



THEOLOGICAL COLLEGE

HOSPITALITY GUIDELINES

Welcome to Theological College. We are the National Seminary of The Catholic University of America, founded over 100 years ago. We are owned and operated by the Society of St. Sulpice, an order of priests founded in France in 1641 for the ministry of seminary formation. We hope that you will enjoy your stay at the seminary. We will have guests visiting us from many parts of the world who are here to participate in various summer programs. If we can be of any further assistance to you, please let us know.

In Christ,

Rev. Dominic Ciriaco, P.S.S.

Rev. Dominic Ciriaco, P.S.S., Rector

The following guidelines serve to help guests enjoy their time at Theological College.

1. Theological College is a smoke-free building. This is the requirement of the Washington, D.C., "Clean Air Act". Smoking is prohibited inside Theological College. Smoking is permitted outside the building, away from exterior doors. We ask that smokers dispose of used cigarettes neatly.
2. Proper dress is always required at Theological College. Casual business attire is preferred while frequenting common areas of the facility, and shoes must always be worn.
3. During the hours of 10 pm to 8 am, we request that all guests respect a period of quiet. No loud noises or disturbances may occur during this quiet period.
4. Cell phone use and music is not permitted in the refectory/cafeteria.
5. Visitor lanyards must be worn in building at all times
6. None of the guests may have other guests in their rooms. If you need to meet with someone, or as a group, please utilize the third-floor student lounge, the first-floor reception room, the cafeteria, or the conference room on the lower level.
7. **When using the elevator, please do not hold the doors open** while waiting for others. This will cause the doors to get stuck and will disable the elevator.
8. The restrooms are cleaned and the trash is emptied daily. If the trash bins fill up, there are additional trash receptacles located in the room marked "Trash," just across the hall from the bathroom.

Thank you for staying at Theological College. Please remember that although you are here for a short time, this is still a seminary. There are priests living in the building year-round. So please be respectful of the staff, seminarians, and campus grounds.



THINGS TO KNOW

- **WIFI:**
 - This is your assigned CUA network log-in as a guest of Theological College. The wireless network name is **TC-GUEST**

