Chapter II
Conference Planning

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Map of the Colorado College Campus
We are very excited that you have chosen Colorado College for your event. For the past 43 years, Conference Services has been hosting events on campus with top notch customer service. Conference Services is proud to be certified as a “One Stop Shop” operation and handling all your conference needs with a “Meeting Excellence” approach. If, at any time, you have questions that are not provided in this comprehensive planning guide, please feel free to let us know so that we can strive to make improvements to our program.

The next section of this guide will assist you with planning the aspects of your conference such as additional expenses that you may incur with incidentals and information for other ancillary departments such as Campus Safety, Information Technology Services (ITS), Catering, Audio Visual, Set-Ups and Transportation.

Conference Services will make all the necessary arrangements with the various departments while you focus on the programming of your event. Colorado College Conference Services consists of front desk attendants, experienced conference interns and full time staff who are willing to make sure all areas of your conference planning are coordinated to the last detail. Conference Services continues to strive for excellence to make each conference stay at Colorado College a successful and memorable occasion.

We look forward to hosting your group on campus this summer!

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Conference Intern 2  
confintern2@coloradocollege.edu
# Summer Conference Planning Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Logistics meeting</td>
<td>6 weeks before your conference</td>
</tr>
<tr>
<td><em>(Provide Conference Services with a schedule of events for your conference prior to this meeting)</em></td>
<td></td>
</tr>
<tr>
<td>Logistics meeting with campus departments and housing roster</td>
<td>2 weeks before your conference (Conference Director attendance optional)</td>
</tr>
<tr>
<td>Pre-Conference meeting</td>
<td>1-2 days before your conference</td>
</tr>
<tr>
<td>Post-Conference meeting</td>
<td>Upon completion of your conference</td>
</tr>
<tr>
<td>Final bill generated</td>
<td>30-45 days after your conference</td>
</tr>
<tr>
<td>Payment due</td>
<td>30 days from statement date</td>
</tr>
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</table>

At any point throughout the conference planning process, please do not hesitate to contact our office for any questions you may have.

In order to help you plan for the best conference, we have provided a step-by-step guide. This guide will aide you in determining which facilities (meeting spaces, classrooms, and housing) you should use and the types of set-ups you may need, as well as provide you with information on all the available services on campus.
**Description of Conference Facilities**

Large and small conference groups can be accommodated comfortably on our campus. Three large residence halls with space for up to 600 conference participants in double and single rooms provide housing for groups of all sizes. Our Western Ridge apartment complex, which can accommodate up to 300 participants, is comprised of four single rooms in an apartment style living area with a kitchen and shared bathroom. There are also several other unique residence halls located throughout the campus, such as the CC Inn, a renovated motel, which houses forty-seven participants.

Meeting spaces are specifically designed for lectures, demonstrations, seminars and conversations. Meeting areas range from classrooms that can accommodate up to twenty-five people, to halls for groups up to 100 and larger. We also have three auditorium facilities: Packard Hall seats 300, Kathryn Mohrman Theatre seats 730, and the Cornerstone Arts Center Richard F. Celeste Theatre seats 427. The College’s main dining facility is separate from meeting spaces and permits extremely flexible scheduling. In addition, meals and coffee breaks can be catered and served in the classroom, as picnics on the lawn or as box lunches for groups that include field experiences in their program. Conference guests are welcome to use the excellent common facilities while on campus, including the El Pomar Sports Center and Adam F. Press Fitness Center, Schlessman Pool, Honnen Ice Rink, Tutt Library and the Worner Campus Center. The College has an experienced conference staff to coordinate and help with all conference arrangements. The conference staff can arrange every detail, from room assignments and transportation to meal planning and sightseeing excursions, quickly and efficiently.

