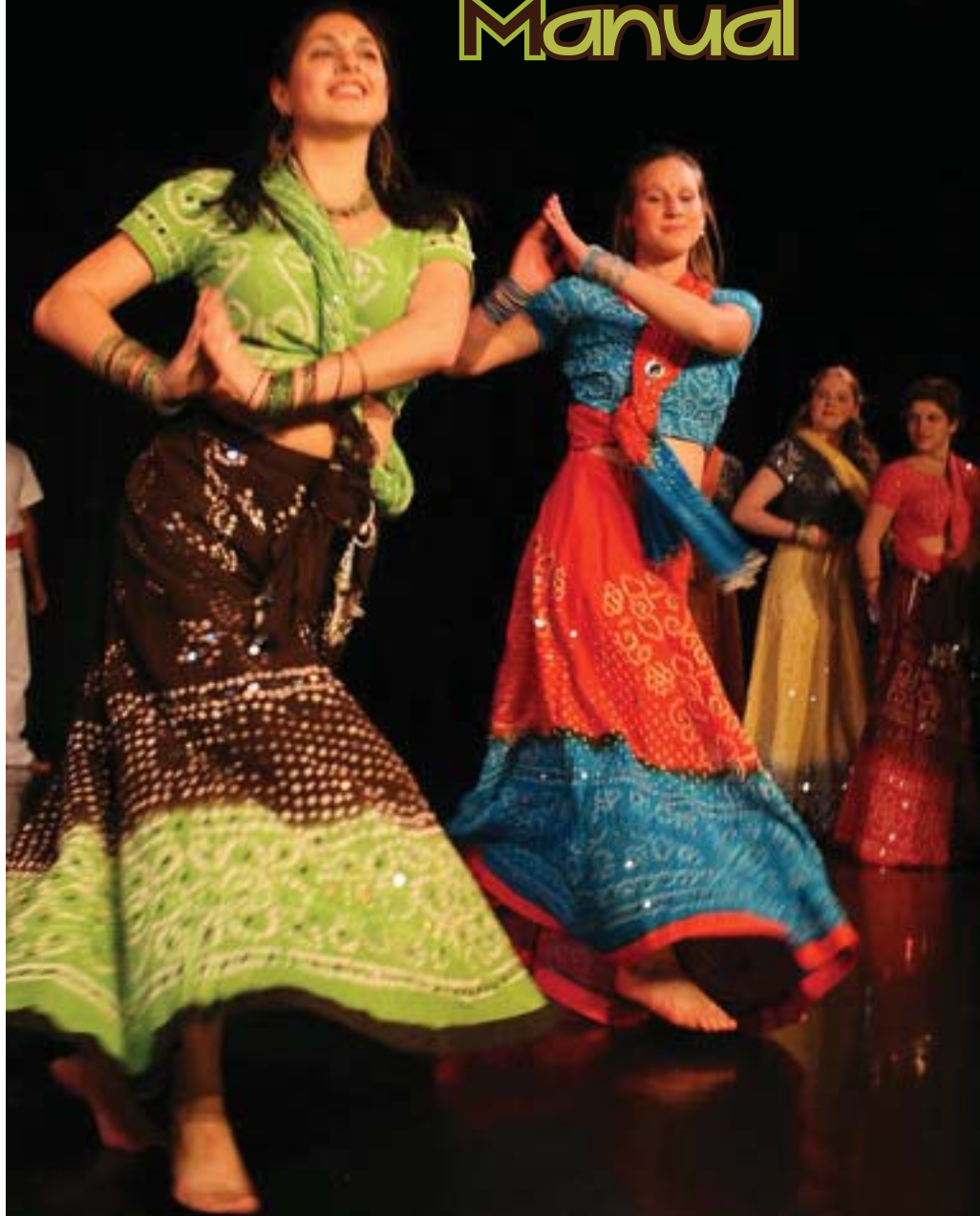


Williams Activities Resource Manual



Williams Activities Resource Manual

2006-2007 Edition

The information contained herein is current as of October 2006.
For the most up to date information, please visit our web site at
http://www.williams.edu/dean/campus_life.html

(You may need to download a copy of Adobe's Acrobat Reader to view this file)

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Section One: The Office of Campus Life

The Office of Campus Life helps student groups and organizations to provide fun and educational campus programs. The staff can register your club or organization, provide advising per your request, and help with all the details for your events to make sure your efforts result in a great success. They can put you in contact with Facilities, Dining Services, All Campus Entertainment, the Chaplain's Office, and the Multicultural Center, as well as many different resources at Williams and in the greater Williamstown area.

The Office of Campus Life also coordinates the All-Campus Calendar, the student work orders, and campus room reservations. If a registered student group would like to reserve a college car, they can do so with a member of the staff. For more on these services, please see below.

The staff can also provide you and your organization with over 300 files on agencies and performers, a library of performer and agency video tapes, CDs, and cassettes, and a number of student development and leadership publications, books, manuals, and binders.

The Office of Campus Life is temporarily located in Hopkins Hall on the first floor, but will relocate to the Paresky Student Center upon its completion in Spring 2007. Doug Schiazza, Jessica Gulley, Aaron Gordon, Gail Rondeau, Jessica Vega, and Ellen Rougeau are located in the Hopkins Office and can provide assistance and support for your club or organization. The Campus Life Coordinators -- Sara Ansell, Anna Bennett, Katie Kamieniecki, and Arif Smith -- are located in Goodrich and would be more than happy to assist you.

More information can also be found on line at http://www.williams.edu/dean/campus_life

Our Resources

- Our office has current information regarding all active student organizations and resources to aid the more than 100 registered student organizations.
- We process student work orders, all room bookings, and the All-Campus Calendar.
- The CLCs work to advise student organizations on programming, promoting activities, and developing and maintaining budgets.
- We help students to manage the programming in the College's current student centers Goodrich Hall and the Log.
- We oversee and manage the Paresky Student Center, opening Spring 2007.

Directory of Staff

Douglas Schiazza, Director of Campus Life	x3696
Aaron Gordon, Assistant Director for Residential Programs	x4625
Jessica Gulley, Assistant Director for Student Activities	x4749
Sara Ansell, Campus Life Coordinator	x4615
Anna Bennett, Campus Life Coordinator	x4191
Katie Kamieniecki, Campus Life Coordinator	x4220
Arif Smith, Campus Life Coordinator	x4888
Gail Rondeau, Campus Life Assistant - Residential Programs	x2555
Ellen Rougeau, Campus Life Assistant - Student Activities	x2546
Jess Vega, Assistant to the Director	x4747

Section Two: Transportation

The Shuttle and Motor Coach

THE WEEKLY SHUTTLE SERVICE

The Williams Transport Weekly Shuttle Service provides convenient, weekly transportation to and from Walmart, Stop & Shop, Berkshire Mall, the new North Adams Cinemas, and the Massachusetts Museum of Contemporary Art.

Please note that all rides are round trip. For example, please do not plan to be dropped off at the Berkshire Mall by a friend and then take the Shuttle home, as it may be full. Priority for Shuttle rides goes to Williams College students. Guests of students may ride if space permits, at the discretion of the Shuttle drivers. The capacity of the shuttle is 10 students plus the driver. The drivers of the shuttle are Bernie Lewitt and Lyle Blanchard.

A Williams College 11-passenger van will depart from Goodrich and travel to the destinations listed below.

For more information contact Chris Upjohn at motorcoach@wso.williams.edu. For up-to-date information visit http://motorcoach.williams.edu/weekly_shuttle_service.html.

2006-2007 Shuttle Schedule

G = Goodrich (side entrance) SS = Stop & Shop (by recycling center)
W = WalMart (pharmacy sign)
MOCA = Massachusetts Museum of Contemporary Art (courtyard)
BK = Burger King (this is the stop for the new movie theater!)

Dates of Operation:

Sep 8 – Nov 18; Dec 1 – Dec 19; Jan 5 – Jan 20; Feb 2 – Mar 10; Apr 6 – May 19

FRIDAY (p.m.):

4:00 Pickup and Depart G
4:05 Drop at SS
4:10 Drop at MOCA
4:25 Drop at W
4:35 Arrive and Pickup at G
4:40 Depart G
5:15 Drop at Berkshire Mall
5:45 Pickup at W
5:55 Pickup at MOCA
6:05 Pickup at SS
6:10 Drop at G
6:15 Drop at SS
6:25 Drop at W
6:35 Drop at BK
6:45 Pickup at SS
6:55 Drop at G
7:00 Depart G (no Pickup)
7:15 Pickup at W
7:30 Drop at G
7:35 Depart G (no Pickup)
8:22 Pickup at Berkshire Mall
8:57 Drop at G (no Pickup)
9:15 Pickup at BK

SATURDAY (p.m.):

1:00 Pickup and Depart G
1:05 Drop at SS
1:10 Drop at MOCA
1:25 Drop at W
1:35 Arrive and Pickup at G
1:40 Depart G
2:15 Drop at Berkshire Mall
2:45 Pickup at W
2:55 Pickup at MOCA
3:05 Pickup and Depart SS
3:10 Drop at G
3:15 Drop at SS
3:25 Drop at W
3:35 Drop at BK
3:45 Pickup at SS
3:55 Drop at G
4:00 Depart G (no Pickup)
4:15 Pickup at W
4:30 Drop at G
4:35 Depart G (no Pickup)
5:22 Pickup at Berkshire Mall
5:57 Depart G (no Pickup)
6:15 Pickup at BK

WILLIAMS TRANSPORT MOTOR COACH SERVICE:

The Williams Transport Motor Coach Service is a wholly-owned, independent business of Williams College, whose goal is to serve the Williams student body by providing reliable, comfortable, and safe transportation for students during breaks in the academic year.

During Thanksgiving Break, Winter Break, Dead Week, Spring Break, and at the end of school, the Motor Coach Service runs luxury coaches to Albany, New York City, and Boston. Questions? Contact Chris Upjohn, Executive Director, or Andy Jang, Managing Director.

2006-2007 Motor Coach Schedule:**Thanksgiving Break Service**

Tuesday, November 21 to Albany:	9:00 a.m.	12:00 p.m.	4:00 p.m.	
Tuesday, November 21 to NYC:	1:00 p.m.	4:15 p.m.		
Tuesday, November 21 to Boston:	4:30 p.m.			
Wednesday, November 22 to Albany:	6:30 a.m.	9:30 a.m.	12:30 p.m.	
Sunday, November 26 from Albany:	1:30 p.m.	4:30 p.m.	7:30 p.m.	11:15 p.m.
Sunday, November 26 from NYC:	2:30 p.m.	5:00 p.m.		
Sunday, November 26 from Boston:	5:00 p.m. from Logan		5:25 p.m. from North Station	

Winter Break Service

Saturday, December 16 to Albany:	6:30 a.m.	9:30 a.m.	12:30 p.m.	3:30 p.m.
Sunday, December 17 to Albany:	6:30 a.m.	9:30 a.m.	12:30 p.m.	3:30 p.m.
Sunday, December 17 to NYC:	1:00 p.m.			
Sunday, December 17 to Boston:	1:15 p.m.			
Monday, December 18 to Albany:	6:30 a.m.	9:30 a.m.	12:30 p.m.	3:30 p.m.
Monday, December 18 to NYC:	4:15 p.m.			
Monday, December 18 to Boston:	4:30 p.m.			
Tuesday, December 19 to Albany:	6:30 a.m.	9:30 a.m.	12:30 p.m.	
Monday, January 1 from Albany:	4:30 p.m.	7:30 p.m.	11:15 p.m.	
Tuesday, January 2 from Albany:	1:30 p.m.	3:00 p.m.	4:30 p.m.	6:00 p.m.
			7:30 p.m.	11:15 p.m.
Tuesday, January 2 from NYC:	2:30 p.m.	5:00 p.m.		
Tuesday, January 2 from Boston:	5:00 p.m. from Logan		5:25 p.m. from North Station	

Dead Week Service

Friday, January 26 to Albany:	9:00 a.m.	12:00 p.m.	4:00 p.m.	
Friday, January 26 to NYC:	1:00 p.m.	4:15 p.m.		
Friday, January 26 to Boston:	4:30 p.m.			
Wednesday, January 31 from Albany:	1:30 p.m.	4:30 p.m.	7:30 p.m.	11:15 p.m.
Wednesday, January 31 from NYC:	12:00 p.m.	2:30 p.m.	5:00 p.m.	
Wednesday, January 31 from Boston:	5:00 p.m. from Logan		5:25 p.m. from North Station	

Spring Break Service

Friday, March 16 to Albany:	6:30 a.m.	9:30 a.m.	12:30 p.m.	4:30 p.m.
Friday, March 16 to NYC:	1:00 p.m.	4:15 p.m.		
Friday, March 16 to Boston:	4:30 p.m.			
Saturday, March 17 to Albany:	6:30 a.m.	9:30 a.m.	12:30 p.m.	
Sunday, April 1 from Albany:	1:30 p.m.	3:00 p.m.	4:30 p.m.	6:00 p.m.
	7:30 p.m.	11:15 p.m.		
Sunday, April 1 from NYC:	12:00 p.m.	2:30 p.m.	5:00 p.m.	
Sunday, April 1 from Boston:	5:00 p.m. from Logan		5:25 p.m. from North Station	

Summer Break Service

Monday, May 21 to Albany:	9:00 a.m.	12:00 p.m.	3:00 p.m.	
Monday, May 21 to NYC:	4:15 p.m.			
Monday, May 21 to Boston:	4:30 p.m.			
Tuesday, May 22 to Albany:	6:30 a.m.	9:30 a.m.	12:30 p.m.	12:00 p.m.

FREQUENTLY ASKED QUESTIONS:I missed my coach. What do I do?

If you are returning to campus from Albany, please take the next Motor Coach to campus. The Williams Transport Motor Coach Service will not reimburse the cost of privately arranged transportation. If you are stuck at the Albany Airport and need to get back to campus, call Veteran's Taxi at (413) 663-8300. If you need to speak to someone at Williams College during a vacation period, please call Campus Safety at (413) 597-4444.

Where do the coaches leave from on campus?

All coaches leave from the west side of Chapin Hall, across from the Frosh Quad.

Where exactly do the motor coaches travel?

The Motor Coach to the Albany Airport will pick-up and drop-off students in front of the main terminal. The NYC Motor Coach will drop-off and pick-up students on the corner of West 31st Street and 7th Avenue, which is a corner directly outside of Penn Station. The Boston Motor Coach will first drop-off students at the corner of Causeway Street and Canal Street, which is a corner directly outside of North Station. Students returning to campus from North Station will be picked-up at the same place. For students continuing on to Logan Airport, they will be dropped-off in front of the airline of their choice. All students will be picked up from Logan Airport in front of the American Airlines area of Terminal B.

How long does the coach take?

The coach companies estimate that it takes 1 hour and 15 minutes to get to the Albany Airport, 4 hours and 30 minutes to New York City, 3 hours and 15 minutes to North Station, and 3 hours and 30 minutes to Logan Airport. Please note these are only estimates and may vary due to traffic and weather conditions.

How do I buy tickets?

All students will receive information about upcoming Motor Coach departures a few weeks before each break. Tickets may be reserved online through the Williams Transport Motor Coach web site, motorcoach.williams.edu, and your e-ticket confirmation will be sent to you by e-mail. Using term bill charge, you may purchase tickets until 4:00pm the day before your departure.

How do I pay for tickets?

Tickets can be purchased with cash, a check made out to Williams College, or by charging them to your term bill.

What if I miss the ticket reservation deadline?

Do not worry; with our new system you can still purchase tickets online, until the 4:00pm deadline on the day prior to your Motor Coach's departure. After this deadline, tickets cannot be purchased as we have already submitted final ride counts to our operators.

How do I get a refund?

With our new E-Ticket system, tickets cannot be refunded. However, with the new system you may cancel your tickets until 4:00pm the day before your departure. We cannot offer refunds after this point because final passenger counts must be delivered to the motor Coach companies.

What's the weather cancellation policy?

Cancellations due to weather will be at the sole discretion of the motor coach company, whose decision is final. This decision will be made and announced only at Chapin Hall. Please do not call to see if a coach will be delayed; this decision will be made at the last possible moment. If service is delayed, it will resume as soon as meteorologically possible. If you are unable to use your ticket because your coach is cancelled or delayed due to weather, you will receive a full refund.

(Continued Next Page)

How early do I need to be at my airport?

We strongly suggest arriving at your airport at least an hour prior to your scheduled departure, which means departing campus at least two hours and 15 minutes before your scheduled departure from Albany. The Williams Transport Motor Coach Service is not responsible for any costs due to missed flights or other connecting transportation. This includes, but is not limited to, cab fare, hotel rooms, meals, plane tickets, and incidental or consequential damages arising from the use of this service.

Do the coaches usually leave on time?

The coaches departing Williamstown are strictly instructed to depart precisely on time. Students have planes to catch and they must get to their destination on time. We strongly urge arriving at Chapin Hall 15 minutes prior to your scheduled departure from Williamstown. Coaches returning to Williamstown are not under such stringent time pressure. If a large number of passengers are not on the coach at the scheduled departure time (drivers have exact passenger count), the coach will wait a few minutes, at the driver's sole discretion. The last Coach of the day usually waits longer than earlier ones.

Who should I contact with additional questions?

Chris Upjohn by e-mailing motorcoach@wso.williams.edu.

Renting a College Car

Only recognized student organizations may have access to college vehicles!

While the Department of Facilities Services is responsible for the administration of the College's fleet of vans and automobiles, reservation and confirmation of the vehicles is administered for student groups, organizations, House Life Coordinators and Junior Advisors by the Office of Campus Life, and most often by a CLC.

Please read the following policies and procedures before requesting a college vehicle -- they are policies set forth by College Cars and Williams College:

ELIGIBILITY:

Vehicles may be leased for College business only—there are no exceptions. All licensed drivers are eligible to lease and drive College vehicles for College business with prior written approval of their Chair, Department Head, or in the case of student organizations, Neighborhood Governance, HLCs and JAs, a Campus Life Coordinator or the Multicultural Center, if it applies. All drivers leasing a College vehicle for the first time in a given academic year will be required to provide the Fleet Administrator with a copy of their current drivers license, and in addition will be asked to sign an acknowledgment that they have read and accept the regulations relating to College vehicle use.

At the beginning of each academic year, all student drivers wishing to lease a college vehicle must provide the following:

1. A current driving record (motor vehicle record (MVR) from their home state) and a copy of their current drivers license. With a credit card, a MVR can be acquired by calling the Department of Motor Vehicles in the issuing state and requesting the record. The cost is approximately \$10.
2. A signed acknowledgement that they have taken the Facilities driving test and that they have read and accept the rules and regulations relating to college car use. This only needs to be done once per academic year.

Facilities Services maintains a list of approved student drivers, available to all faculty and staff upon request.