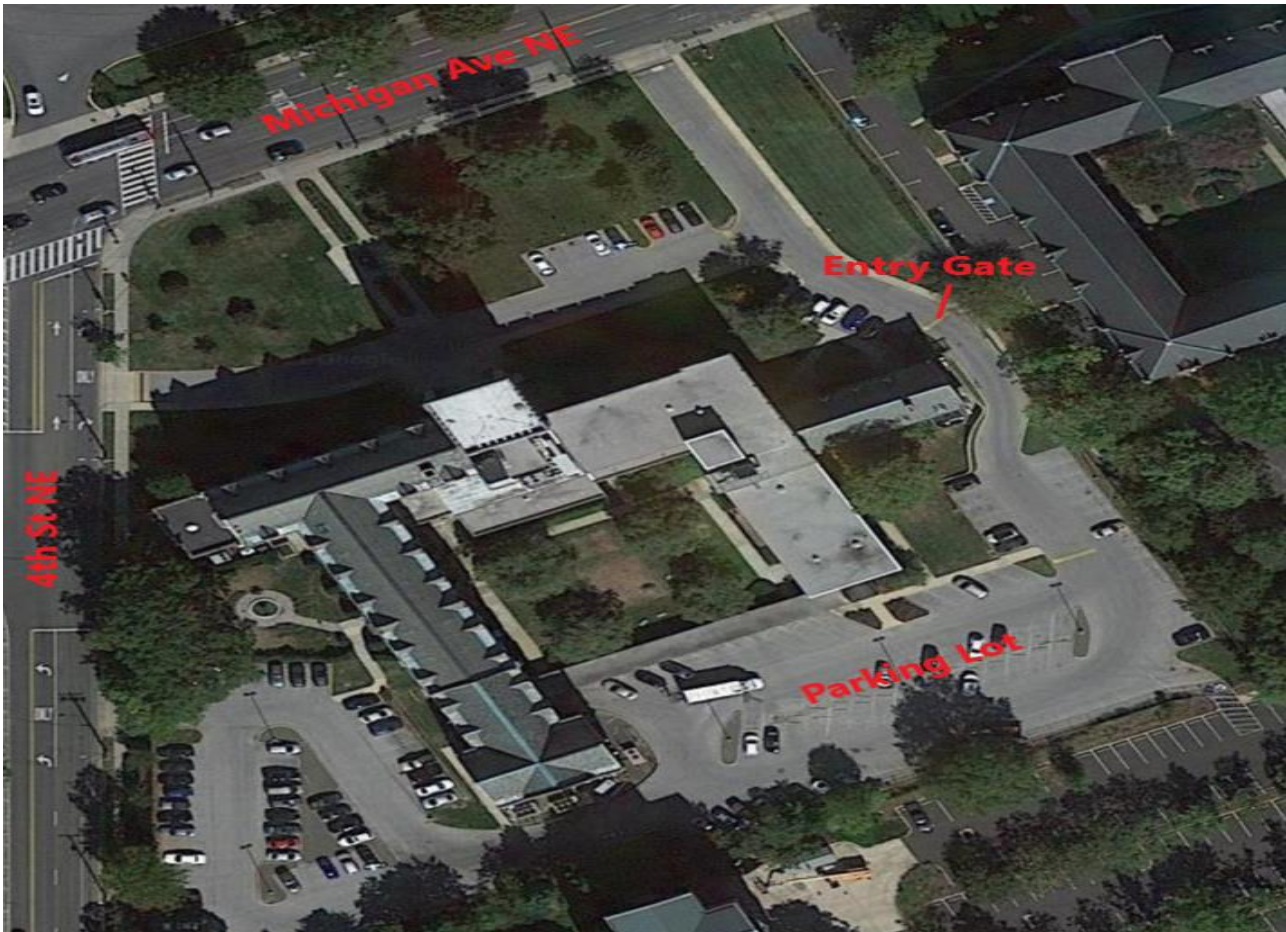
- **Meals:**
 - Breakfast: 7:45 am – 9:15 am
 - Lunch: 12:00 pm – 1:30 pm
 - Dinner: 5:30 pm – 6:30 pm

- **Key & FOB:**
 - You have been given a key to your room and a grey FOB that will allow you access to the building. There are readers located at the front door, the 4th street entrance from the parking lot, the parking lot gate, and the entrance from the courtyard. All you need to do is hold the FOB up to the reader to open the door.
 - When returning your key & FOB at the end of your visit, please drop them off in the **brown wood box** on the entryway table where you picked up your envelope.
 - **Room Check-in 3pm & Check-out 11am**

Protocols for Spring 2023

(Effective January 1, 2023)

1. Guests are not permitted anywhere in the seminary without prior permission and knowledge of the administration. (Permission must be requested and granted at least 48 hours in advance.)
2. Mask are optional for guests in the building whether vaccinated or not.
3. The small parlor, Viéban Hall, and main chapel are for use only by seminarians, student priests, resident priests, and TC staff.
4. Hand sanitizers can be found on all floors and public spaces. The Sodexo staff will keep these products fully supplied. Bathrooms will be cleaned three times a day.



Parking at TC

If you are parking a car here during your stay, please email Scott Boyles at boyles@tua.edu or stop by the main office and provide him with the make, model, and license plate information.

The gate for the parking lot, to the far left of the front entrance, opens at 7:00 am and closes at 6:00 pm. You can access the parking lot at other times with the FOB you use to enter the building. Please circle the entire back of the building bearing right and park in the last area adjacent to 4th Street. You may access the building from the 4th Street entrance.

Thank you! Enjoy your stay here at Theological College!