



# National Conservation Training Center

## Campus Map



- Accessible Parking
- Firepit
- Eagle Viewing Area
- Dining Hall
- Picnic Area
- Hiking Trails
- Paved Trails
- Paved Roads
- Gravel Roads
- Points of Interest

### Front Desk

*Extension 1600*

### Emergency Assistance

*Extension 7911*

### Campus Store

*Extension 7350*

11:00 AM – 2:00 PM

### Conservation Library

*Extension 7304*

### Dining Services

*Extension 7353*

Breakfast 6:30 AM – 9:00 AM  
*Hot Food until 8:30 AM*

Lunch 11:30 AM – 1:30 PM  
*Hot Food until 1:00 PM*

Dinner 5:30 PM – 7:30 PM  
*Hot Food until 7:30 PM*

### Commons Lounge

*Extension 7351*

5:30 PM – 11:00 PM

### Physical Training Center

*Extension 7341*

Sunday – Thursday 6:00 AM – 10:00 PM  
Friday 6:00 AM – 4:30 PM

# NCTC Frequently Asked Questions

## *Welcome to the National Conservation Training Center!*

As your hosts, we want to ensure that you have the most productive and enjoyable time possible while you are staying with us. If you have any questions or need assistance, give us a call by dialing “0” from any phone on campus. We have staff at the desk 24 hours a day.

### **If I receive a fax, how will that be handled?**

If you receive a fax before your class or meeting ends for the day, it will be folded and posted with your name on it on your classroom door. If your fax arrives after hours, we will call your room and leave a message for you if you are not available. It will be available for pick-up from the Front Desk any time, day or night.

### **Can I receive phone calls directly to my room?**

Yes, every room has its own direct-dial phone number. To give the number to someone off-campus, tell them to dial “304/876” and your 4 digit room number. For example, room 1600 would be 304/876 1600.

### **I have difficulty walking, and this is a walking campus. How can I move around the facility easily?**

We have several motorized carts available for guests at the Front Desk. Simply dial “0” and let us know that you would like a cart, and we will deliver it to your door.

### **How do I control the heat in my room?**

The lodges are centrally-controlled by our Maintenance Department’s computer system. The lodges are set to one temperature (for example, 70 degrees,) and then the guest may fine-tune the temperature by about four degrees, warmer or cooler. There are two sets of controls in your room. The thermostat is located by the bed. It is a sliding lever that may be behind a plastic flip-cover. Do not push the lever to the absolute top or bottom position; this will turn the system off in your room. There is also a fan speed control located by the closet where you can control the amount of air coming into your room. If this is set to the OFF position, your room will not receive any heating or cooling. If you are uncomfortable, please dial “0” for Guest Services, and we will contact Maintenance to raise or lower the temperature in your room.

### **Does my room have high-speed Internet?**

Yes! We have recently installed high-speed Internet connections in every lodge room. We also provide LAN cable for you in the room, in case you left yours at home.

### **Are there any laundry facilities on campus?**

Yes, in every lodge, on the ground floor, you will find a laundry room with washer, dryers, and complimentary laundry detergent. We do ask that you try to finish your laundry before 10 pm, in order to avoid disturbing other guests who may be sleeping.

### **Where are the closest vending machines?**

They are located on the ground floor of each lodge. In Instructional East and West, they are located in an alcove in the center of the buildings on the first floor.

### **Where can I go if I need to use a computer, print documents, or send a fax?**

There are computers available for use, with Internet connections, along the hallways in Instructional East and West. The Conservation Library in the Commons also has computer stations available, and is open until 8 pm Monday, through Thursday. If you need to send a fax, or print documents, the Faculty Lounge, in room 106 Instructional East has a laser printer attached to the computer. There is a fax machine in the room as well.

### **I’m checking out very early in the morning on the day I’m departing. Should I check out the night before?**

No need! We provide express check-out for you the night before you depart. We will slip a receipt for your stay under your door late in the evening, as well as a sheet with shuttle information if you are using this service. To check out in the morning, simply take your receipt with you, sign the outer envelope, and leave the envelope and room key in the room. Please dial “0” to let us know when you leave.

### **Where can I see the NCTC bald eagles?**

If you are facing the Entry Auditorium building, you will be able to see their nest in the large sycamore tree to your far left. Since they are nesting and are sensitive to disturbances in their environment, we request that visitors do not walk too near the eagles’ nest. If you would like a close-up view, we have a Web cam that is constantly keeping watch over the eagles, unobtrusively (it even has night vision.) Simply go to the following Web address in your browser:

<http://training.fws.gov/eagle/>