab coffee including Chili's, Einstein's, Subway, Salad Creations and the food court. There are also grab and go items available at the Trading Post (POD). If conference guests are interested in recreational activities, they can check out Crenshaw Lanes or the Art Center. There is also a UPS Store for all print and copy needs. The staff in Guest Services, located in the Krentzman Lounge of the Oglesby Union, can assist guests with reservations in our spaces along with furniture and audio-visual setup.

Oglesby Union manages reservable space in the following locations:

- **Oglesby Union**
  - Oglesby Union Ballroom (10,370 sq. ft.)
  - Moore Auditorium (5,723 sq. ft.)
  - 2nd Floor conference rooms: Micco & Union Board Room (234)
  - 3rd Floor meeting rooms: 311A-E, Dance Room (302), 312-315, Senate Chamber (316), 320-322
  - Outdoor Spaces: Union Green, Courtyard (East & West), Amphitheater, Integration Statue, Flagpole Area

- **Students Services Building**
  - 2nd floor meeting rooms: 203, 201, 208, 218, 214
  - 2nd floor conference rooms: 219-222

- **Askew Student Life Center**
  - ASLC Theater *(with prior approval from theater manager)*
  - Meeting Rooms: 101A-D
  - Cyber Café

- **Landis Green** *(online event registration only, no set-up support)*
  - If groups ask for tables/chairs for events on Landis they must provide their own or order from Building Services.
FSU CARD
The FSUCard is the official University identification card, campus access card, and FSUCash card for on campus purchases. Guest cards are available for access to the resources that your visitors will need! Custom designs for Guest Cards are also available. For more information and pricing, please email fsucard@fsu.edu.

FSU CASH
FSUCash is an account for on campus purchases linked to your FSUCard. FSUCash is the exclusive tender for residence hall laundry services, printing and copying in the libraries, computer labs, and the Assessment and Testing Center. FSUCash may also be used at all on-campus dining locations, the campus UPS Store, and the FSU Bookstore. For further assistance with FSUCards or FSUCash, please email fsucard@fsu.edu.

RESIDENCE HALL LAUNDRY SERVICES
Washers and dryers are located in each residence hall. FSUCash is the exclusive tender for residence hall laundry services. Load FSUCash on FSUCards at fsucard.fsu.edu/EAcounts using the guest deposit button. A washer cycle costs $1.50 and a dryer cycle costs $0.45 per 15 minutes. For more information, please visit https://OBS.FSU.edu/Services/Laundry.

VENDING MACHINES
Florida State University offers more than 275 vending machines around campus for your convenience. Beverage and snack machines are located in academic and administrative buildings, residence halls, and recreational facilities. Machines accept all forms of payment (FSUCash, cash, coin, credit, and debit payments). For more information please visit https://OBS.FSU.edu/Services/Vending.

PARKING
For parking inquiries and accommodations, including visitor permits and reserved parking, please call 850.644.5278 or email transportation@fsu.edu. For more information, please visit https://transportation.fsu.edu.

FLORIDA STATE UNIVERSITY BOOKSTORE
The Florida State University (FSU) Bookstore is your source for team apparel, gifts and accessories for women, men and youth. The FSU Bookstore is located at 104 North Woodward Avenue. There are two additional locations at University Center B and the Donald L. Tucker Civic Center. When you visit any FSU Bookstore location, a portion of your purchases goes back to the University. For store hours and additional information, please call 850.644.8279 or visit ShopFSU.com.
Using your FSUCard

$1.50 per washing cycle
$0.45 per drying cycle

Vending machines
Machines accept FSUCash, Apple Pay, Google Wallet, cash, coin, credit and debit payments.

What is FSUCash?
This is an account for on campus purchases. It is the only way to purchase laundry or printing services. It can be used at all on campus dinning locations, the on campus UPS stores, and the FSU Bookstore. Load your FSUCash with the guest log in at Fsucard.fsu.edu/eacounts

How do I do laundry?
Instructions are also posted in laundry rooms

1. Using the keypad, choose: Select a Washer or Select a Dryer

2. The screen will display the numbers of each machine as a square for you to select. Grey squares indicate a machine is in use or under maintenance.

3. To purchase an extended dry period, select the same machine and press Add time. Time must be added before the drying cycle.

4. When prompted, swipe your FSUCard within ten seconds to pay. Transaction cannot be cancelled after FSUCard has been swiped.

View machine status at: LaundryView.com
Report issues at: ServiceCenter.fsu.edu

Issues? Contact the Office of Business Services
(850)644.4843 obs.fsu.edu obs@fsu.edu
Seminole Dining offers a wide variety of options for your dining needs; from summer camp meals, retail catering and premium catering services. When contacting Seminole Dining let them know you are staying on-campus and what building you have been assigned to. This will help with what location your group may be assigned to.
FITNESS AND WELLNESS
Our largest recreation center houses strength and cardio machines, free weights, sport courts, an indoor track, a pool, spa, and more. In addition, receive free tips from our fitness coaches, workout with a certified personal trainer, enjoy free group fitness classes and other special events from competitions to dance parties.