POLICY REGARDING MOTOR VEHICLE RECORDS:

As stated above, current driving records must be submitted by all persons wishing to lease a College vehicle. Driving privileges will be denied under the following conditions:

1. No more than three (3) moving violations in the past three years, with only one of those violations in the past twelve (12) months.
2. No more than one minor accident (any event which results in damage to a vehicle or property, or injury to a person with damages of less than \$1,500) for which you are at fault in the past three (3) years.
3. No major accidents (any event which results in damage to a vehicle or property, or injury to a person with damages exceeding \$1,500) for which you are at fault in the past five (5) years.
4. Recorded instance of driving on a suspended license, or for failure to appear in court within the past five (5) years.
5. Conviction for reckless driving within the past five (5) years.
6. Conviction for alcohol and/or drug related driving offense within the past five (5) years.
7. Refusal to submit to blood alcohol test within the past five (5) years.

DRIVING TESTS:

All students wishing to drive College-owned 11-passenger vans must satisfactorily pass a driver's test, administered by Facilities personnel Monday through Friday. Call x2302 for an appointment. This test is given once and is good for four years.

COLLEGE CAR RENTAL RATES:

- 6-8 passenger \$.44/mile (includes gas)
- 11 passenger van \$.48/mile (includes gas and hands-free phone)
- All rates are subject to change--please contact Jean Conner for current rates

RESERVATIONS:

Reservations MUST be made at least one week in advance of your scheduled departure, and keys must be picked up by an authorized driver!

If you are a student group/club/organization leader, Junior Advisor House Life Coordinator, or member of Neighborhood Governance:

Call Facilities to confirm if a vehicle is available for the day(s) and time(s) you need. Once you have confirmed with Facilities, student organizations must e-mail Katie Kamieniecki, CLC at kkamieni@williams.edu. JAs, House Life Coordinators, and Neighborhood Governance members must e-mail their advising CLC. This e-mail should include the following information:

- Name of group, club, or organization, Entry, House, or Neighborhood
- Name(s) of authorized student driver(s)
- Date(s) and time(s) of departure(s) and return(s)
- Destination, and, if an overnight trip, a complete itinerary with contact information (for safety and liability purposes)
- 10-digit group account number (400-xxxxxxx)
- List all people riding in vehicle, if applicable and appropriate

Once the CLC has received this information, they will authorize your request with Facilities, and you will be sent a confirmation e-mail.

All other students, faculty, or staff members must make reservations through their Department Chair, Department Head, Dean, or through the Multicultural Center using the Vehicle Reservation Form, available at Facilities, or call x2302 for a copy. Fill out the Vehicle Registration Form and submit to your Department Chair or Department Head for approval. Facilities Services must receive this form prior to the time of the trip. You may also reserve a vehicle by e-mail from an authorizing person which must include the date and time of departure and the account number to be charged.

Do not request the use of a College vehicle that will be left overnight at an airport or train station. If you cannot use your own vehicle, request to be driven to the departure point and picked up upon return. The requesting department is responsible for making all arrangements for the drivers. A list of student drivers is available through Financial Aid. A list of college drivers is included on page 52 of this booklet and can also be found on the Facilities web page, or call Facilities for the names of drivers for hire.

If you wish to have a cellular phone with the vehicle, please state this on your tentative reservation or on your Vehicle Reservation Form. Operating instructions will be given to you at the time of your pick-up. All phone calls will be charged directly to your department. Emergency 911 calls are free of charge.

PRIORITIES:

Reservation requests will be considered based on the priority system outlined below:

1. Admissions and Geology—one vehicle each.
2. Athletics—provided that requests are received prior to the following deadlines:
 - Fall season* (September through November): by August 1
 - Winter season* (December through March): by November 15
 - Spring season* (April through May): by March 15
3. Administrative/Academic Offices
4. Student Organizations

Barring unforeseen circumstances, all reservations confirmed by Facilities are firm unless cancelled by the reserving party.

VEHICLE PICK-UP:

1. When practical, keys to a reserved vehicle are to be picked up at Facilities just prior to the departure time indicated in the reservation, by the authorized driver only.
2. Should the departure time fall outside normal working hours, the reserving organization should make arrangements to pick up the vehicle keys prior to 3:00pm of the workday preceding the trip. The vehicle, however, may not leave the parking lot prior to the departure time indicated on the Vehicle Reservation Form.
3. Keys to College vehicles are attached to wallets. Inside each wallet is a Trip Ticket a credit card, and an Emergency Assistance Card. The Trip Ticket contains the information Facilities has about the trip. This is the form that the driver must use to record the MILES AT START and MILES AT END information. It is imperative that this information is filled out. The Trip Ticket also has a section in which to record any comments about the vehicle or any problems encountered. The credit card is to be used for fuel and expenses for the automobile only (a pamphlet outlining the service stations that honor this credit card is located in the glove compartment). Also enclosed is a PHH Fleet America Emergency Roadside Assistance Card, which is to be used in the case of a vehicle breakdown.
4. Before departing, the authorized driver should make a quick inspection of the vehicle and note any problems on the trip ticket. After returning, another inspection should be

made and any new problems noted. Call Security (x4444) after 3:30pm if the vehicle should be removed from travel immediately.

5. Anyone failing to present the proper authorization will automatically forfeit their vehicle. In addition, failure to pick up or return a reserved vehicle on time may result in additional charges.

DRIVING GUIDELINES:

Driving for long distances can be very tiring and can lead to increased potential for accidents. Because of this, driving limits for all drivers are as follows:

Daytime Travel: 3 hours at one time

Nighttime Travel: 2 hours at one time

Within 15 minutes of reaching a driving limit, the driver should exit the highway to a safe rest area. The driver must take at least a 15-minute break or another approved driver must assume driving responsibilities. When the total trip is expected to be completed within 30 minutes beyond the appropriate driving limit, one driver may drive the entire trip without a break. However, if poor weather or heavy traffic threatens to lengthen the trip, the driver should exit the highway to a safe rest area within the normal driving limits. No driver may exceed either eight total hours of driving time in any 24-hour period.

No athlete shall drive a college vehicle from an athletic event within four (4) hours after the event. An exception is granted for sports competing within 30 miles of the Williams College campus.

Only a person whose name appears on the Vehicle Reservation Form as the primary or alternate driver is permitted to drive the vehicle. The primary driver is responsible for enforcing this policy.

VEHICLE RETURN:

1. Please be courteous to the next driver and fill the gas tank before returning the vehicle. When vehicles are returned between 7am and 3:30pm on weekdays, the gas tanks should be filled at the Facilities pump.
2. When returning a College vehicle, all debris is to be removed and placed in the trash receptacle adjacent to the Facilities parking area.
3. The completed Trip Ticket and keys are to be placed in the key return box, which is adjacent to the rear door of the Facilities service building. Be sure your beginning and end miles are filled in and that you have noted any problems you encountered with the vehicle.
4. If you are late in returning to campus and are concerned about safety, request an escort through Campus Security. A Yellow Emergency Phone is located at the north end of the Facilities parking lot beneath the blue light for your convenience. **DO NOT KEEP A VEHICLE OVERNIGHT!**

IN THE EVENT OF AN ACCIDENT:

An accident shall be defined as any event that results in damage to a vehicle or property, or injury to a person. All registration and insurance information is in the glove compartment. It is the responsibility of the driver to call the police, fill out and submit an Accident Report Form, and obtain necessary information from the other party. Should a College vehicle be involved in an accident during working hours (M-F, 7:00am-3:30pm), the authorized driver must notify and submit the proper forms to the College Cars Coordinator at Facilities, as soon as possible ((413) 597-2302). All other times, call and submit the proper forms to Security ((413) 597-4444). There is a blank Accident Report Form in the glove compartment which can be filled out at the time of the accident or immediately upon return to campus.

UNAVOIDABLE DELAYS:

Should unavoidable delays be encountered during a trip which prohibit returning the vehicle on time, contact the College Car Office ((413) 597-2302) M-F, 7:00am-3:30pm. At all other times, call Security ((413) 597-4444).

LOSS OF DRIVING PRIVILEGES:

In addition to the policy regarding Motor Vehicle Driving Records (MVRs), please note that any of the following actions will result in the loss of College vehicle driving privileges:

- Driving to a destination other than authorized by the CLC, Dean, Department Head, or Multicultural Center
- Allowing an unauthorized driver (one not listed on the Vehicle Reservation Form and/or one who has not taken the Facilities driving test) to drive the vehicle.
- Use of the credit card for purchases other than fuel, oil, and automobile maintenance.
- Picking up a vehicle earlier than your scheduled departure time, or returning a car later than the authorized return time without notifying Facilities or Security as to the problem. See "Unavoidable Delays" above.
- Violating state and federal traffic laws, damaging other vehicles or property, driving while intoxicated, transporting alcohol/drugs, or any other illegal or irresponsible use of a College vehicle.

CHARGES AND FINES:

\$25 If the trip is cancelled and the Facilities College Car department is not notified at least 24 hours prior to the scheduled departure time.

\$25 + Mileage if the vehicle is not returned on time.

\$10 + Mileage if the vehicle does not have 1/2 tank of gas or more for next driver.

\$5.00 + Mileage if all debris has not been removed from the vehicle.

\$5.00+ Mileage if you fail to fill out Miles at Start or Miles at End information on the trip ticket- this fee is charged to compensate for the time and energy it takes to determine the mileage. Please be advised the mileage will be an approximation and may not accurately reflect the miles traveled. *It is to your advantage to remember to fill in the beginning and end miles!*

There is a Seat Belt Law in the State of Massachusetts. If you are stopped and fined for not wearing one, the fine will be your personal responsibility. This is in keeping with the present College policy that users of College vehicles are responsible for any fines or penalties associated with driving and parking violations. Any unsafe, prohibited, or inappropriate use of College vehicles, or failure to follow the rules as indicated above, may result in the loss of driving privileges and/or a service charge.

REMINDER: *Smoking is prohibited in College vehicles!*

ADDITIONAL DEAN'S OFFICE POLICIES:

1. All trips that use a College vehicle must be sponsored by an officer of a registered student group, Junior Advisor, House Life Coordinator, or Neighborhood Governance, and authorized by a CLC.
2. All trips involving an overnight stay off-campus must include one or more officers of the

- student group, Junior Advisor, House Life Coordinator, or Neighborhood Governance.
3. All trips involving an overnight stay off-campus must adhere to the itinerary listed in the original confirmation, in particular as it specifies overnight accommodations. Any changes before or during the trip must be reported to the Dean's Office if during business hours (x4171, M-F, 8:30am-4:30pm) or Security at all other times (x4444).
4. Should any member of an overnight trip fall ill for any reason whatsoever, the group officer, Junior Advisor, House Life Coordinator, or Neighborhood Governance must notify the Dean's Office if during business hours (x4171, M-F: 8:30am-4:30pm) or Security at all other times (x4444).
5. Only the authorized driver(s) listed in the original confirmation may drive the vehicle at any time during the trip.
6. All occupants of the vehicle must obey all traffic laws, including those regarding seat belts, open containers, speed, and safe driving.
7. The driver is expected to use good judgement about road and weather conditions. Should such conditions make travel unsafe, the driver may use the college credit card to secure accommodations for the members of the trip. The cost of such accommodations will be split by the student group, Entry, or House and the Dean's Office.

Section Three: Clubs, Groups and Student Organizations

The Office of Campus Life/ Student Activities keeps all information on past and current student organizations, as well as resources both on-campus and off. For more information on starting a student club or organization, for maintaining your club or org's recognition, or to enquire about the services available to student clubs and organizations, please contact the Office of Campus Life/Student Activities at x2546.

Please note that all information on clubs, groups, and student organizations, except for the membership information, is public information and may be reproduced in publications. Registration with and recognition by Williams College should not be considered as endorsement of the purposes or beliefs of the student organization or its members. Recognition must be renewed every year. Williams College reserves the right to grant, refuse, and/or suspend recognition to any student organization, given due process. Failure to adhere to Williams College policies and failure to maintain recognition may result in the loss of recognition and funding for the academic year.

Starting a New Student Club or Organization

Williams College has over 100 recognized student clubs and organizations, and over 200 inactive registered groups -- before registering your new club or organization, be sure to check the current list of all registered and recognized student organizations in the Office of Campus Life/Student Activities to be sure your group hasn't already been recognized. Many groups have lost their "Active Status" but still exist in our records, and only need YOU to revive them!

If your organization or club is a newly formed group seeking College recognition, you can pick up a registration form from the Office of Campus Life/Student Activities in Hopkins Hall (Paresky, Spring 2007). Complete the form and submit it back to the Office -- once recognition has been granted by the College and College Council, the Office of Campus Life/Student Activities will e-mail you with confirmation.

For more information on College Council funding and maintaining a student organization group account, please see Funding Your Organization on page 16.

Re-registration and Maintaining Recognition

Organizations will be asked to re-register each year in order to confirm their status. You can update your organization's information on the Campus Life Web Site at http://www.williams.edu/dean/campus_life/reregistration.html, and should do so in the spring, early fall, and during Winter Study, or anytime your organization changes leadership.

In order to maintain "Active Status" recognition by the College, all student groups must do the following:

- Attend the annual Student Organization Summit (S.O.S.)
- Table at the Fall Purple Key Fair (or in Goodrich hall should your recognition as a student organization fall after the date of the PKF)
- Submit all re-registration forms, keeping all records up-to-date with the Office of Campus Life/Student Activities.

Student clubs and organizations that fail to maintain "Active Status" recognition as indicated by the above requirements may lose funding and access to College resources, and will have

to reapply for recognition.

Intramurals and Club Sports

CLUB SPORTS:

Any club sports team wishing to acquire access to College facilities, services, and funding must be registered and recognized with the Office of Campus Life/Student Activities for contact purposes, and will be asked to re-register each year in order to confirm their status .

The Athletics Department will coordinate all use of their facilities and playing fields -- Club Sports teams should contact Dick Farley for more information on using College facilities.

The College requires that all club sports team rosters be submitted to the Athletics Department for insurance purposes. No student can play until his/her signed insurance form is received.

Coaching:

Some club sports teams (Rugby, Sailing, Equestrian, and Water Polo) are required to have coaches due to the nature of the activities. Additionally, the College cannot provide coaches, and thus it is the responsibility of the club sports team to find and pay their own coach. The cost of coaching should be budgeted during allocation, and provided through College Council Funding. Coaches will report to a member of the Athletics Department. Contact the Athletics Department for this information. The coach of the team will make all decisions about who plays. Any club sports team that violates this policy will lose its College recognition. Club Sports teams that are required to have a coach but cannot find one will not be permitted to play or have access to any College services.

INTRAMURALS:

The Athletics Department and the Office of Campus Life/Student Activities administer the residential Intramurals program at Williams College. In conjunction with the Athletics Department, House Life Coordinators, Junior Advisors, and the student body, a schedule of Intramural events (athletic tournaments as well as card and board games) will be determined and publicized at the beginning of each semester. Students who wish to participate are encouraged to sign-up as indicated on the publicity, either as an individual or as a group/team. Students are also encouraged to work in conjunction with the Athletics Department and the Office of Campus Life/Student Activities to offer programs of interest to everyone.

The College expects all Intramurals participants to adhere to appropriate behaviors set forth within the *Williams College Student Handbook*. Roughhousing during play or inappropriate use of equipment will not be tolerated. Violations will be handled through the disciplinary process (via the Dean's Office).

Funding Your Organization

There are many options available to your organization for funding events, including College Council, fund raising, CUL , HEF, and the Co-Sponsorship Fund. Whether seeking full time funding for meetings and general purposes, or specified funding for events, trips, or parties, the Office of Campus Life/ Student Activities can assist you with any of your financial planning needs.

OPENING A STUDENT GROUP ACCOUNT:

When your group or organization has been recognized by the Office of Campus Life/ Student Activities, you have the option of having a Williams College Department ID number attached to a Student Group Account. Sources of funding, such as cash from dues, College Council, or transfers of funding from a campus department, must be identified at

that time. Please see Section Six on Financial Services and the Controller's Office, page 56, for more detailed information on the Office of Financial Service's policies regarding student group accounts.

COLLEGE COUNCIL FUNDING:

A small portion of every student's tuition, approximately \$140, goes to the Student Activities Tax every year. This total amount of \$280,000 is apportioned back to the students by College Council in the form of student organization budgets.

College Council funding is available to your group, club, or organization for the use of general business and specified events. If you seek College Council funding, you may request it in writing to the Office of Campus Life/Student Activities, who will forward your request to the College Council Treasurer for confirmation. *If your group does not already have a student group account, you must obtain one before requesting funds.*

You will be notified of any College Council funding additions and/or changes as soon as funds are available, and your group's Finance Officer will be able to access the information on line using PeopleSoft Financials.

NOTE: *Your student organization or club WILL NOT be eligible for College Council funding unless you have been approved by the Office of Campus Life/Student Activities and the College Council Treasurer.*

OTHER SOURCES OF FUNDING:

Still need some extra cash, or are you looking for specified funding for a special event? The Office of Campus Life/Student Activities recommends that you ask these donors, who have special funds available for certain types of events. Funding for events can also be made through ticket sales or fund raising. For more information on fund raising ideas, stop by the Office of Campus Life/Student Activities in Goodrich Hall.

- Lecture Committee -- *For lectures, readers, etc. Contact Professor Ilona Bell, Chair.*
- Committee on Undergraduate Life (CUL) -- *For events that bring students and faculty together. Contact Professor Stewart Johnson, Chair.*
- Dively Lecture Fund -- *For events that "promote an understanding of human sexuality and sexual orientation, and their impact on culture." Contact Professor Chris Waters, History Dept.*
- Committee on Diversity and Community (CDC) -- *For events that promote multicultural awareness -- Contact Wendy Raymond, Chair.*
- All Campus Entertainment (ACE) -- *For events that are open to the entire campus. Contact Sarah Jenks '07, ACE President.*
- House Event Funds (HEF) and Neighborhood Event Funds (NEF) -- *For events that take place in a campus residence or Neighborhood. Contact your House Life Coordinator or a Campus Life Coordinator, or Doug Schiazza, Director of Campus Life.*
- Multicultural Center (MCC) -- *For any event that promotes multicultural awareness. Contact Denise Church in the Multicultural Center.*
- Chaplain's Office -- *For interfaith events or community service projects. Contact Richard Spalding, Chaplain of the College.*
- Williams College Museum of Art (WCMA) -- *For events that involve artists, musicians, etc. Contact the WCMA Office, x2429.*
- Dean's Office -- *In the event of an emergency! Contact Cyndi Haley, Administrative Assistant.*

Section Four: Guidelines for the Use of the Student Centers

These are the policies which have been determined by the Student Centers Management Team (SCMT) for the use of Goodrich, the Log, the Goodrich Coffee Bar, and all the amenities available to students, faculty, and staff in these centers. In all cases, the final decision on these policies rests with the Student Centers Management Team. Check the Goodrich web site at <http://www.williams.edu/dean/goodrich/index.html> for updated policies.

