

PACIFIC LUTHERAN UNIVERSITY
CONFERENCES AND EVENTS

Conference Planner

PLU Housing
Meeting and Events Spaces
Dining and Catering Services
Support Services
Additional Services and Information
The Pacific Northwest
The PLU Area
Directions

Conferences and Events Office
Ph. 253.535.7450
Fax. 253.536.5076
E-mail. events@plu.edu

PLU Housing

Residence Halls

Each residence hall is generally in close proximity to the rest of campus. No residence halls are air-conditioned. Most rooms have an individual heating system. Most residence halls do not have an elevator.

Hall Access

For security reasons, residence halls will be locked 24 hours a day, even during times when the hall desk is staffed. Each residence hall has a front desk that will normally be staffed from 7:30 AM until 9 AM and 9 PM until 11 PM when a group is residing in the hall. The front desks may be used to post group schedules or other information of interest.

Room Setup

Most rooms have two twin beds, two desks, two dressers, two chairs, and two closets. Additional beds or mattresses may not be added to a room. Each room is limited to a maximum of two youth or adults.

Bathrooms

Each residence hall has centrally located bathrooms for between 15 to 40 people.

Common Areas

Each residence hall has a lobby, lounges, and other common areas, which can be used for meeting areas.

Laundry Facilities

Each residence hall has a laundry facility. Most halls have centralized locations while a few halls have a washer and dryer on each wing or floor. Laundry detergent can be purchased at the PLU Bookstore in the University Center.

Rates

Housing prices are based upon per person per night double or single occupancy. A limited number of apartment units are also available. Children 7 and under may stay free with a parent. Please contact Conference Services at 253.535.7670 or events@plu.edu for further information.

Meeting and Events Spaces

“PLU has great facilities...more meeting places than most colleges and there are many different types of spaces. Of the many classrooms, lecture halls, auditoriums and athletic facilities we find we can custom tailor the space to our planned event. PLU’s facilities are clean and modern.”

-Brian Zipse,
Pacific Northwest Director,
Summer Institute for the Gifted

Lecture Halls

Hall Name	Capacity	Building
Leraas	175	Rieke
Ingram 100	120	Ingram
Admin 101	85	Administration

Breakout Rooms

Room Name	Board	U-Shape	Theatre	Building
University Center 206	34	30	50	Univ. Center
University Center 210	34	30	50	Univ. Center
University Center 208	14	---	---	Univ. Center
University Center 214	14	---	---	Univ. Center
University Center 212	6	---	---	Univ. Center

Largest Facilities

Facility Name	Theatre	Banquet	Classroom	Sq. Ft.	Building
Columbia Conf. Ctr.	400	250	240	4,680	Columbia Ctr.
Chris Knutzen Hall	350	220	210	4,540	Univ. Center
Scandinavian Ctr.	180	175	100	4,700	Univ. Center
Regency Room	80	60	50	1,030	Univ. Center
Olson Auditorium	2800	700	400	12,471	Olson
Eastvold Auditorium	1100	-----	-----	-----	Eastvold
Lagerquist Hall	500	-----	-----	-----	MBR

Dining and Catering Services

University Commons

All regular meals are served in the University Center Commons. The operation is an “all you can eat” cafeteria style which allows one entry per meal period. The cafeteria offers several serving lines with hot entrees, vegetarian entrees, sandwich, soup, and salad bar, dessert selections, and beverage service. Meal times are:

Breakfast: 7:00 AM - 8:30 AM

Lunch: 11:00 AM - 1:00 PM

Dinner: 5:00 PM - 6:30 PM

Groups may be assigned specific serving times to avoid overcrowding. As a service for traveling groups or one-day excursions, sack lunches can be prepared for your group. Please note that food cannot otherwise leave the cafeteria.

Website: www.plu.edu/~dining/

Catering

Many event planners enjoy the option of an opening or closing banquet, and barbecues are extremely popular during the summer. PLU Catering can provide services for any occasion, with very reasonable prices.

Website: www.plu.edu/~dining/catering.htm

Support Services

Audio

Support Options Offered:

Sound Reinforcement,

Location Recording Service

Studio Recording/Audio Production

Duplication: (To Order a Copy of Your Concert)

Equipment Rental

Website: <http://www.plu.edu/~audio/>

Media Services

Media Services provides audio-visual equipment and technical support for conference presentations. We can deliver equipment such as overhead projectors, slide projectors, computer projectors, and VCRs/TVs to your meeting locations. Most equipment can be ordered through Conferences and Events, though we recommend direct consultation for more complex equipment or setups.

Website: <http://www.plu.edu/~media/>

Stage Services

Stage Services at PLU is a department designed to provide staging, rigging and lighting services for campus events. The mission of our department is to consult and provide staging services that will enhance any type of program in order to achieve maximum success. We assure high quality systems as well as professional consultation in the areas of technical direction, lighting and scenic design. If you have questions regarding your event and how Stage Services may assist you in your needs, please call the Conferences and Events Office for more information.

Website: <http://www.plu.edu/~phpl/stagehome.html>

Additional Services and Information

Computerized Registration

Conferences and Events utilizes a computerized registration system that is more efficient for both the sponsor and PLU. PLU will make room assignments and enter relevant information directly using a Microsoft Excel spreadsheet. The spreadsheet will be mailed on a diskette or e-mailed to the sponsor.

