Welcome to Facilities and the Princeton University Campus Community!

Here are some helpful resources to help you learn more about the wide range of programs, benefits, and enrichment opportunities available to you and your family through your employment at Princeton University.

**Art Museum**, 609-258-3788
The Princeton University Art Museum is located at the heart of the Princeton campus, a short walk from the shops and restaurants of Nassau Street. Admission is free. Museum hours are Tuesday, Wednesday, Friday, and Saturday 10 a.m. to 5 p.m.; Thursday 10 a.m. to 10 p.m.; and Sunday 1 to 5 p.m. The Museum is closed on Mondays and major holidays.

**Athletics**, 609-258-4849
Princeton is an NCAA Division I school and a member of the Ivy League. Men and women compete in 38 varsity sports and nearly 35 club teams. Schedules can be found on the Princeton University Athletics website. Tickets can be purchased online, in person at the ticket office at Jadwin Gym, or through University Ticketing.

**Campus Recreation**, 103 Dillon Gym, Phone: 609-258-1647
Princeton University Campus Recreation seeks to improve the health and well-being of the University community through the core principles of fitness and wellness, healthy competition, lifelong skill development, and community-building. Princeton University staff and dependents are eligible for membership for access to Dillon Gym and its Fitness and Instructional Programs. Memberships offered are annual, half year, or monthly and can be purchased online or at Dillon Gym’s front desk. Information on summer day camps for children ages 6-13 is also available through Campus Recreation.

**Child and Adult Care**, The University has programs designed to assist with managing a wide range of family issues. Information is available through Human Resources, 609-258-3300
- The Employee Child Care Assistance Program (ECCAP) provides assistance to eligible faculty and staff members to help meet the cost of child care for prekindergarten-aged children. Eligibility rules and the amount of the awards are based on household income.
- **Child Care Resources** - Benefits-eligible Princeton University faculty and staff have access to a complete list of accredited/registered child care providers in the area. Visit the Carebridge Corporation website and enter the Princeton access code of TW8AE. Then go to Data Base Directory and select "Find Child Care" located toward the bottom right of your screen. You can also call a Carebridge child care specialist at (800) 437-0911 who can develop a personalized referral and verify current rates, hours and other information.
- There are a number of local child care centers that offer discounts for University faculty and staff. Information is available on the WorkLife section of the Office of Human Resources website.
- **Back Up Care Advantage Program** - Princeton University has partnered with Bright Horizons to provide faculty and staff with backup care when they experience temporary disruptions in their child, adult or elder care-giving arrangements that would otherwise prevent them from fulfilling work obligations.
- **Adoption benefit** – The University offers a benefit to faculty and staff for adoption and surrogacy. The plan provides up to a lifetime maximum of $40,000 reimbursement for successful adoption of a child and offers up to $40,000 reimbursement for legal expenses associated with surrogacy parenting arrangements.
- On site Nursery Schools – Princeton University provides access to an excellent child care center located at 171 Broadmead Street. The children of University faculty, staff, and students have priority for admission at this facility. The University-Now Day Nursery is a not-for-profit childcare facility providing a full-day program for children ages 12 weeks until kindergarten.
Dining options on campus - A number of dining venues are available to staff on campus, offering a variety of diverse food choices. Operating hours and accepted methods of payment are available online or by contacting Campus Dining at 609-258-6097.

Campus Cafés serve the Princeton community, as well as visitors to campus. They are located in various buildings throughout campus:
- Café 701 – 1st floor of 701 Carnegie Center
- EQuad Café – lobby of the School of Engineering & Applied Science of the Engineering Quadrangle
- Genomics Café – Atrium, Carl Icahn Laboratory
- Chancellor Green Café – lower level rotunda of Chancellor Green
- Chemistry Café – Atrium, Frick Chemistry Building
- Shultz Café – Shultz Dining Room, 1st Floor, Robertson Hall

Frist Campus Center venues operated by Campus Dining, offer a variety of dining options for staff:
- The Food Gallery at Frist, located on the A Level features home-style comfort food, sandwiches and salads made to order, Tacos and Burritos, Pizza & Pasta specialties, a full service grill and Grab n Go area including beverages, snacks and freshly rolled sushi.
- Witherspoons on the 100 level offers local artisan ice cream from the Bent Spoon, A Small World coffee, and pastries created in Campus Dining’s own bake shop.
- Café Vivian, Princeton’s Sustainable café is located on the 100 level, featuring local and organic options including vegan salads and brick oven pizza.
- The C-Store, also on the 100 level, is a convenience store offering snacks and sundries.

