Emeriti House Terms of Use

The Emeriti House is a space for community and collaboration, and serves to connect emeriti faculty to the life of the College. We are delighted to be able to support a range of activities for individuals and the Emeriti Association.

The Emeriti House is on the first floor of 1 Woodbridge. The Emeriti House is accessible by swiping your OneCard. While the Emeriti House can be accessed in the early mornings/evenings and on weekends, the general office hours of the College are 8:30am to 4:30pm. During these hours, you can expect to get support for ordering supplies, or calling the HelpDesk for technical assistance.

Community standards at the College hold true at the Emeriti House. To make use of this space, eligible faculty members must be retired and hold emeritus status at Mount Holyoke.

Here are some things you need to know:

1. The Emeriti House is for daily use only; spending the night is not allowed.

2. Guests are welcome when accompanied by an emeritus faculty member.

3. Please don’t leave your personal belongings unattended in the interest of security and intellectual property.

4. Please leave the space in the condition you would like to find it, and let us know if something is missing, broken, or not working properly.

5. There is no smoking on Emeriti House grounds.

6. Help us save electricity. If you are the last one out, please turn off any appliances, equipment, and lights.

7. Help us keep the space secure. All doors and windows should be shut and locked before leaving.

8. You can schedule the seminar room for a meeting or event by calling the Dean of Faculty’s office. The seminar room has a small whiteboard and a conference table (seats eight). Projectors and other portable A/V equipment can be checked out through LITS. Extra chairs can be ordered from Facilities. (For more tips about hosting an event at the Emeriti House, contact the Emeriti Advisory Committee.)

9. The Emeriti House has a small kitchen with a fridge, microwave, a Keurig and electric kettle.

10. Two computers (one PC and one Mac) are available for shared use. Files should not be saved to the Emeriti House computers. Please store files on a USB drive or on a cloud system like Google Drive.
11. A multi-function device for printing/copying/scanning is available next to the computer stations. While this machine is available for your use, large print jobs should be printed elsewhere. Please let us know if toner/paper needs to be ordered.

12. The supply closet has some basic office supplies (like pen and notepads) for your use.

13. Six desks (one of which can be adjusted to standing height) are available for first-come, first-served use. Each desk has a standard and USB connection to plug in your laptop or phone. The desks are for daily use only. Please do not “claim” a desk, or leave your things on a desk overnight.

14. Lockable cubbies are available for short-term storage of personal belongings or files. While cubbies are not limited to daily use, please be mindful that others may want to use the cubbies and don’t use them for long-term storage.

15. Likewise, bookshelves are available (by assignment only) for the short-term storage of books currently being used in your research or other work. These shelves are not for long-term storage, and must be renewed on an annual basis. Please contact the Dean of Faculty’s office if you are interested in using a bookshelf.

I agree to these terms of use:

____________________________________________________________________________
(Print Name)    (Signature)              (Date)

Preferred email address for Emeriti listserv and directory

For Office Use Only

☐ Add name to list of Emeriti House users
☐ Add/Check email on Emeriti listserv
☐ Revise Colleague record (if needed)
☐ Call Auxiliary Services to activate OneCard