



The Leadership Institute
Stephen P.J. Wood Building
1101 North Highland Street
Arlington, Virginia 22201

Dear Guest,

The Leadership Institute is looking forward to your visit. We are more than happy to provide a space for you in our dormitory. With the mission to identify, recruit, train and place conservatives within the public policy process, the Institute has spent over 31 years training over 100,000 activists to be more effective conservative leaders.

As part of our commitment to providing an excellent training ground for conservatives, we work hard to make sure our meeting and lodging facilities are affordable, flexible, convenient, and comfortable.

Thank you for your help and cooperation in agreeing to the terms and conditions of staying in the LI dorms. Upon check out at 11:00 am, strip your bunk bed by placing dirty linens (pillow case, blanket, sheets and towel) into the laundry bags provided before departing.

If you have any problems or questions, please feel free to contact me at (703) 247-200 ext. 532.

Enjoy your stay!

Sincerely,

Jen Stovall
Director of Events
The Leadership Institute

[Tel: \(703\) 247-2000](tel:(703)247-2000) · www.leadershipinstitute.org · [Fax: \(703\) 247-2001](tel:(703)247-2001)

What to expect when staying in our dorms:

- We have excellent facilities that will accommodate all of your basic housing needs but keep in mind our primary goal is to train conservative leaders, not run a hotel; in sum our dorms are simple, basic, not luxurious or posh.
- Expect to sleep in a shared common open area with bunk beds. Expect to shower in a shared bathroom much like what you would expect at a gym. Our facilities include individual stalls, with double curtains but keep in mind that you will not have a door to lock or your own shower.
 - **I recommend bringing your own flip flops for shower shoes, a robe, and an extra towel. We do not provide toiletries.**
- We provide you with basic linens including 2 flat sheets, 1 blanket, a pillow with a pillow case and 1 towel.
 - **I recommend bringing your own pillow if you prefer additional fluff and perhaps an extra blanket and or warm pajamas. The room temperatures may chillier than what you prefer. Again, if you require more than basics, plan to bring your own necessities.**
- The Leadership Institute has a strict no alcohol and no tobacco policy for those staying in our dorms and I hope that you will respect that policy during your visit.
- Clarendon Grill is directly above our building, there may be noise during the evening hours, especially on weekends. If you request earplugs I can set some out for you.
 - **I recommend bringing your own cotton balls or earplugs, and or ipod with headphones to block out noises.**
- To keep costs low, and focus on the all-important activist trainings, you will be expected to pick up after yourself, keep track of your private property, and respect our dorm facilities essentially leaving them in the condition in which you found them
- It is imperative that before you leave the dorms to check out:
 - **remove your pillow case (leave the pillow on the bunk)**
 - **place your pillow case, towel sheets and blanket from the bunk neatly into the laundry bags provided. **This is THE MOST important responsibility you agreed to carry out when you signed the LI dorm contract. ****

Standard Dorm Set-up

One Pillow and
One Pillow Case

One Towel



One Blanket

Two flat sheets

Visitor's Guide to the Clarendon Area:

The Leadership Institute is located in the Clarendon area of Arlington. Two nearby areas are Courthouse and Ballston. To get to the Courthouse area, take Clarendon Blvd (one way) or the Orange Line Metro towards New Carrollton and exit at the Courthouse Station. To get to the Ballston area, take Wilson Blvd (one way) or the Orange Line Metro towards Vienna/Fairfax and exit at the Ballston Station.

CH = Courthouse

CL = Clarendon

B = Ballston

Coffee Shops:

Barnes and Noble Café – Clarendon Market Commons 2800 Clarendon Blvd **CL** Sun 9am – 9 pm, M-Sa 9am-11pm
Northside Social – corner of Wilson Blvd and Tenth St. **CL**
Starbucks Coffee – Clarendon Market Commons 703-243-0569 **CL**

Restaurants:

American: Hard Times Café – 3028 Wilson Blvd 703-528-2233 **CL**

Clarendon Grill – 1101 N. Highland St. 703-524-7455 **CL**
Mr. Day's Café – 3100 Clarendon Blvd. 703-527-1600 **CL**
Sam's Corner Deli – corner of Washington and Wilson **CL**
Whitlow's on Wilson – 2854 Wilson Blvd 702-276-9693 **CL**
Silver Diner – 3200 Wilson Blvd 703-812-8600 **CL**
Pizza Hut – 3311 Lee Hwy 703-243-3100 **CL**
Domino's Pizza – 1555 Wilson Blvd 703-276-1400 (delivery) **CL**
Papa John's – 2440 Wilson Blvd 703-243-7772 (delivery) **CL**
Boston Market – 2046 Wilson Blvd 703-312-9300 **CH**
Wendy's – 2038 Wilson Blvd 703-527-4864 **CH**
The Food Court at **Ballston Common Mall** – various restaurants
Dunkin' Donuts – 3100 Columbia Pike 703-271-1004 **CL**

Chinese:

Hunan Number One – 3033 Wilson Blvd 703-528-1177 **CL**
China Garden Restaurant – 1100 Wilson Blvd (703) 525-5317 **CL**
TNR Café – 2049 Wilson Blvd (703) 875-0428 **CL**
Tony Tran Restaurant – 3131 Wilson Blvd (703) 243-8388 **CL**

Salvadoran: Mexicali Blues – 2933 Wilson Blvd 703-812-9352 **C**

Mexican: El Pollo Rico – 2917 N. Washington Blvd 703-522-3220 **CL**

Chevys Fresh Mex – 4238 Wilson Blvd 703-516-9020 **B**

Rio Grande Café – 4301 N. Fairfax Dr 703-528-3131 **B**

Baja Fresh – 2815 Clarendon Blvd 703-528-7010 **CL**

Guajillo – 1727 Wilson Blvd (703) 807-0840 **CL**

California Tortilla – 2057 Wilson Blvd (703) 243-4151 **CL**

Santa Fe Café – 1500 Wilson Blvd (703) 276-0361 **CL**

Persian: Kabob Bazaar – 3133 Wilson Blvd 703-522-8999 **CL**

Moby's – 3000 Washington Blvd 703-465-1600 **CL**

Greek: Atilla's – 3125 Wilson Blvd 703-525-7979 **CL**

Agean Taverna – 2950 Clarendon Blvd 703-841-9494 **CL**

Indian: Delhi Club – 1135 N Highland St. 703-527-5666 **CL**

Dehli Dhaba – 2424 Wilson Blvd (703)524-0008 **CL**

Sangam Restaurant – 1211 N Glebe Rd. (703)524-2728 **CL**

Thai : Sala Thai – 2800 N. Tenth St. 202-872-1144 **CL**

Sawatdee – 2250 Clarendon Blvd (703) 243-8181 **CL**

Archa Thai Restaurant 2311 Wilson Blvd (703) 685-7040 **CL**

Italian: Faccia Luna – 2909 Wilson Blvd 703-276-3099 **CL**

Bertucci's - 2700 Clarendon Market Commons (703)528-9177 **CL**

Toscana Grill – 2300 N Clarendon Blvd (703) 465-2100 **CL**

Miscellaneous

RX/Drug Store – CVS Pharmacy – 2900 N. Tenth St. 703-524-2617 **CL** M-Sun 9am-9pm

Convenience Store – 7-Eleven – Corner of Washington and N. Garfield St **CL**

Movie Theater – AMC 8 – 2150 Clarendon Blvd 703-998-4262 **CL**

Shopping – Ballston Common Mall **B** Pentagon City Mall (Pentagon City Metro Station) Clarendon Market Commons **CL**

Formal Wear – After Hrs. Tuxedo Rental – 2715 Wilson Blvd 703-527-0622 **CL**

Grocery Stores – Whole Food Market – 2700 Wilson Blvd 703-527-6596 **CL** Giant Food – 3115 Lee Hwy 703-527-9453 **CL**

Hardware – Virginia Hardware – 2915 Wilson Blvd 703-527-0622 **CL**

Dry Cleaning – A-1 Clarendon Valet – 3016 Wilson Blvd 703-5221340 **CL**

Palace Cleaners – 4201 Wilson Blvd 703-525-9393 **CL**

ATM/BANK – Sun Trust Bank (corner of N Highland and Clarendon Blvd) **CL**

First Union (corner of Washington Blvd and Wilson Blvd) **CL**

BB&T – 3001 N Washington Blvd **CL**

Post Office – Almost on the corner of Washington Blvd. and N. Highland St; has gold dome on the top **CL**

Business Services – FedEx/Kinko's - 2300 Clarendon Blvd 703-525-9224 (24 hours) **CH**

UPS Store - 2200 Wilson Blvd 703-358-9500 **CH**

4201 Wilson Blvd 703-522-4000 **B**

Taxi Cab Service – Red Top Cab – Mon-Sun. 24 hours, 703-522-3333

Internet Access Northside Social – corner of Wilson Blvd and Tenth St. **CL** FREE WiFi

FedEx/Kinko's - 2300 Clarendon Blvd 703-525-9224 (24 hours) **CH**

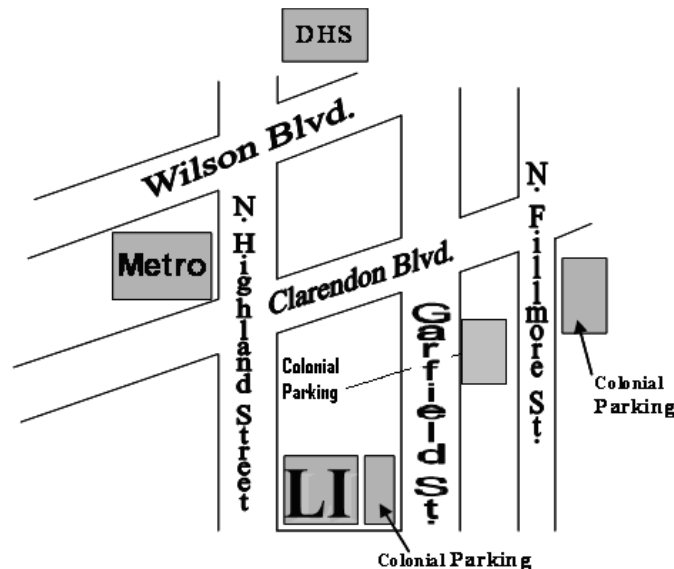
Desk tops: \$.20/min WiFi : Free Barnes and Noble - Clarendon Market Commons 2800 Clarendon Blvd, 703-248-8244 **CL**

Parking:

There are a few options for parking while attending a Leadership Institute program.

