Conference Guest/Corporate Intern Guide

Phone directory
- Campus Safety (emergency) ........................................... 484-664-3110
- Campus Safety (non-emergency) ................................. 484-664-3112
- Residential Services .................................................. 484-664-3180
- Seegers Union Information Desk ............................... 484-664-3493

Emergency phones
Muhlenberg College has installed several emergency and campus phones in and around the campus. Emergency Phones will give you direct contact with the Campus Safety Office. The phones are bright yellow with a blue colored light above them and have an “emergency button” or “help” that will dial Campus Safety when it is pushed. There are also a few courtesy phones located in various buildings around campus—these do not connect directly to any office but allow you to call on-campus numbers.

MUHLENBERG COLLEGE MISSION STATEMENT
Muhlenberg College aims to develop independent critical thinkers who are intellectually agile, characterized by a zest for reasoned and civil debate, knowledgeable about the achievements and traditions of diverse civilizations and cultures, able to express ideas with clarity and grace, committed to life-long learning, equipped with ethical and civic values, and prepared for lives of leadership and service. The College is committed to providing an intellectually rigorous undergraduate education within the context of a supportive, diverse residential community. We are also committed to educating the whole person through experiences within and beyond the classroom. Our curriculum integrates the traditional liberal arts with selected pre-professional studies. Our faculty are passionate about teaching, value close relationships with guests, and are committed to the pedagogical and intellectual importance of research. Honoring its historical heritage from the Lutheran Church and its continuing connection with the Evangelical Lutheran Church in America, Muhlenberg welcomes and celebrates a variety of faith traditions on campus and encourages members of the College community to value spiritual life.
DISCRIMINATORY HARASSMENT
It is the policy of Muhlenberg College to provide an environment free from any form of sexual or discriminatory harassment. All who work at the College are responsible for ensuring that the work and academic environment is free from discriminatory practices, including sexual harassment.

SEX OFFENSES
Muhlenberg College will not tolerate any conduct that constitutes a sex offense. Conduct constituting sexual harassment is also in violation of Muhlenberg College Policy. Muhlenberg will not tolerate any retaliation against any individual for reporting sex offenses in accordance with this policy.

RIGHT OF ENTRY
Authorized representatives of the College shall have the right to enter any room at any time for maintenance, repairs and inspection for health, security and safety hazards. In all non-emergency situations, campus personnel should knock and identify themselves prior to entering a guest’s room.

DAMAGES
Guests should notify the College immediately if facilities are damaged by misuse, fire or any other cause.

SMOKING
All College owned facilities are smoke-free facilities. Smoking is permitted outside but must be at least 15 feet from buildings and entrances. Smoking devices should be properly extinguished and discarded in ashtrays.

DRUG USE AND CONTROLLED SUBSTANCE
No guest may possess, use, or distribute drugs or drug paraphernalia. The College reserves the right to contact those local, state and federal officials charged with enforcing state and federal drug laws.

ILLEGAL ACTIVITY
Guests who violate Pennsylvania or federal laws are subject to prosecution in the local, state, and federal courts of the United States as well as eviction from college housing.

ALCOHOL
Alcohol may not be consumed and alcohol containers may not be possessed anywhere on campus by anyone who is under the legal drinking age. Individual consumption of alcoholic beverages by persons of legal age is permitted only in private sleeping rooms and suites in residence halls and properties leased or owned by the College. Those who do consume alcoholic beverages in their residence are expected to do so in a manner that is not excessive and that recognizes the rights of others to utilize these locations for other activities such as studying. In accordance with the laws of the City of Allentown, no open containers of alcohol are allowed in public places. The purchase, storage, or use of a bulk quantity or a common source of alcoholic beverages, such as kegs, party balls, or cases is prohibited. The possession of any tapable device is prohibited.

RESTRICTED ITEMS
To prevent personal injury and/or damage to property, the possession or use of any potentially dangerous item or material is strictly forbidden in the residence halls or on campus. Such items are subject to confiscation. Any firearms, ammunition, air-guns, compressed air canisters, spring type weapons, sling shots, martial arts weaponry, explosives, fireworks, fire-crackers, chemicals, portable heating units of any kind, halogen lamps, multi-bulb lamps, homemade TV and radio antennas, candles, incense, water balloons, dart-boards, knives, swords, whips, switchblades, and water beds are among those items prohibited. Flammable substances and solids, such as gasoline, paint, benzine, naphtha, cleaning fluids, explosives, charcoal lighter fluid, chemicals and fireworks may not be used or stored in residence halls. Lighted candles, incense, kerosene lamps and/or heaters, halogen lamps, multi-bulb lamps, homemade TV and radio antennas and guest installed electric heaters may not be used in the residence halls. Spray painting in residence halls is prohibited.
GUEST PROPERTY
The College assumes no responsibility or liability for damage or loss, for any cause, of personal belongings or other property of guests or other persons and the signing of the lease by the guest hereby releases the College for any such losses from any cause whatsoever including negligence. The safekeeping of guest property is the responsibility of each individual guest and no reimbursement from the College can be expected for the loss of such property. Rooms should be locked at all times and valuable property secured. Property remaining in guest rooms upon termination of lease becomes the immediate property of the College. Guests are urged to confirm that they are covered under their Parent's homeowner's insurance policy or renter’s insurance and to make arrangements for additional insurance coverage if necessary. Losses or thefts should be reported immediately to Campus Safety and then to a residential services staff member.