**Campus Facility Use by External Groups During Academic Year**

All facilities and buildings on Colorado College’s campus are designed for the use and instructions of students, faculty and staff, and consideration for these purposes must take precedence when external groups request to use them. Accordingly, all use of campus facilities is limited to activities which are in keeping with the educational, cultural, recreational and social purposes of the College and consistent with the College’s status as a tax-exempt and non-profit institution.

One of the College’s institutional goals is to promote involvement in and responsibility to its community. Accordingly, when not otherwise utilized, the College may make its classrooms, performance halls, athletic facilities and meeting spaces available to external groups who have a tangible and beneficial relation to the College. Colorado College has established appropriate rates for renting the venue, equipment, catering, audiovisual and associated labor.
**Step I: Colorado College Initial Agreement**

In order to reserve meeting rooms and housing, you must first complete an Initial Agreement form similar to what is shown on this page. There are three things you must know in order to fill out the form:

1. the dates of your conference,
2. the approximate number of conference participants, and
3. a general overview of daily events, activities, banquets.

Once you have this information you can continue to Step IA.

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**Step IA: Meeting Room Reservations**

A list of available meeting rooms is shown on the next few pages. This list also describes the audio/visual capabilities and occupancy limits of each room. To find where the buildings are located, please refer to the campus map on page 34. Two of our most widely used spaces are Armstrong Hall (#1) and Worner Campus Center-WCC (#5). Following the meeting room list are the floor plans for each of these buildings. A Colorado College Conference Services Initial Agreement form must be completed in order to reserve space on campus.
## Meeting Rooms

<table>
<thead>
<tr>
<th>Building</th>
<th>Room</th>
<th>Occupancy</th>
<th>Screen</th>
<th>AV Capabilities</th>
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| Barnes       | 101  | 25        | yes    |                                  |
|              | 116  | 25        | yes    | TV/VCR                           |
|              | 143  | 25        | yes    |                                  |
|              | PC Lab | 25    | yes    |                                  |
|              | Mac Lab | 25  | N/A    |                                  |

| Bemis        | Great Hall | 200 | |

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* not available for conference use
<table>
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<th>Building</th>
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<th>Occupancy</th>
<th>Screen</th>
<th>AV Capabilities</th>
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<td>415</td>
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<td>Digital Lab B</td>
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<tr>
<td>Cossitt</td>
<td>&quot;C&quot;</td>
<td>45' x 27'</td>
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<td></td>
<td>N. Dance Studio</td>
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</tr>
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<td></td>
<td>S. Dance Studio</td>
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<tr>
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<td>185</td>
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<tr>
<td>Packard</td>
<td>Music Hall</td>
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<td>Palmer</td>
<td>Gates Commons</td>
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<tr>
<td>Shove Chapel</td>
<td>Main Chapel</td>
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<td>Slocum</td>
<td>Commons</td>
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<td>126*</td>
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* not available for conference use
### Meeting Rooms (cont.)

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<tr>
<th>Building</th>
<th>Room</th>
<th>Occupancy</th>
<th>Screen</th>
<th>AV Capabilities</th>
</tr>
</thead>
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</tr>
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<td></td>
<td>213</td>
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<td>yes</td>
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### Legend

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<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tr>
<td>CASS</td>
<td>Cassette Player</td>
</tr>
<tr>
<td>DVD</td>
<td>Digital Versatile Disk Player</td>
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<tr>
<td>LD</td>
<td>Laser Disk Player</td>
</tr>
<tr>
<td>LTV</td>
<td>Large Rear Projection TV</td>
</tr>
<tr>
<td>MVCR</td>
<td>Multi-standard VCR (PAL, SECAM, NTSC)</td>
</tr>
<tr>
<td>SP</td>
<td>Slide Projector</td>
</tr>
<tr>
<td>TV</td>
<td>25”-27” Television</td>
</tr>
<tr>
<td>VCR</td>
<td>Video Cassette Player (standard VHS)</td>
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<tr>
<td>VPR</td>
<td>Video Projection</td>
</tr>
<tr>
<td>MDVD</td>
<td>Multi-standard DVD</td>
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Step IB: Housing Reservations

One of the many services we offer to conference participants is housing. Take into consideration the type of conference participants you will have. Different participants will have different needs (for example - the elderly, youth camps, and people with disabilities).

