

Manual for the Use of Campus Facilities

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Revised and maintained by the Office of Conference and Event Services.

A. Introduction

General Policy

The facilities of Mount Holyoke College are intended for the exclusive use of its students, faculty, staff, and their invited guests. The facilities are also available for the Alumnae Association in support of its activities and for official Five Colleges, Inc., activities. During the academic year (i.e., late August through late May), priority is given to academic activities and the cocurricular activities of students for the use of all facilities.

The following schedule indicates where use of the public, reservable campus spaces may be arranged. For computer labs and spaces within the jurisdiction of individual academic departments, arrangements must be made separately with those units of the College. Please refer to the department contact grid listed in the Appendix.

Individuals shall not engage in activities that will or could reasonably be expected to result in personal or bodily injury to themselves or to others, or which could cause damage or harm to College or other property, or interfere with College operations or others' pursuit of their usual activities.

Academic Spaces

On occasion, it is necessary for the Registrar's Office to negotiate with a department for use of classroom space that is controlled by that particular department.

All classrooms are scheduled with the understanding that they will be left clean, and that any furniture that may have been moved will be put back in its original position in order to be ready for the next class/event. In addition, the group using the space is to be advised that the noise level and foot traffic must not disturb any classes scheduled in adjacent classrooms or department offices.

Academic Year - Fall Semester

Beginning on the first day of classes in September through the last day of classes in December the following applies:

The Registrar's Office schedules all classrooms for academic classes. Conference and Event Services reserves all other classroom spaces all times of day, seven days a week. This includes reserving space for class film screenings, review sessions and fourth hours not generally listed as part of an academic class, and all other space requests from student organizations and the broader community. Some spaces other than classrooms are reserved through Conference and Event Services at all times, such as Chapin Auditorium, Blanchard meeting rooms, New York Room, Cassani Room (Shattuck 102), and the outdoor greens.

As of the first reading day in December, Conference and Event Services resumes responsibility for all classrooms previously scheduled by the Registrar's Office.

January Intersession

As of the first reading day in December through the last day of January Intersession the following applies: All campus spaces are reserved through Conference and Event Services for any day and any time of day during January Intersession. Conference and Event Services retains control of the space through the last day of the January Intersession.

Academic Year - Spring Semester

As of the first day of classes in January through the last day of classes in May the following applies:

The Registrar's Office schedules all classrooms for academic classes. Conference and Event Services reserves all other classroom spaces all times of day, seven days a week. This includes reserving space for class film screenings, review sessions, and fourth hours not generally listed as part of an academic class, and all other space requests from student organizations and the broader community. Some spaces other than classrooms are reserved through Conference and Event Services at all times, such as Chapin Auditorium, Blanchard meeting rooms, New York Room, Cassani Room (Shattuck 102), and the outdoor greens.

As of the first reading day in December, Conference and Event Services resumes responsibility for all classrooms previously scheduled by the Registrar's Office. This remains in effect through the Sunday of Reunion II.

Summer

As of the Monday following Reunion II through the last Wednesday in August, the Conference Office reserves campus facilities (excluding the library, some computer labs, and Willits) for educational groups, nonprofit groups, educational sports programs, faculty, staff, alumnae, and South Hadley community organizations.

These groups and programs rent housing, purchase meals, and have scheduled use of the facilities at Mount Holyoke College. All conferences housed in residence halls require a minimum stay of three consecutive nights and 35 participants. Groups wishing to stay only two nights must have a minimum of 60 participants. Residence hall housing for individuals not associated with a scheduled program or group is not available. Faculty, staff, and alumnae requesting individual housing will be referred to the Willits-Hallowell Center. The Conference Office reserves facilities and assigns fees based on the number of people, length of stay, type of facilities, Mount Holyoke affiliation, and services provided.

Residence Halls

During the academic year, residence halls are available only for Mount Holyoke College students and their invited guests following established rules and regulations outlined in the Student Handbook. (See Section D for specific policies related to residence halls.) The infrequent exception to this policy is the use of dining facilities by the Alumnae Association and/or Office of Advancement for their College-related activities, which must have the prior approval of the Director of Dining Services and the Director of Residential Life.

Use of Campus Facilities by Faculty and Staff

See Staff Handbook, College Resources Available to All Employees.

Use of Facilities by Students

See the Student Handbook as well as the Rules and Tools Guide available from Student Programs.

Use of Facilities by Off-Campus Groups

Limited use of some nonresidential facilities by established and recognized nonprofit community groups is occasionally possible, but only if the use of facilities does not conflict with academic and student cocurricular programs and is compatible with, and of benefit to, the academic and/or the cocurricular program.

The following list of criteria has been established as a guideline in determining the use of facilities by groups not affiliated with Mount Holyoke College:

1. The group must be an established and recognized nonprofit organization. Priority will be given to groups in South Hadley, Holyoke, or Granby who fall under this category; i.e., South Hadley Community Choir, the South Hadley Recreation Department, Junior League, Red Cross, etc.
2. If the group is for profit, the requested event on campus must be nonprofit in nature, of educational benefit, and open to the Mount Holyoke College community. First priority will be given to the South Hadley groups as well as groups involving Mount Holyoke College alumnae.
3. During breaks in the academic calendar, space is available to off-campus groups meeting the above criteria on a first-come, first-served basis for a single event only.
4. The Conference and Events Services Office located in the Willits-Hallowell Center will schedule facilities for use by off-campus groups. Groups will be charged accordingly for space and services provided.

5. Faculty, staff, and students who are involved in organizations or interests that are not directly affiliated with a College department are considered external organizations. Campus space and services may be available at a cost in accordance with the guidelines mentioned above and only during College breaks and the summer months.
6. The College reserves the right to restrict/limit the use of any of its facilities.

Solicitation Policy

The College believes that an employee's desire or obligation to support a political, social, or charitable cause or fundraising appeal should not be unduly influenced by the work relationship. Consequently, the College does not permit solicitation of employees during work time.

Outside organizations may not sell or display their goods, conduct surveys on campus, or use any campus facilities unless they are sponsored by a student organization and approved by the Director of Student Programs.

Vendors and salespeople are prohibited from soliciting in the residence halls. (See the Vendor Policy in Section B.)

Parking

Faculty, staff, students, and visitors are expected to comply with the College's parking rules and regulations. Copies of the parking regulations are available at the Parking Office in the lobby of the Campus Police station. Visitors to the campus must obtain a temporary parking permit at the Parking Office in the Campus Police station Monday–Friday, 8:30 am–4:00 pm or at the department visited. Parking regulations on campus are enforced (by ticketing and towing) 24 hours per day year round. Questions about parking on campus can be answered by the Parking Office at 413-538-2514 or Campus Police at 413-538-2304. Complete Parking Rules and Regulations can be viewed at https://www.mtholyoke.edu/parking/rules_regulations.

General Considerations and Guidelines

The College sets building hours for campus academic buildings that are designed to meet the needs of faculty, staff, students, and visitors while also providing a limited measure of security. However, building hours alone will not provide all the security necessary on campus. Individual members of the community are the first level of security and as such are encouraged to report suspicious people, security issues (for example, lights out), and safety problems. Though this partnership of individuals, departments, and Campus Police patrols, the College strives for proactive crime prevention.

The Department of Campus Police is responsible for maintaining the College building hour schedule. Academic and administrative departments are encouraged to involve Campus Police in discussions around building hour changes. Any requests for changes in the College building opening/closing schedule must be forwarded in writing to the Director of Campus Police at least ten (10) business days in advance for approval. The Card Services Office must also be notified at least ten (10) business days in advance for changes in building hours for buildings with card access. Scheduled lock up time is midnight. Departments may choose another time. Campus Police will provide one lock up time each day, year round for academic buildings. Departments that cannot meet this schedule are responsible for locking their own areas.

There will be times when buildings will be on restricted schedules due to major holidays, vacation periods, and summers. During the summer, the Conference and Event Services Office is responsible for all room reservations along with opening locked interior spaces.

When school is in session, academic buildings must be locked and secured no later than midnight. Students will not be allowed to remain in buildings after closing hours. Campus Police officers will ask students who remain in buildings after hours to leave. Anytime written authorization is granted for after closing hour use of College facilities by students, a minimum of two students must be present and they must have the authorization form/letter on their person. Students without the authorization form/letter or in a building after hours alone will be asked to leave.

The Department of Campus Police is only responsible for locking and unlocking the exterior of campus academic buildings. Due to the size of the campus and incidents or emergencies in progress, it is not possible to lock buildings at specific prearranged times or to provide access after building hours. Both Campus Police and the custodial staff have agreed to provide backup opening and closing services for College building exterior doors in the event of emergencies or exigent situations.

Classroom, Office, and Room Access

As a general rule, the Department of Campus Police in conjunction with Auxiliary Services opens College buildings starting at 6:00 am (according to the building opening schedule) each day during the school year. Individual College departments are responsible for opening/closing the classroom, labs, and offices under their control. There are a number of spaces on campus that are left open at all times. Typically, these are areas where no valuables are stored. Rooms, offices, and classrooms with office equipment, computers, and audiovisual equipment may be locked when not in use. Every member of the faculty, staff, and student body is responsible for the security of their individual office, classroom, and residence hall rooms. During the semesters, all campus spaces are for the primary use of students, faculty, and staff of the College.

Certain areas (classrooms, offices, etc.) need to be locked at all times to insure the security of the property within or to insure that only authorized and legitimate members of the community have access to those places. As such, the Department Head is responsible for notifying Campus Police of the person(s) who are authorized to release their space for use. The person identified as an authorized agent or designee of the Department Head will then be a contact person for Campus Police. Department Heads and their designees are responsible for opening and closing classrooms, labs, meeting spaces, and lounges after normal business hours. Campus Police is not responsible for opening interior spaces that belong to Departments.

