



# **Villanova University**

## **Conference Services**

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*The Main Line to Successful  
Meetings and Events*

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### **Summer Guest Guide**

### **2009**

**Welcome to Villanova University!** The Office of Conference Services hopes you have a pleasant and productive stay on campus. The following information is intended to make you aware of the campus facilities and services available to you as well as University regulations.

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### **About Villanova University**

Founded in 1842 by the Order of St. Augustine, one of the oldest religious teaching orders of the Catholic Church, Villanova University was Pennsylvania's first Catholic college. The University is located on a section of the historic Main Line, in an area once owned by Philadelphia merchant and Revolutionary War officer, John Randolph. His scenic estate was connected to nearby Philadelphia by the Columbia and, later, the "Main Line" of the Pennsylvania Railroad. Villanova comprises four undergraduate colleges: Liberal Arts and Sciences, School of Business, Engineering, and Nursing. The University is also comprised of Graduate Studies and the Law School. The average annual enrollment is approximately 10,000 students. For the 19th consecutive year, the university has been ranked by U.S. News and World Report as No. 1 (Masters) in its region (North). The Villanova School of Business was ranked No. 11 in the nation by Business Week in its 4th annual ranking of the nation's top 150 undergraduate business schools. PC Magazine named Villanova #1 "Most Wired" campus in the U.S.

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**THE OFFICE OF CONFERENCE SERVICES** strives to promote the University as a unique and stimulating venue for conferences, camps, meetings, professional development programs, retreats, festivals, exhibitions, and special events. The University has a setting and a learning environment for every purpose and group.

Meeting Planners will appreciate one-stop-shop certified planning assistance, and the staff's familiarity with campus facilities and services is invaluable. Full-time staff will assist meeting planners with the many elements of program coordination and site management before, during and after each conference. The staff belongs to Meeting Professionals International, the Valley Forge Convention and Visitors Bureau and the Association of Collegiate Conference and Events Directors-International (ACCED-I).

**Air Conditioning** ..... 2

**Alcoholic Beverages** ..... 2

**Assistance** ..... 2

**Athletic Facilities** ..... 2

**Bank/ATM Machines** ..... 2

**Barber Shop** ..... 3

**Check-Out Procedures** ..... 3

**Churches** ..... 3

**Computer Access** ..... 3

**Connelly Center** ..... 4

**Copy/Print Services** ..... 4

**Dining Facilities** ..... 4

**Disorderly Conduct** ..... 5

**Emergency Phones** ..... 7

**Federal/State Law** ..... 5

**Fitness Center** ..... 5

**Furnishings** ..... 5

**Gym** ..... 5

**Housekeeping** ..... 5

**Internet Access** ..... 3

**Keys** ..... 5

**Laundry** ..... 5

**Library** ..... 5

**Linens** ..... 6

**Mail Services** ..... 6

**Maps** ..... 6

**Medical Care** ..... 6

**Parking** ..... 6

**Pay Phones** ..... 7

**Pets** ..... 6

**Pool** ..... 2

**Public Access Convenience Phones** ..... 7

**Room Entry** ..... 7

**Service Desk** ..... 2

**Smoking** ..... 7

**Sprinklers** ..... 7

**Telephones** ..... 7

**Terms & Conditions of Occupancy** ..... 9

**Transportation** ..... 7

**Trash Removal** ..... 5

**University Shop** ..... 8

**Vending Machines** ..... 8

**Wildcard (Building/Dining Hall Access/Funds)** ..... 8

**Air  
Conditioning**

**For apartments only:** Adjust the thermostat (in the hallway by the powder room) to a comfortable temperature (70 degrees). The circuit breaker box is located in the hallway outside the bedrooms. The 3rd breaker down (labeled “Fan Coil Unit”) should be in the ON position. If it is too cold, turn the thermostat higher and wait for at least an hour. (The A/C will be off, but the fan will continue to run and circulate air.) If it is still too cold, flip the breaker to the OFF position (return to ON at the end of your stay). Please make sure that all windows are **closed** when the A/C is **on** or that the A/C is **off** when you **open** a window to minimize the potential for mold growth.

**Alcoholic  
Beverages**

Alcoholic beverages are permitted for those of legal drinking age (21 years or older). Alcoholic beverages may only be consumed inside guest rooms or at scheduled functions where served. The public consumption of alcohol is not permitted.