The Residential Halls, which include residential halls and small houses, are designed to house groups in mostly single and double occupancy. The facilities offer towels and bed linens and are equipped with the following amenities: fan, microfridge (refrigerator and microwave combination), desk, bookshelf, and internet access. All beds are twin beds.

The Western Ridge Apartments (Antero, Blanca, John Lord Knight, El Diente, and Edith Gaylord) are designed to make your stay more enjoyable with mostly single occupancy bedrooms within a quad apartment. There is a separate sink, shower, and toilet for each apartment, along with towels and bed linens. Each apartment is also equipped with coffee pots and coffee supplies, a fan and alarm clock for each bedroom, hangers and internet service in the individual rooms. All beds are twin beds.

The CC Inn is also available to conference guests, with much of the same amenities as in the residence halls. In addition, each room has air-conditioning.

*Descriptions of the apartments, residential halls, and the CC Inn are listed in the next few pages.*

*To make housing reservations, please fill out the Participant Information section in the Colorado College Conference Services Initial Agreement form.*

To view floor plans of the residential spaces, please visit the Tour Our Campus page and click on the residence hall, apartment, or house you wish to view.
Residential Halls

Loomis Hall

Mathias Hall

Slocum Hall

Montgomery Hall

Ticknor Hall

Bemis Hall

Colorado College Inn
Small Houses

Arthur House

Windom House

Elbert House & Elf House

Haskell House

Jackson House

Lennox House
### Residential Hall and Small House Lodging Capacity

In the following descriptions, each single holds one twin bed, each double holds two twin beds, and each triple holds three twin beds.

<table>
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<th>Lodging</th>
<th>Capacity</th>
<th>ADA Sleeping Room(s)</th>
<th>Singles</th>
<th>Doubles</th>
<th>Triples</th>
<th>Street Address</th>
<th>Lobby Ext</th>
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<td>7</td>
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<td>Jackson House</td>
<td>30</td>
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<td>3</td>
<td>12</td>
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<td>Lennox House</td>
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<td>7942</td>
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<td>Loomis Hall</td>
<td>262</td>
<td>Y</td>
<td>42</td>
<td>104</td>
<td>4</td>
<td>1104 N. Cascade Ave</td>
<td>7911</td>
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<tr>
<td>McGregor Hall</td>
<td>62</td>
<td>Y</td>
<td>5</td>
<td>Offline</td>
<td></td>
<td>930 N. Cascade Ave</td>
<td>7931</td>
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<tr>
<td>Montgomery Hall</td>
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<td>1030 N. Cascade Ave</td>
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<tr>
<td>Ticknor Hall</td>
<td>35</td>
<td>N</td>
<td>33</td>
<td>1</td>
<td></td>
<td>926 N. Cascade Ave</td>
<td>7939</td>
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<tr>
<td>Windom House</td>
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<td>Y</td>
<td>13</td>
<td>4</td>
<td></td>
<td>1132 N. Cascade Ave</td>
<td>7997</td>
</tr>
</tbody>
</table>
Western Ridge Apartments Lodging Capacity

In the following descriptions, apartments are labeled as lofts, flats, or studios. Lofts are two-level, flats are one-level, and each studio can house only one person. The bedrooms within the loft and flat apartments are labeled A, B, C or D. Most loft apartments have one bedroom downstairs (A) and three bedrooms upstairs (B, C, and D). The entrance to the apartment is also located downstairs. Each single bedroom holds one twin bed. Each double bedroom holds two twin beds. There are elevators within each apartment building.