Residential Dining Halls - Members of the University community including faculty and staff may eat in any residential college dining hall. You will need to purchase Paw Points and provide your Tiger Card to gain access:
- Butler College
- Center for Jewish Life
- Forbes College
- New College/Yeh
- The Graduate College
- Rockefeller/Mathey College
- Whitman College

Prospect House and Palmer House
- Prospect House is a private club for all faculty and staff of Princeton University and their guests. Membership to Prospect House is automatic on your first day of work and includes all employees of Princeton University. Your Princeton University employee identification card entitles you to membership. In addition to access to the restaurants, your membership also provides access to book weddings and other social events. Prospect House is operated by Restaurant Associates, 609-258-3455.
- The Prospect House Garden Room is located on the main floor of Prospect House and is a full service restaurant offering delicious entrees, appetizers and desserts using fresh ingredients. The glass enclosed dining room overlooks Prospect Gardens. Reservations: 609-258-3455.
- The Terrace Café is located on the lower level, the Terrace Café serves lunch Monday through Friday. The casual cuisine and dining environment offer hot and cold entrées, a full selection of beverages, and an assortment of delicious desserts. Food in the Café may be eaten at one of the tables provided or packed to go. Reservations are not needed to dine in the Café. Enjoy appetizers as well as cocktails, craft beers, wines, and sodas. For more information, call Prospect House at 609-258-3455. Space is limited and will be first come first served. Credit cards and Paw Point accepted. No cash.
- Palmer House is a 19th century guesthouse offering overnight accommodations for official guests of Princeton University, as well as full-service catering to University departments and personal events for faculty and staff. 609-258-3715.
Discount Programs
Staff and faculty, due to their employment at Princeton, may be eligible for discounts or services provided by the University or through affiliated programs. Information on these Affiliated Programs and Discounts is available from Human Resources 609-258-3300, and the offerings include:

- Broadmead Swim Club
- Fitness Discounts
- Labyrinth Books
- McCarter Theatre
- Mobile Technology
- Princeton University Store (U-Store)
- Solar Program
- Springdale Golf Club
- Working Advantage

Diversity and Inclusion
Many Voices, One Future is Princeton's institutional movement toward greater diversity and inclusion. The University has been developing programs to ensure that the campus community is a place where everyone’s perspectives are welcomed and valued, and where fair, equal access to opportunities such as admission, jobs, and promotions are provided to all. To learn more about these initiatives, visit the campus community website or contact Human Resources’ Office of Diversity and Inclusion at 609-258-2271.

Educational Assistance Plans
Princeton University, as a leader in higher education, is committed to being a community of learning. In this spirit, the University provides benefits for employees seeking educational advancement and for children of employees attending college.

Staff Educational Assistance Plan - If you have one year of benefits-eligible service and take classes for credit at an accredited institution, you can obtain a reimbursement of 85 percent of your tuition and mandatory undergraduate and graduate educational fees.

Children’s Educational Assistance Plan - After five years of benefits-eligible service, employees may be eligible to receive a tuition grant under the Children’s Educational Assistance Plan for 100% of their eligible child’s tuition and mandatory education fees up to $22,400 for the 2024-2025 academic year. Payments of $11,200 are disbursed each semester, or equivalent amounts are disbursed on a trimester and quarter basis. In order to process the application, all fields must be completed. Additionally, HR is unable to provide status updates regarding applications in July and August.

Employee Assistance Program  Phone: 800-437-0911, (Enter Princeton client code: TW8AE)
Princeton University has contracted with the Carebridge Corporation to provide confidential assistance to faculty, staff and graduate students for work, personal or family issues. Services are available 24 hours a day, 365 days a year. This benefit provides up to 8 counseling consultations with a professional behavioral health clinician as well as assistance with Work-Life issues such as child care/elder care, legal and financial consultation, educational guidance, wellness information, and many other topics.