Student Centers Management Team

Goodrich Hall Manager
Student Centers Assistant Manager

Ren McDermott '07
Dave Brown '07

Coffee Bar Finance/Supply Manager
Coffee Bar Supply Manager
Coffee Bar Personnel Manager

Pakinee Banchuin '08
Phoebe Rockwood '07
Kim Dacres '08

Goodrich Hall

SUMMER:

During the summer months, decisions related to the use of the building will be left to the discretion of the College administration and the Conference Office. The Student Centers Management Team is not responsible for damages incurred over the summer months.

THE ACADEMIC YEAR:

Between the Friday before First Days and the Monday after Commencement, decisions regarding the use of Goodrich Hall will be made by the Goodrich Manager and the SCMT. As a result of an administrative decision made to ensure that Goodrich is always available to any students who wish to use it, at the discretion of the Student Centers Management Team, any functions that do not mainly involve students, faculty, or staff will not be permitted to be held in Goodrich Hall. Please understand that alumni are NOT considered students under this policy.

HARRY C. PAYNE HALL (THE GREAT ROOM):

The Harry C. Payne Hall is the largest and most versatile of Goodrich's spaces. The room retains much of the look and feel of the original sanctuary room which it replaces. It features a student-run Coffee Bar as well as intimate seating.

For large events, these tables can be removed and replaced with additional chair seating. Payne Hall is equipped with a sophisticated sound and theatrical lighting system, including a 14-channel mixer board, a 9'x12' front projection screen, an elevated stage, and a disco ball. Keeping with the extensive use of e-mail on campus, four e-mail terminals and public phones are also available.

Capacity: 275 people standing, 154 seated (2667 square feet)

ANDREW HEINEMAN, '50 LIVING ROOM:

The Heineman Living Room is a smaller meeting and study space within Goodrich Hall. During the academic year it serves as the Dining Services Grab & Go from 8:00am-1:00pm on week days (but will move to the Paresky Student Center in Spring 2007). The Living Room may be used as an alternate student study space when Payne Hall is used for large student events. It also doubles as a "green room" for stage performances in Payne Hall.

Capacity: 56 people (840 square feet)

O. SAGE WIGHTMAN, JR. & III, '36 & '62 MEZZANINE:

The Wightman Mezzanine Level is open to the main floor of Payne Hall. The mezzanine has six comfortable banquettes that include voice/data connections for laptop computers. In addition to the banquettes there are several couches and armchairs. Two e-mail terminals are also present on this level. This space is not reservable.

Capacity: 81 people (754 square feet)

STUDENT ACTIVITIES RESOURCE CENTER (SARC):

The SARC provides an office/workspace for the numerous Williams student groups as well as brings them together in one room to better facilitate communication among the group heads.

Student organizations recognized by the College will have access to and are permitted to use the resources within the SARC. Abuse of these resources will be grounds for the revocation of these privileges.

Student groups will be granted resources in the Student Activities Resource Center on a first-come, first-served basis. Groups must demonstrate need for the particular resource. The Student Centers Management Team will determine if a particular need is justified, though this decision may be appealed to the Office of Campus Life/Student Activities, whose decisions are final. Student groups may be assigned their own locker or filing cabinet.

To be able to use the resources in the Student Activities Resource Center, you must fill out the SARC Resources Request Form at the Goodrich web site. Use of the SARC and its resources is restricted to campus student group leaders and visitors of College Council.

THE GOODRICH COFFEE BAR:

The Goodrich Coffee Bar is student managed and staffed during the academic year. It has a beautiful copper-covered counter with friendly staff serving a variety of specialty coffees, teas, bagels and snacks. Professors and staff are encouraged to use CUL funds at the Coffee Bar to meet their students informally or for an out-of-class conversation. Your organization can arrange to have the Coffee Bar stay open or sell specials for your event. For more information, please contact the Office of Campus Life/Student Activities or any of the current Coffee Bar Student Staff.

THE BELL:

In 1998, the graduating class gave funds to restore the original Goodrich Bell, donated in 1857, reviving the tradition of ringing out victories over Amherst. The Class of 1998 Bell will also be ringing at significant College events including the annual Ivy Exercises. The captains of Williams College sports teams may also have access to ring the Class of 1998 Bell by inquiring with the Office of Campus Life/Student Activities. Abuse of this privilege will be grounds for its revocation.

OTHER:

Tabling in Goodrich Hall is only permitted by reservation through the Goodrich Manager and the Office of Campus Life/Student Activities. Please see the section in this manual on Tabling or contact the Office of Campus Life/Student Activities for more information at x2546.

Posters/Advertising are encouraged on the bulletin boards within Goodrich. Any material that is posted in other locations is subject to removal.

Goodrich Hall is a Non-Smoking facility. Absolutely no smoking is permitted in Goodrich Hall (as per college-wide smoking ban and Massachusetts State Law for public spaces).

Requests to serve alcohol in Goodrich must be made 10 days in advance, and must be explicitly approved by the Student Centers Management Team. All events occurring in Goodrich must be conducted in accordance with the Williams College Party Policy.

SCHEDULING EVENTS:

- All Goodrich spaces are booked on a first-come, first-served basis and at the discretion of the Goodrich Management.
- A 10-day lead time is required on reservations involving the use of the A/V equipment in Goodrich's Payne Hall. Student groups wishing to utilize this equipment must say so in the space provided on the reservation form. Goodrich's official A/V technicians are the only individuals authorized to use the audio/visual equipment. Technicians will be assigned on a first-come, first-served basis; availability is not guaranteed.
- A 14-day lead time is required on reservations for events involving alcohol. Decisions regarding the serving of alcohol at events in Goodrich Hall will be made by the Student Centers Management Team, and will be based on the thoroughness of the event plan, and the extent to which alcohol is an integral part of the event's theme, not the focus of the event. Appeals can be made to the Office of Campus Life/Student Activities.
- A 14-day lead time is required on reservations which involve a special setup by Williams College Facilities Services--please see the section on Facilities Services on page 45 for more information on the resources that Facilities may be able to provide for your activity.
- Goodrich spaces are booked on a first come first served basis, at the discretion of the Student Centers Manager.
- All events utilizing the Payne Hall (Great Room), the Living Room, or the Mezzanine must be free and open to all members of the Williams community.
- At the discretion of the Student Centers Manager, Payne Hall and the Heineman Living Room may not be scheduled for use by different organizations at the same time.
- On some evenings, Goodrich will be designated as a dedicated study space. On such evenings, the Payne Hall, Living Room, and Mezzanine will not be available for reservation.
- Student group meetings in the Student Activities Resource Center do not need to be scheduled. You may have your meetings as you please.
- Goodrich is intended to be a space which benefits the Williams College student body. Therefore, events whose primary audience/beneficiaries are not students may not be permitted in Goodrich. The Student Centers Management Team has the final decision in all such exclusions.
- Large events may be scheduled using the Large Event Request Form, available from the Goodrich web site. Please use this form when scheduling your events.

FINE POLICY:

To avoid misuse of Goodrich Hall and the wonderful facilities that the building offers, the Student Centers Management Team has decided to implement a Fine Policy. It is hoped that this Fine Policy will act as a preventative measure instead of as a deterring factor with respect to usage of the building.

Please understand that the fines listed below are the maximum that can be charged for a particular infraction and that the actual amount charged is dependent on the extent of the damage and is at the discretion of the Student Centers Management Team.

General Damage:

- Damage to furniture: Cost of repair + 10%
- Damage to the A/V equipment (including screen) and/or to the lighting equipment cost of repair + 20%
- Damage to any equipment at the Coffee Bar: cost of repair + 15%
- Theft of any item belonging to Goodrich Hall or the Coffee Bar: cost of item + \$25 fine and referral to Security and/or the Dean's Office.

Uncleanliness:

- Not returning the furniture to its original or satisfactory state in any of the rooms: \$75 or Facilities cost to return furniture to its proper state, whichever is greater.
- Leaving any room in a mess (e.g. pizza boxes, soda bottles, trash, etc.): \$100 plus cost of Facilities cleanup (if applicable).

Scheduling:

- Failure to schedule an alcoholic event at least 10 days prior to the date of the event: \$50.

Coffee Bar:

- Mistreatment of Coffee Bar Employees: \$200
- Using the Coffee Bar in any way without the expressed permission of the Coffee Bar managers: \$50.

The Log

These are the policies which have been determined by the Student Centers Management Team and Dining Services for the use of the Log. In all cases the final decision on all of these policies rests with the Student Centers Assistant Manager and Dining Services. Check The Log web site at <http://www.williams.edu/dean/log/index.html> for updated policies.

SCHEDULING EVENTS:

- A 7-day lead time is required on all reservations.
- A 14-day lead time is required on reservations which involve a special set-up by Facilities Services.
- The Log spaces are booked on a first-come, first-served basis, at the discretion of Dining Services.
- Events scheduled by students and student groups must be open to all members of the Williams student body.
- Events may be scheduled by contacting the Goodrich Manager (Dave Brown, 07dtb@williams.edu)

OTHER INFORMATION:

- Students must be 21 or older to consume alcohol.
- A 3 drink limit is in place for all events, except for "21 Night".
- Students must have their ID for admittance.
- Guests are not permitted into the Log without a visitor pass issued from Security.
- Hours of Operation: Tuesdays and Fridays, 8:00pm-12:00am; Thursdays, 9:00pm-1:00am and other times as scheduled.

If you have any questions or comments about these policies, please contact the Student Centers Management Team by e-mailing Ren McDermott (07rcm@williams.edu), or contacting Jessica Guley in the Office of Campus Life/Student Activities, x2546.

Tabling Rules and Regulations

Only recognized student organizations may table in Goodrich. Groups may table up to three days in a row. Only two students per organization may be at the table. No music playing is allowed. Reservations for tabling must be made through the Office of Campus Life/Student Activities.

In order to utilize this service and space, the tabler must request a table (1/2 of an eight (8) foot table) with the Office of Campus Life/Student Activities, at least two (2) business days in advance of the tabling date. Due to space restrictions, only two (2) groups will be permitted to table at any given time.

If the requestor desires a change in their request, this change must be made within the two day deadline. If the requestor no longer desires the use of a table, they must contact the Office of Campus Life/Student Activities in order to cancel the request. Any violation of this policy will result in that student group's loss of tabling privileges. Last minute requests will not be accepted.

Tabling in the dining halls by recognized student organizations must be approved and scheduled through the specific dining hall manager. For more information, please contact Dining Services at Droppers House, or by calling x2121.

Approved outside vendors are only permitted during special vendor fairs scheduled by the Office of Campus Life/Student Activities, x2546.

Section Five: The Program Planning Guide – All You Need to Know and Do to Have a Successful Event!

The purpose of this guide is to outline the social and legal obligations of students when they hold a party (or plan an event) in any Williams College facility, including co-op houses. These responsibilities are also presented at the Host and Server Training, in which all hosts and servers must complete before assuming these roles. The workshop addresses the interests of the Williams community in four general areas: education, health and safety, student social life, and personal responsibility.

Host Training prepares students with the skills and confidence to handle those situations where alcohol is being served and to intervene effectively to prevent peers from harming themselves or others. There are three components to the Host Training curriculum: information about how alcohol affects the body and the legal liabilities associated with the consumption of alcohol; skills training to recognize signs of intoxication and prevent alcohol misuse; and a practice session to build confidence for using these skills. Certification is valid for the academic year, and students must attend a certification class each year they wish to be certified.

General Regulations

PARTY REGULATIONS:

The purpose of these regulations is to make student parties safe and pleasurable. They apply to any student party held in any College facility, including co-op houses.
General Regulations

- Student parties are restricted to members of the College community and their escorted guests.
- Anyone hosting or serving alcoholic beverages at these functions must become certified to do so by attending the Certification Workshop conducted by Campus Life and Health Services. Workshops are scheduled throughout the semester and during Winter Study. Contact Campus Life for dates and times.
- Hosts must be members of the sponsoring organization of the event.
- Hosts and servers may be paid or unpaid, and this must be determined prior to the party by the host(s) and/or the sponsoring organization. If paid, the rate is \$10/hour, paid by the sponsoring organization. Hosts and servers may only be paid for their time during the party.
- If a host is unable to secure an adequate number of certified servers, the host must arrange for a professional bartender through the Office of Campus Life. The current payment rate for a professional bartender is \$30/hour, paid by the sponsoring organization.
- Parties and events must be registered according to specific guidelines listed in this document and via the Event Registration Form. Registration guidelines will be discussed during the Certification Workshop.
- All advertising for parties must be directed exclusively at the College community.
- No off-campus advertising or promotion for parties is allowed.
- Advertisements for parties may not in any way feature alcohol, either in the

- name of the party or in the description.
- College funds may not be used to purchase alcohol.
- No admission fees, cover charges, or charges for alcoholic beverages are permitted when alcohol is served unless a temporary license to sell is obtained from the Town of Williamstown & approved by the Board of Selectors.
- The amount of alcohol available on campus via registered parties on a given night will be calculated based upon the actual number of students who are of legal age on campus.
- Hosts and servers must be and remain substance free (no alcohol or other substances) when working a party.
- At any party where alcohol is served, one host must be at least 21-years-old, and additional hosts must be at least 18-years-old. All servers must be at least 21-years-old.
- If alcohol is served at a party or event, there must be a method of identifying persons of legal drinking age of 21 years.
- Parties and events must conform to fire code and maximum occupancy limits.
- A barrier (e.g., bar) is required to separate the alcohol from guests; only servers may have access to the alcohol during the party. The area must have adequate lighting to check ID's.
- Parties may not begin before 6pm on days when classes are scheduled or before 12 noon on Saturday & Sunday.
- Parties must end by 12midnight on Sunday – Thursday nights, and by 2am on Friday and Saturday nights.
- Hard alcohol, including punch, at all College-sanctioned (registered) events for students is prohibited. Exception is during First-Chance Dance, 100 Days Dance, and Senior Week events; professional servers are present at these events.
- Regulations regarding party sizes, amounts and type of alcohol allowed at different size parties, and host/server number requirements, can be found in the section "Registration Requirements"
- Alcohol is not permitted at athletic events unless purchased from a licensed vendor on the premises.
- Outdoor parties and events must be approved by Facilities & Campus Safety.
- Alcohol may not be served at a party in First Year dorms or at any party exclusively intended for First Year students.
- First Year entries cannot fund alcohol for parties but under separate billing can sponsor entertainment, food, alternative beverages.
- Parties and events having more than 51 people must be registered with the Office of Campus Life and must have the appropriate number of hosts and servers.
- Smoking is not permitted at parties and events held in common areas, living rooms, rec rooms, dining halls, or academic and athletic buildings. All college buildings are considered smoke-free.

Registration Requirements

Parties are not allowed during First Days, Reading Period, or Final Exam Period.

Williams College requires the registration of parties or other events. In order to be eligible to register parties, students must complete the Certification Workshop, offered by Campus Life and Health Services. The workshop educates students about social and legal responsibilities. The Campus Life department maintains a confidential list of certified students for reference during registration.

Event registration procedures must be followed at all times during the year. A certified host must register the party via the Event Registration Form. Registration hours are Monday through Friday, 9am-4pm, at the Office of Campus Life. The party plan must be completed and discussed with one of the Assistant Directors or the Director of Campus Life. Forms

are available at the Campus Life office.

Parties must be registered a minimum of two working days prior to the event, by 4pm. Since Saturday and Sunday are not considered working days, events planned for Friday, Saturday or Sunday must be registered with the Office of Campus Life by 4pm on Wednesday.

Unregistered Intimate parties (13-50 people) are not permitted to have bulk alcohol nor hard alcohol. Beer cannot exceed 79 twelve-ounce cans and wine cannot exceed 11 liters. Bands and DJs are not permitted. Students holding these events in their own common areas in their respective house must notify the House Life Coordinator specifying date, time, and number attending. However, if the event is to be held in the building common area, the student holding the event must get permission from the House Life Coordinator prior to the event and may be asked to sign the Residential Spaces Contract at the discretion of the HLC or the CLC. The student will be the contact person and will be held responsible for clean-up and any damages that occurred. Unregistered Small Parties will be shut down due to noise complaints, overcrowding, exceeding alcohol limits or for any reason that jeopardizes student safety.

Registered Intimate parties (13-50 people) may have a maximum* of one keg or its equivalent and 50 people present. A band or DJ is allowed. A minimum of one host and two servers is required.

Small parties (51-99 people) may have a maximum* of one keg or its equivalent and 99 people present. A minimum of two hosts and two servers is required.

Medium parties (100-199 people) may have a maximum* of two kegs or its equivalent and 199 people present. A minimum of three hosts and two servers is required.

Large parties (200+ people) may have a maximum* of six kegs or its equivalent – the actual number will depend on the size and length of the party. A minimum of four hosts and three servers is required, and may increase incrementally depending upon the number of people expected at the event.

Late-Night parties or events are restricted to a maximum of 100 people and are limited to one keg or the equivalent. Late night parties must end at 3:00am and are limited to Friday and Saturday nights.

If you are interested in a trained non-student bartender for your party, contact the Office of Campus Life for the list of available bartenders.

**See the next section entitled “Alcohol Limits” for information about the total amount of alcohol available on campus via registered parties on a given night.*

Alcohol Limits

Across the various sizes of registered parties, the amount of alcohol available on campus via registered parties on a given night will be calculated based upon the actual number of Williams students who are of legal age. Quantities cannot exceed this amount.

The amount of alcohol for a particular party depends on the size and length of the party. A maximum of 6 kegs will be allowed at large parties. Small to medium parties have lower limits. A maximum of 8 kegs will be allowed at parties exclusively planned for Senior Class participation (i.e. 100 Days and Senior Week).

Pre-Party Planning

Discussion with a host will include ensuring the completion of the Event Registration Form, including the method of identifying and verifying 21-year-old guests, the amounts of alcohol permitted at the party, the size of the party, the location and its capacity limits, entertainment or theme of the party, types of food and alternative beverages available at the party, and the potential need for Campus Safety officers.

Facilities Services is available to assist if special set-ups (lighting, tables, chairs, risers) are needed. There are certain requirements that must be met and certain requests will incur a charge. Specific details can be obtained by calling the Office of Campus Life/Student Activities (x2546 or x2555) during regular business hours.

The Manager of Environmental Health and Safety (x2406) must be contacted if candles will be used during a party/event. Fog/smoke machines are not allowed at parties in student houses. The Manager must be contacted if a fog/smoke machine will be used at any party/event held in non-housing buildings.

Parties/events must be registered according to specific guidelines listed on the Party Registration Chart located on the back of the Party Plan form. Registration guidelines will be discussed during workshop training.

General Responsibilities of Hosts

The primary concern of a host is to maintain a safe environment for students and their guests and to abide by College rules and Massachusetts law. An individual who assumes the responsibility for hosting events must be a current Williams student from the sponsoring organization. One host must be at least 21-years-old; additional hosts must be at least 18-years-old. Attendance and certification in the Certification Workshop, conducted by Campus Life and Health Services, is mandatory. Hosts may or may not be paid, and this must be determined prior to the party. If paid, the rate is \$10/hour, paid by the sponsoring organization.