<table>
<thead>
<tr>
<th>Apartment Building</th>
<th>Capacity</th>
<th>ADA Sleeping Room(s)</th>
<th>Room Breakdown</th>
<th>Street Address</th>
<th>Lobby Ext</th>
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<tbody>
<tr>
<td>Antero</td>
<td>41</td>
<td>Y</td>
<td>6 - four single bdrm flats</td>
<td>101, 106, 201, 206, 301, 306</td>
<td>1040 N. Cascade Ave</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>4 - four single bdrm flats</td>
<td>103, 302, 303, 304</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 - studio</td>
<td>205</td>
<td></td>
</tr>
<tr>
<td>Blanca</td>
<td>42</td>
<td>Y</td>
<td>2 - four single bdrm flats</td>
<td>106, 206</td>
<td>1070 N. Cascade Ave</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 - two single bdrm flat</td>
<td>201</td>
<td></td>
</tr>
<tr>
<td></td>
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<td>3 - four single bdrm flats</td>
<td>305</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 - studio</td>
<td>203</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3 - three single bdrm, one double bdrm flats</td>
<td>301, 302, 306</td>
<td></td>
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<td></td>
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<tr>
<td>J.L. Knight</td>
<td>56</td>
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<td>101, 102, 103, 303, 304</td>
<td>1090 N. Cascade Ave</td>
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<td></td>
<td></td>
<td></td>
<td>1 - two single bdrm flat</td>
<td>201</td>
<td></td>
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<tr>
<td></td>
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<td></td>
<td>3 - four single bdrm flats</td>
<td>209</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>5 - four single bdrm flats</td>
<td>111, 211, 311</td>
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<td></td>
<td></td>
<td>2 - three single bdrm, one double bdrm flats</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 - two single bdrm, two double bdrm flats</td>
<td>301, 302</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4 - studios</td>
<td>305</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>210, 306, 309, 310</td>
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<tr>
<td>ElDiente Hall</td>
<td>42</td>
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<td>1158 N. Cascade</td>
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<tr>
<td></td>
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<td>1 - two single bdrm flat</td>
<td>201</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 - double bdrm flat</td>
<td>209</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5 - four single bdrm flats</td>
<td>101, 102, 103, 303, 304</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3 - three single bdrm, one double bdrm flats</td>
<td>301, 302, 306</td>
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<td></td>
<td></td>
<td></td>
<td>1 - studio</td>
<td>205</td>
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<td></td>
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<tr>
<td>Edith Gaylord Hall</td>
<td>62</td>
<td>Y</td>
<td>6 - studios</td>
<td>1124 N. Cascade</td>
<td>7944</td>
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<tr>
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<td></td>
<td>9 - four single bdrm flats</td>
<td>101, 103, 109, 201, 203, 207, 209, 303, 307</td>
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<td></td>
<td></td>
<td></td>
<td>5 - two double bdrm flats</td>
<td>108, 202, 208, 302, 308</td>
<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>104, 105, 204, 205, 304, 305</td>
<td></td>
</tr>
</tbody>
</table>

The following apartments differ from the standard set up as described above:

Blanca 101: The entrance and bedrooms C and D are upstairs, bedrooms A and B are downstairs
J.L. Knight 101: The entrance and bedrooms A and B are upstairs, bedrooms C and D are downstairs
El Diente 101: The entrance and bedrooms C and D are upstairs, bedrooms A and B are downstairs
Blanca 305, J.L. Knight 305, El Diente 305: The entrance is downstairs, all bedrooms are upstairs
Antero 201, Blanca 201, J.L. Knight 201, El Diente 201: Stairs must be used to enter, no elevator access
J.L. Knight 102A, El Diente 102A: Only bedroom A in each of these apartments is ADA
Step II: Confirmation of Reservations by Contract

In December, an official Colorado College contract will be sent to you by the Conference Specialist to confirm all agreements and rates. Please be sure to review this information for accuracy of housing and meeting spaces. The contract must be signed and returned along with the deposit (amount stated in the contract) to the Housing and Conferences Office no later than the date specified in your contract. **Please note that the number of participants listed on the contract is the number you are guaranteeing to the College. If the actual number of participants is less than what is guaranteed in the contract, your conference will still be billed for the number of guaranteed participants.** After we receive your contract and deposit, we can begin planning the details of your conference in the next step, Step III.