Employee Health at University Health Services, McCosh Health Center, Garden Level, 609-258-5035
Princeton staff can take advantage of many services through the Office of Employee Health.

Absences and disability management: requests for short-term disability (including COVID-related absences), temporary restricted duties or permanent accommodations at work
Work-related injuries and illnesses: care when you’ve been hurt while doing your job
Medical surveillance: health reviews for work requiring noise exposure, pathogens, access to animal facilities, use of a respirator, and more.
Medical parking requests: apply for short-term parking spaces based on medical needs
Physical exams: related to work (e.g. pre-employment physical, fit-for-duty exam)
Immunizations: routine immunizations, like flu shots, hepatitis, measles, mumps, rubella, and tetanus vaccines
Work-related travel health appointments: immunizations, education, and other resources for when you’re planning to travel overseas
And more.
Employee Resource Groups
Members of the University community who share common backgrounds and interests connect through Employee Resource Groups. Supported by the Office of Human Resources, these groups serve to enhance engagement, productivity and a sense of connection to the University and fellow staff members through skill enrichment and social programming. These resource groups include:

- Asian Staff at Princeton
- Black Employee Network
- Disability Alliance at Princeton
- International Employees Group at Princeton
- Latino Princetonians
- Lesbian, Gay, Bisexual & Transgender
- Military Service & Veterans
- Network of African American Male Administrators at Princeton
- Parents & Caregivers @Princeton
- Princeton Social Professionals
- South Asian Affinity Group
- Women of Princeton

For more information about joining or starting a group, contact Princeton ERG

Excelling at Princeton
Excelling at Princeton is a skill-enhancement program that strengthens math, computer, communication (oral and written) or English language skills. The program helps participants to enhance their on-the-job performance and increase competitiveness for lead and supervisory positions through learning and enhancing skills. The program features two courses — English as a Second Language and Math and Communications, which meet twice a week with paid release time for benefits-eligible staff. The courses span two semesters and are taught by instructors from Mercer County Community College.

Contact: Kamara Blackman, Human Resources, kblackma@princeton.edu, 609-258-5957.

Inside Facilities - Inside Facilities is the primary source for Facilities-wide information. It features information on inclusion, events, staff, resources, and more.

Human Resources
The Office of Human Resources offers a variety of programs and services to support your professional and personal needs at work and home including: Benefits Administration, Policy Guidance, Learning and Development, Conflict Management, and many others. They are located at 2 New South, 609-258-3300.

Isles Financial Solutions, 609-341-4700
Isles Financial Solutions (IFS) is a money management and credit improvement product designed to help you take charge of your financial future. Through IFS, you’ll learn how to better manage your money, make and keep a budget and save for your family’s future. They can help you pay off high cost debt through credit builder loans. Through IFS, you’ll receive:

- Credit analysis and action plan
- One-on-one budget counseling
- KickStart Savings Account
- Stay Ahead Fund
- Automated bill payment set-up and monitoring
- Financial education

- Tax preparation assistance
- Online and group support
- First-time homebuyer assistance
- Foreclosure prevention assistance
- Emergency and credit building loans
**Learning and Development** – 609-258-3300
Human Resources Learning and Development team supports the University’s mission by growing the capability of managers and employees to build a motivated, engaged and high-performing workforce. They provide formal learning solutions, such as the Management Development Certificate through the Core Learning Curriculum.

**Lewis Center for the Arts**  609-258-5262
The Lewis Center for the Arts is designed to put the creative and performing arts at the heart of the Princeton experience. This mission is based on the conviction that exposure to the arts, particularly to the experience of producing art, helps each of us to make sense of our lives and the lives of our neighbors.

**McCarter Theatre**  609-258-2787
McCarter Theatre Center for the Performing Arts, located at 91 University Place, offers over 200 performances of theater, dance, music and special events each year featuring artists of national and international repute from a wide variety of disciplines and styles.