RESPONSIBILITIES OF HOSTS:

- Accept and carry out full responsibility of all aspects of the event including compliance with all Massachusetts State Laws concerning alcohol
- Organize the party.
- Confirm with the organization’s financial officer that any necessary financial arrangements are within the budgetary limits of the sponsoring organization
- Register the party or event with Campus Life within the proper time frame via the completed Event Registration Form.
- Obtain written permission/signature from the House Life Coordinator if the party/event is being held in a residence. If no HLC is assigned, the Campus Life Coordinator can authorize use of the residence.
- Contact and work with Ellen Rougeau in Campus Life to obtain permission/signature of the Dining Service Manager if the event is held in a dining hall.
- Name, assign, and, if applicable, arrange payment for servers for the party.
- Determine, use, and inform the servers of the method for identifying guests of the legal drinking age of 21 years or a method to distinguish underage guests, following the section entitled “Checking for Proper Identification at Parties”
- Order bracelets through the Office of Campus Life no later than the Event Registration Form due date (if bracelets are to be used).
- Pick up bracelets from Campus Life on the day of the event prior to 4pm, OR, if the event is on a weekend, pick up bracelets from Campus Life on Friday prior to 4pm (if bracelets are to be used).

(continued next page)

- Sign for any alcohol planned for the event (21-year-old host only).
- Ensure that proper amounts of appropriate food and non-alcoholic beverages are present and available throughout the duration of the party.
- Bear financial responsibility for any damage to College or student property that occurs during the party or event if the responsible person cannot be identified. The Dean's Office, Campus Safety, and Campus Life will work with students to resolve these cases as fairly as possible based on all available information.
- Check with the assigned Campus Safety officers at the beginning of the party or event and maintain communications for the duration. If no officers are assigned, regular campus patrol officers will check the event to ensure compliance. Hosts and servers must identify themselves and cooperate in every respect. Failure to comply with the registered plan may result in the party or event being shut down by the officers.
- Ensure that the party site is cleaned up and furniture is placed in its original location.
- Contact Campus Safety for any assistance, if necessary.

REGARDING ALCOHOL DURING THE PARTY, THE HOSTS MUST:

- Check ID's at the point of entry to the event (one host minimum).
- Ensure that intoxicated persons do not gain entry to the party.
- Ensure that servers are present at all times.
- Monitor and control the service and consumption of alcohol.
- Prevent minors from consuming alcohol.
- Prevent alcohol being passed to minors by a 21 year-old guest.
- Remove any guest from the party who fails to comply with Massachusetts law.
- Enlist the aid of Campus Safety, when necessary, to ensure compliance with Massachusetts law.
- Deny alcohol to persons who appear intoxicated.
- Ensure that guests do not leave the party with an open container.
- Ensure that alcohol is kept in a secure area and does not exceed amounts listed on the plan.
- Ensure compliance with the information stated on the Event Registration Form.
- Ensure that any guest whose behavior is disruptive or creates an unsafe environment will be required to leave the party or event, enlisting the aid of Campus Safety if necessary.
- Ensure that alcohol is secured at the end of the party.

General Responsibilities of Servers

The primary concern of a server is to maintain a safe environment for students and their guests and to abide by College rules and Massachusetts law. An individual who assumes the responsibility for serving at events must be a current Williams student (unless a trained bartender). Attendance and certification in the Certification Workshop, conducted by Campus Life and Health Services, is mandatory. Servers may or may not be paid, and this must be determined prior to the party by the host. If paid, the rate is \$10/hour, paid by the sponsoring organization.

RESPONSIBILITIES OF SERVERS:

- Accept and carry out full responsibility of the event including compliance with all Massachusetts State Laws concerning alcohol (relevant laws are discussed during the Certification Workshop).
- Serve only of-age guests.
- Follow the host-determined method for identifying guests of the legal drinking age of 21 years or the host-determined method to distinguish underage guests.

- Monitor and control the service and consumption of alcohol.
- Prevent minors from consuming alcohol.
- Prevent alcohol being passed to minors by a 21 year-old guest.
- Remove any guest from the party who fails to comply with Massachusetts law.
- Ensure that any guest whose behavior is disruptive or creates an unsafe environment will be required to leave the party or event, enlisting the aid of Campus Safety if necessary.
- Deny alcohol to persons who appear intoxicated.
- Enlist the aid of Campus Safety, when necessary, to ensure compliance with Massachusetts law.
- Ensure that alcohol is kept in a secure area and does not exceed amounts listed on the plan.
- Ensure compliance with the information stated on the Event Registration Form.
- Ensure that the party site is cleaned up and furniture is placed in its original location.
- Check with the assigned Campus Safety officers at the beginning of the party or event and maintain communications for the duration. If no officers are assigned, regular campus patrol officers will check the event to ensure compliance. Hosts and servers must identify themselves and cooperate in every respect. Failure to comply with the registered plan may result in the party or event being shut down by the officers.
- Ensure that guests do not leave the party with an open container.
- Ensure that alcohol is secured at the end of the party.
- Contact Campus Safety for any assistance, if necessary.

Checking for Proper Identification at Parties

- At least one host must check ID's at the point of entry for the event. Two (2) forms of photo ID are required for all 21-year-old guests:
- Williams students must produce a Williams ID, plus a valid driver's license, passport, military ID, or alcohol ID card.
- Guests of Williams students are required to produce two forms of ID to verify age (one must be a valid driver's license, passport, military ID, or alcohol ID card).
- Books entitled "ID Check Guide" are available from Campus Life for use by hosts and servers. Books must be returned to Campus Life after use

Additional Resources and Considerations

The availability of alcoholic beverages at parties substantially increases the burden of responsibility on hosts and servers. Hosts and servers are strongly encouraged to enlist resources that are available from Campus Safety, Health Services and Campus Life.

- Hire trained bartenders to serve alcohol. – Campus Life has a list of available bartenders. Their current rate is \$30/hour.
- Use the "ID Check Guide" book to verify authenticity of drivers' licenses. The books are available from Campus Safety.
- Use TIPS (Training for Intervention Procedures) as additional training. Contact Campus Life for more information.
- Identify 21-year-old guests with wrist bands or hand stamps.
- Contact the Health Center for additional alcohol education.

Massachusetts State Law Concerning Alcohol

- Any person under 21-years-old who purchases alcoholic beverages or who makes arrangements with any other person to purchase, or who misrepresents his or her age in order to purchase alcoholic beverages, is guilty of a violation of the Massachusetts State Law and is subject to a fine of \$300.00.
- Any person who makes a false statement as to the age of another person who is under 21-years-old in order to procure alcoholic beverages is guilty of violating the state law and is subject to a fine of \$300.00.
- Any person who uses a false liquor purchase identification card or alters or defaces a liquor purchase identification card in order to purchase alcoholic beverages is guilty of violating the state law and is subject to a fine of up to \$200.00 or imprisonment of up to three months.
- Any person under 21-years-old who willfully misrepresents his or her age or in any way alters, defaces or otherwise falsifies his or her identification offered as proof of age in order to purchase alcoholic beverages is guilty of violating state law and is subject to a fine of \$300.00.
- Any person under 21-years-old who transports or carries alcoholic beverages is guilty of violating the state law and is subject to a fine of up to \$50.00. A police officer may arrest such a person WITHOUT A WARRANT. If the person was operating a motor vehicle at the time, his or her driver's license may be suspended for up to three months.
- Any person who purchases alcoholic beverages for, or delivers alcoholic beverages to, anyone under 21-years-old is guilty of violating the state law and is subject to a fine of up to \$2,000.00 or imprisonment of up to one year or both.
- A host of a party may be liable for the injuries suffered by a third person if the Host knew or should have known that his or her guest was drunk, and nevertheless gave or permitted the guest to take an alcoholic drink and thereafter, because of his or her intoxication, the guest negligently operated a car, causing injury to the third person. If the guest whose drunk driving causes an accident is a minor, the host who served the alcohol to the minor might be held liable to the injured third person even if the minor was not intoxicated when the host served the minor alcohol.
- Massachusetts has a "zero tolerance" law for blood alcohol level in drivers aged 16 to 21. For such drivers, any alcohol level greater than .02 (roughly equivalent to one drink or a beer) will result in on-the-spot revocation of the driving license. For adults over 21 the maximum permitted level in the new law is .08. A first conviction for driving under the influence of alcohol carries with it a fine of \$1,000.00, one year revocation of your driver's license, and mandatory alcohol education. It may also include up to two years in prison.

Williamstown Open Container Law

No person shall drink alcoholic beverages from an open container while on any public way or in a public place. No person shall carry an open container of alcoholic beverage while on any public way or in a public place. Violation of this Williamstown ordinance may result in a fine of not less than \$20.00 nor more than \$200.00.

Role of Campus Safety

When a host registers a party/event with the Office of Campus Life, a determination will be made whether to assign Campus Safety Officers. If it is determined that campus safety officers must be at the event, you will be notified and must keep in contact with the Campus Safety Department up to and following the date of your activity, and should incidents occur during your event, you may be needed to give information regarding the event. The following factors are always considered:

- Size of party.
- Type of entertainment.
- Other events/parties occurring on campus.
- Location of the party.
- Amount and type of alcohol.
- History of the party location or history of the party theme.

RESPONSIBILITIES OF OFFICERS ASSIGNED TO PARTIES:

Security Officers are not responsible for supervising, overseeing or regulating the consumption of alcohol. The responsibility rests with the 21-year-old host and adherence to the law is the obligation of each individual student. Officers are assigned to parties in order to:

- Assist the host, the 21-year-old server, and peer monitors to ensure compliance with Massachusetts Law concerning alcohol consumption.
- Notify the host if underage drinking is suspected.
- Directly intervene when underage drinking is apparent.
- Identify and report to Campus Safety supervisors the names of students who fail to comply with Massachusetts Law.
- Assist students to ensure that only members of the College community and their invited guests attend a party.
- Enforce Building Capacity limits.
- Shut down parties that are excessively noisy or unruly, extend beyond the stated ending time, exceed the fire code and maximum occupancy limits, or violate the terms of the party policy.
- Assist in the event of any emergency.
- Assist the host when dealing with a disruptive or intoxicated person.
- Secure any alcohol remaining at the end of the party.

College Response to Underage Drinking

The Campus Safety Department has adopted a program for addressing concerns about underage drinking. The educational component, rather than a punitive approach, will be the main focus of this program. At parties, Campus Safety officers will take a more active role to assist hosts and identify underage drinkers. The names of underage students who are identified drinking at parties will be submitted to the Director, Assistant Director or Campus Safety Supervisor, and may be taken to the attention of the Dean.

COLLEGE SANCTIONS FOR VIOLATING THE PARTY POLICY:

Any violation of the regulations above, or failure to follow a Party Plan can result in a party being shut down and the Hosts' being fined a minimum of \$100 per violation imposed by Campus Safety. If a party was not registered and Hosts do not identify themselves, the fine is imposed on the suite, entry, or house in which the party occurred. In cases of party policy violations, hosts or other responsible individuals may lose the Host Trainer certification and the privilege to host parties, or may further be subject to College disciplinary action. The general rules of student conduct apply at parties.

Involvement with alcohol is not considered an excuse for dangerous or disruptive behavior. In such cases, students are still responsible for their actions. If alcohol or other drugs have contributed to unacceptable behavior (e.g. violations of the College party policy; dangerous or disruptive behavior; continued abuse of alcohol resulting in significant health, personal, or academic difficulties), disciplinary action may, in addition to other sanctions, require the student to attend an educational workshop on alcohol and substance abuse offered by Health Services.

INITIAL INTERVENTION:

The underage student will be contacted and will meet with the Director, Assistant Director or Campus Safety Supervisor. The initial meeting will concentrate on education concerning Massachusetts's laws; using fake identification and the penalties; host liability law and responsibility assumed by 21-year-old hosts; and risk assessment.

The goal of the 1st intervention is to raise awareness concerning compliance with State Law and to advise the student about any future violations and subsequent sanctions. Students may also be referred to a Health Educator from the Health Center if it is determined that high-risk alcohol consumption is a contributing factor. Each case will be handled on an individual basis to determine the appropriate follow-up. The Dean's Office will be notified and will become involved when disciplinary action is necessary.

Referrals from Campus Safety to the Health Center will be made directly to the Director of the Health Center. A student who refuses to meet with a Health Educator will result in a notification from the Health Center back to Campus Safety. Campus Safety will then contact the Dean's Office for subsequent follow-up.

Examples of Responses:

- Campus Safety handles the follow-up without referral
- Campus Safety handles the follow-up but makes a referral to the Health Center
- A direct referral to the Health Center
- A direct referral to the Dean's Office

It should be noted that if the initial interaction originates at the Health Center, no referrals will be made to the Campus Safety Department for follow-up. Any student directly seeking assistance from the Health Center will be treated in a confidential manner.

Food and Alternative Beverage Chart

BEER	WINE	FOOD	ALTERNATIVE BEVERAGES
1 Keg	24 Liters	4 Lbs	10 Liters
1/4 Keg	12 Liters	2 Lbs	5 Liters

Formula for Alcohol Serving

$$\frac{\text{(\# of ppl expected per hour, not exceeding fire capacity)}}{\text{(hours of event)}} \times \frac{\text{X}}{\text{(total number of servings)}} \times .35 =$$

Remember: 160 servings of alcohol = 1 keg = 24 liters of wine

Liability and College Insurance Coverage

ALCOHOL LIABILITY:

Williams College carries insurance on its employees, students, and agents acting on behalf of the College. Under our current general liability policy, there is coverage for individuals that are hosting/serving/peer monitoring at College approved functions. It must be pointed out, however, that this coverage will not cover individuals that are negligent on their part. Examples include, but are not limited to, allowing underage individuals to consume

alcohol, serving alcohol to someone who has apparently had too much to drink, etc. In those situations, the individuals MAY find coverage under their parents' homeowners policy. Hosts/Servers/Peer Monitors must adhere to all College policies, as well as local, state, and federal laws.

CONTRACTED SERVICES (SIGNING CONTRACTS):

The College insurance policy does not cover students who are in breach of a contract with an outside individual or agency. Therefore, if a student organization wishes to enter into an agreement with an individual or agency, the student organization should contact the Office of Campus Life (Multicultural Center for MinCo groups) in order to begin the process of requesting a contract and entering into an agreement.

The student organization should continue to make all contracts and negotiations, but the Office of Campus Life (MCC for MinCo groups) must be listed as the REQUESTOR or person signing the contract. If a student or student organization wishes to enter into a contract, contact must be made with the Office of Campus Life prior to any negotiations, and the contract must be sent to the Office of Campus Life (first floor of Hopkins Hall). The student organization is still responsible for adhering to all terms explicitly laid out within the contract.

If the individual or agency does not issue contracts, the Office of Campus Life has general contracts for use in this instance. Examples of instances when the College contracts should be used, include contracting with local DJs, bands, service providers, etc. In addition, in order to process any payment (voucher), the College requires some form of documentation as back-up, which includes copies of contracts.

Please contact Jessica Gulley, AD Campus Life - Student Activities, in the Office of Campus Life (Marcela Villada-Peacock in the MCC for MinCo groups) for further information and assistance.

Section Six: Reserving Spaces and Publicizing Events

Only recognized student organizations may schedule events and reserve facilities!

The Office of Campus Life HIGHLY RECOMMENDS that you reserve your space and have confirmation of the reservation BEFORE publicizing your event, as they cannot promise confirmation of any spaces at the time of initial request – all space reservation requests are just that – REQUESTS. You do not have a space reserved until you have confirmation from the Office of Campus Life.

Reserving a Space in a Residence Hall or Campus Facility:

In order to reserve any campus facility (including residence halls) other than Goodrich Hall and the Log, students and employees must complete the online reservation form at <http://www.williams.edu/home/events/>.

Once a request has been received, Campus Life will check the availability and, if the space is free, reserve your facility with the appropriate office or department. Although individual offices and departments retain authority over their facilities, they will not accept requests directly from individuals other than Campus Life staff members.

For student organizations, Campus Life will include requests for Facilities set-ups, OIT equipment requests, etc. Facilities will not take direct requests from any student or student organization all student set-up requests must be made via the online form, or through your advising CLC.

College offices and departments must first schedule their events via the online form, then should contact Facilities, OIT, etc., for specific set-up needs.

Reserving Goodrich Hall, the Log, Dining Halls, and the Multicultural Center

- Goodrich Hall scheduling requests should be made via their online form at http://www.williams.edu/dean/campus_life/goodrich/shedform.htm. Reserve the Log by contacting David Brown (07dtb@williams.edu), who will work with Dining Services to schedule your request.
- The Multicultural Center reservations should be made by contacting the MCC at x3340.
- Dining Services facility reservations should be made by contacting Dining Services at x3969.

Once a space has been successfully scheduled for an event via the online form, it will be added to the online Williams College Calendar of Events, unless the requestor asks that the event not be published. To ensure the Calendar's accuracy, we ask that all employees and students follow the procedures outlined in this section even if the event is occurring in a facility managed by that student or employee. This should also help to decrease the number of cross-bookings or event conflicts, etc.

An important note: There may be a fee for room set-ups beyond the typical set-up. When a major set-up is required, it is necessary for Facilities to have at least 5 days notice. There are also some times during the year when major set-ups need even further notice due to other major campus programs occurring (commencement, reunions, etc.) – please check with Campus Life if you have questions or concerns about this.

To access the Williams College Calendar of Events, go to the Williams College homepage, click on "QuickLinks" and then click on "Calendar of Events." The page can also be found at <http://www.williams.edu/cgi-bin/calendar/webevent.cgi?cmd=open&cal=cal6&>.