Step III: Conference Services

In order to make your event as successful as possible, a meeting is scheduled one month prior to your conference, either by phone or on our campus, in order to determine the following special services offered. All services are coordinated with a conference liaison for a “One Stop Shop” option. We MUST have a schedule or program of all your conference’s events prior to the meeting. We will create a logistics report, which is shared with all the departments below to ensure they are aware of your conference’s needs.

A. **Audio Visual Services** – In many instances a conference may require audio visual services. These services must be reserved two weeks in advance to guarantee equipment availability. Please refer to page 37 for a listing of available audio visual services and prices.

B. **Campus Safety** – The safety and security of conference guests is our number one priority. Colorado College Campus Safety patrols the campus 24 hours a day. More information about campus safety can be found beginning on page 39.

C. **Catering Services** – Bon Appétit Catering can provide a variety of services ranging from beverages and light snacks for a break to a full-course meal for a served dinner. Catering information, including menus and pricing, begins on page 44. Catering is coordinated with the Conference Specialist and Angelina Rice, Director of Catering at Bon Appétit.

D. **Facilities/Room Set-ups** – If you are planning on using a classroom or large meeting room, you will need to request a room set-up. Examples of common set-ups are shown on page 74 and equipment and set-up costs begin on page 75.

  **Transportation** – Occasionally a conference group may have a need for airport shuttles or want to travel off-campus for special sight-seeing tours or field trips. We provide transportation based on your group size and destination. Transportation costs are listed on page 78.

E. **Information Technology Services** - If you will be using any IT Services, please read about the Colorado College campus policies beginning on page 79. There are also
descriptions of the computer labs, including residential hall labs on page 81. **Wireless access points and connection sharing devices are not allowed on the Colorado College local area network.**