**Assistance/  
Service Desk**

**The Conference Service Desk** in Stanford Hall is staffed between the hours of 7am and 9pm, seven days a week. Between 9pm and 7am, the on-duty Conference Services staff member can be reached by calling the cell phone number mentioned in the Service Desk voice-mail greeting message. Service Desk staff can answer most questions regarding the University, the surrounding area and the information in this Guest Guide.

**Important Campus Phone Numbers:**

**CONFERENCE SERVICE DESK .....610-519-5554**  
**Public Safety Office, non-emergency .....610-519-6979**  
**Public Safety Office, EMERGENCY .....610-519-4444**  
**Connelly Center Info Desk .....610-519-7250**  
**University Operator .....610-519-4500**

**Athletic Facilities/  
Pool**

Guests may use the campus fitness centers (see “Fitness Centers/Gym), tennis courts, outdoor basketball and sand volleyball courts. Basketballs and volleyballs may be checked out for 24hr periods at the Service Desk for a \$10 deposit. Indoor swimming pool access, gymnasiums, outdoor track, and athletic playing fields are available to **groups** on a **reservation basis only** (call 610-519-7580).

**Swimming pool access for individuals**, for lap swimming only, is generally from 9am to 2pm, Mon - Fri. To confirm times and locations, please check [www.villanova.com/facilities/nova-pool-hours.html](http://www.villanova.com/facilities/nova-pool-hours.html) or call the Service Desk.

**Bank/ATM  
Machines**

Connelly Center (lower level), Bartley, St. Mary’s and Dougherty Halls (2nd floor) each have ATM machines. A branch office of Wachovia Bank is located

on the second floor of Dougherty Hall with hours Mon - Fri, 9am - 4pm,  
Telephone: 610-527-0726.

### **Barber Shop**

Located in Dougherty Hall (610-519-4494), the barber shop is open on a walk-in basis only, Mon - Fri, 8am - 3:30pm.

### **Check-Out Procedures**

On the day of departure, guests are to return their apartment or room key (if any) according to the group leader's instructions. Individual guests may return their key to the Service Desk, Stanford Hall, between 7am and 9pm. There is a \$65.00 fee for a lost key due to the costs associated with a required lock change and key production.

### **Churches**

St. Thomas of Villanova Church is located on campus and conducts Mass in the Roman Catholic tradition. For mass schedules, please call 610-519-4080 or 610-525-4801. For a listing of local ecumenical resources, please refer to the Villanova-Area Resource Guide in your apartment or call the Service Desk at 610-519-5554.

### **Computer/Internet Access**

#### ***Falvey Library***

**Desktop computers** are available for public use in Falvey Library. You will need your Wildcard to enter and can use any of the computers (Username: pubstat, Password: (blank)). Open any browser to access your email via the Internet. To print or make copies, use your Wildcard if you have previously deposited funds (see "Wildcard"). You can also use a pre-paid print card which can be purchased at the Library Information Desk (\$1, prints 16 pages). **Wireless** Internet via VUGuest wireless network is also available for guests bringing their own laptops (see below on how to connect).

#### ***West Campus Apartments***

**Wireless** Internet: Connect to the "VUGuest" wireless network and open any browser. You will be redirected to a start page where some basic information needs to be completed. Once submitted, you will automatically be online. Do not connect any of your own equipment (routers etc.).

#### ***St. Mary's and Alumni Halls***

**Wired** Internet via Villanova-specific cords only (can be obtained from our Service Desk in Stanford Hall for a \$10 deposit)

#### ***All other South and Central Campus Residence Halls***

Wireless Internet via VUGuest wireless network (see above on how to connect)

#### ***Connelly Center, CEER, Donahue, Dougherty East/West Lounges, Falvey Library, HSB, John Barry, Mendel, Tolentine, White***

Wireless Internet via VUGuest wireless network (see above on how to connect)

**Computer/Internet  
Access**  
*(continued)*

***Bartley, Vasey***

**Wired** Internet via standard Ethernet cords only (can use your own or obtain from our Service Desk in Stanford Hall for a \$10 deposit)

Please contact Conference Services via the Service Desk at 610-519-5554 with any questions or connectivity problems.