Fire Safety Capacities

The Williamstown Building Inspector has established the maximum capacity for 'places of assembly' based on the square footages of each area, the number of approved means of egress, and number of bathrooms. However, these capacity limits are always under review by the Williamstown Building Inspector and are subject to change:

RESIDENTIAL SPACES:

*first-year building - registered alcohol parties not allowed

Ist floor	50	<u>Garfield</u>	
Basement	28	Ist floor	107
		Basement	30
<u>Armstrong*</u>		<u>Gladden</u>	
Rec Room	165	Living Room	100
		TV Room	17
<u>Brooks</u>		Suites	15
Ist floor	69		
Basement	82	<u>Goodrich House</u>	
		Living/Dining Room	31
<u>Bryant</u>		<u>Lambert</u>	
Ist floor	73	Living Room	20
Suites	15		
<u>Carter</u>		<u>Lehman</u>	53
Ist floor	73		
Suites	15	<u>Mark Hopkins</u>	
<u>Currier</u>		Lounge	73
Ballroom w/o furniture	212	Suites	15
Ballroom w/furniture	105		
Ballroom w/tables & chairs	50	<u>Milham</u>	
Suites	18	Living Room	40
<u>Dodd</u>		<u>Mission Park*</u>	
Ist floor w/o furniture	380	Type 1 Lounge	30
Ist floor w/furniture	163	Type 2 Lounge	40
Ist floor w/tables & chairs	76	Type 3 Lounge	16
Dining Hall	120	Type 4 Lounge	49
<u>Doughty</u>		<u>Morgan</u>	
Living Room w/o furniture	60	Basement Lounge	87
Living Room w/furniture	30		
<u>East</u>	30	<u>Perry</u>	
		Living Room w/o furniture	130
<u>Fayerweather</u>	40	Living Room w/furniture	60
		TV Room w/o furniture	76
<u>Fitch</u>		TV Room w/furniture	35
Basement	50	Library	49
Suites	18		

<u>Poker Flats</u>		Faculty House Basement	195
Basement (all units together)	99	Faculty House 1st floor	376
Basement A, B, E, or F	24	Faculty House 2nd floor	25
Basement C	12	Mission Park Dining Hall	390
Basement D	18	Mission Park Lounge	150
<u>Pratt*</u>		LECTURE HALLS:	
Pool Room	49	<u>Chapin</u>	
TV Room	49	Main Hall	1020
<u>Prospect</u>		Choral Practice	120
Basement Lounge	100	Lecture Hall	279
Suites	12	Gallery	260
<u>Spencer</u>		<u>Bronfman</u>	285
1st floor w/o furniture	180	<u>Bernhard Music Center</u>	794
1st floor w/furniture	77	Brooks-Rogers	279
1st floor w/tables & chairs	36	Presser Choral	112
Basement	84	Shainman Room	60
<u>Susie Hopkins</u>		Room 124	120
Living Room	49	<u>Lawrence Hall 231</u>	126
<u>Thompson</u>		<u>Griffin Hall</u>	
1st floor lounge	30	Room 1	40
<u>Tyler Annex</u>		Room 2	60
Basement	50	Room 3	120
1st floor common	35	Room 4	50
2nd floor common	35	Room 5	50
3rd floor common	25	Room 6	50
<u>Tyler</u>		Room 7	65
1st floor w/o furniture	120	<u>Hopkins Hall</u>	
1st floor w/furniture	73	B03	42
1st floor w/tables & chairs	34	1964 Classroom	42
<u>West College</u>		Room 108	20
Lounge	49	Room 206	24
<u>Wood</u>		Room 309	20
East Living Room w/o furniture	90	Room 401	24
East Living Room w/furniture	49	OTHER SPACES:	
West Living Room w/o furniture	90	<u>Chandler Athletic Center</u>	
West Living Room w/furniture	49	Gymnasium	1681
Basement	49	Pool	382
DINING HALLS (W/O FURNITURE):		<u>Goodrich Hall</u>	
Dodd	120	Great Room w/o furniture	275
Driscoll Upper Level	45	Great Room w/furniture	154
Driscoll Lower Level	225	Mezzanine	101
Greylock Basement	140	SARC	30
Greylock 1st Floor	400	Living Room	35
Greylock 2nd Floor	600		
The Log	278		

<u>Hardy House</u>			
1st floor	34		
<u>Jewish Religious Center</u>			
Main Room	204		
Sanctuary	74		
<u>Chapman Rink</u>	2450		
<u>Lasell Gym</u>	840		
<u>Rice House</u>	49		
<u>Thompson Memorial Chapel</u>	600		
<u>Towne Field House</u>	1200		
<u>Weston Field Bleachers</u>	6720		

Publicizing Events

Only recognized student organizations may have access to these services!

THE ALL-CAMPUS CALENDAR:

The Office of Campus Life maintains the college's All-Campus Calendar which you can access at www.williams.edu/home/events/calendars.html. All events should be listed with the Campus Life/Student Activities Office. To do so, use the "Calendar, Scheduling, and Facilities Request Form," which you can access at www.williams.edu/dean/calendar/request.html, by Tuesday at 10:00am, one week prior to the event. For more information, contact Jessica Vega (x4747), or visit her in the Office of Campus Life.

WORKING WITH THE WILLIAMS COLLEGE NEWS OFFICE:

Williamstown and the College are small communities and the available audience is limited. In planning your event, remember that most events attract no more than 50 people; a large crowd here is usually about 200; and it takes 500 people to make Chapin Hall look full. To save the sponsoring organization and the speaker the embarrassment of a small turnout, it is important that you publicize your events in the Daily Messages, Daily Advisor, posters, and through press releases, or advertising. Please call x4277 for more information. Some avenues for advertising are:

Local Media Publicity:

Student organizations are expected to write and distribute their own event releases to the local media.

AtWilliams Online Calendar:

Events sponsored by Williams College departments, programs, centers, organizations and recognized student groups may be listed in AtWilliams. Events must be open to the public and free of charge unless admission charges are clearly noted.

Advocate, Eagle, and Record Ads

Events listed on the Calendar of Events are automatically considered by the News Office for inclusion in the college's ad "Events at Williams This Week" published on Wednesdays in the

Record and on Thursdays in *the Advocate*, and *Berkshire Eagle*. Music events should be listed with the Music Department. Competition for inclusion is keen and only a limited number of events are chosen on the basis of the News Office's judgement as to wide, public appeal.

College Homepage

One or two events are listed each day on the College's homepage on the web. To be considered for listing, you must submit a press release at least ten days prior to the event (see *press releases below*) to Jo.Procter@williams.edu. Competition for inclusion is keen and events are chosen on the basis of the News Office's judgement and College priorities.

Daily Messages:

For listing, please follow the instructions at www.williams.edu/messages/. The deadline for receipt is 3:00pm the day prior to publication.

Daily Advisor:

Put the date you want it to run in the subject line of your e-mail. Submit your messages to da@wso.williams.edu. The deadline for receipt is 7:00pm the night prior to publication.

Posters:

McClelland's Press (Jack Elder at 458-4248), Beck's in North Adams (John Haskins at 664-7411), Excelsior Printing in North Adams (Christine Dallmann at 663-3771), and Adams Specialty Printing in Adams (Eugene Michelenko at 743-9101) will print posters (for a fee), if you deliver camera-ready copy. McClelland's, Adams Specialty, and Excelsior Printing will also take posters and flyers on disk. Contact the printer for formatting instructions.

Local Media Calendar Listings:

The easiest way to publicize your event to the local community is through calendar listings. Send material to the media at least three weeks in advance and mark attn: Calendar Editor. (see *list of local media on page 40*)

Event Announcements:

You can also write and distribute an event announcement for possible inclusion in local media. Send releases to the media at least two weeks in advance and mark attn: News Editor. Please note that the media is under no obligation to run releases. They run what interests them, depending upon space availability. The only thing the media is obliged to run is paid-for-advertisements.

The first paragraph of the announcement should include the speaker's name, day, date, time, location, and title of the lecture or performance.

The body of the announcement should include a description of the speaker or performer and his/her program or lecture. Start with most current information. At the end, include whether the event is free and open to the public, ticket information, sponsoring organization(s), and where to call for more information.

Advertising:

One of the best ways to reach students or faculty is to advertise your event in the *Record* or on WCFM. Ad copy is due in the *Record* Office (x2289) by 5pm on Friday for publication on Wednesday. Call the *Record* or WCFM for guidelines and pricing.

To reach a Williamstown audience, the weekly *Advocate* is an inexpensive place to advertise. Ad copy is due on Friday at 3:00pm for publication on Wednesday. Call Linda Collyer at (413) 664-6900 for guidelines and pricing.

To reach the Williamstown/North Adams audience, the local radio station, WNAW offers some "freebies" or a public service rate for 30-second announcements (60 words). They need 24 hours notice. Call their advertising department at (413) 663-6567 for more information.

LOCAL MEDIA LIST—IMPORTANT ADDRESSES AND INFORMATION:

The Advocate (11,600 circulation) — 111 MassMoCA Way, North Adams, 01247 E-mail: news@advocateweekly.com. *The Advocate* is published on Wednesdays. Copy is due the Friday before.

iBerkshires (local online newsletter) — info@iberkshires.com

The Berkshire Eagle (32,000 circulation) — 124 American Legion Drive, North Adams, MA 01247. E-mail: News@BerkshireEagle.com

The North Adams Transcript (8,000 circulation) — 124 American Legion Drive, North Adams, MA 01247. E-mail: News@TheTranscript.com

WNAW / WNMB — Curran Highway, North Adams, MA 01247. E-mail: news@WNAW.com

WAMC/NPR — P.O. Box 66600, Albany, NY 12206 — They must have your calendar copy at least four weeks before your event and it should be of wide public appeal. E-mail: kcorreia@wamc.org

VPR—Vermont Public Radio is heard in Williamstown — Fax calendar announcements of wide public appeal to 802-655-2799.

Williams College News Releases on the Web. E-mail: Jo.Procter@williams.edu (<http://www.williams.edu/admin/news/releases/index.html>)

On-Campus Posting Policy

Display areas and bulletin boards are provided in Williams College buildings to provide information to students, faculty, and staff. All materials for posting or stuffing in SU Boxes must clearly display the sponsor of the program or service.

Posting is permitted in approved areas only. Materials may not be posted on windows, entrance doors, walls, or in classrooms. All posted materials must be taken down within seven (7) days after the event.

Students, student organizations, and off-campus entities wishing to erect, attach, or post signs, banners, posters of exceptional size or decorations on any part of campus property not covered by the policies listed above are responsible for obtaining prior approval from the Office of Campus Life, as you may need approval and a sign permit from the town of Williamstown.

Posted materials not in compliance with this policy will be immediately removed.

Section Seven: Student Employment

Rules and Procedures for Hiring Students

- The Manager's budget item for student wages must be approved by the head of the department and the Provost's Office.
- Financial Aid students must be given priority in hiring since they have an earning expectation as part of their financial aid award (\$1,800 for juniors and seniors, \$1,700 for sophomores, and \$1,550 for first-year students).
- All first-year students are assigned to their campus job and are expected to remain in that position for the entire year. They may not be hired independently by any other department/office.**
- All upper-class students are responsible for securing their own positions and should do so before leaving campus for the summer. In the spring, first-year students should either talk to their current supervisor about continuing with the same position or find a new position before they leave for the summer.
- Students are required to complete an I-9 Form (Employment Verification), M-4 (Massachusetts), and a W-4 (federal) Withholding Statements in the Payroll Office. *These federal and state forms must be on file before students begin to work.*
- Supervisors are responsible for authorizing students working for them by submitting the Student Employment Authorization Form (available online through the Student Employment web site) to the Student Employment Coordinator in the Office of Financial Aid.
- Timecards:

Student workers must:

 - Record hours and days worked on the back of the card for each period.
 - Enter total hours in space provided on the front of the card and fill in the appropriate circles.
 - Enter their Williams ID and Job # and fill in the appropriate circles.
 - Sign and date each card.

Supervisors must:

 - Enter the account number from which students will be paid in the space provided on the front of the card and fill in the appropriate circles.
 - Check the number of hours each student worked and sign each card.
 - Bunch cards in alphabetical order and include a tape of total hours worked and bring to the Payroll Office on the dates designated on the Payroll Schedule. **DO NOT WAIT TO TURN AT THE END OF SEMESTER!!**

***Students cannot submit their own timecards.*

***Student Managers may NOT sign time cards.*
- All students are paid according to the listed rates. There will be no exceptions.
- At the end of the academic year, supervisors must complete a Student Employment Needs Report for the next academic year to enable the Student Employment Coordinator to help meet those needs. The names of the students who will be returning to work for each supervisor should be listed.
- Job Postings: In order to post a position please notify the Student Employment Coordinator to update the job description on file. A job posting contains the job title, description, wage and contact name so that students may select the most appropriate work choice. All job postings will be available on the Student Employment web site. We ask that you contact the Student Employment Coordinator once the job has been filled.

NOTE: Payroll Office is now located in the B&L Building!

Student Employment Classifications & Pay Rates

This job classification and pay rate schedule has been designed to reduce pay inequities between jobs that permit study time and those that do not and to encourage students to remain with the same office/department from one year to the next. It is intended that these modest refinements will strengthen the student work program that has worked so well for many years.

THE CLASSIFICATIONS OF STUDENT JOB LEVELS ARE:

- Level A** Student has one specific responsibility; is not expected to perform other tasks and is permitted to study as long as responsibility is met. Generally, this level includes those who are able to study one half of the time or more.
- Level B** Student functions as a monitor/worker; is expected to perform additional duties as requested and is permitted to study when these responsibilities have been met.
- Level C** Student is fully occupied during work hours and is not permitted to study or do other non-job related activities.
- Level D** Supervisors – students whose primary responsibility is to oversee the scheduling and performance of other students. Must be upper-class. *This position requires approval from the Coordinator of Student Employment.*

THE JOB CLASSIFICATION SYSTEM HAS 6 PAY RATE CATEGORIES:

- Level A** \$6.75 (minimum wage)
- Level B-1** \$7.00 first year working in the department
- Level B-2** \$7.25 students returning to the same Level B job for a second year and after
- Level C-1** \$7.50 first year working in the department
- Level C-2** \$7.75 students returning to the same Level C job for a second year and after
- Level D** \$8.25 student supervisors

***Note: A full time job is at least 6 hours/week for the academic year.
Pay rates also apply to off-campus Federal Work Study students.

TA STIPENDS:

- Full-time – \$945.00 per semester
Half-time – \$472.50 per semester
Graduate TA – \$1,000.00 per semester

All students are paid according to the listed rates. There will be no exceptions!

Student Payroll Schedule

Timecards are to be delivered to the Payroll Office in the B&L Building by 10:00am on the dates listed below. Late timecards will be held over until the next pay period. Please check for each pay period carefully. Questions about student employment and matters relating to Financial Aid should be directed to Jessica Bernier at the Financial Aid Office, x4181. Questions regarding timecards and the paycheck itself, such as lost checks, should be directed to Cindy Wilson at the Payroll Office, x4162.

#	Pay Period	Timecards Due	Payroll Date
1	Aug. 25 - Sept 7, 2006	Friday, Sept. 8	Friday, Sept. 15
2	Sept. 8 - 21	Friday, Sept. 22	Friday, Sept. 29
3	Sept. 22 - Oct. 5	Friday, Oct. 6	Friday, Oct. 13
4	Oct. 6 - 19	Friday, Oct. 20	Friday, Oct. 27

(continued on next page)

5	Oct. 20 - Nov. 2	Friday, Nov. 3	Friday, Nov. 10
6	Nov. 1 - 4	Friday, Nov. 17	Tuesday, Nov. 21
7	Nov. 17 - 30	Friday, Dec. 1	Friday, Dec. 8
8	Dec. 1 - 14	Friday, Dec. 15	Thursday, Dec. 21
9	Dec. 15 - 28	Friday, Dec. 29	Friday, Jan. 5, 2007
10	Dec. 30 - Jan. 11, 2007	Friday, Jan. 12	Friday, Jan. 19
11	Jan. 12 - 25	Friday, Jan. 26	Friday, Feb. 2
12	Jan. 26 - Feb. 8	Friday, Feb. 9	Friday, Feb. 16
13	Feb. 9 - 22	Friday, Feb. 23	Friday, March 2
14	Feb. 23 - Mar. 8	Friday, March 9	Friday, March 16
15	March 9 - 22	Friday, March 23	Friday, March 30
16	March 23 - April 5	Friday, April 6	Friday, April 13
17	April 6 - 19	Friday, April 20	Friday, April 27
18	April 20 - May 3	Friday, May 4	Friday, May 11
19	May 4 - 17	Friday, May 18	Friday, May 25
20	May 18 - May 24 (1 week)	Friday, May 25	Friday, June 1

Note: Students cannot be paid through the student payroll system for work performed after May 24, 2007. They must be put on the summer payroll.

Section Eight: Resources On Campus and Around Town

The College offers many resources to registered student clubs and organizations, as well as all residential Houses and Entries. On the Williams campus, services are available from OIT, Facilities Services, Dining Services, and the Campus Post Office. Only "Active Status" student clubs have access to these services. There are also many services available in Williamstown and in the greater Berkshire area. We encourage you to use all available resources to make your events, parties, and projects successful. More information on utilizing all of these services can be found by contacting the Office of Campus Life/Student Activities.

Audio /Visual Services Through OIT

Only recognized student organizations may have access to these services!

The Office of Information Technology (OIT) Equipment Loan Center is located in the basement of Stetson Hall. The Equipment Loan Center provides short-term audio/visual equipment loans (three days or less) to staff, faculty, and students. Available equipment includes, but is not limited to: digital camcorders, PA systems, microphones, digital still cameras, audio recording equipment, and computer projectors.

A more complete listing is on-line at: <http://oit.williams.edu/oit/eqloaning>. To reserve equipment, e-mail eqloaning@williams.edu or call x4091. For other media or classroom support issues, please contact Media Services at x2112.

Campus Post Office and Postal Services

Only recognized student organizations may have access to this service!

The Mailroom will allow ONE free mailing per year. Please be sure that your organization has sufficient enough funding to pay for this service after your one free mailing. The staff will not do mailings without proper funding to back them up. Mailings are charged at \$.07 (0-500 pieces), \$.06 (500-1500 pieces), and \$.05 (over 1500 pieces).

Mailings must be folded in thirds, and delivered the day before they need to be stuffed. Mailings, other than generic, must be in numerical order.

To send mail off campus, student organizations can either work with the Mears Mailroom to have the costs of the mailings billed to their student account, or they can purchase postage from the U.S. Post Office on Spring Street. The student organizations may then submit a voucher for reimbursement of the purchased postage charges. Please remember that in order to receive a reimbursement, anyone submitting a voucher must include an itemized receipt.

Facilities Services

Only recognized student organizations may have access to these services!

Facilities Services can assist with the physical set up (tables, chairs, risers, electrical assistance, etc.) for your event, as well as clean-up, and many other services. These services can be arranged by contacting Ellen Rougeau in the Office of Campus Life at x2546. The Student Activities staff can assist you with all service requests during your event planning.

When planning an event it is advisable to have one person be the contact person for your

group as this eliminates much confusion and often unnecessary charges. There are certain requirements that must be met and there are certain requests that will always incur a charge. Below is a description of the services Facilities can provide, the requirements for these services, and the requests that will incur charges.

GENERAL SERVICES:

Routine:

A routine request for service or repair should be made by calling Facilities Services at x2486 between 8:30am and 4:30pm, Monday through Friday.

Emergency:

During regular working hours as above, call x2486. Outside these hours, call the Campus Safety Office at x4444.

Non-Routine Requests:

Requests involving student housing outside the area of routine service should be directed in writing to Doug Bazuin, Director of Campus Life.

SPECIAL FUNCTIONS:

All special event requests should be directed to Ellen Rougeau in the Office of Campus Life/Student Activities, x2546. Please be sure to contact Student Activities in a timely manner, as they will need to meet the notice requirements indicated below. Student Activities will contact Facilities Services for assistance with the physical set-up (tables, chairs, risers, electrical assistance, etc.).

Office of Campus Life/Student Activities Requirements:

Please provide the following information to the Office of Campus Life/Student Activities so that we may accommodate your requests as quickly and accurately as possible:

- Date and times of the event.
- Provide names and phone numbers of contact people for questions that we may have.
- Exact power needs--How many and what size circuits do you need?
- Where is the location--keep in mind that we are limited to where we have electricity available.
- Exact location where power is needed? Please provide a map.
- Is a PA system needed? If so, where would you like it placed? If possible, can you use the band or DJ's equipment.
- If you have booked a band, check and provide their power requirements.
- Is a podium needed? If so, where would you like it placed?
- Is lighting required? Note: Twinkle lights are not available!
- Do you require an electrician on duty?