The Wellness program will teach you how to take care of your total body as we offer healthy cooking classes and health coaching sessions.

REC SPORTS
We offer over 40 competitive, recreational, and instructional sport clubs ranging from Rugby and Lacrosse to Quidditch and Cheerleading. There is something for everyone.

Play to win or play for fun! We offer over 50 sports leagues and events year-round for talented and not-so-talented players. Win a league and take home the coveted I.M. champion t-shirt!

OUTDOOR ADVENTURES
Just 5 minutes from campus, enjoy the Rez for its lake-front beach, watercraft rentals, sand volleyball courts, climbing wall, and much more!

You can also join an outdoor trip with Outdoor Pursuits at a fraction of the cost of going on your own, or rent gear at a discounted rate.
CAMPUS MAP KEY

RESIDENCE HALLS
1. McCollum
2. Rogers
3. Salley
4. Traditions
5. Wildwood
6. S.W. Ragans
7. Dorman
8. Deviney
9. Landis
10. Gilchrist
11. Broward
12. Bryan
13. Reynolds
14. Jennie Murphree
15. Cawthon
16. DeGraff

POINTS OF INTEREST
A. Mike Long Track
B. Leach Recreation Center / FSU Aquatic Department
C. Askew Student Life Center
D. FSU Police Department (Tanner Hall)
E. Oglesby Student Union
F. Westcott Building / Ruby Diamond Concert Hall

DINING HALLS
FF Fresh Foods
S Suwannee

PARKING GARAGES
G. Spirit Way / Stadium Drive Garage
H. Woodward Garage
I. West Pensacola Garage
J. Traditions Garage

DOAK S. CAMPBELL STADIUM

LEGACY WALK
STREETS
CONTACT INFORMATION

BUILDING SERVICES
📞 (850) 644-4000
🌐 union.fsu.edu/guestservices/rates/
🌐 union.fsu.edu/guestservices/contact-us/.

CAMPUS REC
🌐 campusrec.fsu.edu

FSU BOOKSTORE
📍 104 N. Woodward Avenue
Tallahassee, FL 32304-8046
⏰ Mon. – Thurs.  8:00 am – 5:30 pm
       Friday  8:00 am – 6:00 pm
       Saturday 9:00 am – 5:00 pm
       Sunday  12:00 pm – 5:00 pm
📞 (850) 644-2072
📞 (850) 644-9953
🌐 fsu.bkstr.com

FSU CONFERENCE CENTER
👤 Leigh Eisenhauer
       Conference Services Manager
📞 (850) 644-2653
✉ leisenhauer@fsu.edu
🌐 learningforlife.fsu.edu/wp-content/uploads/2012/07/turnbullCapacity4-7-15.pdf

FSU POLICE DEPARTMENT
📍 830 W. Jefferson Street
P.O. Box 3064215,
Tallahassee FL, 32306
📞 (850) 644-1234
📞 (850) 644-3205
🌐 police.fsu.edu

GUEST SERVICES
📍 75 N. Woodward Avenue
T211 Oglesby Union
Tallahassee, FL, 32306
📞 (850) 644-6083
✉ GuestServices@admin.fsu.edu
🌐 union.fsu.edu/guestservices/contact-us/.

INFORMATION TECHNOLOGY SERVICES
📍 C6100 University Center
Tallahassee, FL 32306-2620
📞 850-644-HELP(4357)

PARKING AND TRANSPORTATION
📍 104 N. Woodward Avenue
Tallahassee, FL, 32306
📞 (850) 644-5278
📞 (850) 644-4999
✉ transportation@fsu.edu
🌐 transportation.fsu.edu

SEMINOLE DINING SERVICES
📍 104 N. Woodward Avenue
Tallahassee, Florida 32306
🌐 seminoledining.campusdish.com
Tallahassee’s Premiere Entertainment & Convention Center!

54,000 sq. ft.
of newly renovated meeting space including:
- a spacious Exhibition Hall
- versatile Arena
- and six (6) meeting rooms

Plan Your Next Event with Us!
Banquets, Receptions, Luncheons, Conferences, Weddings, Galas, Reunions, Trade Shows, Conventions...

Why The Civic Center?
- Full service catering on-site
- Select from our sensational menus or our talented chef will create a menu for your special event
- Convient downtown location
- On site parking
- Newly renovated meeting rooms
- Complete audio visual department
- Friendly staff personally assigned to your event