F. **Additional Services** – A listing of other important services and costs is provided on page 83. This list includes costs for services beyond your per person room and board rental rate, such as photo copies and mail services.
ACADEMIC & ADMINISTRATIVE FACILITIES
1. Armstrong Hall
   Armstrong: Great Hall; Kathryn Mohrman Theatre; Max Kade Theatre;
   Departments: English, French and Italian, German, Russian, and East Asian Languages; Philosophy, Religion; Spanish. Offices: Dean of the College and the Faculty; Dean of Students; Accessibility Resources; Collaborative for Community Engagement; Field Study, International Programs, ITS; Registrar; Student Life, Summer Session; Sustainability
2. Spencer Center
   Offices: President, Advancement, Communications, Finance & Administration, Financial Aid; Human Resources; ITS; Payroll; Purchasing; Student Accounts
3. Edith Kinsey Gaylord Cornerstone Arts Center
   I.D.E.A. Space; Richard & Celeste Theatre; Departments: Film & Media Studies; Theatre/Dance
4. Packard Hall - Saxy Library of Music & Art; Departments: Art, Music
5. Lloyd E. Warner Campus Center
   Arts & Crafts Studio; Benjamin's Cafe; Bookstore; Colorado Coffee; Rastall Dining Hall; Student Mail Services; WES Room; Offices: The Butler Center; Residential Life and Campus Activities; Gold Card Office; Information Desk; Sexual Assault Response & Prevention Program; Student Organization Offices; Wellness Resource Center
6. Homest Area
7. Schlesman Natatorium (Pool)
8. El Pomar Sports Center
   Adam F. Press Fitness Center; Auxiliary Gym; Jerry Carle Varsity Strength & Conditioning; Reid Arena; Ritt Hologie Climbing Gym; Squash & Racquetball Courts; Departments: Human Biology and Kinesiology; Offices: Athletics and Athletics Marketing
9. Williams Central Plant
10. Cessit Hall
    Cessit Amphitheatre; Faculty Commons; Women's Soccer Facility; Departments: Comparative Literature and Classics; Theatre/Dance
11. Cutler Hall - Admission
12. Taylor Hall - Press at Colorado College; Taylor Theatre; Student Theatre Workshop
13. Van Briggel Building - Facilities Services
14. Transportation Services
15. Facilities Grounds Shop
16. Facilities Purchasing & Support Services
17. Stewart House - CC Student Garden
18. 1210 Wood Avenue - President's Residence
19. Morrell Carriage House - Innovation Institute
20. Morrill House - Career Center
21. Beelitzer Center
   Student Health Center, Counseling, and Student Insurance
22. Yost Alumni House - Alumni Relations
23. Interdisciplinary House (ID House)
   Departments: Asian Studies; Feminist and Gender Studies; Race, Ethnicity, and Migration Studies
24. Bern House - Hubert Center for Southwest Studies
25. Mierow House - Department: Education
26. Bill House
27. Tutt Library
   North Office: Circulation and Reserves; Interlibrary Loan; ITS: Help Desk; Library Office; Research Desk; South Office: Center for Academic Facilitations; ESU: Specialized Oral Communication Center; Quantitative Reasoning Center (QRC); Reading; Academic and First Year Programs; and Ruth Garten Writing Center, College Archives and Special Collections; Computer & Advanced Technology Labs; Crown Faculty Center; Learning Commons
28. Palmer Hall
   Gates Common Room; ITS; GIS Labs; Departments: Economics & Business; Geology, History, Political Science, Sociology
29. Russell T. Tutt Science Center
   Departments: Environmental Programs, Geology, Mathematics & Computer Science; Psychology
30. Barnes Science Center
   Departments: Anthropology; Chemistry and Biochemistry; Physics; Offices: ITS;
31. Olin Halls/Amm Annex ("Fishbowl")
   Departments: Molecular Biology, Organismal Biology & Ecology
32. Show Chapel
   Chaplain's Office; Religious & Spiritual Life; Sacred Grounds; campus gatherings
33. 1119 N. Weber - Sodexo Custodial Services
34. Student Greenhouse
35. 1028 N. Weber Street - Cutter Publications
36. 1024 N. Weber Street
37. 1014 N. Weber Street
   Offices: Special Senior Status (S3S) Faculty Offices; State of the Rockies Project
38. Speech and Debate House
39. KIRC Radio
40. Office of Annual Giving and DIAlogue Center
41. Cheryl Schlesman Bennett Children's Center
42. 815 N. Nevada - Audrey Field Support Facility
43. 911 N. Nevada - Abergel Outdoor Education Center
44. 802 N. Nevada - Student Activities
45. 30 Arts - Art Sculpture Studios
46. Johnson Building - Senior Art Studios
47. Central Services
   Offices: Copy Center, Mail Services, and Print Shop
48. 833 N. Tejon - Campus Safety; Campus Parking; CSPD Resource Office

RESIDENCE HALLS/LANGUAGE HOUSES
51. Mullen Hall - Russian
52. Max Kade House - German; Leonard Sutton Study Center
53. Elbert House
   West Wing; Italian; East Wing (ELF): Japanese and Chinese
54. Haskell House - French
55. Windom House - Spanish
56. Sigma Chi Fraternity
57. Phi Gamma Delta Fraternity
58. Kappa Sigma Fraternity
59. Kappa Alpha Theta Sorority
60. Kappa Kappa Gamma Sorority
61. Delta Gamma Sorority
62. Hamilton House
63. 1144 N. Cascade
64. 1140 N. Cascade
65. 1005 N. Nevada - Dean of Students' Residence