

**UCLA**



**LUSKIN  
CONFERENCE  
CENTER**

## PEOPLE FLOURISH WHEN THEY'RE CARED FOR.

### WELCOME TO THE UCLA MEYER AND RENEE LUSKIN CONFERENCE CENTER AND HOTEL

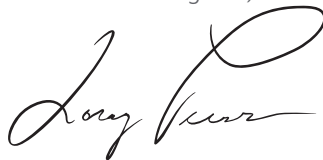
The Luskins' vision was to create a place for the UCLA campus and world communities to meet, rest and unwind. A place to help people experience a one-of-a kind stay and access invaluable resources at UCLA.

We're pleased that you've chosen to stay with us in the heart of this beautiful campus. Whether you're visiting Los Angeles for the first time, are a seasoned Angeleno or are somewhere in the middle, our goal is to provide you with a memorable and exceptional guest experience.

If you have any questions or need assistance to make your visit more comfortable or enjoyable, please do not hesitate to contact our front desk team.



*With warmest regards,*

A handwritten signature in black ink that reads "Tony Perrone". The signature is fluid and cursive, with a large, stylized initial "P".

**Tony Perrone**  
Hotel Manager, UCLA Luskin Conference Center  
UCLA Housing & Hospitality



# GUEST SERVICES & HOTEL AMENITIES

## ASK US ANYTHING.

Please visit or call the front desk for any questions you may have about guest services at the Luskin Conference Center and hotel. Our team can provide you with campus maps and information about many local services, including area restaurants, transportation, tours and some of Southern California's most popular attractions.

### **PARKING**

Guests can self-park underneath the conference center or in Parking Structure 8, directly across the street. A pedestrian walkway is conveniently located to connect you from Parking Structure 8 to the conference center and hotel. There is a daily fee to park in either location.

### **MAINTENANCE IN YOUR ROOM**

Please call or visit the front desk if there is a housekeeping or maintenance issue in your room that needs attention by dialing "0."

### **WAKE-UP CALLS**

If you'd like a wake-up call, please contact the front desk by dialing "0."

### **CHECK-OUT TIME**

Check-out time is 12 p.m. If you need a short extension, please notify the front desk the morning of your departure. We will accommodate your request, if possible, up to 2 p.m. We will be happy to store your luggage until your departure.

### **NO TIPS ARE EXPECTED OR ACCEPTED**

The Luskin Conference Center and hotel is a gratuity-free property. Spreading the word about your experience here is reward enough.





## GUEST SERVICES & HOTEL AMENITIES

# MAKE YOURSELF AT HOME.

### NEWSPAPERS

The *Wall Street Journal*, *Los Angeles Times* and the *Daily Bruin* newspapers are provided each morning in the lobby.

### COMPUTER ACCESS

Wireless internet is accessible in each guest room and throughout the conference center and hotel. Ethernet and modem ports are located in the base of the desk lamp in your room. You may also use the computers and printers at our 24-hour, self-service business centers located in the lobby area and on level two.

### IN-ROOM AMENITIES

Each guest room is equipped with toiletries, a hair dryer, iron and ironing board, an AM/FM clock radio with MP3 docking station and an in-room safe. The front desk can provide you with toothbrushes, toothpaste, razors, shaving cream, or sewing kits, upon request.

### SERVICES & SYSTEMS FOR THE HEARING IMPAIRED

A variety of visual alert systems and equipment for guests with hearing impairments can be borrowed from the front desk. These include a knock alert, TeleCaption decoder, alarm clock, bed vibrator, visual smoke detector, telephone alert unit, TDD text telephone and telephone amplifier. All televisions have built in TeleCaption devices.

## GUEST SERVICES & HOTEL AMENITIES

### SMOKING POLICY

UCLA is a smoke and tobacco-free campus. Smoking or vaping is not allowed in any facility or space on the campus, including Luskin Conference Center guest rooms, meeting rooms or any outdoor areas.

### DINING

Plateia is our full-service restaurant and lounge, located on level one. Plateia is open daily for breakfast, lunch and dinner. Make reservations online through Open Table or contact our Plateia host at 310-794-3563 or 43563 from your room phone.

### LINEN & TOWELS

For your safety and that of our team members, our housekeeping staff will not enter your room during your stay. Upon arrival, your room will be stocked with toiletries to last five days. If you need additional items, please contact the front desk team and items will be delivered contact-free to your room.





## GUEST SERVICES & HOTEL AMENITIES

### BE SAFE.

#### IN-ROOM SAFES

You may secure items in your guest room safe, located in your closet.

#### SAFETY ESCORT SERVICE

The UCLA Office of Community Safety offers free safety escorts around campus, between dusk and 1 a.m. Please call 310-794-WALK (9255) at least 20 minutes prior to needing an escort. Dial 49255 from your room phone.

### STAY IN TOUCH.

#### MAIL & MESSAGES

You may leave outgoing mail at the front desk. Mail is sent out Monday through Friday at about 8 a.m. Messages and packages will be held for you at the front desk and you will be alerted by the red light on your room telephone. Simply call the front desk to retrieve your message.



## TELEPHONE INSTRUCTIONS.

### IN CASE OF AN EMERGENCY, DIAL 911.

#### For Wake-up Calls

Dial 0 for the front desk

#### Room-to-Room

Dial 10 + room number

#### Campus Calls *(no charge)*

Dial last 5 digits of campus phone number

#### Local Calls *(no charge)*

Dial 8 + 1 + area code + phone number

#### Information & Directory Assistance

UCLA campus *(no charge)*

Dial 54321

Ronald Reagan UCLA Medical Center *(no charge)*

Dial 59111

AT&T directory assistance *(AT&T rates)*

Dial 8 + 411

#### Long Distance, Domestic *(no charge)*

Dial 8 + 1 + area code + phone number

#### Long Distance, International

Charge to guest room *(\$1.00 per minute)*

Dial 8 + 011 + country code + phone number + city code

#### Operator Assistance *(AT&T operated assisted rates)*

Long distance, collect, credit card, third-party,  
person-to-person

Dial 8 + 411