Grounds and Electrical Requirements:

- Facilities Services also requires that certain guidelines be met. Failure to meet the requirements listed below will incur additional charges.
- Moves and setups must be scheduled at least five (5) working days in advance (10 working days between May 1 and June 15). Facilities does not provide this service during the two (2) weeks prior to Labor Day and the two (2) weeks following Labor Day. If you must have this service, please contact Facilities at x2486.
- Work requested must be completed during normal working hours.
- If a tradesman or custodian is required to be on hand during the event, it will be at the expense of the requestor.
- Requested moves must be to and from locations *on campus*. Off-campus moves

- and set-ups will not be accepted by Buildings and Grounds.
- During extremely busy periods, it may be necessary to hire an outside contractor to accomplish the request. This will incur a charge regardless of whether the above requirements have been met.

TENTS--DIGSAFE PROCEDURES:

Any person or organization planning to erect a tent on Williams College property will need to contact Facilities Services at x2486 at least ten (10) business days prior to the tent being erected. Student groups should contact the Office of Campus Life/Student Activities.

Please provide the following information when submitting your request to Facilities Services:

- Name and telephone number of the person responsible for the event.
- Exact date the tent will be erected and removed.
- Site where the tent will be erected and a diagram of the set-up -- There is a specific designated area at each site that a tent can be erected.
- Name and telephone number of the company that will supply the tent.

If a tent is being erected you must obtain a building permit from the Williamstown Building Inspector. They require the following items on the permit request:

- The signature of a Williams College representative. Contact the Office of Campus Life/Student Activities, x2546, to have the tent permit signed.
- The signature of your tent company's representative.
- The tent company's workman's compensation information (insurance company name and policy number).

After completion of the requested information, Facilities Services will handle all of the DIGSAFE requirements. Should any of the information provided change, you will need to contact Facilities Services immediately. Student groups should contact the Office of Campus Life/Student Activities as soon as possible.

Please remember that this only concerns tents on College property. It does not cover any other digging or related practices that fall under DIGSAFE laws. Please contact x2486 for any concerns other than tents. Once again, all student organizations should contact the Office of Campus Life/Student Activities for any further information.

Suggested Locations for Tents and Concerts/Bands:

Larger tents can be placed outside at Sawyer, Prospect, Mission, Poker, Garfield, Greylock and Williams. Power at these sites with the above exception of Poker Flats, would be eight 20 amp circuits at 120 volts. The following spaces are excellent indoor spaces for concerts, bands, or larger events:

Lasell Gymnasium is the ideal location for any indoor band. The location has service for any large band with approximately 100 amps for sound, and 200 amps for lighting, with cam lock connections. Lasell is the only location on campus that can accommodate this particular amount of power.

Goodrich Hall and the Field House have adequate power for smaller bands that do not require more than 50 amps of single phase power.

For events that are held outside, Facilities Services suggests sites at Sawyer, Prospect, Garfield, Greylock and Williams. These locations will provide eight 20 amp circuits at 120 volts. Poker Flats will provide sixteen 20 amp circuits at 120 volts.

ASSISTANCE FROM OTHER SHOPS:

Questions regarding other special function services (carpentry, painting, etc.) should be addressed by calling the Office of Campus Life/Student Activities (x2555). These services will be performed in-house as often as possible. There may, however, be times and or jobs that will require hiring an outside contractor as specified above.

Custodial service for special events can be addressed when reserving your room or by calling the Custodial Office at x2293. Student groups should contact the Office of Campus Life/Student Activities at x2555.

CHARGEBACK POLICY:

The following guidelines are to clarify and improve on how non-Facilities funded work is charged to campus departmental and student organization accounts. All student accounts will be charged for set-ups and moves. Administrative or academic accounts will not be charged for set-ups or moves provided they meet the notification deadlines set forth below.

1. Event Set-Ups--The following procedure will apply:
 - a. Facilities will develop a set of flat fee charges for typical on campus events and will post those charges on the departmental web site.
 - b. Facilities will acknowledge each request with a written confirmation of the charges and will obtain authorization to charge the account.
 - c. Facilities will journal the flat fee to the account within five (5) days of the event. All Facilities charges for event set-ups will be charged to a separate "clearing account" and the balance funded and closed to zero at year's end.
 - d. There will not be charges for routine set-ups in spaces such as Griffin 3, Bronfman Auditorium, or Chapin Hall, Facilities labor will be charged back if coverage during the event is requested or required.
2. The following College activities will continue to be charged actual labor and equipment charges. These events are considered "Official College Events" and not student events:

Lightnight/Senior Week	Daycare
Chaplain's Office	Alumni Relations
Dance Program	Family Weekends
Orientation	Commencement
Tennis Courts	Convocation
Hockey Rink	
Athletics--National, Post Season Tournaments	
Pool bulkhead re-configuration set-up	

3. Set-Ups Notification*

A five (5) working days notice will be required for ALL requests, and will be strictly adhered to. Late requests will be charged an additional fee of \$100 per event OR 10% of the total charges, whichever is greater.

4. Moves*

Because every move is different, a flat fee schedule cannot be determined. As a result, actual costs will be charged. Estimates for the cost of the move will be provided upon request. Move requests not meeting the notification requirements will be charged to the requesting department plus a fee of \$100 or 10% of the cost of the move, whichever is greater. ALL off-campus moves will be charged to the requesting department, with the same fees applying if notification requirements are not met. If Facilities is unable to perform a move, we will attempt to find a local contractor to perform it. Under those circumstances, the actual costs of the move will be charged.

5. Non-Maintenance Department Requests

All non-maintenance requests received by Facilities estimated to be less than \$1000 will be expensed to a special Facilities account. The account is intended for items such as additional bookshelves, additional electrical outlets, window shades, and other 'minor' improvements to faculty and staff spaces. This applies to faculty and administrative staff areas only.

**Due to the extremely heavy workload in the six week period of May 1 through June 15, the notification period will be increased to ten (10) working days. During the two (2) weeks prior to Labor Day and the two (2) weeks following Labor Day, Facilities does not provide moves or set-ups. If you must have a move or set-up during that time period, please contact the Manager of Custodial Services and Special Functions at x3496. The additional fees for events during this time period will be \$200 per event or 20% of the total charges, whichever is greater. If Facilities is unable to perform an event set-up, we will attempt to find a local contractor to perform it. Under those circumstances, the actual costs of labor, equipment, and materials will be charged.*

FACILITIES SERVICES CLEAN-UP POLICIES:

An important part of any event planning involves planning for clean-up. Always inspect the event area 30 minutes before the event begins, and carefully note any pre-existing damage. Clean-up guidelines are listed below:

Parties and Events in Goodrich Hall or a House:

Notify the Custodian in the facility of your event. He/she will leave the following items for your use: wet mop, bucket, broom and/or vacuum cleaner, all-purpose cleaner, and extra trash bags. Sweep the floor or vacuum the carpets or rugs; or damp mop the floor at least twice, changing the mop water between mopping. With hardwood floors, use a minimal amount of water to avoid damaging the floor. Mop water solution should be 2 ounces of all-purpose cleaner per gallon of cold water. Replace carpets and furniture to their original locations.

Events in Other Facilities (athletic facilities, academic spaces, etc.):

You must contract with a building custodian to clean all non-house and student center facilities.

- Pick up all trash both inside and outside buildings and bring it to the designated rubbish removal area.
- All event locations must be cleaned by noon the following day. Party hosts can call Facilities to request additional time to complete the clean up for a party as long as the clean-up process has been initiated. The options for clean-up are as follows:
 - Clean up yourself.
 - Get a volunteer group of students to clean.

In the event that the area is not cleaned sufficiently, as determined by the Custodial Supervisor in accordance with the above directions, the Custodial Services Department will clean up the event. The House will be charged \$50 per hour (cost is for labor and for one custodian and one supervisor). The House will also be charged for whatever cleaning materials were used.

For further information on clean-up, please call the Office of Campus Life/Student Activities, x2546, or the Housing Office, x2195. Disputes over clean-up may be brought to the attention of the Campus Life Coordinator for the housing area and/or the Dean's Office (for House events) or the Office of Campus Life/Student Activities for all other locations.

Note: A House may deny any group permission to use its space if it feels that there will be a problem with the party clean-up or damages. House Life Coordinators may require you to sign a Non-Alcohol Event Registration stating that you and/or your organization are responsible for all clean-up and damages.

Dining Services

Dining Services can work with Houses, Entries, and registered student organizations on providing catering services for special functions, cookouts, and House and Entry dinners. From tent, dance floor, and table and chair rentals, to providing all of your food and beverage needs, stop by the Catering Office through Dining Services at Droppers House, or call x3206, between 8:30am and 4:30pm.

HOUSE AND ENTRY DINNERS, COOKOUTS, AND SPECIAL FUNCTIONS:

House and Entry dinners will be available by prearrangement once each semester. In addition to the regular house and entry dinners and the early fall and late spring cookouts (14 days advance notice), there will one carry-out dinner (5 days advance notice) available each semester for each house and entry. Your House Coordinator or Junior Advisor must make arrangements for these meals (in person) at the Dining Services Office with the Catering Assistant, between 8:30am-4:30pm, Monday through Friday. Dining Services also works with offices and student organizations on providing catering services for special functions. From tent, dance floor, and table and chair rentals, to providing all of your food and beverage needs, simply contact the Catering Office, x3206, to meet with a staff member and to find out all of your options.

THE LOG:

Williams College's Student Pub, located at the Log, is scheduled through the Student Log Manager and the Assistant Director of Dining Services. The Log is run and operated by Dining Services. Programming initiatives are scheduled for Log activities through the Log Manager, along with All Campus Entertainment and the Assistant Director of Dining Services. For special programming for student events, please contact the Log Manager, David Brown (07dtb@williams.edu). For reservations at the Log, please contact Jeanette Kopczynski at Jeanette.Kopczynski@williams.edu or at x3696.

DIRECTORY OF STAFF:

Central Office Staff, Droppers House:

Robert P.Volpi, Director	x2121
Lori L.Tolle, Assistant to the Director	x2121
Jeanette M. Kopczynski, Assistant Director	x3969
Mary Garand, Data Entry Specialist	x2122
Gary Phillips, Accounts Manager	x3150
Diane Noyes-Tovani, Purchasing Assistant	x3150
Mark S.Thompson, Executive Chef	x2050
Nicole Landy, Office Assistant	x2049

Dining Hall Managers:

Dodd	Bobbie Marcyoniak, Manager	x4179
Driscoll	David Lamarre, Manager	x2238
Greylock	Michele O'Brien, Manager	x2116
Mission Park	Michael Cutler, Manager	x2281
Snack Bar/Eco Cafe	Carol Luscier, Manager	x3487

Web site: www.williams.edu/admin-depts/dining/

Office Hours: Monday–Friday, 8:30am–4:30pm.

Campus Bands and DJs

For a complete list of registered campus bands and DJs, please visit the Office of Campus Life/ Student Activities in Goodrich Hall (2nd floor).

IRS Classifications for Disc Jockeys (DJs) and Bands:

Independent Contractors (ID) are defined as individuals who provide a service for hire where they own over \$4000 of equipment and can document that they make a significant living providing this service at functions off-campus. Students who only provide this service on campus or in Williamstown do not qualify. IDs are paid through the voucher system and must provide documentation of service (contract).

The Student Payroll system is used for those students who do not meet the ID criteria listed above. In order to process payment, these students must utilize the payroll system, filling out a student timecard. Ignore the pay rate section and indicate the number of hours worked and the rate (at the top). For more information on hiring student DJs or Band's under the Student Payroll System, see the section on Student Employment on page 40.

Transportation Services

ALBANY AIRPORT AND RENSSELAER TRAIN STATION SERVICE:

Transport the People:

(413) 664-3200 (Albany and Rensselaer Rates Only! 1-way)	
Car with Driver (College Rate)	\$53.00
Car with Driver (Personal Rate)	\$60.00
Mini-Van with Driver-7 Passenger (College Rate)	\$85.00
Full Size Van with Driver-15 Passenger (Personal Rate)	\$105.00
Limo wiht Driver-4 Passenger (College Rate)	\$105.00
Stretch Limo with Driver-9 Passenger (College Rate)	\$150.00

Norm's Limousine Service:

(413) 663-8300 or 663-6284 (Albany and Rensselaer Rates Only! 1-way)	
Car with Driver-1 or 2 Passenger (College Rate)	\$60.00
Mini-Van with Driver-3-5 Passenger (College Rate)	\$80.00
Stretch Limo wiht Driver-6 Passenger (College Rate)	\$120.00

Jenkins Livery:

(413) 694-1893 or e-mail jenkinslivery8396@msn.com (24 Hour Service, 1-way)	
Albany/Rensselaer, NY (College Rate)	\$70.00
Bradley, Hartford, CT (College Rate)	\$90.00
JFK/Newark/LaGuardia, NYC (College Rate)	\$240.00
Logan, Boston, MA (College Rate)	\$225.00

LOCAL RENTAL COMPANIES (MUST BE 21 YEARS OF AGE OR OLDER!):

Enterprise Rent-A-Car, (413) 743-7805
 Rent-A-Wreck (15 Passenger Vans), (413) 664-4100
 Alternative Limo--Contact Paul Haynes, (413) 686-7444

COLLEGE DRIVERS FOR COLLEGE OR PERSONAL USE:

A list of College drivers is below. Please make arrangements directly with the driver. The charge for the driver is \$8.00 per hour for a minimum of 3 hours guaranteed to the Albany Airport and the Rensselaer Train Station. Trips to Boston and New York City are usually paid at

\$10.00 per hour. Price does not include gratuities nor does it include the cost of the vehicle. We suggest that you include a 15% gratuity. The charge for the vehicle is \$.37 per mile. Mileage the Albany Airport or the Rensselaer Train Station is usually about 90 miles.

Please note that the college driver will meet the person at the Baggage Claim area of the Albany Airport.

Lyle Blanchard	664-7472
Willard Busl	664-4767
Chuck Gardner	458-4302; Cell: 441-9502
Jack Hebert	664-4291 or 597-2555
Alan Horbal	663-3842; E-mail: adhorbal@bcn.net
John Jenkins	684-1893
Bernie Lewitt	664-6129; Cell: 441-8773
Ronald James	458-3696, Cell: 4410929; E-mail: ronjames@vgernet.net
Phil Lescarbeau	663-3609 (Nights and Weekends)
Ed Morandi	663-9263; E-mail: alluro@bcn.net
Jack Nogueira	458-5393; E-mail: jnogu21275@aol.com
Roger Pedercini	458-4092
Fred Pietras	743-4925
Alan Richer	663-7886; E-mail: stormyr@adelphia.net
Mickey Smith	458-3332 (Local trips only!)
Jill Taylor	684-2582

Local Resource List

BANKS (WILLIAMSTOWN):

South Adams Savings Bank – 458-2141 (273 Main Street, Williamstown)
 Hoosac Bank – 458-9503 (296 Main Street, Williamstown)
 Williamstown Savings Bank – 458-8191 (795 Main Street, Williamstown)
 Banknorth – 458-8321 (57 Spring Street, Williamstown)

MOVIE THEATERS:

Regal Cinemas – 499-2558 (Berkshire Mall, Lanesboro)
 Images – 458-5612 (55 Spring St., Williamstown)
 North Adams Cinema – 663-5873 (Curran Hgwy, North Adams)
 Cinema 7 – (802) 442-8170/8179 (319 Northside Dr., Bennington, VT)

FOOD/RESTAURANTS:

Thai Garden Restaurant – 458-0004 (27 Spring St., Williamstown)
 Debbie Wong – 499-3537 (315 Dalton Ave., Pittsfield)
 Friendly's – 664-4300 (245 State Rd., North Adams)
 Alldays and Onions - 802-447-0043 (519 Main Street, Bennington, VT)
 Water Street Grill – 458-2175 (123 Water St., Williamstown)
 Hobson's Choice – 458-9101 (159 Water St., Williamstown)
 Mezze – 458-0123 (84 Water St., Williamstown)
 Mill on the Floss- 458-9123 (342 Rt. 7, New Ashford)
 Olde Forge – 442-6797 (125 N. Main, Lanesboro)
 Amazing Wok – 663-3110 (15 Eagle St., North Adams)
 Pappa Charlie's – 458-5969 (28 Spring St., Williamstown)
 Hot Tomatoes – 458-2722 (100 Water St., Williamstown)

Colonial Pizza – 458-9009/8014 (234 Main St., Williamstown)
 Bennington Station – 802-447-1080 (150 Depot Rd., Bennington, VT)
 The Purple Pub – 458-3306 (8 Bank St., Williamstown)
 Sangeet – 445-6700 (26 Cheshire Rd., Pittsfield)
 Michael's – 458-2114 (460 Main St., Williamstown)
 Chopsticks – 458-5750 (412 Main St., Williamstown)
 Cozy Corner – 458-3854 (850 Simonds Rd., Williamstown)
 Lickety Split – 458-1818 (69 Spring St., Williamstown)
 Lulu's Restaurant – 802-442-9833 (520 Main St., Bennington, VT)
 Carmody's – 802-447-5748 (421 Main St., Bennington, VT)
 Gramercy Bistro – 663-5300 (24 Marshall St., North Adams)
 Helen's Place – 458-1360 (60 Spring St., Williamstown)
 Arugula – 458-2152 (25 Spring St., Williamstown)
 Spice Root – 458-5200 (23 Spring St., Williamstown)
 Jae's Inn – 664-0100 (1111 S. State Road, North Adams)

BUS LINES:

King Ward Coach Lines – (800) 639-4805/992-6223, (55/57 passenger)
 110 N. Bridge St., Holyoke, MA 01040
Morgan Coach Lines – (57 passenger)
 (413) 665-8036; 236 Greenfield Rd, P.O. Box 108, S. Deerfield, MA 01373
Dufour Escorted Tours – (56 passenger)
 (413) 655-8122; 133 South St., P.O. Box 549, Hinsdale, MA 01235

SOUND RENTAL COMPANIES:

Rosewood Sound
 (Mark Fitzgerald)
 P.O. Box 6769, Syracuse, NY 13217; (315) 437-6427 (fax: 9305)
Atomic Professional Audio
 (Mark)
 1 Scale Ave., Suite 116, Building 2, Rutland, VT 05701; (802) 775-7060
 (Fax: (802) 775-5550) (Mark)
Day Mountain Sound
 (Don Harris)
 684-1218
Wood Bros. Music
 447-7478
High Peak Sound
 (Roger Sharp)
 374 State Route 149, Lake George, NY 12845; (518) 798-4110
New England Audio (Rainbow)
 (Bill/Tim)
 (603) 329-6943
Scorpio Sound
 (Carl/Gary)
 (508) 584-0080
Richard Jansen
 341 Schoolhouse Road, Cummington, MA 01026;
 (413) 684-0643, fax: (413) 684-0811
Klondike Sound Company
 37 Silvio Conte Drive, Greenfield, MA 01301;
 (413) 772-2900, fax (413) 772-2199

