

MBG RESEARCH GUEST HOUSING

General information: Anderson House and Trelease House are maintained by the Research Division of Missouri Botanical Garden for Research visitors. Contact Brenda Sneed-phone (314) 577-9576, fax (314) 577-0830, or email brenda.sneed@mobot.org to make a reservation. These are housekeeping apartments. We try to place men and women separately, but that is not always possible. So please be modest and mannerly. Be neat and pick up after yourself. Everyone is responsible for doing their own dishes and cleaning up after themselves in the bathroom, kitchen and living area.

Check-out time is 9:00 a.m. The quarters are cleaned by Barb Strebler only after a guest departs. If there are any conditions that warrant attention, please see or call Brenda Sneed on the third floor of the Monsanto Center, ext. 576 or 577-9576.

After-hours arrival: Arrangements can be made to pick up keys/badges from the Security Officer on duty 24 hours at Ridgway Center. If an officer is not visible, there is radiophone in the wall to the right as you face Ridgway that will connect you with Security

Please do not move furniture. No animals are allowed in Garden guest housing.

Phones: The phones are toll-restricted. No call can be placed from Trelease or Anderson House that incurs a charge, except credit or phone cards that use an 800 number. You may receive calls from anywhere, but long-distance calls or calls to information cannot be placed. The phones in Trelease House are on the Garden system so there will be an operator available between 8:30 am and 5 pm. In Anderson House, the phones are NOT on the Garden system, so there is no Garden operator available at any time and no voice mail.

From a phone on the Garden system (Trelease House phones or other phones in the Garden), you may call any other Garden number by dialing on the last 3 or 4 digits of the number. To call a number outside the Garden system, dial 9, then the number. It is not necessary to dial 9 to place a call from Anderson House. Also, a pulsing dial tone at Trelease House means that there is voice mail for that apartment. Voicemail can be retrieved by dialing 470.

Groceries and Laundry: Schnucks grocery store is located at Arsenal and Hereford and is open 24 hours 7 days a week. A small selection of groceries is sold at Walgreen's on Southwest (Vandeventer) just west of Kingshighway, and there is a donut shop Vandeventer and Shaw.

Two sets of washer/dryers that operate on quarters are in the basement of Trelease House, and one set at Anderson House. Your apartment key will open the basement door.

IN EMERGENCIES, DIAL 545 (from Trelease House): Speak in English, "There is an emergency in Trelease House, apartment XX".

In Anderson House dial 577-5121, 0212 or 0844 Monsanto Center, until 10:30 pm. Between 10:30 pm and 7 am, dial 841-9898, speak in English, say, "There is an emergency in Anderson House, MBG apartment, 1st or 2nd floor".

Problems: Brenda's office phone is ext 576 or 577-9576. **Garden Security is 577-5121, 0212 or 0844 Monsanto Center, until 10:30 pm. Between 10:30 pm and 7 am, dial 9-841-9898, and then enter the phone number of your apartment from the phone you are using.** Each apartment is equipped with a fire extinguisher and smoke alarms. The emergency number for St. Louis is 9- 911. **Please keep windows locked - especially those that open onto the deck, and those on the first floor.**

Rates: The rate is \$30 per night. This is **payable** by cash, by personal or traveler's check, or by Visa or MasterCard - Brenda Sneed's office, third floor of the Monsanto Center.

Access to the Garden, Lehmann Building and Monsanto Center after hours: If you are not issued Garden keys, call security at 121, or 577-5121 or 9-841-9898, and enter the phone number of your apartment. Security will return your call. You can arrange for a security officer to let you into the Garden and Lehmann Building. Most guests at Trelease House and Anderson House are issued a valid badge that will work to open doors at Monsanto Center. **To arrange transportation via the Garden shuttle, call 121 or 577-5121 or 9-841-9898. (May 20, 2002-aptinfo)**