

# Welcome to Vanderbilt

The Vanderbilt University Conferences and Events team would like to welcome you to our beautiful campus. Vanderbilt provides a gateway to greatness, drawing the best and brightest from across the world. We offer our guests the opportunity to enjoy a plethora of resources that our charming campus has to offer. We hope you enjoy your stay with us!

## Vanderbilt University Conferences and Events Policies and Procedures

The following policies govern the use of Vanderbilt University's facilities by our summer guests. It is understood that all summer interns will abide by city codes/statutes and state/federal laws, in addition to these university regulations:

1. **Smoking is not permitted at any time** on the Vanderbilt University campus. Additionally, summer participants may not be in possession of firearms, weapons, ammunition, fireworks, explosives, and/or highly flammable materials. Any deviance from these regulations will cause immediate removal from campus.
2. **Alcohol is strictly forbidden** in all of the Summer Housing Residence Halls.
3. There is a mandatory **24/7 QUIET HOURS** policy in effect all summer.
4. **Disruptive behavior will not be tolerated.** Any person engaging in inappropriate conduct or language, disrupting performance, or creating disturbances on campus property will be asked to leave the premises and/or will be escorted from the building by an officer of the University Police Department. Your housing contract will be terminated.
5. **No animals, except Service Animals, are allowed on campus and in the residence halls.**  
\*Special permission must be granted.

These special housing accommodations are designed to house serious students only. We expect all participants to follow all University policies and procedures, as well as Tennessee laws. Vanderbilt University reserves the right to immediately evict students found to be in violation of university policy and/or Tennessee Law, and your payment forfeited.

## Fostering an Environment of Tolerance

Vanderbilt University is committed to fostering an environment in which all members of the campus community and guests can live, grow, and learn free from acts of intolerance and hate. The Vanderbilt Conferences and Events Office will not tolerate any type of discrimination or harassing behavior by any person, including summer residents or guests of residents. Acts of Intolerance are defined as any act (oral, written, graphic, or physical) directed against any person or group as a result of their personage including but not limited to race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, ability, or veteran's status, that has the effect of creating an offensive, demeaning, intimidating or hostile environment for that person in particular or others who may see, hear, or otherwise witness the act. Furthermore, the use of epithets or names in a derogatory manner will be constituted as harassment and participant(s) will be removed from campus by VUPD officers.

## Fire Alarms/Fire Safety

During a fire alarm all residents must leave the building and stay outside until the building has been secured. When you leave, shut and lock your door. You will be notified when you can re-enter the building. Do not enter the building until you are told by the hall staff that it is safe to do so. The silencing of the alarm is not permission to re-enter the building. Failure to evacuate a building during a fire alarm may result in possible disciplinary action by the university. Each residence room has a smoke alarm & a sprinkler head. Each building is equipped with a complete state-of-the art smoke and fire alarm system. These devices exist for the safety of all residents and any tampering with, or misuse of these systems is considered a serious offense.

## Emergency Preparedness

Summer guests attending programs and/or residing on campus should be aware of Vanderbilt's Emergency Procedures and sign up for AlertVU (text alerts and instructions for emerging danger) and add the VandySafe app to your cell phone (quick access to emergency information and guides). Groups supervising minors and other vulnerable populations must have a plan in place for shelter and evacuation which includes the safeguarding of their participants, recognizing this population may require specialized response. The AlertVU community portal can be accessed at [vu.edu/alert-portal](https://vu.edu/alert-portal).

## Active Assailant

Because an active assailant incident requires rapid response, the best time to consider how to react is in advance. By familiarizing yourself with your surroundings and possible escape routes, and considering how you might react in such a situation, you can act quickly and more efficiently if the need arises. For more information, visit [emergency.vanderbilt.edu](https://emergency.vanderbilt.edu).

## VandySafe and ALERT-VU

Vanderbilt offers an app, **VandySafe**, that includes community safety resources and will notify you of emergencies on campus. We strongly encourage conference and summer program leaders to download the app and share the information and downloading instructions with conference event attendees while attending events on campus.



DOWNLOAD THE  
**VANDYSAFE** APP HERE

### ALERT-VU

In the event of an emergency, AlertVU is a way members of the Vanderbilt community will receive information.



## Medical Issues

**VUPD Emergency line (615-421-1911)** will get you the fastest response time from Vanderbilt University Police Department. Dialing 911 will connect you to the Metro Nashville Police Department

Our guests are not eligible to be seen at the Student Health facility. However, Nashville has several Urgent Care Facilities and Minute Clinics around the perimeter of the campus.