HOTELS/MOTELS/B&BS:

1896 House – 458-8125 (910 Cold Spring Rd., Williamstown)
 Holiday Inn – 663-6500 (40 Main St., North Adams)
 Northside Motel – 458-8107 (45 North St., Williamstown)
 The Orchards – 458-9611 (206 Adams Rd., Williamstown)
 Redwood Motel – 664-4351 (915 State Rd., North Adams)
 Williams Inn – 458-9371 (1090 Main St., Williamstown)
 Maple Terrace Motel – 458-9677 (555 Main St., Williamstown)
 Crowne Plaza – 499-2000 (Berkshire Common, Pittsfield)

SHOPPING/BOOKSTORES:

Water Street Books – 458-8071 (26 Water St., Williamstown)
 Barns & Noble – 496-9051 (555 Hubbard Ave., Pittsfield)
 Borders – (518) 482-5816 (Wolf Road, Albany)
 WalMart – 664-4004 (830 Curran Hgwy, North Adams)
 Stop & Shop – 664-8100 (876 State Road, North Adams)
 Price Chopper – 663-9415 (State Road, North Adams) – 442-7696 (555 Hubbard Ave., Pittsfield)
 Big Y – 663-6549 (45 Veterans Memorial Drive, North Adams)
 Where'd You Get That – 458-2206 (100 Spring St., Williamstown)
 Goff's/The Williams Shop – 458-3605 (15 Spring St., Williamstown)
 McClelland's – 458-8151 (36 Spring St., Williamstown)

PRINTERS:

McClelland's Press – 458-4248 (103 North St., Williamstown)
 Beck's – 664-7411 (121 Union St., North Adams)
 Eagle Printing – 496-6150 (75 S. Church St., Pittsfield)
 Excelsior – 663-3771 (60 Roberts Dr., North Adams)
 Lamb Printing – 662-2495 (16 Protection Ave., North Adams)

OTHER:

Berkshire AIDS Network – 800-332-2030, (413) 442-1506
 Vermont Color Photo Lab – 458-4203 (47 Spring St., Williamstown)
 Chrysalis Community – 458-2836 (1345 Main St., Williamstown),
 Sunshine Wohl, founder and director (end stage AIDS care facility)

FIREWOOD:

Wayne Morrison, 597-2141 (split and seasoned, delivered)
 Racine's, 743-9156

*A complete listing of local resources can be found
 in the Williams College Student Handbook.*

Section Nine: Student Accounts, the Controller's Office, and the Bursar

Opening a Student Group Account

The College Council Treasurer and the Office of Campus Life/ Student Activities will initiate the creation of accounts for groups funded by College Council (CC). For groups with no College Council funding, the Finance Officer of the group must request an account from the Office of Campus Life/Student Activities. Sources of funding, such as cash from dues, or a completed journal entry transfer form with funding from a campus department, must be identified. All Houses and Entries already have accounts, and do not need to have new ones created--ask your CLC for more information if you have questions regarding your account.

ACCESSING AND MONITORING FUNDS:

Groups are REQUIRED to assign a responsible person as the Finance Officer to manage the finances of the group, and notify the Office of Campus Life/Student Activities of any changes to this position. The Finance Officer will receive monthly reports and will be authorized to sign Payment/Reimbursement Authorization Forms in order to spend money, which must be signed by the College Council Treasurer and the Campus Life Coordinator affiliated with Student Activities. Finance Officers can view their accounts on the WEB after attending the Student Organization Summit in the Fall.

All expenditures to outside vendors will be processed through the College Accounts Payable system. The College will not, under any circumstances, pay for the purchase or reimbursement of alcoholic beverages. Finance Officers can either e-mail or call the Office of Campus Life/Student Activities with questions concerning the account.

UNDERSTANDING MONTHLY REPORTS:

You can view monthly and yearly reports of your organizations PeopleSoft Account activity either on line or through a CLC. Your monthly report is a combination of a year to date summary and a detailed transaction listing. The first page is the summary page. It shows what has been spent year to date for the fiscal year; what has been spent in the current month, summarized by "PS Account." There is a subtotal on each "PS Account" pool (supplies, travel, equipment, etc.). Total Revenues and Total Expenses are each subtotaled and an account total line is provided (revenue net expenses). The Balance Available is what is left in the account to be spent. This amount includes any budget item (surplus or deficit from the previous year) carried forward, plus any revenues, less the expenses, plus (or minus) any credits (subcodes 57xxxx).

The second report is a detailed listing of every transaction that hit the account during the month. The Finance Officer should review each transaction and verify its accuracy. If there are any questions, please notify the Office of Campus Life, or your Campus Life Coordinator if you are an HLC or JA. Back-up is kept of every transaction and questions can be researched. Monthly reports should be retained in an organized manner as documentation of the history of the account.

The Finance Officer is the person responsible for monitoring the account on a monthly basis. That person should sign-off on all expenses of the group and be aware of all funding sources expected by the group. If an expected funding source (cash, transfers from departments, or College Council funding) does not appear on the printout, it has not been credited to the group. The Finance Officer must follow-up to see why the funding has not come through. The

same applies to expenses. If there are problems or the group expects to run short of funds, these problems need to be addressed immediately. If the group falls into a deficit, the Treasurer will be the person responsible to the Controller's Office and, if applicable, College Council, for resolving the problem.

INTERNAL DEPARTMENTAL CHARGES:

Facilities Services (including vehicles, set-up charges, etc.), Central Office Services (printing only), Dining Services, and Campus Safety can directly charge an organization's account for services rendered. The Finance Officer should plan for these costs prior to the performance of the service to ensure that the group's resources cover them.

The Controller's Office

FILLING OUT A VOUCHER:

It is extremely important to fill out Accounts Payable Voucher Forms correctly. Incomplete or improperly filled-out forms will be returned to the group Finance Officer. Also, forms lacking proper back-up documentation will be returned. The group Finance Officer and the Office of Campus Life/Student Activities must sign all forms; and for College Council/MinCo funded groups, the CC /MinCo Treasurer must also sign all forms.

Upon completion of the voucher, the student should print three (3) copies of the form, and submit two (2) copies, one with the original receipts/back-up to the College Council Treasurer. The third copy should be retained by the Finance Officer.

Student vouchers can be found online at
<http://www.williams.edu/admin/controller/studentform.htm>.

DETAILED INSTRUCTIONS FOR VOUCHERS:

1. Check Payable To – Legal name of the person or organization to whom the check is being issued. Invoices will usually say "Make check payable to.....". Do not use nicknames (i.e.-Dick for Richard).
2. Address – Enter the full remit address. Checks, including checks held for pick-up (see 8 below), cannot be issued without the proper payment address.
3. Social Security Number – When services are rendered by non-incorporated independent contractors (including students) a SS# must be provided to ensure proper year-end tax reporting. Examples of independent contractors are DJs, speakers, bands, and students who provide a service to a group. Independent contractors must be paid directly. Reimbursements will not be made to anyone for payment of an independent contractor. College employees and students who provided a service must always be paid through the College payroll system.
4. "PS Account" – This is the six-digit code that is used to define the type of revenue or expense that you have received or paid. A "PS Account" list is provided on pages 63-66 of this publication and additional copies are available at the Office of Campus Life/Student Activities.
5. "Fund" and "Dept. ID" – These are the three-digit and seven-digit numbers, respectively, assigned by the Controller's Office, which identifies your group. If you are unsure of your Department ID number, please contact the Office of Campus Life/Student Activities or your CLC.
6. Description – Use key words to best describe the type of expense, or use the group name, if that information will help identify the source of the check to the vendor.
7. Amount In U.S. Dollars – Total to be paid to vendor. U.S. dollars only. In the

event you must pay a bill in foreign currency please contact the Accounts Payable Office (x4413).

8. Mail or Pick-Up – All checks will be mailed, with the exception of a check to be given to a performer or speaker at the time of the event. Checks held for pick-up must be collected from the Accounts Payable Office within 5 days or they will be mailed.
9. Organization Requesting Funds – Please fill out completely. If there are questions, the check may be held up if we cannot reach you.

BACK-UP DOCUMENTATION:

The original itemized receipt (i.e. the itemized tape from Stop and Shop or the itemized bill from a restaurant) must be attached to the voucher. Cancelled checks may also be used if no other back-up is available. Copies of receipts will not be accepted. Please tape all small receipts to 8 1/2 x 11 white paper and staple that sheet to the back of the voucher. Original invoices and original receipts must be stapled to the back of the voucher as well. Credit card authorization slips alone are not acceptable back-up. This will help the Controller's Office file and fiche these records.

PROCESSING TIME:

Checks are printed on Tuesday and Thursday only! The Office of Campus Life/Student Activities requires that vouchers be submitted AT LEAST two weeks prior to delivery of reimbursement to allow processing through College Council, the Office of Campus Life/Student Activities, and Accounts Payable. The Office of Campus Life/Student Activities, Accounts Payable, and Controller's Offices all process paperwork as quickly as humanly possible, usually the day the paperwork is received.

In order to spend student organization funds (both College Council and non-College Council funds), an Accounts Payable Voucher Form (which may be obtained on line at <http://www.williams.edu/admin/controller/studentform.htm>) must be filled out with appropriate back-up attached. Upon completion of the voucher, the student should print three (3) and submit two (2) copies with the receipts/back-up to the Office of Campus Life/Student Activities. The third copy should be retained by the Finance Officer.

To use HEF funds (House Entertainment Funds), the process is the same as with student organizations (above). However, the House Life Coordinator signs the form and should deliver the vouchers and back-up to their Campus Life Coordinator. Junior Advisors should continue to sign and submit their vouchers to the Office of Campus Life/Student Activities Office, through their designated CLC.

The Bursar

INCOME:

Fund-raising and admissions fees are examples of income. Cash and checks must be deposited as soon as possible upon receipt. Deposits are made with the Bursar's Office, first floor of Hopkins Hall, 8:30am to 4:30pm, Monday through Friday, or through the Office of Campus Life/Student Activities for registered student organizations. There is also a drop slot located at the Bursar's Office for after-hours deposits. A cash deposit voucher must be submitted with the funds. The cash deposit voucher should be filled out completely. Writing must be legible. Always include the group name and full chart field account (PS Account + Fund + Department ID) when making a deposit and a phone number where you can be reached. Use the appropriate revenue "PS Account" from the "PS Account" list (see pages 63-67) Student cash deposit forms can be found online at <http://www.williams.edu/admin/controller/cashdepositnew.htm>. Upon completion of the deposit

form, the student should print three (3) copies of the form, and submit two (2) copies with the funds to deposit to the Office of Campus Life/Student Activities. The third copy should be retained by the Finance Officer.

Cash from tickets sold in advance must be deposited daily. To deposit cash during non-business hours, (i.e. for concerts, movies, etc.) call Campus Safety in advance to make arrangements for a drop bag to be brought to the event and to help him/her to deposit the cash at the bank.

FUND-RAISING AND SOLICITATION:

Student organizations that would like to sponsor fund-raising events at Williams College are responsible for scheduling the event with the Office of Campus Life/Student Activities. Peddling of any kind, by students and other individuals, is not permitted on campus, including in the campus residences.

1. Only a registered and Williams College recognized student organization may sponsor a fund-raiser.
2. Any fund-raising activity must have an educational, charitable, or cultural purpose consistent with the purposes of Williams College and its status as a tax-exempt, not-for-profit institution.
3. The sponsoring student organization must obtain permission from the Office of Office of Campus Life/Student Activities.
4. Requests to hold a fund-raiser must be submitted at least two weeks in advance to Office of Campus Life/Student Activities
5. Fund-raisers for personal gain are strictly prohibited.
6. Fund-raisers on campus may only be held in the lobbies/lounges of Goodrich Hall, not in any campus residence or classroom building. Exceptions will be made for events held in other buildings where admission is charged at the door or in that building's lobby for an event (i.e. – concerts in Lasell, theatrical events in the theatre, etc.), or where a performance contract specifies sales be permitted. Events in Goodrich Hall must be free and open to the Williams community.
7. Fund-raised money must be deposited into a Williams College or local Williamstown bank account. Proof of deposit is due to the Office of Campus Life/Student Activities within two weeks after the fund-raiser. In order for a benefactor to receive tax credit for a donation, the donation must be deposited into a Williams College fund only, and with proper accounting and issuance of a receipt.
8. Outside vendors must also follow this policy, as well as the college's Policy for Outside Vendors.

Before approaching donors for private gift support, student organizations must discuss their ideas with the Provost's Office and then with the Development Office. If donors approach student organizations, the organizations must encourage them to speak with someone in the Development Office. Outlined below is the process (in addition to items 1-8 listed above) for seeking private gift support from corporations, foundations, and alumni (the full policy is available from the Provost's Office):

SOLICITATION OF CORPORATIONS, FOUNDATIONS, AND ALUMNI:

Approval to Seek Gifts:

The Provost must sign-off on all requests to seek gifts from private sources prior to discussions with staff of the Development Office. Proposals to foundations or corporations should be discussed with the Director of Corporate and Foundation Relations.

- a. If a student organization receives funding from the College Council it may not seek funds from corporations, foundations, alumni, or friends of the college.
- b. Annual campaigns may not carry on from year to year.

- c. Special appeals (those based on particular identified needs) will be kept to a minimum.

Communication with Potential Donors:

All contacts/conversations with donors must be approved in advance by and coordinated through the Development Office.

Final Authorization:

The President of the College has final authority to grant approval to accept all gifts, and will do so on the recommendation of the Provost in consultation with other involved members of the Senior Staff.

Section Ten: HEF and NEF

House Entertainment Funds (HEF) and Neighborhood Entertainment Funds (NEF)

HEF and NEF exist to help foster a sense of community within campus residences and neighborhoods. By providing low-cost programming and social activities, campus residents might view their residences as a home and socialize with other community members rather than isolating themselves from others. The following are some general guidelines for the use of HEF and NEF.

1. HEF and NEF funds must be used to support the promotion of a sense of community within campus residences and neighborhoods. This sense of community can be created in a number of ways, including dinners & movie nights, discussion groups, intramural events, video-game tournaments, low-cost game shows, event trips off-campus, faculty-student programs, career-building workshops, cooking competitions, etc. – the list is endless. The Office of Campus Life serves as a clearinghouse of creative ideas for on-campus student programming.
2. The needs of all residents or members should be taken into consideration in the planning of HEF and NEF-supported programs, not just the needs of the majority. Since all residents have paid into HEF and NEF, programming should reflect a diversity of student interests.
3. In order to use HEF or NEF funds, all House Life Coordinators (upperclass HEF), Junior Advisors (first-year HEF), or Neighborhood Treasurers (NEF) must sign and submit a voucher, which is available online at <http://www.williams.edu/admin/controller/cntrl.htm> and return it to their respective Campus Life Coordinator. Such vouchers should be filled out in their entirety, to include account numbers, subcodes, etc. Incomplete vouchers will be returned to the person(s) who submitted them.
4. All vouchers must have supporting materials attached in order for them to be processed (i.e. – contracts, itemized receipts, membership renewal forms, etc.). If these supporting materials are receipts to support a reimbursement, these receipts should all be tapes to 8 ½ x 11 sheets of paper before submitting them to the Campus Life Coordinators. Social Security numbers must be included if an individual is being paid for a service or performance.
5. HEF and NEF funds may not be used to purchase electronics and technology items, or any other item that will not stay with the residence or neighborhood (i.e., televisions cannot be purchased then raffled-off at the end of the year). This is inappropriate for college-collected fees since not all students are eligible to win the items, and not all students in the residences are aware that their funds are spent in this fashion. HEF and NEF funds also may not be used to purchase or pay for alcohol, other drugs, tobacco products, pornography, strippers, and cannot be used for gambling purposes, or for any activity that puts our students and community at risk or in danger, or that are offensive to the community.
6. House Life Coordinators, Junior Advisors, and Neighborhood Treasurers are not permitted to spend more than their HEF or NEF budgets allow. Any over-expenditure at the end of a school year will be billed to the respective HLC's, JA's, or Treasurer's student accounts. Over-expenditures from previous years are not the responsibility of the new year's residents and officers.
7. HEF and NEF funds may not be used to pay for damaged to the entry, house, or neighborhood. Such damages must be billed directly to the account(s) of the student(s) who caused the damage whenever possible, or be split and billed between all of the accounts of the residents of the residential area.
8. Final approval for all HEF and NEF transactions lies with the College.

Over-Expenditures

Williams College will not cover expenses for student organizations (including Houses and Entries) that spend more than they have in their accounts. Over-expenditures will be the responsibility of House Life Coordinators/Junior Advisors or student organization Head Officers. If the above listed officers knowingly authorize over-expenditures, they will be held individually responsible, with the over-expense being tacked on to their term bills.

House Damages

When damage occurs in a common space of student housing and the individual(s) responsible for the damage are not identified, the costs to repair or replace damaged or stolen items in common spaces, such as stairwells, living rooms, kitchens, libraries, etc., will be apportioned equally among the residents and the charges will then be placed on student accounts. In large buildings, such as Mission Park, Williams, or Sage, damage to or theft from common areas will be shared by all building residents, and not limited to a particular entry or house. While the actual process for damage billing changes, the concept of communal responsibility for student living spaces remains the same, in addition, students remain responsible for damage to their own rooms and suites.

Please remember that as members of the Williams' self-governing residential community, all students shape their own environments. Ideally, a damage policy would not be necessary. However, following are a few things you can do to reduce or eliminate damage in common areas:

- Please speak up when you see damage occurring or report the incident to Campus Safety.
- Discuss common area damage at house or entry meetings.
- Report concerns to your House Life Coordinator or Junior Advisor, the Office of Campus Life, and/or Campus Safety.

