Chapter III
Guest Information

Checking In & Parking
Checking Out
Campus Facility Usage
*Honnen Ice Rink · Schlessman Pool · Tutt Library · Coburn Gallery · AFP Fitness Center*
Dining Hall Information
Housing Information
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. In most instances, check in is at the Loomis front desk, 1104 N. Cascade Avenue. Addresses for each residential campus building are on pages 29 and 31. Parking is free to conference guests in Lot W-3 (see campus parking lot map on page 43.

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.

Checking Out:

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 Loomis 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 and invoiced on the Conference final bill. We will not accept any late or mailed keys after your group’s specified check out date and time.

Campus 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 and the following pages. A listing for facility hours is also shown. Please check the campus map for facility locations and consult the front desk for any questions.
Facility Hours (During Summer Session Only (June 1 – July 21, 2016))

<table>
<thead>
<tr>
<th>Facility</th>
<th>Hours</th>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Honnen Ice Rink</strong></td>
<td>Monday-Friday: 11:30am-1:30pm</td>
<td>Admission for non CC members: $3</td>
</tr>
<tr>
<td></td>
<td>Saturday-Sunday: Closed</td>
<td>Skate Rental: $3</td>
</tr>
<tr>
<td></td>
<td>Monday, Wednesday, Friday: Open Hockey 1:45-3:00pm</td>
<td>Open Hockey: $8</td>
</tr>
<tr>
<td></td>
<td>Tuesday, Thursday: Sticks &amp; Pucks 1:30-2:45pm</td>
<td>Sticks &amp; Pucks: $6</td>
</tr>
<tr>
<td></td>
<td>(Closed July 4)</td>
<td></td>
</tr>
<tr>
<td><strong>Schlessman Pool</strong></td>
<td>Daily: 12:15pm-3:00pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monday, Wednesday, Friday: 7:00-8:15am*</td>
<td></td>
</tr>
<tr>
<td></td>
<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>
<td></td>
</tr>
<tr>
<td><strong>Tutt Library</strong></td>
<td>Monday-Thursday: 8:00am-9:00pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Friday: 8:00am-5:00pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Saturday: 10:00am-5:00pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sunday: 1:00-9:00pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Library hours are more limited during interim, before and after summer session. Please call the library for recorded information: (719) 389-6658</td>
<td></td>
</tr>
</tbody>
</table>

Tutt Library

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.

Coburn Gallery

Potential users of the Coburn Gallery must first present a usage plan and obtain approval from Curator Jessica Hunter Larsen to use the space for conference activities. Users will be charged $16/hour for repairs and/or cleaning required after use. Users must provide their own tools, pedestals or equipment during conference activities. All 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.
The AFP Fitness Center is one of the finest of its kind in the West. The 30,000 square-foot, multi-level facility offers a full complement of fitness machines and state of the art equipment. With floor to ceiling windows that offer views of the Front Range and Pikes Peak, the setting provides an inspiring environment for the entire CC community to stay in shape. This facility and our staff help to provide a safe, healthy, diverse and invigorating workout experience for members of the Colorado College community.

Fitness Center Use Policies

- Adult conference guests are granted access to the Fitness Center by swipe card.
- 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 nor 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.
- 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 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.

Enjoy your stay at Colorado College!

Chris Starr, Director  
Recreation and Fitness Services  
Adam F. Press Fitness Center
Dining Hall Information:

All meals are served in a central location on campus. 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 pm 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 Service Hours of Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Food Venue</strong></td>
</tr>
<tr>
<td>Central Dining Area – Rastall Café</td>
</tr>
<tr>
<td>An all-you-can-eat café with a focus on smart choices, fresh local ingredients, and a variety of dishes made from scratch.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Colorado Coffee</td>
</tr>
<tr>
<td>Espresso drinks and coffee, fruit smoothies, house-made pastries and desserts, flavorful grab-and-go choices, including freshly prepared sandwiches abundant with seasonal produce.</td>
</tr>
</tbody>
</table>

Housing Information

A front desk attendant is stationed at the Loomis front desk from 8:00 am – 12:00 am every day. Should guests have any maintenance or housekeeping needs in their room or apartment, please report those to the Loomis front desk attendant. 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 individually keyed single rooms with a shared living room, kitchen and compartmentalized bathroom with sink, shower and toilet. Each 2-, 3- and 4-bedroom apartment is also equipped with a coffee pot and coffee, access to wifi and a fan for each bedroom.

The large residential halls and small houses are equipped with the following amenities: fan, microfridge (refrigerator and microwave combination), desk, bookshelf wifi.
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, a microfridge (refrigerator and microwave combination) and wifi. There is also individually controlled air conditioning.

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

**Linen Changes** - Each bed is made with clean linens upon guest arrival. To receive new linen during your stay, 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 Western Ridge Apartment guests, in the CC Inn and in most 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 Loomis front desk 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 needs to receive personal mail while attending a conference, please post to the address below. Upon delivery to the campus post office, the mail will be delivered to the residential hall where the guest checked in for pick up:

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

If a conference or conference guest needs more than 10 boxes shipped to our campus, a private shipping company must be used. Please refer to Additional Services on page 83.