The use of College space and facilities for cocurricular events must be prescheduled with Conference and Event Services. Academic classes are scheduled through the Registrar's Office, and academic departments are responsible for access to rooms. In addition, Willits-Hallowell personnel are solely responsible for scheduling and providing access to meeting spaces in that building. Conference and Event Services alerts the patrols when authorized people are using campus facilities. Campus Police is not responsible for opening locked spaces.

The Campus Police and Facilities Management departments provide many services to the College community at no charge. However, there are times when charges must be assessed. Campus Police will not accept any last minute telephone requests, walk-in requests, or notes for opening secured areas of the College.

After business hours, weekends, and holidays, the College encourages departments and students to schedule meetings in Blanchard and other fully open buildings.

Offices assigned to a particular staff or faculty member will not be opened except by authorization of the Department Head or the person assigned to the space. The College reserves the right to authorize Campus Police to enter any area, space, building, office, laboratory, or room in any emergency or under the authority of the Director of Campus Police in non-emergency situations after consultation with the Vice President of Finance and Administration or his/her designee or the President of the College or his/her designee.

Alarmed Area Access

It is the responsibility of Department Heads to set hours for alarmed areas under their control after consultation with the Director of Campus Police and or his/her designee.

It is the responsibility of the individual campus departments to deactivate alarms and activate alarms during normal College business hours (Monday-Friday, 7:00 am-5:00 pm). Campus Police is not responsible for deactivating alarms or activating alarms during these times. Campus Police will be able to provide a maximum of either one activation or deactivation of each alarm system each day. Department Heads are responsible for notifying Campus Police of the times such services are needed. Campus Police will not take

on any additional alarm system activation/deactivation without prior approval of the Director or his/her designee.

Campus Police will not allow access to alarmed areas after normal hours for any alarmed area without specific written permission from the Department Head or their designee. Permission, if granted, is only good for a specific time and date. Blanket permission to access an area is not allowed. Campus Police cannot open alarmed labs (computer labs, chemical labs etc.) at times other than the posted open hours. Individuals needing access to alarmed areas will be referred to the Department Head for the area in question. Campus Police will not release Department Head phone numbers nor will Department Heads be called by the Campus Police for these requests. Phone authorization to access an alarmed area will not be accepted.

System alarm keys that allow the activation and deactivation of alarms are critical to the maintenance of a secure area. The College expects the distribution of alarm keys and OneCards to be closely supervised by Department Heads. As a general policy, alarm keys should not be distributed to students, visitors, or conference coordinators.

B. Inventory of Space and Other Information

How to Reserve Space for Your Event: Faculty/Staff Department Events

- 1) Conference and Event Services reserves most of the spaces on campus for events, but some spaces (such as Pratt, the Library, and Willits) are reserved by individual departments. Please refer to the department contact grid listed in the Appendix.
- 2) For those spaces reserved by Conference and Event Services (CES), use the online Campus Space Request Form located on the CES webpage and on the MHC Calendar site.
- 3) If the space is available, CES will reserve it for you and send you a confirmation by email, with the understanding that you will call or email to release the space if you need to cancel.
- 4) Conference and Event Services provides a one-stop-shop for audiovisual, logistical, and publicity needs. If you are aware of any of these needs at the time of your request, please contact CES and service requests will be distributed. If you are not aware of these needs at the time of your reservation, you must follow up with CES as time draws closer to your date. Please make CES aware of your needs at least two weeks prior to your event, otherwise certain services may not be available.
- 5) Conference and Event Services will provide information to Campus Police about your event if you anticipate attendance of more than 100, if you have a guest who is anticipated to draw a large crowd, and/or if you are inviting a large crowd from off campus. In some cases, a Campus Police officer will be assigned to provide security and direct traffic; costs will be billed to your department. For parking information, please call the Parking Office at x2514.
- 6) Please email Conference and Event Services (CES) publicity information for the MHC Calendar of Events as soon as you have it. Sending CES information early makes it easier to respond to the many inquiries CES receives about upcoming events and space availability. Requests for Audio Visual, Facilities Management, and Campus Police should be made no later than two weeks before your event. This information should be emailed to Conference and Event Services.
- 7) Tentative Holds: It is possible to tentatively reserve space if you are unsure of which dates you would like, with the understanding that you will call or email Conference and Event Services as soon as you know which date you will use. In this case, space can be tentatively held up to two weeks prior to the prospective event date or until it is requested by another department or individual. You will then be contacted to either confirm the reservation or release the space.

How to Reserve Space for Student Events

See the Student Handbook and the Rules and Tools Guide available from Student Programs website.

Campus Pet Policy

The College has established the following policy to provide for the health and safety of Mount Holyoke College students, faculty, staff, and visitors; for the protection and enjoyment of the College's property; and for the responsible management and operation of the College. A reasonable pet policy, focused on owner responsibility, supports the quality of campus life inside and outside of buildings while minimizing the use of resources on avoidable cleanup and repairs. Beyond the obvious concerns for property maintenance and personal welfare, it is hoped that these regulations will foster an atmosphere where all can enjoy the College's facilities in a comfortable and relaxed setting. The College's properties are private. The pet policy is consistent with Massachusetts law, which holds that a dog's owner is responsible for the behavior of the dog.

Scope: This policy applies to all persons on the College campus or on College programs and all animals, subject to policy exceptions.

A) Inside Buildings

Pets are not allowed inside College buildings, including student housing. This prohibition does not apply to:

- Service animals accompanied by their owner or handler, subject to the College's Service Animal Policy
- Support or assistance animals permitted in student housing as an accommodation for a disability
- Trained Therapy animals that are providing therapy services for students in approved offices, e.g., AccessAbility Services or Counseling Services
- Animals brought to campus for approved, College-sponsored events, e.g., "Hold a Bunny"
- Rental housing in which pets are permitted by the terms of the lease or rental agreement
- Research animals
- Working animals owned by the College
- Horses stabled or in other equestrian facilities owned by the College

B) Outside of Buildings

The following rules apply to the College property outside of buildings.

1. Pets must be leashed and under control at all times. Pets may not be tied up and left alone outside buildings or elsewhere on College grounds.
2. Pets are not allowed on the athletic fields or in gardens at any time, even if leashed.
3. Persons with pets must have the means to remove any pet waste (fecal matter) and must pick up and properly dispose of any pet waste left by the pet on Mount Holyoke property.
4. Persons with pets must immediately clean up or repair any incidental damage caused by the pet (including digging damage). Cleanup or repairs should be thorough enough so that no work is created for College staff or inconvenience is caused for members of the College community or visitors. If the damage cannot be cleaned up or repaired by the person in control of the pet at the time the damage is caused, the damage should be reported immediately to Campus Police.
5. Pets are not permitted in any College-owned vehicle. This prohibition does not apply to service animals accompanied by their owner or handler, subject to the College's Service Animal Policy.

C) Financial Responsibility

A person who has a pet on campus (including in College Housing) is financially responsible for property damage caused by his or her animal such as the cost of repairs, replacement or cleaning of facilities or furnishings, and for any injury caused to other persons by the animal.

D) Policy Violations

Supervisors and Campus Police will handle violations of this policy using a system of progressive corrective measures. College employees who observe policy violations are encouraged to inform individuals of the policy and inform Campus Police if necessary. In the case of an employee, the individual's supervisor will give the violator a verbal warning that will remind them of the rules and their

specific violation. If the violation continues, the person's supervisor may give the violator a written warning that will inform them of the seriousness of the infraction. A written warning may also be given if an owner refuses to clean up or be responsible for incidental damage. In the case of non-employees, Campus Police will give a verbal warning and notification of the policy. The pet and the pet's owner may be banned from campus.

E) Incident Reporting

Incidents of animal bites should be reported to Campus Police within 24 hours. The incidents will be investigated on an individual basis by a Campus Police officer following state and College guidelines.

Protest Policy

Consistent with the "Conditions of Free Inquiry" from the Student Handbook and Faculty Legislation, Mount Holyoke believes in the right of free inquiry and free expression of every member of the College community. At the same time, in extreme situations the College may take action to stop behavior that does not conform to community standards. More information about this topic is available in Faculty Legislation and the Student Handbook.

Since the campus is private property, non-community members do not have the same rights to use College lands for expression of their point of view or commercial ventures. All non-College individuals who wish to advocate for a particular point of view, issue, advertise/sell a product, and protest on College property must register at least ten business days in advance with the Department of Campus Police. The Department of Campus Police will determine in consultation with other College offices and officials if the proposed activity will be authorized and the conditions should such authorization be given. The College, in an effort to be consistent with all groups, generally does not authorize off-campus groups to use its property for purposes that do not advance the interests of the College including advocating for a particular issue.

Mount Holyoke College Trail Use

Mount Holyoke College has a system of six kilometers (3.7 miles) of main hiking trails. In addition, several spurs connect these trails to the outside of the campus boundaries. Some of these trails loop through campus properties; however, several of the trails and spurs have trailheads that intersect private property or South Hadley town roads.

The main use of these trails is hiking, running, and horseback riding. Families often walk on the trails, as do people walking their dogs. For a trail map and descriptions visit www.mtholyoke.edu/proj/cel/habitat/trails.html.

Trail Values

The trail system provides access to the undeveloped natural areas of campus. This part of the Mount Holyoke properties includes areas of forest, forested wetlands, wetlands, vernal pools, stream, and lake environments. The trail system is valued for its access to these areas for relaxation and contemplation. In addition, access to these areas is important for curricular uses. Many classes use these areas as part of lab work. In addition, students use the trail system for access to their independent study and thesis study sites.

