

Information & Resources

Airports

- (ABE) Allentown | [Web site](#) | 1.5 hours from campus
- (MDT) Harrisburg | [Web site](#) | 1.5 hours from campus
- (AVP) Wilkes-Barre/Scranton | [Web site](#) | 1 hour from campus
- (IPT) Williamsport | [Web site](#) | 1 hour from campus

Availability

Meeting rooms are available all year, while campus housing is available mid-May through the beginning of August.

Cancellation

- 6 months before event - 100 percent refund
- Less than 6 and up to 3 months before event - 50 percent refund
- Less than 3 and up to 1 month before event - 25 percent refund
- Anytime less than 1 month before event - No Refund

A courtesy call (570) 389-4002 or e-mail (conferences@bloomu.edu) is appreciated if you need to cancel a reservation.

Campus Housing

- Residence Halls (\$15/person/night) | Double-occupancy, each room
- Montgomery Place Apts (\$100/apartment/night) | Sleeps 2 to 4, each apt
- Mount Olympus Apts (\$150/apartment/night) | Sleeps up to 6, each apt
- Jessica Kozloff Apts (\$140/apartment/night) | Sleeps up to 4, each apt

Campus housing is available from mid-May through the beginning of August. Linen packages can be arranged as well. All our apartments are air-conditioned and include Internet access (guest log-in required) and basic cable TV connectivity (bring your own TV). Please refer to our Visitor's Guide to Summer Residential Conferences for details.

Contracts

After the details of your event are arranged we will send you two contracts. Sign, date and return **BOTH** copies to the Conference Services office. Our vice president will sign both contracts, and one fully-signed copy will be returned to you.

Deposit

A deposit of 25 percent of the estimated university costs is required to reserve/hold facilities and services on campus. Please return your deposit check along with the contracts.

Dining & Catering

Whether you need refreshments, coffee/tea service, a reception, an elegant meal, or the all-you-can-eat dining hall, your group will receive quality and attentive food service. Aramark Campus Dining is the signature caterer in our Monty's facility. Peruse menu options through the Catertrax online ordering system.

Direction & Map

- [Directions to campus](#) | [Conference Services map](#)

From Exit 236 or 236A: Using Route 487 South (a.k.a. Lightstreet Road) immediately there is a traffic signal at the intersection of Route 487 and Central Road. (Denny's is on the right.)

Go straight, keeping on Route 487/Lightstreet Road for approximately one mile to a second traffic signal. Country Club Drive is on your right. The university's Boyd Buckingham Maintenance Building is on the left. **Turn RIGHT** heading uphill on Country Club Drive. The Conference Services office is located in Monty's (pictured right). Park in the lot to the left of Monty's.

Estimate

A written estimate will be sent to you along with the two contracts. This estimate will also include room setup details based on the information you provided to us.

Remember, this is only an estimate. You will receive an invoice following the conclusion of your event.

Internet Access

Internet access at BU is free to conference guests and available in all residence halls, apartments, and meeting spaces. Wired and wireless options are available depending on the building(s) in use.

To access the campus network and the Internet, campus policy requires guest groups to be assigned a Guest Internet Account with log-in and password. The account will expire at the end of your event.

Instructions will be available from the Conference Services staff upon arrival. Due to construction and occasional system upgrades, access is not guaranteed in all areas or at all times.

To connect to the wired network you will need to bring:

- Ethernet cable, computer configured to automatically obtain an IP address via DHCP
- Current Windows critical updates
- Current anti-virus program

Invoice

An invoice will be sent to you following the conclusion of your event. Please make your check or money order payable to “Bloomsburg University” and send it in within 30 business days to:

BU Conference Services
ATTN: Kathy Kollar-Valovage
400 E. Second St., 103 Monty's
Bloomsburg University of PA
Bloomsburg, PA 17815

Liability Insurance

The user shall provide Bloomsburg University in advance of any use a copy of a certificate of liability insurance covering property damage liability and bodily injury in amounts of no less than two hundred fifty thousand dollars (\$250,000.00) per person and one million dollars (\$1,000,000.00) per incident.

Bloomsburg University must be named as an additional-insured on any such certificate and the certificate shall provide that the insurance carrier will provide advance notice to the University of any Termination, cancellation, or discontinuance or modification in coverage of the insurance. If the User fails to provide such proof, the contract is rendered null and void.

Local Attractions

Within walking distance from campus is our charming downtown main street with stores, restaurants and the Bloomsburg Theatre Ensemble. Just a 20 minute drive south you'll find Knoebel's Grove Amusement Park with rides, shows, a swimming pool, dining, and camping... all with free admission and free parking.

Other hometown favorites include our multi-screen Cinema Center and the Columbia Mall. For more information please check out the Columbia-Montour Visitors Bureau and the Town of Bloomsburg Web sites.

Local Hotels

BU partners with several local hotels to accommodate conference and event guests, especially during the academic year. When booking rooms remember to mention that you're holding your event at BU and ask for the university discount.

- [Lodging near campus.](#)

High School Proms

It has been our pleasure to serve as the choice location for proms with our local high schools. We've created a Prom Planning Guide to assist new prom advisors and prom committees in creating the most memorable experience for you. The guide helps streamline your planning process.

Police Presence

BU police officers may be required to assist with parking, traffic flow, and/or crowd control depending on the composition of your event's activities. Please discuss the need for police presence with the BU Conference Services event coordinator as you plan your event.

Shuttle Service

Should your group request shuttle service to transport participants around campus or within the Town of Bloomsburg, two options are available: 25 passenger shuttle or 44 passenger bus.

Technical & AV Services

In both Kehr Union and Monty's facilities tech staff are available to assist you and your presenters with their audio-visual equipment needs. When requesting onsite technical assistance, please specify which type of availability you'll need:

- Option A - available for the first hour of your event
- Option B - available at the start of each presentation (detailed event schedule required)
- Option C - all day

Wedding Receptions

Between mid-May and the beginning of August, the university has several facilities suitable for wedding receptions. Please contact the [Conference Services](#) office to discuss the possibilities in more detail.
