

CORPORATE SALES & EVENTS

MARYVILLE COLLEGE • CLAYTON CENTER FOR THE ARTS

Welcome!

We are looking forward to see you at Maryville College! Here is some information that will help you prepare for your stay.

CAMPUS HOUSING

Check-In/Check-Out: Specific check-in and check-out times have been given to your group so that you can be served in the best possible manner. Please be prepared to arrive and depart within the time frame you are given.

You will be staying on the historic campus of Maryville College. All of our residence halls are air-conditioned with free parking conveniently located near each hall. If you have any special needs (dietary or housing), contact your camp/conference group leaders immediately so you can be accommodated. Handicap housing is very limited.

Please remember that you will be staying in a college dorm - NOT a hotel. The level of service and amenities at the College is much different than that of a hotel. Below is a list of items you will be in your dorm room. If you need other things to make your stay more comfortable, you may want to bring them with you. Dorm rooms are equipped with the following:

- An extra-long twin-size bed/desk/dresser for each person in the room
- Rooms with kitchenettes are equipped with a stove, refrigerator, sink and small eating table. Utensils and dishes are not provided. Microwaves and cooking utensils are not provided. Note—not all rooms have kitchenettes.
- If your group has ordered linens from the College, you will receive a linen packet at check-in that includes: two sheets, one pillow and pillowcase, one towel, and one washcloth. Toiletries (like soap and toothpaste) are not available.
- Public lounges and snack food and drink machines are available in most of the residence halls.

Suggestions---What to Bring

Several suggestions listed below may help make your stay at Maryville College more enjoyable: an alarm clock, personal hygiene supplies (soap, shampoo, toothbrush, etc.), hangers, a reading lamp (only overhead lighting is provided), bed linen (or a sleeping bag), towels, and washcloths (if your camp/conference is not providing them), quarters (for snack food and drink machines).

Coin-Operated Laundry Machines are available in each residence hall. They are available at no charge. You must provide your own supplies like detergent and fabric softener.

HIGH SPEED INTERNET is available through the college-wide wi-fi network. It is called the “Scots” network and does not require a password. Your device should automatically detect it.

MAIL

If you must have mail sent to you while at Maryville College, it should be addressed as follows:

Your Name
XYZ Event
C/O Maryville College
Corporate Sales and Events
502 E. Lamar Alexander Pkwy
Maryville, TN 37804

Mail will be delivered to conference leaders as it is received. If mail is received after your group has left, it will be returned to sender. If there is no return address, it will be discarded.

CAMPUS RESTRICTIONS

Maryville College observes the Tennessee state law that prohibits **smoking** in all campus buildings – including residence halls. Tampering with or disconnecting residence hall room fire detectors will trigger fire alarms. College regulations prohibit **alcohol, non-prescription drugs**, and all **weapons** on the college campus.

Animals are not allowed in any campus facility with the exception of those trained to assist individuals who are physically challenged. If you have any questions, please contact your group leader.

PARKING on campus is free. Parking in fire lanes, on the lawn or sidewalks is strictly prohibited. Violators will be subject to tow at the owner’s expense. College policy prohibits RV motor vehicle homes used for housing accommodations while parked on campus.

MEDICAL SERVICES

Medical services are NOT available during the summer at Maryville College. Emergency medical attention is available at Blount Memorial Hospital, located across the street from campus. Please notify your conference planners before you arrive on campus of any health-related concerns you may have. If you need to bring prescription medication, the College cannot guarantee availability of refrigeration. If you need medication by injection, please dispose of needles in a self-provided sharps container for bio-hazard materials and take it with you when you leave.