**Connelly Center**

The Connelly Center is a hub of campus activity which includes the CyberLounge, Freshens Energy Zone, Reel Divine Video and Convenience Store, Holy Grounds coffee shop, Information Desk (with internet access for public use), Art Gallery, Belle Air Terrace food court, and meeting rooms. Hours of operation (while summer school is in session): Mon - Thu, 8:30am - 9pm, Fri 8:30am - 5pm, Sat, 12noon - 5pm, Sun, closed. Phone: 610-519-7250. It is an approx. 9-12 minute walk from West or South Campus to the Connelly Center.

**Copy/Print**

The Graphic Services Department provides design and print services **Services** (610-519-7461) and operates a copy and business services center on the ground floor of Bartley Hall (610-519-5914). Guest groups **must** set up a charge account to be billed on their master invoice from Conference Services. Individuals can pay by cash or check (Mon - Fri, 7am - 5pm). Copies in the Library require the purchase of a pre-paid print card or the use of your Wildcard with funds deposited (see “Computer/Internet Access” and “Wildcard”).

**Dining Facilities**

**Donahue Hall (Summer Meal Plan Dining Hall)**

*Breakfast:* 7:00am - 9:30am

*Lunch:* 10:45am - 2:30pm

*Dinner:* 4:15am - 7:00pm

**A La Carte Operations**

**Bartley Hall: The Exchange**

M - T, 8:00am- 7:00pm

Friday, 8:00am- 2:30pm

**CEER: Holy Grounds**

M - F, 8:00am - 2pm

**Connelly Center: Belle Air Terrace**

M - F, 8:30am - 3pm

**Holy Grounds**

M - F, 8:30am - 5pm

**Freshen Energy Zone**

M - F, 11am - 5pm\* (\* till bldg closes)

**Reel Convenience Store**

M - F, 12pm - 5pm

**St. Augustine Center: SAC Cafe**

M - F, 8am - 2pm

**St. Mary's: 2nd Storey**

M - F, 7:30am - 5:30pm

**Driscoll Hall: The Commons**

M - F, 8am - 2pm

**Falvey Library: Holy Grounds**

M - F, 8am - 2pm

**Law School: Law School Cafe**

M - F, 8am - 2pm

<b>Disorderly Conduct</b>	Disorderly conduct will not be permitted and is defined as action that annoys, disturbs, interferes with or offends others, regardless of the intent of the doer. Hallways may not be used for group sports or activities.
<b>Federal/State Law</b>	Villanova University prohibits the violation of Federal and State Law on its campus.
<b>Fitness Centers/ Gyms</b>	<p><b>Location: Davis Center</b>, Third Floor, Main Campus, 610-519-3539  <b>Hours:</b> Mon – Fri, 7am – 7pm, Sat – Sun, closed.</p> <p><b>Location: Farley Hall</b>, Ground Floor, West Campus, 610-519-7871  <b>Hours:</b> Mon – Fri, 7pm – 9pm, Sat – Sun, closed.</p> <p>Must be 16 years or older to use the fitness centers. A valid Wildcard is required for admission. Visit <a href="http://www3.villanova.edu/recreation/fitnesscenters">www3.villanova.edu/recreation/fitnesscenters</a> for updates and information.</p>
<b>Furnishings</b>	Room and apartment furniture, furnishings, linens, etc. cannot be removed from a room or apartment. Furniture may not be removed from common areas and placed in a room or apartment.
<b>Housekeeping/ Trash Removal</b>	<b>Housekeeping staff will not be entering your room during your stay to clean your room.</b> Trash from your trash cans <b>must</b> be deposited into the dumpsters in the parking lots of the apartment buildings or into the large containers at the end of each residence hall hallway. Please separate recyclables. Do not leave trash in hallways or lobbies. Extra can liners are provided in the bottom of each trashcan.
<b>Keys</b>	There is a \$65.00 fee for a lost key due to the costs associated with a required lock change and key production. See “Check-Out Procedures”.
<b>Laundry</b>	Laundry machines are located in every residential building. Activating the laundry machines requires the use of a Wildcard. Cards must have value added to them before using the laundry facilities (cost of one cycle of washing or drying is \$1.00). Cards can then be used to activate any laundry machine by swiping them at the laundry control panel and choosing the appropriate laundry device. See “Wildcard” section for information on adding and using funds.
<b>Library</b>	Falvey Memorial Library (610-519-4271) is available to guests, but books may only be taken out by Villanova University students, faculty and staff. A VU or Conference Services Wildcard is necessary for admission. Summer hours of operation are typically Mon - Thu, 8am - 10pm, Fri, 8am - 5pm and Sat, 10am - 4pm and, beginning July 1, also Sun, 12noon - 8pm, though in some cases the schedule may vary. Refer to <a href="http://library.villanova.edu/">http://library.villanova.edu/</a> for the most up-to-date information. See also “Computer/Internet Access”.