Recreation

Recreational Options:

- PLU Swimming Pool
- Tennis Courts
- Track/Field
- Outdoor Sand and Volleyball Court
- Outdoor Basketball Courts
- University Gold 9 Hole Course

Voicemail

Each group may be assigned a voicemail box upon request, accessible 24 hours a day. This box may be used for messages that the sponsor can check from any phone on campus, and also from off-campus.

Campus Safety Office

The Campus Safety and Information office is located on the north side of Harstad Hall, which is at the intersection of Park Avenue and Garfield St. (the eastern entrance to campus). The office is

staffed 24 hours a day, year round. Campus Safety Officers provide the following services:

First Aid and CPR

Grounds and Parking Lot security patrol

After hours building admits

Emergency message service

Coordination of Police, Fire, and Emergency Medical Response

Jump starts for registered vehicles

Escort Service

Information and Referral

Office Phone: 253.535.7441

Emergency Phone: 253.535.7911

Emergency Locator Service

In the case of a true emergency, we will locate a sponsoring group staff member and relay the message to the staff person. Our emergency locator service can be reached 24 hours a day at: (253) 531-6900.

Parking

No parking permits are required for summer conference guests. Specific parking lots will be designated based upon the dorms the group is staying in.

ADA

PLU Conference Services are committed to ensuring that all your conference guests have easy access to the conference facilities. If any member of your conference group has special needs, please inform the conference services manager.

Campus Policy

The following policy has been established in recognition of Washington State Law and out of a desire to create a living/learning environment consistent with the University goals and mission:

“The use or possession of alcoholic beverages is prohibited on campus and in the residence halls. The University reserves the right to confiscate and dispose of alcoholic beverages and/or containers found on the premises. Intoxicated or disorderly conduct is also prohibited.”

The Pacific Northwest

Western Washington State is part of the great Pacific Northwest, one of the most beautiful natural areas in the country. Surrounded by the Olympics and the Cascades, the Tacoma-Seattle area offers a number of enticing possibilities for a newcomer, or current resident. Experience the 75-degree sunny summer days and the mild winters. Head east to the ski slopes, west to the water or north to Seattle. You can make the short drive to Tacoma, or stay right

where you are: in PLU's surrounding Parkland community. There are few limitations to what you can do in the Pacific Northwest.

Highlights

From The Bayou

One of Tacoma's top restaurants features award-winning Cajun cuisine less than a block from campus.

Website: <http://www.fromthebayou.com>

(PLU)

Museum Of Glass

An international center for contemporary art with a sustained focus on glass.

Website: <http://www.museumofglass.org>

(Tacoma)

Point Defiance Zoo and Aquarium

Hundreds of animals in real-life habitats such as Arctic Tundra, Rocky Shores and the Farm. The zoo is located in a scenic park offering more than 700 acres of woodland trails, gardens and waterfront views.

Website: <http://www.pdza.org>

(Tacoma)

Washington State Historical Museum

History museum full of informative displays and artifacts on the history of Washington State.

Website: <http://www.wshs.org>

(Tacoma)

Experience Music Project

A museum offering fun and informative exhibits to inspire musical creativity.

Website: <http://www.emplive.com>

(Seattle)

Pike Place Market

One of the few authentic farmer's markets in the United States.

Website: <http://www.pikeplacemarket.org>

(Seattle)

Mount Rainier

At 14,410 feet Mount Rainier is the fifth highest mountain in the continental 48 United States.

Website: <http://www.mount.rainier.national-park.com>

(An hour from Tacoma)

The PLU Area

Restaurants

Marzano's

516 Garfield Street South

Ph. 253.537.4191

North Pacific Coffee Company

401 Garfield Street South

Ph. 253.531.5232

The Tea Leaf

417 Garfield Street South

Ph. 253.531.5232

Mi Piace

417 Garfield Street

Ph. 253.531.5669

From the Bayou

508 Garfield Street South

Ph. 253.539.4269

Lodging

Howard Johnson Tacoma Inn

Ph. 1-800-938-8500

Best Western Park Plaza, Puyallup

Ph. 1-800-528-1234

Website: www.bestwestern.com

Chinaberry Hill B&B

Ph. 253-272-1282

Website: www.chinaberryhill.com

Extended Stay America, Tacoma

Ph. 1-800-EXT-Stay

Website: www.extstay.com

Holiday Inn Express, Puyallup

Ph. 1-800-Holiday

Website: www.hiexpress.com

Holiday Inn Express, Tacoma
Ph. 1-800-Holiday
Website: www.holiday-inn.net

Shilo Inn, Tacoma
Ph. 1-800-222-2244
Website: www.shiloinns.com

Silvercloud Inn, Tacoma
Ph. 1- 866-820-8448
Website: www.silvercloud.com

Driving Directions

PLU is located seven miles south of downtown Tacoma, Washington, at the intersection of Garfield Street S. and Park Avenue S.

Driving from Interstate-5:

1. Take exit 127 off Interstate 5 and head east on Highway 512
2. Continue on 512 for approximately two miles to Pacific Avenue S.
(Parkland- Spanaway exit)
3. Turn right (south) on Pacific Avenue S.
4. Turn right on Garfield St.
5. Go straight two blocks
6. Campus will be directly in front of you
7. The University Center is the building with the Clock Tower in front of it.

Shuttle Information

SeaTac International Airport is approximately 45 minutes north of PLU

Visit these Web sites for shuttle information

Shuttle Express: <http://www.shuttleexpress.com>

Capital Aeroporter: <http://www.capair.com>

Call for prices and availability for the following local transport companies:

Around the Clock Shuttle Service 253.539.9299

Five Star Shuttle Service 253.589.9299

Yellow Cab Taxi Service 253.472.3303