Using Tents on Campus Grounds

Tents are a fun and attractive addition to all kinds of events on campus. However, commercial grade tents are typically fastened to the ground with long (36") stakes. These stakes pose a threat to the College underground utility systems. A chance collision between a tent stake and one of our systems can pose a threat to the installer and the tent users. More importantly the utilities that are taken off line—for instance telephone lines—can disrupt the campus immeasurably.

Tent Use Rules

The only tents allowed to use "stakes in the ground" are the two tents set up for Commencement and First Reunion on Skinner Green. Tents that utilize these stakes are subject to the Massachusetts "DIG-SAFE" laws, and require a dig-safe inspection and assigned number prior to being erected. This permit process insures that nearby underground utilities will be properly marked so as to avoid damaged systems or harm

to individuals. Facilities Management has determined that any stake 8 inches or greater in length poses a hazard to our utility systems, and this will represent our point of applicability.

- ANY TENT SECURED WITH STAKES 8” OR LONGER MUST BE DIG-SAFED BEFORE ERECTED.
- APPLICATION MUST BE MADE USING THE FM FORM, AT LEAST TWO WEEKS PRIOR TO THE EVENT.
- NO TENT SHALL BE ERECTED BEFORE THE APPLICATION HAS BEEN APPROVED. This requires an inspection by FM and any outside utilities (i.e., Bay State Gas, S.H.E.L.D.) affected.
- THE APPROVED APPLICATION MUST BE AVAILABLE FROM THE SPONSORING PERSON/DEPT UNTIL THE TENT IS REMOVED.
- All other tents (those tents which will not use “stakes in the ground”) should be secured by water barrels or concrete cylinders. These tents will be held in place in high winds by those weights rather than by stakes—which means no Dig Safe process. Although no Dig Safe Process is needed, it is required that the tent installer contact the South Hadley Building Commissioner for the necessary permit. Those who are renting the tent should make sure that the installer has done that. The permit process will generate an inspection by the Commissioner who may require additional safety steps—typically dependent on the size of the tent.

PROCEDURE

1. CONTACT FM OFFICE OR CLICK ONE OF THE LINKS BELOW FOR A COPY OF THE DIG-SAFE EVENT (TENTS) APPLICATION.

[DigSafe Application](#) (PDF Format)

[DigSafe Application](#) (Microsoft Word Format)

2. FILL THIS FORM OUT COMPLETELY AND RETURN TO FM OFFICE AT LEAST TWO WEEKS PRIOR TO EVENT

Mail to: Facilities Management. Attn: Dig-Safe or,
FAX to: Facilities Management x2070

3. AFTER ALL NECESSARY INSPECTIONS HAVE BEEN MADE AND A DIG-SAFE NUMBER HAS BEEN ISSUED THE APPLICATION WILL BE RETURNED TO THE SPONSORING DEPARTMENT.

4. WITH THIS APPROVED APPLICATION THE SPONSORING DEPARTMENT MAY PROCEED WITH HAVING THE TENT ERECTED.

5. KEEP THE APPROVED APPLICATION AVAILABLE FOR THE DURATION OF THE EVENT.

Facilities Management thanks you for your cooperation, and encourages you to contact us at x2012 if you have any questions.

Vendor Policy

Mount Holyoke College encourages and invites vendors whose affordable, popular, and/or handcrafted merchandise appeals to the College community. Vendors are scheduled through the Office of Student Programs, 327 Blanchard Campus Center, 413-538-2048.

Student Programs reserves the right to restrict access and/or items that do not support the goals of our campus community and Vendor Program. In accordance with Mount Holyoke College policy, food, credit cards, phone cards, cell phones, and items that pose a safety hazard, i.e., candles, incense, lighters, etc. are prohibited for sale. Merchandise must be on hand. Merchandise with the MHC logo may not be sold. Outside organizations may not sell or display their goods, conduct surveys on campus, or use any campus facilities unless approved by the Director of Student Programs.

For additional information, please visit [the Student Programs website](#).

Banner Policy

Banners may not be hung in academic spaces including the Kendade Atrium. In any other building, it is required that the banner be made of a flame retardant material (with the exception of the Blanchard Campus Center).

C. Procedures for Specific Buildings

Abbey Memorial Chapel

Special Events

Campus Community: The Abbey Chapel's primary use is by the Office of Religious and Spiritual Life and the Music Department. The Chapel may also be reserved by College faculty, staff, and students for College events. Reservations should be made through the Office of Religious and Spiritual Life by filling out the *Abbey Interfaith Sanctuary* or *Abbey Main Chapel* reservation form.

External Organizations: The Abbey Chapel is not available to outside organizations or private events during the academic year with the exception of weddings. (Policy is outlined below.) Other exceptions can only be made by the Chair of the Music Department in consultation with the Religious and Spiritual Life Sr. Administrative Assistant. During official College breaks and the summer months, the Chapel may be available for use by external organizations on a fee-for-use basis. Rental charges and fees are based on the number of people and services provided. For more information, please contact Conference and Event Services at 413-538-2333.

For Couples Wishing to be Wed in the Roman Catholic Faith

In accordance with the Roman Catholic regulations for weddings, special permission must be granted to a wedding couple to be married outside of their residential parish. The Bishop of the Springfield, Massachusetts Diocese can only give special permission for marriage at Mount Holyoke College's Abbey Chapel to those Catholic wedding couples with a connection to Mount Holyoke College. Such a connection would be as an MHC faculty, staff, student, alumnae or their immediate families, i.e., mother, father, daughter, son, sister, and brother.

Policies Governing the Use of Abbey Memorial Chapel for Weddings

The primary use of [Abbey Chapel](#) is by the Office of Religious and Spiritual Life and the [Music Department](#) at Mount Holyoke College. However, the College extends the use of the Chapel for weddings to members of the Mount Holyoke College community as well as the general public when the Chapel is not in use by the College. In order to reserve Abbey Interfaith Sanctuary or Abbey Memorial Chapel for your wedding, contact Conference and Event Services at 413-538-2333.

Officiator

It is the responsibility of the couple to arrange for an officiator. Clergy and Justices of the Peace, licensed to officiate in the Commonwealth of Massachusetts, are welcome to conduct weddings in Abbey Chapel.

Please note that the officiator has to attend the rehearsal as well as the wedding, so please make sure they are able to attend both events during your first contact with the officiator.

The Chaplains of the College may also be available to officiate. Should you desire their services, please consult with them personally. They each require a series of conferences of preparation for marriage prior to the ceremony. Please make your arrangements and discuss any fees well in advance of your wedding date.

Only those persons authorized by the [Secretary of the Commonwealth](#) of Massachusetts to officiate weddings may do so. [Non-resident clergy](#) have to obtain authorization to solemnize a marriage in this state. Details may be obtained by calling the office of the Secretary the Commonwealth of Massachusetts in Boston at 617-727-7030.

Places, Dates, and Times

Weddings planned for the months of September through May can be reserved up to one year in advance. Weddings planned for June, July, and August may be reserved up to two years in advance. Weddings may not take place during regularly scheduled College events or holidays, such as Orientation, Family Weekend, Christmas Vespers Week, Commencement, and Reunion Weekends. The Chapel is also not available during the entire month of April and parts of November. During the academic year, we cannot accommodate Sunday weddings, and weddings or rehearsals must be at 6:00 pm or later on Fridays.

Wedding Fees

The Rental Fee for using either Abbey Memorial Chapel or Abbey Interfaith Sanctuary is \$625 for the general public and \$525 for the MHC community: faculty, staff, students, alumnae, and their immediate family, i.e., mother, father, daughter, son, sister, or brother. The fee is nonrefundable for any reason unless the College is required to cancel. If dates or times need to be adjusted, the College will make a good faith effort to accommodate the changes as scheduling permits. In addition to the rental fee, the “Person Responsible for Payment” listed on the application is required to make a \$500 security deposit against which the College may deduct fees for time overages, parking fines, damages or extra cleaning fees, etc.

The Rental Fee includes:

- The use of both the Abbey Memorial Chapel and the Abbey Interfaith Sanctuary
- 30 minutes before the start of the rehearsal and one hour for the rehearsal
- One hour before the wedding and one and one-half hours for the wedding and photography
- Services of the Chapel Sexton for both the rehearsal and the wedding
- If your wedding exceeds the above time limits there will be an extra charge of \$100 taken out of your Security Deposit for each hour or part thereof.
- Use of sound system and two microphones and piano. There is an organ in the Abbey Chapel as well.

Contract and Insurance Requirement

The Wedding Couple will also receive a letter explaining the insurance requirement along with your contract. The contract needs to be read and signed by both members of the Wedding Couple and returned to the Office of Religious and Spiritual Life within two weeks of receipt.

Throughout the term of this Agreement, the Wedding Party will maintain in force Comprehensive General Liability including Property Damage insurance, with minimum limits of \$1,000,000/\$25,000. The Wedding Party must provide proof of insurance through the issuance of a certificate of insurance showing the above coverages and limits specified at least 30 days before the rehearsal date.

Music

It is the responsibility of the wedding couple to make arrangements for the music in consultation with the officiator. Please contact musicians directly at least six months in advance.

Parking

Guest parking is located across the street from the main gate (Rt. 116, Newton Street). Guests may park in any “Faculty/Staff” parking space. The Wedding Couple is responsible for communicating College parking policy to all of their guests.

Absolutely No Vehicles, including limousines, floral delivery trucks, or any personal vehicles may drive or park on the sidewalk leading up to the Chapel doors for any reason whatsoever. Please ask your limousine driver to only enter and exit through the driveway located directly to the left of the chapel when assisting the wedding party. The Driver may stop at the sidewalk alongside the Chapel to drop off and pick up the wedding party. Floral delivery trucks may stop at the sidewalk alongside the Chapel long enough to deliver the flowers. Any vehicles that are driven onto the walkway may be ticketed by Campus Police. The parking fine must be paid by the owner of the vehicle and there will be an additional \$100 fee paid by the “Person Responsible for Payment.”