<b>Room Entry</b>	<i>Authorized University personnel have the right of access to guest rooms to respond to health, safety, or maintenance emergencies, violations of University regulations or to complete maintenance or repair work orders.</i>
<b>Smoking</b>	Smoking is strictly forbidden in all of the public areas of campus, including classroom/administrative buildings and activity space. Smoking is <b>not</b> permitted anywhere inside of all campus residential buildings.
<b>Sprinklers</b>	Please do not touch or hang things from the sprinkler heads. They are very sensitive, and improper use can cause water damage.
<b>Telephones</b>	Landline telephone service is no longer provided in University residence hall rooms and apartment buildings.
<b><i>Emergency Phones</i></b>	External emergency phones are located throughout the campus (Main/Stanford/St. Mary's/Rear Pavilion/West Campus parking lots, Law School, Law School garage, Monastery, Falvey Library, Corr/Austin Quad, Football Stadium, West Campus fields). When the red button is depressed, these phones automatically call Public Safety. Emergency phones are also located in most academic and administrative buildings.
<b><i>Pay Phones</i></b>	Pay phones are located in the Connelly Center, Kennedy and Tolentine Halls, the Law School and the Pavilion. An additional pay phone not operated by the University is located by the Villanova R5 train station.
<b><i>Public Access Convenience Phones</i></b>	All residence halls and apartment buildings have public access telephones (wall-mounted call boxes) in hallways and lobbies. They can call any on-campus 5-digit number (9-xxxx, incl. Public Safety) as well as toll free numbers.
<b>Transportation</b>	There is a SEPTA “R5” Regional Rail (commuter train) station on campus connecting the campus eastward with Center City Philadelphia, the Philadelphia AMTRAK train station, and the Philadelphia Airport as well as various western suburban destinations. Also on campus is a SEPTA “100” Rapid Transit Line (trolley) station with connections to Valley Forge National Park and the King of Prussia Mall. The “105” Bus runs along Lancaster Avenue through the towns on the Main Line. Schedules and information can be obtained at <a href="http://www.septa.org">www.septa.org</a> or through 215-580-7800. Certain schedules are also available at the Service Desk. AMTRAK train service information can be found at <a href="http://www.amtrak.com">www.amtrak.com</a> or 800-872-7245. For Philadelphia International Airport Information, call 215-937-6937. Bennett Taxi Service can be reached at 610-525-1770, Main Line Taxi at 610-664-0444. Call for prices.

**Transportation**  
*(continued)*

Please also refer to our “**Getting Around Guide**” found in your apartment, at the Service Desk or on our website which describes connections to regional sights and attractions.

**University Shop**

Located in Kennedy Hall, the University Shop sells school supplies, toiletries, sportswear, cards, gifts, novelties, etc. The U-Shop is generally open Mon – Thu, 8am – 8pm, Fri, 8am – 5pm and Sat, 10am – 4pm (Sun closed). Hours will vary during holiday and special events periods. Call 610-519-4160 for the most up-to-date information.

**Vending**

Cash- and Wildcard-operated vending machines are located in the lobbies of all apartment buildings and most other residential buildings as well as several other locations throughout campus. Cash or funds deposited on your Wildcard can be used for purchases. See “Wildcard” for information on adding funds to your Wildcard.

**Wildcard**  
*(Building/  
Dining Hall  
Access)*

The Wildcard you received at check-in can be used to gain access to your residential building exterior entrance door by sliding it through the card reader. For safety purposes, between 9pm and 7am, West Campus apartment buildings can only be accessed through the main lobby entrance. During these hours, side access doors are magnet-locked to limit access, but **comply with all fire codes** and will release automatically when a fire alarm sounds.

The Wildcard is also used by those who have purchased a meal plan. It will allow access to Dougherty Dining Hall, the meal-plan summer dining hall, for your group’s meals.

*Adding Funds*

Guests can add funds directly to the Wildcard (Wildcard Restricted Debit Account) they receive at Check-In by going to the Wildcard Office in Dougherty Hall (Mon – Fri, 8am – 5pm, Phone: 610-519-6202). Unused funds on any Wildcard cannot be refunded – depositing small amounts at a time is therefore recommended.

