Chapter III: Guest Information

Checking In & Parking
Facility Usage
Checking Out
Dining Hall Information
Housing Information
Adam F. Press Fitness Center Policies
Coburn Gallery Guidelines
Guest Information

Once you have solidified meeting and housing requirements, returned your contract, and decided what services you will be using, it is time to prepare the conference participants for their arrival. Please be sure to inform them of the following:

Checking In and Parking – Give the participants the exact location and time of where and when they will be checking in. Addresses for each of the different campus buildings are on pages 34 and 36. Parking is in the designated areas on page 47.

Each participant will be issued a room key and an access card inside a Colorado College lanyard. The access card is used for entry into the correct housing building and into the dining hall. There is a $25 charge for lost keys plus a $50 charge for a required lock change and a $15 charge for lost access cards.

Facility Usage – Lanyards must be worn at all times by all conference participants to ensure that Campus Safety knows they are authorized to be on campus. These lanyards give conference participants access to the facilities listed in the table below. A listing for facility hours is also shown. Please check the campus map for facility locations and consult the front desk for any questions.

Library Services - Conference attendees are welcome to use our collection in the library. To check out library material, the conference attendee must show their access card. Check out is not available for conferences that last fewer than seven days. The due date for items will be three days before the last day of the conference. Due to high demand, and the faculty’s expectation that videotapes and DVD’s are available for classroom use, circulation of these items will be at the discretion of a Circulation Supervisor.

<table>
<thead>
<tr>
<th>Facility Hours (During Summer Session Only) (June 2 – July 23, 2014)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hommen Ice Rink</td>
</tr>
<tr>
<td>(Closed July 4)</td>
</tr>
<tr>
<td>Monday-Friday</td>
</tr>
<tr>
<td>Saturday-Sunday</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday</td>
</tr>
<tr>
<td>Tuesday, Thursday</td>
</tr>
<tr>
<td>Admission for non CC members: $3</td>
</tr>
<tr>
<td>Skate Rental: $3</td>
</tr>
<tr>
<td>Schlessman Pool</td>
</tr>
<tr>
<td>Daily</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday</td>
</tr>
<tr>
<td>*Indicated Lap Swim only, all other hours are Lap/Rec swim. Pool must be reserved at least one week in advance for group use.</td>
</tr>
<tr>
<td>Tutt Library</td>
</tr>
<tr>
<td>Monday-Thursday</td>
</tr>
<tr>
<td>Friday</td>
</tr>
<tr>
<td>Saturday</td>
</tr>
<tr>
<td>Sunday</td>
</tr>
</tbody>
</table>

Library hours are more limited during interim, before and after summer session. Please call the library for recorded information: (719) 389-6658
Checking Out – Before leaving:

1. Guests must turn off the lights, close the windows, leave linens in the room, lock the door and turn the door tag to “Checked Out.”
2. Return keys and access cards to the nearest front desk. *

If guests plan to leave when the front desk is closed:

1. They must inform the front desk the night before leaving.
2. They will obtain an early check out envelope to fill out and return access cards and keys
3. Drop the envelopes into the express checkout box left near the desk upon departure.

*Please note: The guest will be responsible for any lost or damaged items. All keys from guests and Conference Directors must be returned by the end of the conference or extra charges will be incurred. We will not accept any late or mailed keys after your group’s specified check out date and time.

Dining Hall Information – All meals are served in a central location on campus. Other food venue alternatives and their hours are shown below. We require that you follow your group’s assigned meal times to alleviate congestion in the dining room.

Payment and Meal Cards – Access cards are needed in order to eat in the dining room. If guests do not bring their access cards to the dining hall, they are required to pay for their meals. Guests staying off campus, but still receiving meals, will be provided a commuter access card for meals.

Adult Supervision – All youth groups must have adult supervision in the dining area and other food service venues at all times. The supervisors are responsible for the conduct of the participants at all times: i.e. returning dishes to the appropriate location, keeping noise level down. Participants cannot run in the dining hall or use furniture inappropriately.

Food Removal – Food cannot be brought into the dining hall. Any food taken out of the dining hall must be in a reusable to-go container (which can be purchased for $5 at the register before entering). Violation of these policies can result in termination of use of the facility.

Colorado College Staff and Students – Colorado College staff and students are allowed to move to the head of the line in order to return to class and work on schedule.