LOST/DAMAGED KEYS:
Lost keys or key cards should be promptly reported to the College. Broken or bent keys must be returned to the College to obtain a new key at no charge.

TRASH
Summer Corporate interns are responsible for removing personal trash and recycling directly to the dumpsters. Conference guests should work with their coordinator to determine their responsibilities for trash and recycling.

COLLEGE FURNITURE
Furniture is not to be removed from lounges or other public areas. Guests found with such furniture in their rooms are subject to fines and/or disciplinary action. College furniture must remain in the room to which it was originally assigned. College furniture secured to walls may not be detached.

PETS AND ANIMALS
Guests are not permitted to own pets, except harmless fish, on the Muhlenberg campus. Guests are not permitted to have pets visit College housing for any reason. Guests bringing pets into the residence halls may be subject to disciplinary action. Only service animals that meet the criteria described in the College’s Service Animal Policy will be exempt from the rules that otherwise restrict or prohibit animals. (http://www.muhlenberg.edu/pdf/main/aboutus/disabilities/serviceanimal.pdf)

NOISE
Guests should be considerate of other members of the campus community regarding noise on campus. Stereo speakers or amplification devices should not be placed in windows with sound directed outside. Quiet hours are from 11 p.m. through 8 a.m. on Sunday through Thursday and 1 a.m. through 8 a.m. on Friday and Saturday.

LAUNDRY
Coin Operated laundry machines are available in each housing area. Washers are $1.25 per load and dryers are $1.25 per load.

RESTRICTED AREAS
Guests may not access restricted areas such as roofs, mechanical equipment rooms, attics, buildings closed for vacation, etc. Guests may not access buildings not associated with their program.

FIREARMS AND OTHER WEAPONS POLICY
The possession or use of any potentially dangerous item or material is strictly forbidden in College housing and/or on campus. Such items are subject to confiscation and the bearer to disciplinary action. Prohibited items include firearms, ammunition, air-guns (BB/pellet), spring type weapons, sling shots, martial arts weaponry, knives, swords, paintball guns, simulated weapons altered to appear as an actual firearm, switchblades, water balloons, dartboards, and whips.
INTERNET SERVICE- PUBLIC USE

By using Muhlenberg College’s network and internet resources (System), users agree to adhere to the requirements contained herein.

General policy requirements applicable to the use of the System are as follows:

1. Offensive, harassing, defamatory, or otherwise inappropriate communication via the System is prohibited. (Note: Above would address use of Instant Messenger and other non-e-mail transmissions).

2. Use of the System is subject to all legal and College prohibitions against discrimination and harassment based on age, color, disability, gender, gender identity, national or ethnic origin, race, religion, sexual orientation, veteran status, or any other basis protected by applicable federal, state or local laws.

3. Obscene, objectionable or other offensive material, including material that may be interpreted as harassment by others, may not be viewed, downloaded, printed or transmitted via the System in public spaces.

4. System users are liable for any action or negligence that directly or indirectly results in adverse effects upon the System or its Users. The execution of computer programs intended to gain unauthorized access to, or make unauthorized use of, the System is prohibited. Users must abide by the terms of all software licensing agreements and copyright laws.

5. Users of the System are obligated to respect the rights of others, the intellectual rights and the intellectual property rights of others when using these resources. Duplicating and/or distributing information, recordings, or images in violation of applicable copyright laws is not permitted.

6. Unless granted proper authority, Users are forbidden to access, transmit or release any information or data of a confidential nature, secured through their position with the College, to a person not authorized to receive such information. Further, the Family Educational Rights and Privacy Act (FERPA) mandates that certain types of student information may not be disclosed and/or distributed to unauthorized persons. This includes information transmitted and stored on the electronic mail system. Additional information relative to the provisions of FERPA is available from the Dean of Students or the Registrar.

7. College policy prohibits acts that are wasteful of System resources. Examples include, but are not limited to: sending or forwarding chain letters; sending mass electronic mailings not directly pertinent to College business; creating unnecessary multiple jobs or processes; excessive uploading or downloading of large files, or, creating unnecessary output or printed material.

8. The College System may not be used for personal financial gain, inappropriate or illegal activity of any kind. Users may not download to, install upon, create links to, or otherwise place on the System any data or program which consists of any advertisements for commercial enterprises, without prior approval.

Failure to adhere to these requirements may result in denial of access to Muhlenberg College’s network and internet resources (System).