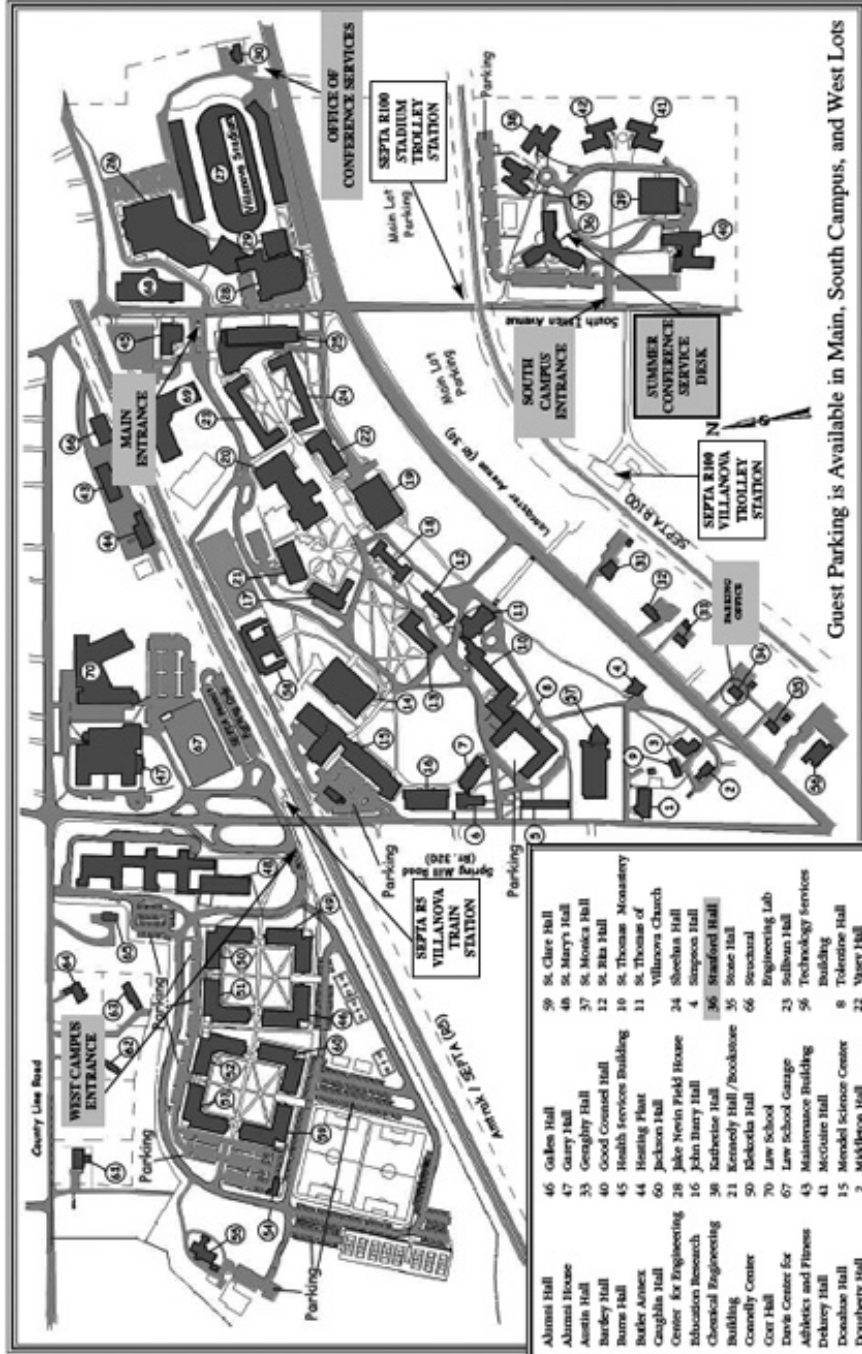
*Using Funds/  
Purchases*

Wildcard funds can be used for laundry, printing, copying as well as purchases at the following: vending machines, a la carte dining operations, University Shop, Reel Divine video, Barber Shop and a variety of off-campus vendors. For a complete list, visit <http://www.villanova.edu/unit/wildcard/locations.htm>