The Mount Holyoke College [Department of Campus Police](#) is charged with the responsibility of enforcing the College’s parking rules and regulations. If you have further questions about parking, please call the College’s [Parking Office](#) at 413-538-2514.

Receptions

The Willits-Hallowell Center, located on campus, is a lovely and convenient location for a wedding reception or rehearsal dinner. To inquire about availability, please call 413-538-2051. For other guidelines, please see our Wedding Website at www.meetmhc.com/weddings.

Policies Governing the Use of Eliot House Lounge and Kitchens

The Eliot House Lounge and the Eliot House Kitchen, Kosher Kitchen and Halal Kitchens may be reserved for events by the Eliot House supported faith groups as well as the campus community.

The Eliot House kitchens (Eliot House, Kosher or Halal kitchens) are considered by the Town of South Hadley as Commercial Licensed Kitchens and the Federal, State and local ServSafe Food Regulations must be followed. Those using the kitchens must have “Person In Charge (PIC)” training from our Kitchen Manager, Rob Masse, prior to using the kitchen.

Religious and Spiritual Life Faith Groups

If you are a member of one of the faith groups supported by the Office of Religious and Spiritual Life and would like to use the Eliot House Lounge and/or one of the three kitchens for your group, please contact your faith group Chaplain or Advisor for a reservation form.

Using Only the Eliot House Lounge

To use the Eliot House Lounge for a meeting without access to any kitchens, please fill out the [Eliot House Lounge ONLY Reservation](#) form. The only food that can be served without the use of the kitchens are bottled drinks, store-bought cookies, chips, or whole fruit, as other foods may be potentially hazardous foods which would require following the ServSafe Regulations for use of the kitchen. Please remove all food, utensils, and garbage when your reservation is over.

Students with Religious Dietary Restrictions

Students with religious dietary restrictions may reserve the Eliot House Kitchen during college breaks and January Intersession by filling out a [Personal Use Reservation Form](#) and emailing it to acclatten@mtholyoke.edu. Please send in the form as soon as you know of your need, since our staff may be on vacation or holiday time during these periods and if you have not received "Person In Charge" training, you will need to arrange with Rob Masse, our Kitchen Manager, to receive this instruction prior to your use of the kitchens.

MHC Community Use of the Eliot House Kitchens

The Eliot House lounge and kitchens' primary use is by the Office of Religious and Spiritual Life. These facilities may also be used by the campus community when available.

Since our kitchens are commercial kitchens licensed through the Town of South Hadley; Federal, State and local ServSafe Regulations must be followed. This will require you to hire at your own expense, Rob Masse, our Kitchen Manager, to be present from the time the food is being prepared through clean up. Your reservation will be confirmed by the Office of Religious and Spiritual Life if the space is available and Rob Masse, our Kitchen Manager, is available for your event. His contact information will be provided with confirmation of your reservation.

You will also need to provide for at least two people to be trained as ServSafe "Person In Charge" (PIC) workers to work for you during food preparation, your event, and clean up. Arrange for "PIC" training for your "PICs" as soon as you start to plan an event. The number of "PICs" that you will need will depend on the size of the event and the number of items being served. Please note that "PICs" are working and therefore cannot be participants in your event.

"PIC" Training can be arranged through Rob Masse and must be completed at least two weeks before your event. If planning a corresponding event, please remember that your "PICs" will not be able to attend any connected event during set up time. Therefore, you may want to ask Rob Masse for names of students who are not connected to your event who are already trained as "PICs" to see if they would like to volunteer to work for you. If they require payment, you will need to hire them through the JobX System. If your "PICs" have not received training by Rob Masse two weeks in advance of your event, your event will be canceled.

You will also need to provide your own paper products, plates, cups, plastic eating utensils, napkins, etc. and must remove all food, above named products, and garbage before you leave the kitchens.

If using a caterer or restaurant, please check with the food provider to make sure they are licensed through the Town of South Hadley. Rob Masse and two student "PIC" volunteers are still required when you have your food catered.

To make a reservation for an event using any of the Eliot House kitchens, please fill out the [MHC Community Use of Eliot House Kitchens](#) form.

Mount Holyoke College Art Museum

The Mount Holyoke College Art Museum (MHCAM) was recently ranked as one of the best college art museums in the country. Established in 1876, MHCAM's collection comprises objects from five continents and across thousands of years of history. Particular strengths within the Museum's 17,000 holdings are ancient Mediterranean art and artifacts, paintings, sculpture, and decorative art from Europe and the United States, and modern and global contemporary art. Categories of significant depth include photography, glass, ceramics, prints and drawings, and numismatics.

MHCAM maintains an active program of special exhibitions, lectures and gallery talks. Call 413-538-2245, or check the Museum's website at artmuseum.mtholyoke.edu, for information on current exhibitions and events.

MHCAM is open to the public and there is no admission charge. Hours are Tuesday-Friday, 11:00 am-5:00 pm, and Saturday and Sunday 1:00-5:00 pm

Joseph Allen Skinner Museum

The nearly 7,000 objects in this collection represent a lifetime of collecting by Joseph Allen Skinner (1862-1946). The Museum boasts important collections of minerals and fossils, early lighting, rare books and documents, furniture, maritime objects, artifacts from Oceanic cultures, firearms, glass and ceramics, tools and farm implements, 19th-century souvenirs, Native American objects, and much more. Highlights

include a mid-19th-century ship's figurehead from Ipswich, Massachusetts; a 150-pound meteorite from Canyon Diablo, Arizona; and the door to the 18th-century childhood home of Mary Lyon, the founder of Mount Holyoke College. These are just a few of the many thousands of treasures on permanent display at the Skinner Museum. For more information, call Mount Holyoke College Art Museum at 413-538-2245 or visit the Museum's website at artmuseum.mtholyoke.edu/collection/joseph-allen-skinner-museum.

The Joseph Allen Skinner Museum is open to the public and there is no admission charge. Hours are Wednesdays and Sundays, 2:00-5:00 pm, May through October.

Lobby of the Art Museum for Events (Hinchcliff Reception Hall)

- Reserve using the Campus Space Request form at <https://www.mtholyoke.edu/conference/campus-space-request-form> or by calling Conference and Event Services at 413-538-2153.
- To request that Museum galleries remain open during your event, contact the Museum's Manager of Advancement or the Senior Administrative Assistant at 413-538-2245.

The museum lobby is a popular event space and can accommodate receptions for up to 100 people. Existing furniture and art in the lobby may not be moved for events. Please notify the Facilities Coordinator when making the reservation whether food will be served at your event as well as the expected attendance.

It is sometimes possible to have the museum galleries open during events. Contact the museum office directly to inquire about these arrangements including accompanying security fees. Please note that the lobby is not available while an event is taking place in the Gamble Auditorium and vice versa.

Gamble Auditorium: The large half of Gamble (Gamble A), seats 248 people. The small half of Gamble (Gamble B), seats 79 people. Both may be reserved using the Campus Space Request form at <https://www.mtholyoke.edu/conference/campus-space-request-form> or by calling Conference and Event Services at 413-538-2153. Gamble A and B can be combined to seat a total of 327 by requesting that the divider between the two rooms be opened. You will need to make this request with Conference and Event Services at the time of your reservation. Other classrooms within the Art Building are available for use after 4:00 pm on weekdays and anytime on the weekends. They may be reserved by calling the Art Department at 413-538-2200.

Blanchard Campus Center

The Blanchard Campus Center serves as a dining facility, meeting place, and function hall for the Mount Holyoke community and conference clients.

The light-filled central atrium's middle level is home to the Campus Store, Information Desk, student mailroom, Student Art Gallery, Lounge, Uncommon Grounds Coffee Bar, visiting vendors, and student information tables.

The upper level features the Commuter Students' Lounge, the Student Programs Office, as well as several student organizations, including The Network, C.A.U.S.E, MERT, the Student Government Association, the Outing Club, WMHC-FM Radio, *Mount Holyoke News*, a student organization Resource Room, and an All Class Boards office.

The lower level hosts the Blanchard Café, a large meeting room, the Great Room performance/dining venue, and a variety of seating environments, from cozy nooks to big-screen TV seating.

A variety of meeting rooms (non-mediated) are also available by reservation.

For more information about Blanchard Campus Center, contact the Office of Student Programs or visit www.mtholyoke.edu/go/students.

A. Reservations

If you are interested in holding an event in one of the Campus Center spaces, reservations are made through the Conference and Event Services Office, located at the Willits-Hallowell Conference Center, x2153. Reservations can be made only by MHC Recognized Student Organizations (RSO's) and campus departments or arranged through the Office of Student Programs, the Conference and Event Services Office, or Dining Services.

Meeting room spaces can be reserved a minimum of three days in advance through the Campus Space Request Form at www.mtholyoke.edu/go/space.

The following Blanchard meeting rooms can be reserved:

- Meeting Room 318: seated capacity of 20
- Meeting Room 216: seated capacity of 12
- Meeting Room 213: seated capacity of 16
- Meeting Room 226 (Rotunda Room): available only when there is no Great Room reservation that competes; seated capacity of 12
- Lounge (Rm 227): available only for small public events requiring mediation; seated capacity of 20

Great Room Reservations

If you are a student member of an RSO, contact the Office of Student Programs for more information, x2478.

If you are from a campus office or department, contact Events and Conference Services for more information, x2153.

- Great Room – available for reservations only after 7:30 pm each night. A Great Room reservation includes all adjacent locations, including Green Room, Rotunda Room and balcony.
- Great Room STAGE only – available during the day; diners and others are still permitted free use of the Great Room, Green Room (107), Rotunda Room, and balcony.
-

Please Note: The Blanchard Student Art Gallery is not generally reservable. Its series of exhibitions are programmed by the Student Art Board RSO. Contact the Student Programs Office x2478 for more information.