Meal Times – Groups are assigned one of three seating times. Please ensure that you have completed your dining experience within 40 minutes of your assigned time to accommodate other groups.
Seating 1: 7:00 am Breakfast, 11:30 am Lunch, 5:00 pm Dinner
Seating 2: 7:30 am Breakfast, 12:00 pm Lunch, 5:30 pm Dinner
Seating 3: 8:00 am Breakfast, 12:30 pm Lunch, 6:00 pm Dinner

<table>
<thead>
<tr>
<th>Food Venue</th>
<th>Location</th>
<th>Days and Times Open</th>
</tr>
</thead>
</table>
| **Central Dining Area – Rastall Café**
   An all-you-can-eat café with a focus on smart choices, fresh local ingredients, and a variety of dishes made from scratch. | Worner Campus Center     | Every Day: Breakfast- 7:00am to 8:30am, Lunch- 11:30am to 1:00pm, Dinner- 5:00pm to 6:30pm |
| **Colorado Coffee**
   Espresso drinks and coffee, fruit smoothies, house-made pastries and desserts, flavorful grab-and-go choices, including freshly prepared sandwiches abundant with seasonal produce. | Worner Campus Center in Benjamin’s Café | Times vary; Hours and days open are dependent on Conference confirmed numbers |
| **Local Goods**             | Mathias                   | Open upon availability         |
Housing Information

A front desk attendant is stationed at each major residential hall on campus (Loomis, Mathias, and Slocum) from 7:00 am – 12:00 am every day. Should guests have any maintenance or housekeeping needs in their room or apartment, please report those to the front desk attendant in the nearest residence hall. The housekeeping staff will not enter guests’ rooms during their stay.

Amenities – The Western Ridge Apartments (Antero, Blanca, El Diente, John Lord Knight, and Edith Gaylord) have individual single rooms and a separate sink, shower, and toilet for each apartment. Each apartment is also equipped with coffee pots and coffee, a fan and alarm clock for each bedroom, and internet service in the individual rooms.

The large residential halls and small houses are equipped with the following amenities: fan, microfridge (refrigerator and microwave combination), desk, bookshelf, and internet access.

The CC Inn Apartments offer single and double rooms with a private bathroom in each room. All of the rooms are equipped with a coffee pot and coffee, an alarm clock, a microfridge (refrigerator and microwave combination), and internet service. There is also individually controlled air conditioning.

Every room has bed linens, towels, a bar of soap, and plastic cups for each individual.

Linen Changes - Each guest will have an additional change of linens inside their bedroom upon arrival. Additional linen changes will occur every Friday. In order to receive new linen, please place your current towels and/or bed linen outside your door by 10:00 am. If you are staying in the apartments, please place your used linen outside your apartment door, NOT your bedroom door. The housekeeping staff will not enter rooms or apartments. New linen will be placed in a plastic bag in front of your outer-entrance door.

Personal Laundry – Coin operated washers and dryers are located in the large residential halls (Loomis, Slocum, and Mathias), in John Lord Knight Apartments for the Western Ridge Apartment guests, in the CC Inn, and in some of the smaller houses. The cost is $1.25 to wash and $1 to dry per load of laundry. Laundry detergent may be purchased at the front desks for $1 per load.

Mail Service – There is a full service post office located on the lower level of the Worner Campus Center. It is open Monday – Friday, 9:00am – 3:30pm. If a guest will be receiving personal mail while attending a conference, it can be picked up at the residential hall where you checked in. Mail must be sent to the following address:

Guest’s Name  
Attention: Conference Name  
C/O Residential Life and Housing, Colorado College  
14 East Cache La Poudre Street  
Colorado Springs, CO 80903

However, if a conference needs more than 10 boxes shipped to our campus, a private shipping company must be used. Please refer to Additional Services on page 86.
Adam F. Press Fitness Center

Welcome to the Adam F. Press Fitness Center.