*Wildcards are disposable and do not need to be returned at the end of your stay. However, there will be a \$10 replacement fee if a Wildcard is lost during your stay and a replacement card is issued.*

# TERMS AND CONDITIONS OF OCCUPANCY OF VILLANOVA UNIVERSITY FACILITIES

1. Occupants, and occupant groups, are responsible for the care and condition of the assigned meeting facilities and residences covered by this agreement, including, but not limited to, equipment, walls, floors, carpets, furniture, etc. Facilities must be left in move-in condition upon departure. The occupant or occupant group agrees to pay the cost of repairs for any damages and the cost of any extraordinary cleaning or furniture moving needed to return the residence or other meeting facility to its move-in condition. The need for and the costs of such are within the sole discretion of the University.
2. The University reserves the right to enter rooms without prior permission from occupants if it has reason to suspect that an emergency situation exists, or that violations of University policy are occurring (or may have occurred), to locate persons or missing property, to conduct non-invasive maintenance activity, and to do non-invasive health, safety and maintenance checks and repairs. After knocking and waiting a reasonable period of time, a University staff member may make entry at this time. If an Occupant is not present when entry is made, a note may be left indicating the person or persons entering and reasons for doing so.
3. Except to the extent resulting from the gross negligence or intentional misconduct of University or its respective officers, directors, employees, agents, contractors, members or participants (as applicable), provided that with respect to officers, directors, employees, and agents, such individuals are acting within the scope of their employment or agency, as applicable, the University is not responsible or liable for the loss of, or damage to, any property of the occupant/group, or for personal injuries sustained by the occupant while in or resulting from occupancy of a residence or other University facility. The University recommends that individuals carry appropriate insurance.
4. The University does not permit the use of its facilities for any commercial purposes without prior approval.
5. All animals, except animals trained to aid people with disabilities, are prohibited in all campus buildings.
6. No personal heating, air-conditioning or cooking apparatus shall be allowed in University facilities. Portable box fans are permitted. Occupants who are assigned to apartments may provide other small cooking appliances for personal use as long as they are UL approved, have self-contained heating units, and are approved by a University Office of Conference Services full-time administrator.
7. All occupants and their guests must abide by applicable University policies, Pennsylvania laws, and Federal laws including, but not limited to those dealing with fire safety, alcoholic beverages (if age 21, in assigned housing and approved event rooms only), narcotics, drugs, and weapons. In particular, occupants must abide by the University's Code of Conduct and Residence Life Office policies as set out in the Villanova University Student Handbook (<http://www.villanova.edu/studentlife/assets/documents/dean/pdf/studenthandbook.pdf>) and any other policies specific to the program in which they are participating. Occupants are responsible for the proper disposal of waste. Villanova recycles mixed paper, cans & glass, and plastic bottles.
8. Smoking is strictly forbidden in all of the public areas of campus, including classroom/administrative buildings and activity space. **Smoking is not permitted anywhere inside of all campus residential buildings.**
9. It is understood that use of campus housing and meeting facilities will occur at the same time other University guest groups are present, and that any guest activity must not disturb others anywhere on campus. Youth under age 18 must be supervised at all times.
10. Occupants are responsible for using their Wildcard, key or lock combination in a manner that does not jeopardize the safety or security of individuals or property. **A lost key or compromised lock combination should be reported immediately to the Office of Conference Services.** There is a \$65.00 fee for a lost key due to the costs associated with a required lock change and key production. A \$25.00 fee for a door lock combination change will be billed. Wildcards are disposable and do not need to be returned at the end of your stay. However, there will be a \$10.00 replacement fee if a Wildcard is lost during your stay and a replacement card is issued.
11. Male and female occupants could be housed on the same floor of a residence hall/apartment building but will be provided separate sleeping accommodations and bathroom facilities. Shared rooms or apartments are reserved for married couples or occupants of the same sex.
12. Individuals staying in a residence for one or more nights must be registered and paying guests. Arrangements for guests may be made by contacting the University Office of Conference Services, 610-519-7790.
13. The University will provide staff on duty who can be contacted for assistance or emergencies. Public Safety phone: 610-519-5800 or X95800.
14. This Occupancy Agreement shall constitute a license and shall not be deemed to constitute a lease or to create or transfer an interest in or lien on real estate. Subject to the terms of the License Agreement, the University may revoke the license of any occupant that the University considers disruptive or otherwise considers detrimental to the residence population or University community. Subject to the University's right of revocation, the occupant agrees that this agreement shall remain in force for the full term of the occupancy.
15. Any occupant incident where there is physical threat or destructive action may result in removal or reassignment of involved occupant(s) per the University's discretion. An occupant who is removed from University housing must remove all belongings, return the key, and vacate within 24 hours of the action. If the occupant fails to vacate within 24 hours, the University may take possession of the assigned space, remove and dispose of the occupant's belongings at the occupant's risk and expense, change the locks to the premises, and charge all costs associated with this change to the occupant. An escort will accompany the dismissed occupant if necessitated by his/her conduct.
16. The University reserves the right:
  - a) To levy and collect charges for damages to, unauthorized use of, or alterations to residences, equipment or buildings, and for extraordinary cleaning necessitated by improper use of its facilities;
  - b) To reassign occupants to other accommodations on campus;
  - c) To bar any occupant from the campus and the residences if, in the sole opinion of the University, the individual's conduct is injurious or potentially injurious to the University, or members of the University community or guests;
  - d) To retain any payment made by, or on behalf of, any occupant barred from the campus or residences;
  - e) To terminate the reservation of any occupant or occupant group if, in the sole opinion of the University, unforeseen events make it inadvisable or illegal or impossible to provide the required facilities;
17. The University shall not be held liable for any delays or failures to provide rooms, meeting space or other facilities fit for occupancy or any other delays or failures in performance, in whole or in part, if such delay or nonperformance is due, directly or indirectly (e.g., through the prior or concurrent displacement and need for rescheduling of academic, research or administrative functions) to any cause beyond Licensor's reasonable control, including, but not limited to, destruction of or damage to such space, acts of God, war, riot, terrorism, civil disturbance, fire, floods, environmental calamity or risk, inclement weather, strikes, lock-outs, labor disputes, pandemics, epidemics or other outbreaks of diseases or other infections, failures in public supply of electricity, heating, lighting, air conditioning or public telecommunications equipment, or other such events, disturbances or conditions.