B. Great Room Production Support

BLANCHARD SOUND/LIGHTS/PROJECTION

The Office of Student Programs manages and maintains the Sound System, Theatrical Lighting, and Projection Systems in the Campus Center Great Room, Blanchard Lounge, and the sound systems supplying the Blanchard Info Desk multi-zone PA, the West Patio (Skinner Green side steps), and the South East Patio. The systems are operated exclusively by Student Programs Professional Staff and Student Stage Crew, or by other contracted professionals who have been approved and oriented to the systems by Student Programs Staff for the purposes of a specific event.

Meeting rooms in the Blanchard Campus Center are *NON-mediated* (other facilities exist on campus for media-dependent meetings).

COSTS

The standard Blanchard Stage Crew services are generally offered free of charge to **REGISTERED STUDENT ORGANIZATIONS** who have properly reserved their event with the Conference and Event Services and registered their event with Student Programs Office (meeting the 14-day deadline and requesting the desired services). Similar basic services are offered to **DEPARTMENTAL EVENTS** that register their programs and advance the request details with at least two weeks' lead-time. *

** If you are planning an event that is dependent upon sound, lighting, or staging, OR if you are new to the kind of programming you are undertaking, PLEASE consult with the venue manager BEFORE contracting presenters or advertising your event.*

For **OFF-Campus Clients and events requiring additional prep or non-standard services** fees apply. Fees are collected by the Office of Student Programs and used to maintain the equipment. **ALL USERS** of the equipment are responsible for cost of replacement or repair if damages or loss result from any circumstances other than normal “wear and tear” (including misuse of gear because of inappropriate knowledge of the system, accident, or theft).

PRODUCTION OPTIONS

For events in the Great Room, Student Programs can arrange for technical assistance for in-house sound, lighting, and projection needs. If special equipment is to be brought into Blanchard by the sponsor, the sponsoring organization must arrange to have a qualified person set up and operate the equipment.

Equipment Available for Registered Events

- Piano
- Dance lighting
- Podium
- Chairs and tables
- Sound system with microphones and music playback (CD, computer, and iPod hookup)
- Theatrical stage lighting
- Projector with screen, Blu Ray player, cable TV

Any sound, lighting, projection, or staging requirements must be discussed with Student Programs a minimum of 14 days prior to the event. Contact Student Programs at x2478.

C. Blanchard Great Room Furniture Set-Up

COSTS

Most furniture set-ups for evening events in the Great Room are done by a Student Programs student crew using building inventory in accordance with your registered event requests. For student organizations and campus departments, there is generally no cost for this service. Unusual or difficult set-ups in the Great Room or set-ups in other Blanchard locations, if available, will incur costs.

SET-UP OPTIONS

The Blanchard Great Room’s standard configuration is as a **dining hall/cabaret** set up with rectangular tables and chairs in place to accommodate **150 people**, between the ground-level floor and the attached balconies. Services can be arranged to set up the floor in alternate configurations (conforming to pre-established Fire Code options).

a. “Open Dance Floor” - when ALL floor furniture is removed, the total room capacity increases to **400**.

b. “Audience Style” – with the removal of all tables and the configuration of approved row seating the room can accommodate up to **225** chairs.

Note: Table coverings can be contracted through Dining Services, when they are catering your event. They are otherwise unavailable.

If you move any of the furniture, be sure to leave clear aisles for safe emergency exits. If you set up chairs in an audience style seating, they must meet fire safety guidelines (no more than 14 chairs in a row without a separating 4-foot-wide aisle on each side of the section). No exits may be blocked at any time.

You are responsible for restoring any furniture that you have moved immediately following the event.

As a general rule, furniture moved prior to an event by the Student Programs furniture crew in the Great Room is not moved back in after an event that extends to closing hour. This allows the overnight custodial crew to be able to mop floors. They then will restore the furniture to the dining configuration.

D. Guidelines for Decorating in Blanchard

The Blanchard Campus Center functions as the busy multipurpose hub of campus. Events using the Great Room are most often sharing the building with other programs and Dining Services. For the most part decorations should be limited to within the Great Room and the entryways leading into that wing of the building. Other design ideas can be brought to the Office of Student Programs for case-by-case evaluation BEFORE the day of the event.

These guidelines have been drafted for the safety of all who use the space and for the preservation of the venue. They incorporate local and state fire code regulations, Mount Holyoke policies, and good common sense.

CRITICAL SAFETY NOTES:

Keep ALL fire exits, fire extinguishers, fire alarm boxes, and exit signs clear of obstructions.

Safely secure any extension cords and other cables so that no one can trip over them.

APPROVED/NON-APPROVED ITEMS:

Absolutely no open flames are permitted. (No candles or sterno are permitted unless in use by Dining Services professional staff)

Theatrical “hazers” and “foggers” are **not** approved for use in Blanchard.

ALL fabrics, banners, scenery, draperies, flags, large paper signs, sheets, or other similar items hung for decorations in the Great Room must be made of certified FLAME RETARDANT materials, and or treated with flame retardant chemicals. To be considered flame retardant, they must bear a fire safety certificate of compliance, and/or pass an inspection by our local fire department.

Balloons are approved for use in the hall, but caution must be exercised in where they are hung. Keep them clear of light fixtures and fire exits.

Any specialty lighting must be approved by Student Programs. Most string lights (“Christmas-type lights”) are approved. It is *important* that you understand the electrical requirements of these lights. As a general rule plug only three strands (of the 50 –150 bulb type) together. After the third, begin with a new series of strings to prevent overloading of circuits.

HANGING ITEMS

You must discuss the hanging of any decorations, banners, or scenery with Student Programs, before the night of your event.

To affix decorations within the Great Room, the preferred method is twist ties or string tied to the railings so no residue is left behind. If taping is required, it is preferred that you use stage “gaffers” tape or masking tape. No tape is allowed on any painted surfaces.

NO tacks, nails, screws, or staples may be used.

E. Clean-Up Notes

COSTS

Professional contract custodial service is provided at no cost after events on Thursday, Friday, and Saturday in the Blanchard Great Room. Certain “high impact” events on these nights as well as some events on other nights may incur custodial clean up charges. In addition, failure to comply with the SPONSOR CLEAN UP requirements noted below will incur additional charges.

SPONSOR CLEAN UP:

You are responsible for taking down all decorations immediately following the event.

Please pay extra attention to taking down all of your signs that have been posted on the various doors into the Great Room and on sign easels in the Campus Center.

You are responsible for restoring any furniture you have moved immediately following the event.

All event trash must be put in barrels. If your trash exceeds the available barrel space you must take it out to the trash room on the loading dock.

Close all WINDOWS: At the end of your event please make sure all windows and doors in the Great Room have been closed tightly.

Report any building damage that you notice to the Info Desk immediately.

F. Reservations of Banners/Tables/Bulletin Boards

The following items may be reserved directly through Student Programs, x2478:

- Information/Vending Tables (for Blanchard use only)
- Banner locations in Blanchard
- Rolling Bulletin Boards (for Blanchard use only)
- Easel Boards

To insure equitable access, each reservation has a five-day limit.

Banners

There are three indoor banner locations where student organizations may publicize their event or cause. Measurements are provided below so that sight lines in the building will be preserved. Thank you for your part in maintaining a beautiful campus center.

- Upper Level, Skinner Side
No bigger than 9' x 6' (a single queen sheet hung HORIZONTALLY)
- Main Level, Skinner Side
No larger than 9' x 6' (a single queen sheet hung HORIZONTALLY)
- Main Level, Staircase
4' x 4' (or 1/2 a twin sheet hung HORIZONTALLY)

Tables

All information tables must be reserved and sponsored by an MHC student, student organization, or department.

Of the five tables, four are for MHC students/student organizations; one is available for departments and other non-student sponsored uses.

Only one commercial vendor is scheduled on any given day. Vendors are sponsored by the Office of Student Programs.

Bulletin Boards

Student Programs maintains three rolling bulletin boards that can be positioned behind information tables or against the wall adjacent to entrance to the mail area. Two of these can be reserved by student organizations and College departments for up to five days for use in Blanchard. Boards must not be placed in any location that blocks important sight lines, exits, or facilities or that in any way constitutes a safety hazard.

Easel Boards

Student Programs maintains four small boards that are set on easels at the Skinner Green entrance balcony rail. These can be reserved by student organizations and College departments for up to five days for use in Blanchard. Boards must not be placed in any location that blocks important sight lines, exits or facilities or that in any way constitutes a safety hazard.

Administrative and Student Organization Offices in Blanchard

- Office of Student Programs, Room 327
- Information Desk, Main Level
- Student Mail Boxes, Main Level
- All Class Board, Room 331
- Art Gallery, Room 219
- C.A.U.S.E., Room 306
- Commuter Student Lounge, Room 333
- Medical Emergency Response Team, Room 307
- *Mount Holyoke News* (student newspaper), Room 324
- Student Government Association, Room 302
- Student Government Association Business Office, Room 308
- Student Organization Resource Room and Mailboxes, Room 304
- The Network Programming Board, Room 332
- The Outing Club, Room 305
- WMHC-FM Radio, Rooms 313 and 314

For more information about Blanchard Campus Center, contact the Office of Student Programs, x2478 or visit www.mtholyoke.edu/go/students.

Campus Cultural Houses

ACE (Asian Center for Empowerment) - 15 Woodbridge Street
Betty Shabazz House - 2 Dunlap Place
Eliana Ortega House - 4 Dunlap Place
Zowie Banteah - 4 Dunlap Place (2nd Floor)
Jeanette Marks House - 5 Faculty Lane

Guidelines and Procedures/Building Hours

The centers are accessible 7:00 am-11:00 pm. The centers no longer have sitters and are instead accessible to all students on campus by swipe with their OneCard.