1. Colonial Parking, which is located on the corner of North Fillmore Street and Clarendon Boulevard., and also on Garfield St. costs \$10.00 a day.
2. There is a second Colonial lot directly behind the Leadership Institute. It costs \$6.00 a day, and over-night parking is available.
3. Metered parking is available in the surrounding area at a rate of \$.75 an hour. These meters are well monitored by Arlington County and should be refilled early and often to avoid tickets. Meters operate Monday - Saturday from 8am to 6pm. Sunday and holidays are free.
4. The DHS building just up N. Highland past the James Monroe bank building offers free parking Monday - Friday from 5:30PM - 2:30AM, Saturday and Sunday from 10AM - 2:30AM. They do not allow overnight parking.

To avoid parking hassles, you can use the MetroRail system. Simply get off at the Clarendon station on the Orange Line.



Dorm Contract:

The Leadership Institute's Dormitory, located at the organization's headquarters in The Steven P. J. Wood Building, houses guests of the Institute, including students, and the following rules apply to such guests. Every person who resides in the Dormitory must sign this form. Residence in the Leadership Institute's Dormitory is a privilege conditioned on the guest's faithful adherence to the following rules.

1. The guest agrees to complete all days of training and any supplementary assignments associated with the training program for which he/she is registered to attend.
2. The guest accepts responsibility for the care and condition of the room he/she occupies. This includes responsibility for all costs incurred for repairs and/or cleaning if the room is not left in appropriate condition.
3. The guest accepts responsibility for any damage done to the common areas of the dormitory during his/her stay. If damage cannot be assigned with certainty to any specific individual(s), The Leadership Institute reserves the right to assign responsibility and the cost of repair equally among all guests physically present at the time damage occurs.
4. The guest accepts responsibility for all of his/her own property brought onto the Leadership Institute's premises. **The Leadership Institute is neither responsible nor liable for the loss, theft, or damage to any guest's property.** Please do not leave valuables in the dormitory.
5. The guest acknowledges that The Leadership Institute is not liable for any reasonable personal injury incurred while residing in the dormitory.
6. The Leadership Institute reserves the right to enter at any time, any part of the Dormitory for any reason.
7. Guests acknowledge that a security guard will regularly monitor the common areas (lounge and hallways) of the dormitory.
8. Smoking is not permitted inside the building.
9. No dangerous or hazardous materials or items are allowed on Leadership Institute property without written permission of an authorized representative of the Leadership Institute or a Leadership Institute permission form.

10. All guests must abide by current Leadership Institute and Dormitory policies, Virginia laws and federal laws including, but not limited to, narcotics, drugs, alcohol and weapons.
11. No personal heating, air-conditioning, cooling or cooking apparatus shall be permitted in the Dormitory.
12. **Guests are not permitted to drink or store any alcoholic beverages in their rooms or elsewhere on Leadership Institute property. Glass bottles of any kind are also prohibited.**
13. All guests are expected to maintain ordinary rules of civility and good behavior. The guest agrees to abide by the rules specified in this document, as well as standards of civility and good behavior, and all other rules and policies as explained to him/her by Leadership Institute representatives at the time of occupancy.
14. No guest shall have visitors of the opposite sex in their dorm suite.
15. Guests agree to LIGHTS OUT by midnight and 2:00 AM CURFEW.
16. The guest understands that his/her stay in the dormitory is limited to the night before, nights during and final night of the school they are attending. Check-out time is 11:00 am the day after the school concludes.
17. **The Leadership Institute reserves the right, for any reason, to consolidate and/or change dorm assignments, fill vacancies and expel guests from the Dormitory when the Leadership Institute, in its sole exclusive judgment, deems it necessary or desirable.**
18. **The guest understands that it is part of the agreement for the guest to strip their dirty linens and place them into the laundry bags provided. LI does not employ a housekeeping service, to keep costs low we ask you help us by removing your pillow case, placing your towel, blanket, and sheets into the laundry bags provided.**

- By signing this agreement the guest acknowledges he/she will abide by the above stated rules.
- If you have questions about any of these rules, please do not sign this document until your questions have been answered.
- Violation of these rules may result in expulsion from the Dormitory.

I, _____, have read and fully understand the conditions of potential liabilities associated with my residency in the Leadership Institute's Dormitory, and agree to them.

Date: _____ Signature: _____