Our goal is to provide a safe, healthy, diverse and invigorating workout experience for members of the Colorado College community. The Fitness Center features:

- The 3,500-square-foot Smith Cardio Center with more than 50 pieces of cardiovascular equipment, including treadmills, crosstrainers, AMTs, stationary bikes, rowing machines, summit trainers and a stair climber.
- A 4,500-square-foot strength training room featuring three Hammer Strength half racks with Olympic platforms, two sets of dumbbells ranging from 5 to 100 pounds, 15 pieces of selectorized strength-training machines, additional cardiovascular equipment, a dedicated TRX training area, a medicine ball throwing wall, stability balls, and an area with mats for stretching and abdominal training.
- The 1,000-square-foot Louis Multi-Purpose Room, a group exercise studio for yoga and other fitness classes.
- A full-sized (94’ X 50’) recreational gym for open basketball and volleyball, intramurals and varsity sports.
- The 27-foot high Ritt Kellogg Climbing Gym, featuring 3,500 square feet of climbing surface, 24 rope stations, bouldering caves, natural cracks and a chimney/off-width area.
- One squash court and one convertible squash/racquetball court.
- Seven locker rooms, including men’s and women’s faculty/staff locker rooms, men’s and women’s student locker rooms, auxiliary locker rooms and a single occupancy locker room.

Fitness Center Use Policies

- Access to the Fitness Center is by valid iCLASS Gold Card or day pass only. Day passes are available to patron guests and Colorado College alumni only and can be purchased at the Worner Campus Desk.
- Guests using the day pass or parents of current Colorado College students must be accompanied by a CC student or employee.
• Children under the age of 16 are not permitted to use the Fitness Center except during specially designated events.
• Drugs and/or alcohol are not permitted. Patrons who are under the influence of alcohol and/or drugs while using the Fitness Center will have their privileges suspended or revoked.
• Appropriate workout attire (shirts and shorts or pants) is required. Neither open-toed shoes or sandals are permitted to be worn while working out.
• Backpacks are to be secured in lockers and are not allowed in the exercise areas.
• Animals are not allowed in the building unless they are assisting patrons with disabilities.
• During peak hours, cardiovascular equipment use is limited to 30 minutes.
• Skateboards, bicycles and scooters are to be stored in the designated areas.
• Strength and/or fitness equipment may not be removed from the Fitness Center.
• Glass or other breakable containers/bottles are not permitted.
• Patrons are asked to wipe down cardio and strength equipment after use.
• Emergency exits are to be used for emergencies only. Anyone who arranges unauthorized access to the Fitness Center (e.g.: opening exit or other secure doors or providing false identification/information to allow unauthorized access) will have their privileges suspended or revoked.
• Use of the Fitness Center is a privilege granted to members of the Colorado College community. It is expected that Fitness Center patrons will treat the facility, equipment, staff and other patrons with respect. Abusive or inappropriate behavior/language will not be tolerated and will be grounds for suspension or revocation of privileges.

Todd Doebler
Director of Tennis
Director of Adam F. Press Fitness Center

Colorado College
14 E. Cache La Poudre St.
Colorado Springs, CO 80903-3294
719-227-8114 (office)
814-308-2157 (cell)
719-389-6873 (fax)
Guidelines for Coburn Gallery

- Curator Jessica Hunter Larsen (jhunterlarsen@coloradocollege.edu) and Assistant Curator Briget Heidmous (briget.heidmous@coloradocollege.edu) are available for general consultation for exhibitions. (Use of space, general exhibition design.) An initial ½ hour consultation is free, after that the Renter will be charged $20/hour.

- To maintain professional standards, general maintenance for Coburn Gallery must be undertaken after each exhibition. This includes patching holes, retouching paint, replacing light bulbs, general cleaning. Renters will be charged $16/hour for these services.

- Walls are ¾” plywood with sheet rock. They are sturdy enough to hang heavy objects. If in doubt about the load capacity of the walls for a particular object, please contact the Curators for a consultation.

- Renters may use tacks, nails, or screws to hang objects Double-sided foam tape, duct tape, glue, or any other very sticky substance is prohibited. Please consult with the Curators if in doubt about a material.

- Unless it is approved prior to the project, drawing or painting on the walls is prohibited.

- Pedestals and vitrines are available on a limited basis. Pedestals must be arranged with the Curators at least two weeks prior to the installation of the exhibition. Renters will be charged for prep time to paint and clean the exhibition furniture at the $16/hour rate.

- Renters must bring their own tools.

- Any tools, pedestals or equipment in the storage area of Coburn are strictly off limits. Renters will be charged for tools or equipment that is missing at the end of the rental period.