Access

Reserving the Centers

During the academic year, students or community members wishing to host events or use a Cultural Center must contact Conference and Event Services, x2153, to reserve the space.

Summer Hours

Over the summer, the Cultural Centers have no official visiting hours. However, access may be arranged by contacting the Associate Dean of Students for Diversity and Inclusion, x2550.

Event Policies

Alcohol

All events at the centers are alcohol-free.

Damages

The Cultural Centers must be returned to their initial condition after each event. With the exception of each center's governing group, any organization utilizing a center for an event may be required to provide a

security deposit of \$25.00, refundable upon successful completion of the event. Organizations using the house will be responsible for any damage incurred during their use of the center.

Event Staffing

Organizations are also responsible for staffing their own events when they use the Cultural Centers.

Event Registration

All events must be registered with the Student Programs Office. Events that should be registered include anything with food, events publicized to the Five Colleges and/ or public, any event with a hired speaker or entertainment, and those events that require assistance from Facilities Management. Additionally, Student Programs can assist students with thinking through how to host small private events in the houses.

It is best to consult with Student Programs prior to scheduling any event to determine whether or not the event must be registered.

Equestrian Center

The Equestrian Center facilities are limited in use to equestrian teams, physical education students, horse boarders and members of the community lesson program. The facility is available for use by certain outside organizations by contract. Interested parties should contact the equestrian center director.

Visitors must register at the front desk or with the stable manager. Visitors are welcome to tour the facility, but are asked to refrain from handling or feeding treats to the horses.

Kendade for Events

You are welcome to relax and utilize the Marion Craig Potter Atrium for your informal gatherings; however, you must reserve the location. To reserve the Atrium for a specific date/time, please contact Conference and Event Services at x2153. The Atrium is reservable only after 4 pm Monday-Friday and 8 am-11 pm on weekends. When making the reservation, please notify Conference and Event Services of the expected attendance, and whether or not food will be served at your event.

The acoustics for this space are wonderful but the sounds travel. Please respect those around you by keeping noise to a minimum and also picking up after yourself.

Should you wish to reserve the display boards and/or display cases, please contact the Biology Office, Clapp 104, x2149.

Kendall Sports and Dance Complex Facility Use and Procedures

Eligibility

Mount Holyoke College students, faculty (present and retired), and staff (present and retired after 10+ years of service) holding valid MHC OneCards may use the facilities free of charge and are allowed to bring a maximum of one guest free of charge. Guests must be accompanied by the host/hostess throughout their visit.

A Kendall membership for MHC employee spouses/significant others costs \$150. Memberships for children of MHC employees ages 16-26 cost \$50. MHC alumnae and their spouses/significant others may purchase a membership for \$200 each. Membership applications are available on the MHC Athletics website or may be picked up at the Kendall Information Desk. Please call the Kendall info desk, x2284, for information. Members without an MHC parking pass can park in two-hour visitor spaces during the business day Monday-Friday. The Kendall parking lot is open after 4 pm on weekdays and all day on weekends.

Facility Reservations/Priorities

Physical education and dance classes as well as Dance Department and Athletic Department sponsored events always have priority for space in Kendall. Students and Kendall members may reserve court and studio spaces up to 48 hours in advance or use available spaces on a drop-in basis.

Regulations

The following rules must be adhered to when using the Kendall facility:

- Swipe your MHC OneCard/membership card at the Information Desk upon entering.
- Children age 15 and younger must be accompanied by an adult with a valid MHC OneCard/membership card.
- Kendall Sports and Dance Complex is a non-smoking building.

Pool Policies

Overall supervision of the pool is under the direction of the Aquatics Director.

Times will be set aside for classes, fitness swim, open swims, swim team practice, and other events approved by the Aquatics Director and the Associate Athletics Director- Facilities.

Pool hours are available online and on printed calendars available at the Kendall Information Desk.

Only MHC lifeguards who have been tested, approved, and hired by the Aquatics Director may lifeguard.

- A shower must be taken before entering the pool.
- Two lifeguards will be on duty at all times.
- No street shoes allowed on deck.
- No glass is allowed in the pool area or locker rooms.
- No diving from the starting blocks or three-meter diving board.
- No diving allowed in the swimming pool (diving only allowed in the diving tank).
- No masks, fins, snorkels, or flotation devices allowed.
- No "horseplay" allowed.
- Only one person allowed on the diving board at a time.
- Only one bounce on the board before diving.
- No swimming allowed in the diving well when people are diving.
- All children under 16 must be accompanied by a parent/guardian.
- Non-swimmers must remain in the shallow end.
- Children 15 and under must be directly supervised at all times (while swimming or on the deck).

Indoor Tennis/Racquetball/Squash Court Policies

MHC athletic team matches and practices and physical education classes have first priority.

MHC OneCard/Membership cardholders may make reservations up to 48 hours in advance for indoor tennis courts by calling the Kendall Information Desk.

Squash and racquetball courts are available on a first come, first served basis.

Dark-soled shoes are prohibited on all courts.

Outdoor Tennis Court Policies

The outdoor tennis courts are limited in use to MHC OneCard/Membership card holders, and persons or groups approved by the Associate Athletics Director of Facilities and the Chair of Physical Education/Director of Athletics.

MHC athletic team matches and practices and physical education classes have first priority.

Outdoor courts are on a first come, first served basis.

There is a one-hour limit on the courts when other people are waiting to play.

Outdoor Track Policies

The outdoor track is available only during posted times to MHC OneCard/Membership card holders and persons or groups approved by the Associate Athletics Director of Facilities and the Chair of Physical Education/Director of Athletics.

MHC athletic teams and physical education classes have first priority.

No bicycles, roller skates, rollerblades, skateboards, strollers, walking sticks, etc. are allowed on the track.

Game and Practice Fields

MHC athletic teams and MHC physical education classes are the only groups allowed to use athletic fields, except for those approved by the Associate Athletics Director of Facilities.

All other groups or individuals need authorization and a written permit or contract issued and approved by the Associate Athletics Director. Those not holding a permit will be asked to vacate the fields.

Canoe Policies

Only MHC students who have passed the canoe class (swimming and canoeing) and MHC employees may use the MHC canoes. Classes have priority over all other use.

Users must sign a waiver and present their MHC OneCard at the Kendall Information Desk to sign out a Canoe House key.

Canoes will not be available for use by outside groups unless approved by the Canoe House Supervisor and the Associate Athletics Director of Facilities and the Chair of Physical Education/Director of Athletics.

Keys are signed out and returned to the Information Desk at Kendall.

A PFD (Personal Flotation Device-Lifejacket) must be worn by each person in the canoe.

No alcoholic beverages allowed in canoes.

Report any damaged canoes or paddles to the Aquatics Director or to the Information Desk staff.

Upper and Lower Lakes

Swimming, boating, and floating in any sort of watercraft in the Upper and Lower Lakes and any outdoor body of water on campus is not allowed without prior permission from the College.

Equipment Use

Most types of sports equipment are available at the Information Desk. MHC OneCards/membership cards only are accepted in exchange for the use of equipment. Driver's licenses, keys, etc. are not accepted.

Outside Groups

Use of Mount Holyoke's Kendall Sports and Dance Complex by off-campus groups during periods when they are not needed by members of the Mount Holyoke community will be determined by the Kendall Facilities Committee. Facility Use Requests must be submitted at least two weeks before requested use.

Rental fees vary depending on the date and time requested, duration of use, space available, number of persons, amount of cleanup required, purpose of the event, and the status of the requesting organization. For further information call the Associate Athletics Director of Facilities at (413) 538-2849.

Summer

Throughout the summer months the facilities of the Kendall Sports and Dance Complex are reserved by calling the Conference and Event Services Office at x2153.

College Outdoor Noise and Facilities Usage Policy

1. Outdoor Facilities Usage

The College's property and outdoor facilities are intended for use by students, faculty, staff, and their invited guests. Outdoor facilities are not intended to be used by those outside the College community.

Generally speaking, activities that do not require the use of the athletic fields, are quiet in nature, do not change the College's landscape, and are individual rather than group activities are permitted out of doors on the College's property as unscheduled casual activities; so long as they are not in conflict with scheduled events and so long as the activities are enjoyed in a manner consistent with the College's General Policy on the use of Campus Facilities.

The Athletics Department, the Equestrian Center, or the Conference and Event Services Office will allow space on the College's property to be reserved through them for activities that are typically considered organized or team sports or that require the use of the athletic fields, riding trails, or canoe house and/or dock.

Those activities for which the College has no designated areas, or that are deemed unsafe, or that by their nature are intrusive, or that tend to impact unfavorably on the appearance of the grounds; or that are in conflict with any Town of South Hadley bylaws, state law, or federal law are not permitted on the College's property.

The appropriateness of any activities not addressed in written policy will be decided on a case-by-case basis. The decision of the College/Campus Police will be final.

2. Upper and Lower Lakes

Swimming in the Upper and Lower Lakes and any outdoor body of water on campus is prohibited.

3. College Outdoor Noise Policy

Mount Holyoke College reserves the right to restrict outdoor noise (music, amplified speech, etc.) anytime when, in the opinion of the Department of Campus Police or other College official, it is deemed to be disturbing the peace after receiving a complaint. Generally, outdoor noise is allowed in approved locations that are reserved in advance between the hours of 8:00 am and 11:00 pm. However, anytime the Department of Campus Police or other College official receives a complaint about noise, they may take either of the following actions:

1. Request individuals in control of the noise source to reduce it, or
2. Shut down the noise source.

Campus Police or other College officials will receive a complaint about outdoor noise before taking an action and typically will first request the individuals responsible for the noise to quiet down. However, in extreme situations, Campus Police or other College officials have the right and authority to immediately shut down the source of a disturbance.