Section Eleven: PeopleSoft Account Codes

Numerical

Income Accounts:

450301 Gifts
450501 Box Off/Gate Receipts
460601 Sales Income
460602 Repair Income
460603 Poster Sales
460604 Cassetts Sales
460606 Book Sales
460672 Subscriptions
462610 Rental Income
471654 Club Events A/R
471655 Club Events Subsidy
471657 College Dept. Events
471660 Dues
471661 Cash Bar
483000 Reimbursements
484000 Minor Equip Sales
489720 Misc Receipts
493000 Daily Advisor Income

Employment Accounts:

501330 Kitchen Labor
501340 Security Guards
501400 Stockroom
501410 Heating Plant
501420 Custodians
501430 Groundsmen-General
501440 Groundsmen-Athlet
501450 Locksmith
501460 Carpenters
501470 Electricians
501480 Painters
501490 Plumbers
501500 Steamfitters
501510 Fire Protection
501520 Prevent Maint Mechn
501600 Student Employment
501605 Off Campus Work Stdy
501611 Temp Labor-Technical
501620 Temp Labor-Food Serv
501630 Temp Labor-Facilities
501642 Temp Labor-Coaches
501650 Temp Labor-Security
501651 Security Spec Detail
501660 Summer Student Labor
501670 Honorarium-Fica Only
501675 Stipends-Fica Only
501900 Fringe Benefits

Supplies Accounts:

520100 Awards
520110 Book Awards

520120 Alumni Momentos
520140 Decorations
520150 T-Shirts
520160 Jewelry
520170 Stationery
520180 Posters/Portfolios
521000 Gen Office Supplies
521010 Copy Machine Supplies
521500 Computer Supplies
521750 Library Supplies
521850 Church Supplies
521900 Art Supplies
522000 Lab/Scientific Suppl
522500 Medical Supplies
522510 Medicines
523000 Audio Visual Supply
523010 Av Blank Tapes
523020 Projection Lamps
523500 Theatre Supplies
523510 Design Materials
523520 Lighting Supplies
523530 Costume Supplies
523540 Make Up
523550 Sound Room Supplies
523560 Props
523570 Sets
523700 Flowers
523750 Wrms Publications
523800 Athletic Supplies
523810 Trainer Supplies
523820 Trophies
524100 Decals
524150 IDs
524200 Uniforms
524210 Issue Clothing
525000 Instruction Supplies
525010 Classroom Supplies
525100 Animals
525110 Animal Supplies
525200 Slides
525210 Slide Room Supplies
525300 Photos-General
525310 Photos-PR
525320 Photos-Collections
525330 Photos-Publications
525400 Documents, Maps
525450 Blueprints
526100 Gen Mounting Supply
527500 Research Supplies
528100 Stockroom Material
528200 Shades,Blinds,Crtain
528250 Light Bulbs
528300 Gas, Oil, Grease
528400 Custodial Supplies
528610 Lock Hardware

528650 Hardware
528700 Lumber
528710 Paint/Paint Supplies
528750 Metal Supplies
528800 Expendable Tools
528820 Signs
528850 Landscaping Supplies
528860 Recycling Supplies
528870 Fire Safety Supplies
528900 Materials
529010 Food
529020 Liquor/Alcohol
529030 Laundry-Linens
529040 China, Glass, Silverware
529050 Linens
529100 Winter Carnival Exps
529500 Non Library Bks,Mags
529530 Music Scores
529900 Household Supplies
529990 Miscellaneous

Services Accounts:

530500 Royalties
530510 Memberships/Dues
530520 Subscriptions
530530 Colloquia
531000 Postage/Mailings
531010 Mailroom Postage
531020 Express Mail
531150 Freight/Shipping
531200 Packaging Costs
531300 Post Office Box Rent
531990 Mears Mailrm Credits
532100 Printing-Internal
532200 Printing-External
532500 Framing & Mounting
532510 Binding
533000 Facilities Charges-General
533010 Move/Set Up Charges
533030 In Town Mileage
533200 Maint,Repair,Renov
533360 Gas (Natural,Bottld)
534000 Consultants/Prof Ser
534010 Medical Services
534020 Physical Exams
534030 Lab Tests
534040 Ambulance Service
534080 Officiating Services
534090 Gate Help/Security
534100 Legal Services
534150 Accounting Services
534200 Investment Services
534300 Drivers/Limos
534340 Catering-Food Servic
534350 Catering-External

534360 Custodial-Food Serv
534370 Web Design Services
534380 Mt Hope Conf Services
534390 Mt Hope Conf Credits
534540 Bldg Inspector Fees
534550 Vehicle Registration
534560 Cont Serv-Fire Safety
534570 Cont Serv-Electrical
534580 Recycling Costs
534590 Con Ser-Construction
534600 Contract Services
534610 Cont Serv-Landscapng
534620 Conctrct-Refuse Remov.
534630 Con Ser-Haz.Waste
534640 Conctrct-Carpet Clean
534650 Conctrct-Window Cl.
534680 Conctrct-Snowplowing
534690 Con Ser-Blg Maint
534700 Moving Services
534710 Con Ser-Painting
534740 Con Ser-Cleaning
534790 Facilities Services
534800 Secy Services-Ext.
534810 Contract Serv-Laun.
534820 Contract Serv-Vend.
534830 Contract Serv-Copying
534930 Online Search Fee
535000 Licenses & Fees
536000 Conference Registr.
536010 Employee Train/Mat'ls
536500 Bank Charges
536600 Modeling Fee
536610 Subject Fees
536680 Misc Liab Ins
536690 Misc Health Ins
536700 Property Insurance
536720 Fire & Ec Insurance
536730 Vehicle Insurance
536750 Primary Liability Ins
536760 Excess Liability Ins
536790 Athletic Injury Ins
536800 Computer Time
537000 Advertising
537010 Clipping Service
537030 Photography Services
537040 Artwork/Illustratns
537050 Editorial Services
537060 Publishing
537070 Graphic Design Svcs
537100 Proofreading
537110 Research Fees
538000 Telephone Charges
538500 Cable Tv Service
539000 Speakers/Perform Fee
539010 Spkr/Perform Travel
539020 Spkr/Perform Housing
539030 Spkr/Perf Meals/Entr
539040 Spkr/Perform Advert
539100 Honorarium-External
539120 Stipend-Participants

Travel Accounts:

541000 Transportation
541010 Airline Ticket
541030 Mileage-Out Of Town
541040 Mileage-Officials
541500 Car Rental-Travel
541550 Car Rental-Facilities
541560 Athl Car Rent-Offset
541600 Parking
542000 Lodging
542250 Meals
542500 Per Diem
542750 Room And Board
543000 Mtg Facility Rental
543250 Gratuities
543500 Thank You Gifts
544000 Entertainment
544010 Student Hospitality
544020 Faculty Entertainment
548010 Con Ser-Spring Trips
548030 National Tournaments
548040 Winter Trips
548500 Field Trips

Equipment Accounts:

550010 Equipment
550020 Equipment Repair/Mnt
550030 Equip Installation
550040 Equip Service Contrc
550050 Equipment Rental
550300 Building
550320 Building Renovations
550340 Exterior Painting
550390 Building Repair/Mnt
550400 Books
550410 Periodicals
550420 Books-Continuation
550440 Recordings
550450 Prerecorded Videotpe
550460 Microfilm
550470 Films
550520 Microfiche
550530 Cd Roms
550540 Online Library Material
550600 Art Objects-Acquistn
551000 Office Equipment
551010 Office Equip-Rep/Mnt
551100 Copiers
551110 Copier-Repair/Maint
552000 Furniture & Fixtures
552010 Furn/Fix Repair&Maint
552050 Appliances
552060 Appliance Rep/Maint
553000 Scientific & Tech Eq
553010 Sci/Tech Equip R&M
553500 Security Equipment
553510 Security Eq-Rep/Mnt
554000 Computer Hardware
554010 Comp Hrdwr Rep/Maint

554020 Serv Contract-Acad
554030 Serv Contract-Admin
554040 Hardware Serv Cntrct
554050 Software Serv Cntrct
554060 Software Upgrade
554100 Printers
554110 Printers - Leased
554500 Network (Internal)
554510 Network (Outside)
554520 Academic Software
554530 Admin Software
554620 Academic Hardware
554630 Admin Hardware
554800 Network Components
554810 Network Maintenance
554900 Hardware Mnt.
555000 Grounds Equipment
555010 Ground Eq Repair/Mnt
555110 Vehical Repair/Maint
555120 Vehicle Lease
555130 Vehicle Damages
555150 Vehicles - 5 Yr Life
555200 Building Equipment
555210 Bldg Equip Rep/Maint
555220 Air Conditioners
555310 Telephone Repair/Mnt
555400 Fire Safety Equip
555410 Fire Safety Eq-R&M
555500 Pagers And Radios
555510 Pager/Radio M&O
555600 Lighting Equipment
556000 Athletic Equipment
556010 Athl Equip Rep/Maint
557000 Audio Visual Hrdware
557010 Av Equip Repair/Mnt
557100 Musical Instruments
557710 Music Inst Rep/Maint
558000 Leases/Rentals

Miscellaneous Accounts:

560010 Interest Expense
561000 Depreciation
562100 Mass Taxes
562110 Sales Tax
563000 Indirect Cost Charge
563500 Stu Acct-Cc Fund Exp
565000 Student Damage
565200 Discretionary
566550 Rec Writeoff
566560 Inventory Writedown
569930 Expense Allowance
569990 Miscellaneous

Credits Accounts:

570130 Student Tele Chrgs

570300 Lost Key Fines
 570400 College Car Fines
 571000 Credits
 571100 College Funding
 571150 Gift Funding
 571200 Fund Campus Event
 571300 Min Co Funding
 571320 Min Co Event Deficit
 571340 Min Co Event Surplus

Alphabetical

554620 Academic Hardware
 554520 Academic Software
 534150 Accounting Services
 554630 Admin Hardware
 554530 Admin Software
 537000 Advertising
 555220 Air Conditioners
 541010 Airline Ticket
 520120 Alumni Momentos
 534040 Ambulance Service
 525110 Animal Supplies
 525100 Animals
 552060 Appliance Rep/Maint
 552050 Appliances
 550600 Art Objects-Acquistn
 521900 Art Supplies
 537040 Artwork/Illustratns
 541560 Athl Car Rent-Offset
 556010 Athl Equip Rep/Maint
 556000 Athletic Equipment
 536790 Athletic Injury Ins
 523800 Athletic Supplies
 557000 Audio Visual Hardware
 523000 Audio Visual Supply
 523010 Av Blank Tapes
 557010 Av Equip Repair/Mnt
 520100 Awards
 533000 Facilities Charges-General
 534790 Facilities Services
 536500 Bank Charges
 532510 Binding
 555210 Bldg Equip Rep/Maint
 534540 Bldg Inspector Fees
 525450 Blueprints
 520110 Book Awards
 460606 Book Sales
 550400 Books
 550420 Books-Continuation
 450501 Box Off/Gate Receipts
 550300 Building
 555200 Building Equipment
 550320 Building Renovations
 550390 Building Repair/Mnt
 538500 Cable Tv Service
 541550 Car Rental-Facilities
 541500 Car Rental-Travel
 501460 Carpenters

471661 Cash Bar
 460604 Cassetts Sales
 534350 Catering-External
 534340 Catering-Food Servc
 550530 Cd Roms
 529040 China, Glass, Silverware
 521850 Church Supplies
 525010 Classroom Supplies
 537010 Clipping Service
 471654 Club Events A/R
 471655 Club Events Subsidy
 570400 College Car Fines
 471657 College Dept. Events
 571100 College Funding
 530530 Colloquia
 554010 Comp Hrdwr Rep/Maint
 554000 Computer Hardware
 521500 Computer Supplies
 536800 Computer Time
 534690 Con Ser-Blg Maint
 534740 Con Ser-Cleaning
 534590 Con Ser-Construction
 534630 Con Ser-Hazard Waste
 534710 Con Ser-Painting
 536000 Conference Registration
 534000 Consultants/Prof Ser
 534570 Cont Serv-Electrical
 534560 Cont Serv-Fire Safety
 534610 Cont Serv-Landscapng
 534830 Contract Serv-Copying
 534600 Contract Services
 534810 Contract Serv-Laundry
 534820 Contract Serv-Vending
 534640 Contrct-Carpet Clean
 534620 Contrct-Refuse Remov
 534680 Contrct-Snowplowing
 534650 Contrct-Window Clean
 551110 Copier-Repair/Maint
 551100 Copiers
 521010 Copy Machine Supplies
 523530 Costume Supplies
 571000 Credits
 528400 Custodial Supplies
 534360 Custodial-Food Serv
 501420 Custodians
 493000 Daily Advisor Income
 524100 Decals
 520140 Decorations
 561000 Depreciation
 523510 Design Materials
 565200 Discretionary
 525400 Documents, Maps
 534300 Drivers/Limos
 471660 Dues
 537050 Editorial Services
 501470 Electricians
 536010 Employee Train/Mat'ls
 544000 Entertainment
 550030 Equip Installation
 550040 Equip Service Contrc

550010 Equipment
 550050 Equipment Rental
 550020 Equipment Repair/Mnt
 536760 Excess Liability Ins
 528800 Expendable Tools
 569930 Expense Allowance
 531020 Express Mail
 550340 Exterior Painting
 544020 Faculty Entertainment
 548500 Field Trips
 550470 Films
 570400 College Car Fines
 501510 Fire Protection
 555410 Fire Safety Eq-R&M
 555400 Fire Safety Equip
 528870 Fire Safety Supplies
 523700 Flowers
 529010 Food
 532500 Framing & Mounting
 531150 Freight/Shipping
 501900 Fringe Benefits
 571200 Fund Campus Event
 552010 Furn/Fix Repair&Main
 552000 Furniture & Fixtures
 533360 Gas (Natural,Bottld)
 528300 Gas, Oil, Grease
 534090 Gate Help/Security
 526100 Gen Mounting Supply
 521000 Gen Office Supplies
 571150 Gift Funding
 450301 Gifts
 537070 Graphic Design Svcs
 543250 Gratuities
 555010 Ground Eq Repair/Mnt
 555000 Grounds Equipment
 501440 Groundsmen-Athlet
 501430 Groundsmen-General
 528650 Hardware
 554900 Hardware Maintenance
 554040 Hardware Serv Cntrct
 501410 Heating Plant
 539100 Honorarium-External
 501670 Honorarium-Fica Only
 529900 Household Supplies
 524150 IDs
 533030 In Town Mileage
 563000 Indirect Cost Charge
 525000 Instruction Supplies
 560010 Interest Expense
 566560 Inventory Writedown
 534200 Investment Services
 524210 Issue Clothing
 520160 Jewelry
 501330 Kitchen Labor
 534030 Lab Tests
 522000 Lab/Scientific Suppl
 528850 Landscaping Supplies
 529030 Laundry-Linens
 558000 Leases/Rentals
 534100 Legal Services

521750 Library Supplies
 535000 Licenses & Fees
 528250 Light Bulbs
 555600 Lighting Equipment
 523520 Lighting Supplies
 529050 Linens
 529020 Liquor/Alcohol
 528610 Lock Hardware
 501450 Locksmith
 542000 Lodging
 570300 Lost Key Fines
 528700 Lumber
 531010 Mailroom Postage
 533200 Maint,Repair,Renov
 523540 Make Up
 562100 Mass Taxes
 528900 Materials
 542250 Meals
 531990 Mears Mailrm Credits
 534010 Medical Services
 522500 Medical Supplies
 522510 Medicines
 530510 Memberships/Dues
 528750 Metal Supplies
 550520 Microfiche
 550460 Microfilm
 541040 Mileage-Officials
 541030 Mileage-Out Of Town
 571320 Min Co Event Deficit
 571340 Min Co Event Surplus
 571300 Min Co Funding
 484000 Minor Equip Sales
 536690 Misc Health Ins
 536680 Misc Liab Ins
 489720 Misc Receipts
 529990 Miscellaneous
 569990 Miscellaneous
 536600 Modeling Fee
 533010 Move/Set Up Charges
 534700 Moving Services
 534390 Mt Hope Conf Credits
 534380 Mt Hope Conf Services
 543000 Mtg Facility Rental
 557710 Music Inst Rep/Maint
 529530 Music Scores
 557700 Musical Instruments
 548030 National Tournaments
 554500 Network (Internal)
 554510 Network (Outside)
 554800 Network Components
 554810 Network Maintenance
 529500 Non Library Bks,Mags
 501605 Off Campus Work Stdy
 551000 Office Equipment
 551010 Office Equip-Rep/Mnt
 534080 Officiating Services
 550540 Online Library Materials
 534930 Online Search Fee
 531200 Packaging Costs
 555510 Pager/Radio M&O

555500 Pagers And Radios
 528710 Paint/Paint Supplies
 501480 Painters
 541600 Parking
 542500 Per Diem
 550410 Periodicals
 537030 Photography Services
 525320 Photos-Collections
 525300 Photos-General
 525310 Photos-PR
 525330 Photos-Publications
 536750 Physical Exams
 501490 Plumbers
 531300 Post Office Box Rent
 531000 Postage/Mailings
 460603 Poster Sales
 520180 Posters/Portfolios
 550450 Prerecorded Videotpe
 501520 Prevent Maint Mechn
 536750 Primary Liability Ins
 554100 Printers
 554110 Printers - Leased
 532200 Printing-External
 532100 Printing-Internal
 523020 Projection Lamps
 537100 Proofreading
 536700 Property Insurance
 523560 Props
 537060 Publishing
 566550 Rec Writeoff
 550440 Recordings
 534580 Recycling Costs
 528860 Recycling Supp
 483000 Reimbursements
 462610 Rental Income
 460602 Repair Income
 537110 Research Fees
 527500 Research Supplies
 542750 Room And Board
 530500 Royalties
 460601 Sales Income
 562110 Sales Tax
 553010 Sci/Tech Equip R&M
 553000 Scientific & Tech Eq
 553510 Security Eq-Rep/Mnt
 553500 Security Equipment
 501340 Security Guards
 501651 Security Spec Detail
 534800 Secy Services-Extern
 554020 Serv Contract-Acad
 554030 Serv Contract-Admin
 523570 Sets
 528200 Shades,Blinds,Crtain
 528820 Signs
 525210 Slide Room Supplies
 525200 Slides
 554050 Software Serv Cntrct
 554060 Software Upgrade
 523550 Sound Room Supplies
 539000 Speakers/Perform Fee

539030 Spkr/Perf Meals/Entr
 539040 Spkr/Perform Advert
 539020 Spkr/Perform Housing
 539010 Spkr/Perform Travel
 548010 Spring Trips
 520170 Stationery
 501500 Steamfitters
 539120 Stipend-Participants
 501675 Stipends-Fica Only
 501400 Stockroom
 528100 Stockroom Material
 536500 Stu Acct-Cc Fund Exp
 565000 Student Damage
 501600 Student Employment
 544010 Student Hospitality
 570130 Student Tele Chrgs
 536610 Subject Fees
 460672 Subscriptions
 530520 Subscriptions
 501660 Summer Student Labor
 538000 Telephone Charges
 555310 Telephone Repair/Mnt
 501630 Temp Labor-Facilities
 501642 Temp Labor-Coaches
 501620 Temp Labor-Food Serv
 501650 Temp Labor-Security
 501611 Temp Labor-Technical
 543500 Thank You Gifts
 523500 Theatre Supplies
 523810 Trainer Supplies
 541000 Transportation
 523820 Trophies
 520150 T-Shirts
 524200 Uniforms
 555110 Vehical Repair/Maint
 555130 Vehicle Damages
 536730 Vehicle Insurance
 555120 Vehicle Lease
 534550 Vehicle Registration
 555150 Vehicles - 5 Yr Life
 534370 Web Design Services
 529100 Winter Carnival Exps
 548040 Winter Trips
 523750 Wms Publications

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Black Student Union,
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Bronfman Science Center C-4
Brooks-Rogers Recital Hall,
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Mission Park D-2
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Tyler and Annex C-2
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