**Ombuds Office of Princeton University** - 609-258-1775
The Ombuds Office is a neutral, confidential, independent and informal resource where any member of the Princeton University community can discuss a complaint, conflict, or problem. The Ombuds Officer listens, helps to bring forth a greater understanding of the problem and possible solutions, looks for information applicable to the situation, and provides coaching and training.

**Orange Key Tours**, offered by Admissions 609-258-3060
Orange Key campus tours are offered year round and reservations are not necessary for groups fewer than 10. Virtual tours are available online and through the Orange Key Guide Service.

**Paw Points**  TigerCard Office- 609-258-8300
Paw Points is money added to your TigerCard (University ID) to be used in various locations around campus, including all dining venues and the U-Store.

**Princeton Community Websites**, Princeton, NJ Municipal Services, 609-921-4141
The Princeton Community website includes a page with links to numerous useful websites.

**Princeton Public Library**, 609-924-9529
The Princeton Public Library is located at 65 Witherspoon Street and is a place where people celebrate words, ideas and community every day. A world-class collection, expert staff and thousands of engaging programs each year mean that everyone can find something at the library. Free membership cards are available to Princeton University staff who present a University ID (TigerCard).

The Princeton Garden Theater showcases first-run films of high artistic quality. They have added special programming like classic Hollywood and foreign language films; filmmaker appearances and lectures; Saturday kids matinees; and theatrically broadcast events such as selections from the National Theatre in London.

**Princeton University Library**, 609-258-1470
The Princeton University Library serves the teaching, research and scholarly activities of the University faculty, students, and staff. Access and borrowing privileges are provided to individuals who hold a valid Princeton University identification card (TigerCard) with photograph. Spouses, domestic partners, and children (under 23 years of age) of University employees and students who possess a family ID card are also granted library privileges.
• **Firestone Library** serves as the main library on campus, assuming responsibility for humanities and social sciences collections and specialized research support services.

• **Cotsen Children’s Library** 609-258-2324 - The Cotsen Children's Library serves as a resource for children, families, and educators in the greater Princeton area. Located on the main floor of the University’s Firestone Library at the corner of Nassau Street and Washington Road, Cotsen offers a variety of children’s programs that are open to the public and free of charge. Visitors are also invited to explore Bookscape, a whimsical children’s gallery. Like Cotsen’s programs, the gallery is open to the public and free of charge.

• Employee Membership also provides access to other campus libraries: Architecture, East Asian, Engineering, Firestone, Lewis Science, Marquand, Mendel Music, Mudd Manuscript, Plasma Physics, and Stokes.

**Public Safety**, 200 Elm Drive
The Department of Public Safety, located at 200 Elm Drive, is the primary department at the University charged with creating a safe and secure environment. Their website provides resources and information about how to stay safe on campus, in the surrounding community, and in real world situations. The Department of Public Safety also offers many services including a Lost and Found, Safety Presentations, Car Jump-starts, and additional safety and security initiatives.

For Emergencies: From a Campus Phone: Call 911; From a Cell Phone: 609-258-3333.
For Non-emergencies: 609-258-1000

**Sustainability Ambassador Program**, 609-258-6085
Sustainability Ambassadors provide a real and active connection between the Office of Sustainability and the campus community. Each fall, staff members from across campus volunteer to participate in a one-year collaborative training program, and subsequently serve as sustainability representatives in their home departments, offices, or groups and in the wider community. You can also learn about other sustainability initiatives at Princeton, including mixed recycling and Drink Local stations.

**TigerCard Office** A Floor, New South Building, 609-258-8300.
The Princeton University TigerCard is the all-in-one campus card for students, faculty and staff, allowing convenient and secure access to card related services. The TigerCard office also provides notary services and passport photo services for current full time Princeton University faculty and staff.

**Transportation and Parking Services**, A Floor, New South Building, 609-258-3157
Transportation and Parking Services provides reliable, safe parking and transportation services that enhance the quality of life while promoting sustainability, accessibility and mobility on campus for the Princeton University community.