Occasionally, complaints about noise from College activities will go directly to the South Hadley Police. In those cases, they may respond to the College and take action to eliminate a disturbance of the peace. However, many times they will call Campus Police to request assistance to reduce the volume of the disturbance.

Library, Information, and Technology Services (LITS): The LITS Complex

A variety of individual and group study rooms are available for student use, many of which offer soft seating, white boards, and mediation. Conference rooms and classrooms are also available for department and committee meetings. Please contact the LITS Administrative Office at 413-538-2225 or email asklits@mtholyoke.edu to reserve a room.

Exhibit Space

LITS encourages the use of its public spaces for student and MHC community displays and exhibits. Guidelines for displays can be found on the LITS website: <https://www.mtholyoke.edu/lits/exhibits>. If you're interested in displaying your project, please contact the LITS Administrative Office at 413-538-2225 or asklits@mtholyoke.edu.

For more information about resources and services provided, please visit <https://www.mtholyoke.edu/lits>.

Willits-Hallowell Conference Center and Hotel

The Willits-Hallowell Conference Center and Hotel at Mount Holyoke College is available for conferences, meetings, banquets, weddings, showers, and receptions. Catering to off-site locations on the College campus is also available.

A telephone call or a visit with the management staff well in advance of your special event will ensure that all your details can be executed. The staff is happy to assist with menu planning, cost estimates, and room reservations. Please refer to the Willits-Hallowell Center catering menu for specific policies and deadlines.

The center has 20 comfortably appointed guestrooms. Each guestroom includes a private bathroom, cable television, and individually controlled air conditioning and heating units. A kitchenette and soda machine are also provided for your convenience. Complimentary breakfast is available from September to May.

For further information, please contact the Willits-Hallowell Center at 413-538-2217.

D. Residence Halls

Residence Hall Use of Facilities

The following outlines specific information to facilities in residence halls.

I. Student Rooms

A. Guests: Student rooms serve multiple purposes. Students reside and study in them; students also socialize in them. Rest and study have priority over socializing. It is important that all students understand the order of these priorities, especially those who live in double rooms. Guests are expected to conform to the regulations of the residence hall and the larger College community while they are on campus. It is the host's responsibility to inform the guests of College policy, procedure, and community expectations. A guest is considered to be anyone who is not an assigned resident of the room.

Persons who are not registered as an active Mount Holyoke student are welcome as short-term guests (not to exceed one week) of a particular registered student in accordance with the policies of their residence hall. If the guest's conduct offends other residents in the residence hall, the hosting student should be made aware of this first by any of the students in the hall, the Community Advisor, or the Senior Community Advisor, and the guest's stay must be terminated. Further complaints for failure to comply should be made directly to the Office of Residential Life. All students are responsible for the behavior of their guests.

B. Room Furnishings: A dresser, mirror, desk, desk chair, bookshelf, bed frame, and mattress are standard to each room and are assigned to the individual student. This furniture will not be removed from the room. Students who purchase additional furniture must accommodate the College furnishings along with the additional items purchased. These items are not removed without approval of the Office of Residential Life. In order to request that an item be removed, the student must send a written request to the Office of Residential Life. There are specific removal charges for each piece.

C. Room Inspections: Routine room inspections for hazardous equipment, safety problems, fire safety policy violations, and/or to inspect the general condition of the room will take place during the academic year. Inspections routinely occur during November. Inspections also take place after the students leave. Any damage to the room or furniture beyond normal use will be charged to the student or students occupying the room.

II. Escort Policy

Mount Holyoke residence halls are locked 24 hours a day to help create an environment that promotes safety and privacy for all residence students and their guests.

Area Coordinators and Senior/Community Advisors work to educate students about their safety through encouraging the locking of individual room doors, carrying room keys, and ensuring that outside doors are not propped open. In addition, students should not open entrance doors for individuals they do not know.

It is important that Mount Holyoke College students and their guests are aware of the following protocol:

- All guests will need to be escorted by their host, but not escorted while on the floor of their host. Guests must be escorted to other floors in the hall. In the case of co-ed bathrooms, a guest will need to request permission to enter.
- All guests need to be escorted throughout the hall during residence hall parties.
- Each residence hall will be imbued with the responsibility to develop policy modifications per residence hall floor or spontaneous events or special weekends as members of the community deem appropriate. Policy modifications would need to be consistent with current community standards.

III. Area Space

A. Use of the lounges, living rooms, and other public spaces in the residence halls for meetings and events are open to the Mount Holyoke community with the approval of the Area Coordinator. If you would like to inquire about reserving a living room or lounge you must read the Common Space Reservations Policy [here](#) and fill out the following [form](#). Reservations are accepted on a first come, first served basis. To preserve flexibility for building residents, no long-term reservations are made. If the requesting organization wishes to use the dining room, arrangements must be made with Dining Services. Private dining rooms are reserved with Dining Services at x2100.

B. Reservations for Residence Hall Space: ALL individual student-planned events, other than these smaller in-hall happenings must register through the Office of Student Programs with an [ERF \(Event Registration Form\)](#).

All registered student organization planned events, even those through the Common Space Reservations, must register through the Office of Student Programs using the ERF, unless the intention is for a meeting of 35 people or less. The ERF must be submitted at least 14 days in advance, so your Common Space request should be submitted at minimum 16 days in advance. Spaces can be reserved by individuals or student orgs for meetings, rehearsals, study groups, etc., but they are not intended for weekly/regular reservations so that the space remains available to more varied usage. Large-scale parties or Five College events cannot occur in a residence hall common space.

1. Event Hours: All residence hall parties held in the residence halls must end by 2:00 am.
2. Fire Limit Capacities are enforced at Residence Hall Events. See Residence Halls capacities by viewing floor plans of each residence hall at <http://www.mtholyoke.edu/offices/reslife/13976.shtml>

Campus Police has the option and authority to close access to a residence hall before the fire limit is reached if deemed necessary. It is important to note that the fire limit will decrease when a band is hired for entertainment.

IV. Smoke-Free Residence Halls

All 19 residence halls are completely smoke-free. Smoking should occur outside a minimum of 20 feet from the building. No smoking should take place in any space in these buildings. This includes but is not limited to student rooms, lounge spaces, bathrooms, balconies, and porches.

V. Kitchenettes

Kitchenettes are intended as areas where students may heat water, make coffee, pop popcorn, iron, and use the sink. Microwaves have been installed in kitchenettes for minor cooking needs. Full area kitchens/Golden Pears are available for cooking in Kendall Sports and Dance Complex, the five Cultural Centers, Eliot House, 1837 Hall, Dickinson House, Mandelle Hall, Mead Hall, Porter Hall, and Wilder Hall.

VI. Golden Pears

Golden Pears are full kitchens in residence halls. Golden Pears are to be used primarily by students for special meal preparation. It includes full kitchen facilities and utensils, a dining room table which seats six to eight, and a small eating area. Reservations can be made with the building hall president. Golden Pears are currently in 1837 Hall, Dickinson House, Mandelle Hall, Mead Hall, Porter Hall, Safford Hall, and Wilder Hall.

VII. Guest Suites

The College has two guest suites that are available for housing individuals who have been invited by the College to participate in curricular or cocurricular activities and whose stay on campus lasts from between one week and one semester.

The guest suites are located on the first floor of the MacGregor and Prospect residence halls. Each suite is furnished and equipped with a kitchenette, full bath, one bedroom, and a living room. A suite can be reserved by calling Conference and Event Services at x2153 Monday-Friday, 9:00 am-5:00 pm.

Rates for suite use will be set each year through the Finance and Administration Office.

Rates include basic utilities and telephone dial tone (but do not include off-campus access or long-distance charges), cleaning of public areas, and linen and housekeeping services. In general, the cost of housing in the suites is borne by the occupant, unless otherwise arranged for by the host office, department, or the College.

As the suites are located in residence halls, residents are expected to abide by all regulations pertaining to pets, smoking, security, etc., in the halls. Occupants of the suites are not covered by the board plan in each hall, and are responsible for their own meals unless otherwise arranged by the host office or department.

The suites cannot be used for short-term accommodations which can reasonably be handled by the Willits-Hallowell Center. They should not be used as a substitute for faculty/staff housing in the local community. Therefore, those guests who anticipate that their tenure at the College will exceed one semester should consult the Office of the Vice President for Administration and Finance for information on listings and availability of College-owned housing.

Mount Holyoke College Dining Services

Dining Room Policy

Dining Services is responsible for all the dining rooms. The dining rooms are closed to everyone except authorized Dining Services personnel between meal periods. Dining room use is limited to students, faculty, and staff. Typically, the dining rooms are not available for other uses during the academic year. If any groups are considering using one of the dining rooms, please contact the Dining Services Office at x2100 to inquire about availability of space. Any groups using the dining rooms are responsible for clean-up and rearranging of furniture in order to restore the dining room back to its original configuration.

NOTE: If there is any Dining Services equipment in the dining rooms (i.e., salad bars) that needs to be moved, please contact Dining Services at x2100 to make arrangements.

Residence Hall Kitchen Policy

- Only authorized/scheduled Dining Services employees can use kitchens in the dining halls.
- Only food purchased and prepared through Dining Services can be received, used, and stored in the kitchens and served in the dining rooms.
- Kitchens are off limits to any outside caterers/groups.
- All equipment in the kitchens belongs to Dining Services and is only for use in that kitchen.

E. Appendixes

Campus Police and Facilities Management Services Policy

Campus Police and Facilities Management provide many services to the College community at no charge. However, there are times when charges must be assessed. The following criteria and guidelines should be applied to determine the need to assess charges.