Guest Parking is Available in Main, South Campus, and West Lots

## VILLANOVA UNIVERSITY

Conference Services • Galberry Hall - 3rd Floor • 610-519-7895/610-519-7580

Summer Conference Service Desk • Stanford Hall Lobby (#36) • 610-519-5554

University Shop/Bookstore • Kennedy Hall (#21)

[www.conferenceservices.villanova.edu](http://www.conferenceservices.villanova.edu)

13	Alumni Hall	59	St. Clare Hall
32	Alumni House	48	St. Mary's Hall
18	Austin Hall	37	St. Monica Hall
25	Barley Hall	12	St. Rita Hall
54	Burns Hall	10	St. Thomas Monastery
20	Butler Annex	44	Hunting Flat
42	Cauglia Hall	60	Jackson Hall
57	Center for Engineering Education Research	28	John Nevin Field House
6	Chemical Engineering Building	16	John Henry Hall
20	Connelly Center	36	Katharine Hall
17	Cour Hall	21	Kennedy Hall/Bookstore
66	Davis Center for Athletics and Fitness	50	Kirkcaldie Hall
1	DeLury Hall	70	Law School
30	Donahue Hall	67	Law School Garage
19	Dougherty Hall	43	Maintenance Building
69	Dunell Hall	41	McCurtain Hall
55	Fitton Hall at Doudle	15	Mendel Science Center
14	Felby Memorial Library	2	MAKScience Hall
49	Felby Hall	9	Military Sciences Building
34	Ford Hall	31	Mooney Hall
5	Heidgen Hall	51	Moulton Hall
30	Galberry Hall	67	O'Dwyer Hall
		26	Pavilion, The
		52	Rudolph Hall
		98	St. Augustine Center for the Liberal Arts
		65	793 County Line Road
		64	797 County Line Road
		63	795 County Line Road
		62	775 County Line Road
		61	787 County Line Road
		53	Welsh Hall
		27	Villanova Stadium
		22	Vusey Hall
		8	Tolerant Hall
		56	Technology Services Building
		23	Sullivan Hall
		66	Stronard
		35	St. Joseph Hall
		36	Stanford Hall
		4	Simpson Hall
		24	Sheehan Hall
		11	St. Thomas Church
		10	St. Thomas Monastery
		12	St. Rita Hall
		37	St. Monica Hall
		48	St. Clare Hall
		59	St. Clare Hall