**Vanderbilt Health Walk-In Clinic**  
2111 Belcourt Avenue, Suite 103

**Concentra - Urgent Care**  
315 14th Ave S.

**CVS - Minute Clinic**  
426 21st Ave. S.

**Walgreen's**  
3010 West End Ave.

## Walking Escorts

Walking escorts are available for Summer Interns walking to and from parking garages by calling **615.421.8888**.

## Emergency Phone Numbers

**VUPD Emergency Line:**  
616.421.1911

**Metro Nashville Police:**  
911

**Crisis Intervention Center:**  
615.244.7444 (24/7)

**YWCA Crisis & Information Line:**  
615.242.1199

**Nashville Sexual Assault Center Hotline:**  
1-800-879-1199

**Vanderbilt Project Safe Support Hotline:**  
615.322-SAFE (7233)

# Tornadoes/Severe Weather

Weather services typically issue tornado warnings with reference to city and county. Vanderbilt University is in the City of Nashville in Davidson County. In the event a tornado warning for Nashville or Davidson County is broadcasted by the radio and television weather services or is indicated by the sounding of the tornado siren, all residents and visitors are advised to:

1. Leave residence rooms
2. Close and lock the door and take your keys
3. Move immediately to seek shelter
4. Take your cell phone with you

All residents and visitors are advised to leave residence rooms, close, and lock the door and seek shelter in a hallway on the lowest level of the building they can safely reach. Interior rooms without windows, closets and similar spaces are good choices for quick shelter. Stay away from windows and all other glass.

# Locked Out of Your Room?

You can receive a spare room key at the reception desk in the lobby at your residence hall when staffed. Show your ID and staffer will give you a spare key. Spare keys should be returned immediately. If you lost a key please call the 24/7 on duty phone 615-566-7032. **Lost keys are \$100 per key and lost access cards are \$50 each to replace.**

# All Windows Must Remain Closed at all times

To ensure proper air conditioning throughout the residence halls, all windows must always remain closed. Maintenance personnel will enter rooms to close open windows.

# Vanderbilt’s Computer Network - Wireless Access

Everyone is strictly prohibited from using Vanderbilt’s computer network to illegally download copyrighted songs, movies or other copyrighted material and can result in lawsuits against you on behalf of copyright holders. Do not assume that your use of Vanderbilt’s computer network is anonymous. Vanderbilt cooperates with copyright holders when a violation of copyright is reported. Computer privileges are granted with the understanding that Vanderbilt computing resources will be used for educational purposes only. To gain computer access to the internet, guests must complete and sign a Computer Usage Agreement form. Once the document has been signed, instructions will be given at check-in. Use the vuGuest network, no password required, just accept terms.

# Authorized Entry into Rooms

Entry into a residence hall room does not normally constitute a search. University personnel may enter a participant’s room:

1. To remove a potential fire, safety, or health hazard; to perform maintenance; to correct situations intruding upon the comfort of others (a phone or alarm clock continuously ringing, loud radios, etc.)
2. To retrieve items upon request of the participant's immediate family; and to retrieve the personal belongings of other individuals where there is no apparent dispute to ownership of the property

Vanderbilt Plant Operations and maintenance personnel will notify the occupant that a participant’s room was entered for maintenance-related issues by leaving a post-it note on the door plaque to indicate that maintenance issues were performed.

# Vanderbilt Housekeeping

Vanderbilt Housekeeping staff will clean your suite bathroom once a week. Signs will be posted with a designated day & times. Any housekeeping concerns should be reported to the Conferences and Events Office by calling 615.343.8699

# Laundry Facilities

Laundry facilities are provided free of charge for the convenience of our guests. Washers & dryers are in the basement of most residence halls.

# On Campus Parking

Vanderbilt University is a pedestrian campus and parking on campus comes at a premium.

**For Conferences:** Please coordinate through the conferences and Events office to receive a hangtag/\$20 a day.  
**For Interns:** Please contact the parking office directly: \$165 summer pass

# Postal Service or Receiving Packages

Summer Interns and all Conference participants will be unable to receive cards, letters or care packages while residing on campus. We suggest you set-up a P.O. Box at the UPS Store at 2817 West End Ave #126 Park Place. Details available by calling 615.327.0407.



# Report All Maintenance Issues Online Through a Vanderbilt Maintenance Request Form

Scan QR code to access the maintenance request form.



**Please Have Your Room Key, Access Photo ID with You at ALL Times**

- 615.566.7032 (24/7 Duty Phone)
- [conferences@vanderbilt.edu](mailto:conferences@vanderbilt.edu)
- [vanderbilt.edu/meetatvanderbilt/](http://vanderbilt.edu/meetatvanderbilt/)