1. Services requested of either Campus Police or Facilities Management should be essential to furthering the educational mission of the College (i.e., events that are required to fulfill course requirements, events vital to the intercollegiate athletic program, or events that are an intricate part of the College's extracurricular program) or should support the College's enterprises.
2. Services requested of Campus Police that meet the criteria above and can be provided without additional staffing will normally be provided without a fee. Services that can be provided by Campus Police in ten minutes or less can normally be provided without requiring additional staffing. Common services provided are: opening a building, alarming an office, etc. Since it is crucial to the safety of the College community that Campus Police personnel be available for emergency response, as well as providing continuing patrol presence, any task beyond ten minutes must be requested in advance (typically 13 business days prior to the event) and will require a fee.
3. Services requested of Facilities Management that meet the criteria outlined in the first paragraph and that can be provided without additional or overtime staffing will normally be provided without a fee. Services that require additional overtime staffing will typically require a fee. Since it is crucial to the scheduling of their work and meeting other commitments to the College community any task beyond 30 minutes should be requested well in advance (typically 13 business days prior to the event). Extensive services required of campus departments, such as those required for the Commencement and Reunion Celebrations; and rearrangements of the New York Room, Chapin, and other like facilities, will typically require a fee regardless of whether or not overtime is required.

Services that do not meet the criteria established in the first paragraph will normally not be provided by either department.

Building Hour Policy

Campus Police, in consultation with the faculty, has established a building hour policy. The OneCard system allows a cardholder access to a building after the core public open hours of the day. A cardholder will swipe their card through the reader by the entrance to the building to be given access.

All residence halls are locked through the OneCard system 24 hours/day during the academic year.

For reasons of personal safety, the College closes and locks buildings overnight. Students are not allowed to remain in buildings after hours (2:00 am). Anyone remaining in a locked building must do so with a partner nearby (within voice distance). Propping doors open is dangerous and is expressly prohibited. Students found after 12:00 am in buildings that are not specifically listed below will be reported to the Dean of Students for appropriate action.

Campus Police is aware of the following special cases:

1. Shattuck Hall: The Physics Department has a 24-hour policy during the semester for students working in pairs who have been issued building keys and have a note from a faculty member.

2. Carr Laboratory: The Chemistry Department grants access to students running lab experiments, and they may enter the building at any hour with a partner. Note: Some labs have OneCard access systems and students who need after-hour access will need to have permission from their faculty member (who will also need to contact the OneCard office).

3. The Library/Dwight Hall complex has special hours during the exam period.

This policy has been adopted based on the information currently available to the Campus Police and Auxiliary Services. Individual departments having unique access circumstances are encouraged to work with the Campus Police and Auxiliary Services for changes in or modifications to the above policy.

Academic Year

Throughout the academic year while classes are in session, buildings with card access have core public open hours, 7:00 am–6:00 pm, seven days a week, when cards are not needed to access the building. From 6:00 pm–12:00 am, faculty, staff, and students can access a building by swiping their cards through the OneCard reader. Exceptions are made to these open hours in carded buildings based upon the schedule of events that require them to be open. There are also some academic/administrative buildings that have different hours and are closed on weekends and holidays during the academic year.

Holidays and Breaks

During major holidays such as Thanksgiving, Christmas, New Year’s, Martin Luther King Day, and July 4, buildings are closed. Faculty/staff access is determined by each department chair. During all other holidays, such as Veteran’s Day and Columbus Day, the buildings operate as usual.

Summer

Buildings are open 7:00 am–6:00 pm Monday-Friday. Faculty and staff are able to access the buildings from 6 pm–12 am with their OneCards. Most faculty and staff have 24 hour a day access privileges for the building that they work in. Access hours for faculty and staff members are determined by the department chair or the director. If a building is not on the OneCard system, the faculty or staff member will need a key to access the building after hours. Requests for keys must be approved by the department chair and then sent to Facilities Management. Key requests must conform to the campus key policy. On the weekends, all buildings are closed.

Buildings/Locations Reserved by Departments Other Than Conference and Event Services

Location	Contact or Reservation Form
Abbey Chapel and Eliot House, Religious and Spiritual Life	Office of Religious and Spiritual Life x2054 or https://www.mtholyoke.edu/religiouslife/abbey-memorial-chapel-reservation
Ciruti Language Resource Center Lounge and Computer Lab	Ciruti x2408
Kendall Sports and Dance Complex	Athletics x2849
Library Conference Rooms and Labs	LITS x2797
Pratt Hall (McCulloch Aud., Warbeke)	Music Department x2306
Residence Hall Common Space	https://www.mtholyoke.edu/reslife/forms/common-space-reservation-form
Rooke Theatre	Theatre Arts x2834
Willits-Hallowell Center	Willits x2220

Building Opening/Closing Schedule

An asterisk indicates that a building is on the OneCard Access System. All other buildings are keyed. Times provided indicate open public hours.

BUILDING	MON-FRI	WEEKEND	SUMMER	SUMMER WEEKEND
*ELIANA ORTEGA HOUSE	STUDENT STAFF	STUDENT STAFF	CLOSED	CLOSED
*ABBEY CHAPEL	7 AM-11 PM	8 AM-11 PM	7 AM-6 PM	CLOSED
*ART BUILDING	7 AM-6 PM	7 AM-6 PM	CLOSED	CLOSED
*ART MUSEUM	Tues-Friday 1 PM-5 PM	Sat and Sun 1 PM-5 PM	Tues-Friday 1 PM-5 PM	Sat and Sun 1 PM-5 PM
*BETTY SHABAZZ HOUSE	STUDENT STAFF	STUDENT STAFF	CLOSED	CLOSED
*BLANCHARD CAMPUS CENTER	Sun-Thursday 7:30 AM-1 AM	Fri-Sat 7:30 AM-2 AM	7:30 AM-12 AM	7:30 AM-12 AM
*CENTRAL SERVICES BUILDING- Campus Police open 24 Hours	East Side 7 AM-6 PM	Sat 10 AM-2 PM	7 AM-5 PM	CLOSED
*CIRUTI CENTER	7 AM-11 PM	7 AM-6 PM	7 AM-6 PM	CLOSED
*CLAPP HALL	7 AM-11 PM	7 AM-12 AM	7 AM-12 AM	CLOSED
*CLEVELAND HALL	7 AM-12 AM	7 AM-12 AM	7 AM-12 AM	CLOSED
*FIVE COLLEGE WOMEN'S STUDIES RESEARCH CENTER	7 AM-6 PM	CLOSED	CLOSED	CLOSED
*DINING SERVICES	7 AM-6 PM	CLOSED	7 AM-6 PM	CLOSED
BUILDING	MON-FRI	WEEKEND	SUMMER	SUMMER WEEKEND

*DWIGHT HALL	8 AM-12 AM	9 AM-12 AM SAT, 10 AM-12 AM - SUN	8 AM-5 PM	CLOSED
*ELIOT HOUSE	7 AM-10 PM	7 AM-6 PM	7 AM-6 PM	CLOSED
EQUESTRIAN CENTER	6:30 AM-8 PM	6:30 AM-8 PM	6:30 AM-8 PM	6:30 AM-8 PM
*EVERETT WING	Mon, Tues, Fri 8:30 AM-5:30 PM, Wed and Thurs 8:30 AM-8:30 PM	Sat and Sun 1PM-4PM	CLOSED	CLOSED
GORSE CHILD STUDY CENTER	7 AM-6 PM	CLOSED	CLOSED	CLOSED
GROVES HEALTH CENTER	8 AM-11 PM	8 AM-11 PM	CLOSED	CLOSED
*HARRIET NEWHALL CENTER	7 AM-6 PM	7 AM-6 PM	7 AM-6 PM	7 AM-6 PM
*KENDALL HALL	Mon-Thurs 7 AM-10 PM, Friday 7 AM-8 PM	Sat 9 AM-5 PM, Sun, 12 PM-5 PM	Summer- 11 PM-6 PM- Hours fluctuate throughout the summer, call x2284 for more up to date hours	
*KENDADE HALL	7 AM-12 AM	7 AM-6 PM	7 AM-6 PM	CLOSED
LABORATORY THEATRE	7 AM-12 AM	7 AM-11 PM	CLOSED	CLOSED
*MARY LYON HALL	7 AM-6 PM	CLOSED	7 AM-6 PM	CLOSED
*MARY WOOLLEY HALL	7 AM-6 PM	CLOSED	7 AM-6 PM	CLOSED
*MERRILL CENTER	7 AM-6 PM	CLOSED	7 AM-6 PM	CLOSED
BUILDING	MON-FRI	WEEKEND	SUMMER	SUMMER WEEKEND

*OTTO KOHLER BUILDING	7 AM – 4:30 PM	CLOSED	7 AM – 4:30 PM	CLOSED
*PRATT HALL	7 AM–12 AM	7 AM–6 PM	7 AM–6 PM	CLOSED
*PSYCH-ED BUILDING	7 AM–12 AM	7 AM–6 PM	7 AM–6 PM	CLOSED
*SKINNER HALL	7 AM–6 PM	7 AM–6 PM	7 AM–6 PM	CLOSED
*SHATTUCK HALL	7 AM–12 AM	7 AM–12 AM	7 AM–12 AM	CLOSED
TALCOTT GREENHOUSE	9 AM–4 PM	1 PM–4 PM	9 AM–4 PM	1 PM–4 PM
*TORREY OFFICES	7 AM–6 PM	CLOSED	CLOSED	CLOSED
*WILLISTON LIBRARY	8 AM–12 AM	Saturday 9 AM–12 AM Sunday 10 AM–12 AM	8:30 AM–5 PM	CLOSED
WILLISTON OBSERVATORY	LOCKED AT ALL TIMES			
*WILLITS-HALLOWELL CENTER	7 AM–10 PM	7 AM–10 PM	7 AM–10 PM	7 AM–10 PM

***Building is carded**