August 2015

Dear UWEC Student,

Welcome to The Plaza Hotel & Suites!! We are glad to have you here with us and we hope that your stay will leave you with lots of great memories.

In order for your stay to be the best, The Plaza has developed some guidelines for you to follow while you are here. These guidelines have been created with the University to make sure that your stay with us is as close to the “residence hall life” as possible. Please read these guidelines carefully and if you have any questions, please ask your RA, Hall Director or University Representative.

For those of you who have vehicles, you will need to park in the back of the B-wing along the grass. To register your vehicle with UWEC Housing and the hotel, please complete the online registration form. Upon move-in, you will be given a gold UWEC laminated tag to place in your window that indicates you are a UWEC student. This tag is for your use only and is non-transferable. At check-in you will be issued a parking pass for the hotel, make sure this is in your window and visible to Plaza Staff. If, for any reason, you are unable to park your vehicle in the designated area, please let Ali, our Front Office Manager, know immediately.

Each of you will receive one room key. These keys are used to get you into the building from any of our side entrances as well as into your room. If, for any reason, your key becomes decoded and it doesn’t work for you, just go to the Front Desk with a photo ID and you will be issued a duplicate key at no charge. If you happen to lose your key, notify your RA. Your RA will get a new coded key from the Front Desk and issue it to you. The cost for the new key will be $6.50.

Telephone service is not provided. If you do not have a cell phone and would like to have a land line activated in your hotel room, please contact the University Housing Office at 715-836-2414.

Our Housekeeping Department will be doing a linen exchange every Wednesday & Thursday. The times for this exchange will be from 8:00 am to 4:00 pm. If you are interested in this, it will be up to you to take your soiled linen down to Housekeeping where they will take the dirty items and give you clean items. Housekeeping will need to clean tubs and stools either Tuesday or Wednesday from 10:00 to 3:00 PM. Vacuum cleaners and bathroom cleaning supplies are available upon request and need to be signed out from Housekeeping.

The Front Desk will have mailboxes with your name and room number for any incoming mail that you will receive. You may pick up your mail at the desk after 4:00 PM. No phone calls.

Last, but not least, there are a few simple house rules that we would like everyone to follow while you are staying with us at The Plaza. Please read these carefully, and direct any questions that you might have to your RA.
1.) Each of you will be responsible for taking care of your own trash and recycling. Please do not leave any trash outside your door. There will be a blue/white dumpster with the UWEC logo located by The Plaza dumpster. Please use this dumpster only. If the dumpster is full, please inform your RA. Do not throw garbage on the ground.

2.) You will be able to use the pools and the exercise areas on Sundays after noon and Monday through Thursday evenings from 6-10 p.m. if not busy in the hotel. Please make sure you have your student ID with you. You will be allowed to have one visitor with you at a time. Your visitor will need to sign in at the front desk and will receive a pass.

3.) **No electrical appliances** are allowed in your room except for the TV, microwave and refrigerator that are already in your room. (No hot plates, etc.) Candles and/or open flames are not allowed.

4.) The continental breakfast in the Restaurant is for hotel guests only. It is not available for students. Lobby computers are also for hotel guests only.

5.) **Decorations** of any kind are not allowed on your door, in your window, or in the hallway next to your room. No nails or tacks are to be put into the walls or furniture, and no furniture and/or pictures are to be removed from the rooms. If decorations are found to be visible from the exterior of your room, hotel staff will notify your RA and you will be advised to remove the decorations promptly. If the decorations are not removed, hotel staff will remove and dispose of them.

6.) Finally, there will be a small **bulletin board listing activities** located near 2nd floor entrance number 7. Please be sure to take a look at it on a regular basis so that you are up-to-date on what is happening here and on campus. RA's will also post activities on their windows.

7.) **Hotel Wireless Internet** is for guests only. All student rooms are hard wired. Note internet usage policies and high speed wireless internet access information on separate page.

The Plaza is very excited to have you here and we hope that these simple guidelines will make your stay a memorable one. Please do not hesitate to contact your RA or our Front Desk if you have any questions or concerns.

**Good luck this semester!**

Sincerely,
The entire staff of The Plaza Hotel & Suites