• The Princeton Station “Dinky,” is a small commuter train operated by New Jersey Transit, providing shuttle service to the Princeton Junction Station on the Northeast Corridor Line.

• **TigerTransit** is Princeton University’s campus bus service, providing transportation to academic and administrative buildings, housing, Nassau Street, the Forrestal Campus, and Princeton Plasma Physics Lab. It operates on a fixed route schedule, and buses can be tracked by GPS using Real-Time Bus Arrival.

• NJ Transit provides bus routes from many local municipalities in the greater Mercer County area

• **Biking** - Princeton University encourages the use of bicycles as a convenient and sustainable form of transportation on campus and provides a wide array of bike paths and walk ways throughout the campus. Bike Maps are available through the Transportation and Parking Office and their website. Bicycle registration is required for faculty, staff, and students who ride on the Princeton University campus.

• **Rideshare Carpool Service** – A free carpool matching service providing interested applicants with a match list of other employees interested in carpooling.

• **Vanpools** are organized when 5 or more employees are identified. Vans are supplied to each group by the University and fuel costs are shared among members of the group.
• **Mass Transit Subsidy Program** - Princeton University employees who commute to campus via mass transit may be eligible to receive a 50% subsidy on his or her monthly transit pass.

**University Chapel** Office of Religious Life: 609-258-3047
Princeton University is nonsectarian, and it honors and embraces many religious traditions. The religious interests of members of the University community are supported by the Office of Religious Life, working together with campus ministers who serve the students, faculty and staff of particular faiths. University staff and their children are eligible to use the University Chapel for weddings. Requests can be made through the Office of Religious Life.

**University Ticketing** 306 Frist Campus Center, 609-258-9220
University Ticketing serves as a centralized resource for purchasing tickets to various venues on campus including Athletics, Department of Music, Frist Theatre, Lewis Center for the Arts, Princeton Arts Council, Princeton University Concerts, Richardson Auditorium, Theatre Intime, and the University Chapel.

**Volunteer Firefighter Program**
Princeton University’s Volunteer Firefighter Program initiated in 2009, partners with the local municipality volunteer firefighter program to assure round the clock fire protection to the community. Currently 30+ University employees participate and provide service to Princeton during daytime hours. If you are interested in helping out with this important effort and joining a group interested in community service, please call or email Craig Stapfer at 258-1961 or cstapfer@princeton.edu. Certified fire fighters are welcome, as are those with interest in serving but no experience.

**Wawa**, 140 University Place, 609-921-3677.
Open 24 hours a day, the Wawa at the Princeton station is a convenience store offering a variety of food items, including self-serve touch screen ordering of breakfast items, beverages, soups, sandwiches, and salads.

**Health and Wellness Programs**
• **My Health Coach** is a benefits program offered by Princeton University in partnership with TrestleTree, an accredited health transformation organization. My Health Coach provides benefits-eligible employees and their eligible dependents — regardless of enrollment in the University’s health plans — with free confidential assistance to achieve personal health goals. Phone: 866-237-0973
• **2nd.MD** is a free, confidential service that provides expert medical opinion services for individuals facing a healthcare concern. 2nd.MD experts are comprised of board-certified doctors who are recognized leaders in their fields. Receiving an expert second opinion and support can help provide confidence in one’s diagnosis and treatment plan.
• **MSK Direct** - MSK Direct, through Memorial Sloan Kettering Cancer Center, provides direct access to a team of professionals who specialize in cancer care to guide eligible faculty and staff through the process of diagnosis and treatment and oversee one’s care experience every step of the way.
• **Doctors In Your Office** provide free and convenient on-campus physicals for staff at the Employee Wellness Center.
• **Lactation Rooms** for nursing mothers are available at various locations across campus. Assistance locating these rooms is available via the Interactive Campus Map.
• **Hinge Health** is a virtual physical therapy and exercise program designed to address chronic back, knee, hip, neck, or shoulder pain. This program is available at no cost to you and your dependents, aged 18 or older, who are enrolled in a Princeton medical plan

Prepared by the Office of the Vice President for Facilities. The most recent version of this document can be found on [Inside Facilities](http://insidefacilities.princeton.edu)