As is common in business and other organizations, it is the College's current practice that all information stored on this System, including the content of the electronic mail system and the content of the voice mail system, is normally copied daily to digital tape to provide a back-up copy in the event original records are damaged. These tapes are stored in a secure area where they are considered confidential and are retained for a period of four weeks. This means that electronic mail messages and voice mail messages deleted by an individual user subsequent to the College's daily backups may be retained for this period of time. After the four-week period the tapes are normally re-used. The College may change these and other operational practices from time to time.
FIRE ALARMS AND EQUIPMENT:
Fire equipment is to be used only as necessary in the case of fire. Its use and misuse must be reported to the Office of Residential Services and/or Campus Safety immediately so that it may be restored to useful condition with no unnecessary delay. Guests who tamper with fire alarms and/or equipment are subject to arrest and prosecution by the City of Allentown in addition to College disciplinary action, fines, and/or reassignment.

FIRE PREVENTION:
We ask that guests remain alert at all times to the hazards and dangers of fire in their area and to exercise all proper precautions to prevent fire, notify proper authorities of any potential fire and safety hazards, and promptly report a fire. Hanging of cloth material along walls is discouraged for safety reasons. No material or paper may be draped or affixed overhead or from ceiling pipes. Cooking must be confined to designated cooking areas. Use of electrical appliances such as hot plates, heating coils, coffeepots, popcorn poppers, electric frying pans, toaster ovens, irons, and electric heaters are prohibited in guest rooms and common lounges without kitchens. All appliances must be UL approved with UL approved cords. Low wattage electrical equipment and attached cords must also be UL approved. The College reserves the right to determine the danger of electrical appliances and remove them. If the College determines a cooking item is being used in areas other than designated cooking areas the item may be confiscated.

FIRE AND EMERGENCY PROCEDURES:
When a fire alarm is sounded, please exit the building immediately. Meet with the rest of your group in the nearest parking lot or at a pre-determined meeting location designated for your group. Evacuation procedures are posted on the back of each resident's room door. If these rules are not on the back of the door, please notify the College.
LOCAL FOOD, SHOPPING, AND ENTERTAINMENT

DELIVERY

Papa John’s .................................... 610-434-7272
Pizza Hut ........................................ 610-776-7900
Domino’s ....................................... 610-395-1515
Mario’s Pizza ................................................ 610-435-4484
Parma Pizza..................................... 610-439-6940
NY Style Pizza ............................... 610-433-3660
China King ................................. 610-820-5331
Mi Chongs ......................................... 610-820-9555
Kow Thai ........................................... 610-770-9100
Pomodoro (Italian) ....................... 610-740-1630
Buon Gusto (Italian) .................... 610-782-0900

ORDER & PICK UP

Cali Burrito- 3104 Hamilton Blvd
610-351-1791
Salad Works- 1403 N Cedar Crest Blvd
610-437-0400
Tavern on Liberty Street- 2246 W Liberty St
484-221-8765
Wally’s Deli - 711 N 17th St
610-435-7177
Sybs-  2151 W Liberty St
610-434-3882
Allentown Brew Works- 812 W Hamilton St
610-433-7777

GROCERY STORES

Giant Food & Drug- 3070 W Tilghman St
Weis Markets- 1500 N Cedar Crest Blvd
Wegmans- 3900 W Tilghman St
Kings Market- 365 S Cedar Crest Blvd

SHOPPING

Target
1600 N. Cedar Crest Blvd
610-398-4006
Promenade Shops
Take Chew St. West to Cedar Crest Blvd. Make a slight left where Chew street ends and then right onto Cedar Crest at the light. Take a slight right to merge onto I-78E/PA-309S. Take exit 60 to merge onto PA-309S toward Quakertown. Take the Saucon Valley Road exit toward I-78 E/Bethlehem. Turn left onto W. Sauson Valley Road/State Route 2044. Slight left. Turn left at Center Valley Parkway

Home Depot
1350 MacArthur Road
610-770-6440
Whitehall Mall/Lehigh Valley Mall
(including Sears; Bed, Bath & Beyond; Apple Store; Barnes & Noble, etc.)
Take Chew St. West to Cedar Crest Blvd. Make a slight left where Chew street ends and then right onto Cedar Crest at the light. Follow Cedar Crest through 2 lights and bear Right onto 22 East. Take the 2nd MacArthur Road exit. Whitehall Mall is on the left, Lehigh Valley Mall is on the right.

Walmart
1091 Millcreek Rd.
610-530-1400

MOVIE THEATRES

Rave Motion Pictures at Promenade Shops
2805 Center Valley Pkwy
Center Valley, PA 18034
610-709-8635
AMC Movie Theatre
4608 Broadway
Allentown, PA 18104
888-262-4386

PUBLIC TRANSPORTATION

Lanta Buses
http://www.lantabus.com/
Bieber Tours
http://www.biebertourways.com/Home.aspx
Transbridge Buslines
http://www.transbridgelines.com/transb.htm