

Student Centers Policies & Services

The following policies and procedures apply to the Paresky Center, Goodrich Hall, and the Log. Additional policies and procedures may also apply, from **Dining Services** (Paresky, the Log), and from the **Dance Department** (Goodrich). Contact those offices for more details on their policies and procedures.

Building Hours

The Paresky Center is open from 7am – 2am every day during the academic year, except during break periods. Students also have card access into Paresky from 2am – 7am, Sunday mornings through Thursday mornings.

Goodrich Hall is open from 6am – 12midnight every day during the academic year, except during break periods. Students also have card access into Goodrich from 12midnight – 6am, every day during the academic year.

Hours for Paresky and Goodrich during break periods and during the summer are announced to the campus community through **Daily Messages**.

The Log does not have regular hours, but is open based upon approved usage. Any approved nighttime events must conclude no later than 1am.

Reserving Space in the Student Centers

The following is the process for requesting reservable spaces in the Student Centers. Some events and/or spaces will require additional custodial support, at a cost (see the section on Custodial Support).

Paresky

To request the Paresky Auditorium or one of the meeting rooms (112, 114, 207, 210, 220), use the **online room scheduler (EMS)**. Requests are typically considered on a first-come, first-served basis.

To request the Henze Family Fireplace Lounge, the Class of 1958 Lounge, the Luetkemeyer Lounge, or Baxter Hall*, use the **online room scheduler** – but please note: because these are large, open spaces normally intended for general usage, additional considerations (such as sound levels, activity in other spaces, prior and pending space usage, capacity issues, etc.) will be taken into account before approving or rejecting the request. Some events will not be able to occur in these spaces if they conflict with other activities or with Dining Services operations. It is best to request these spaces at least three weeks in advance for consideration.

To request the Paresky Front Porch for an event or for tabling, use the **online room scheduler** – but please note: because this is an open-air location, there are time restrictions for activities that involve any level of sound or noise (especially during class periods and evenings), and these and other considerations (such as lawn usage & conditions, activity in nearby buildings, etc.) will be

taken into account before approving or rejecting the request. It is best to request this space at least a week in advance for consideration.

** - Baxter Hall was designed to be the “campus living room,” as opposed to a performance space. Although Baxter has been used at times for small performances and comedians, event coordinators are strongly urged to utilize Payne Hall in Goodrich for such events.*

To request spaces primarily utilized by Dining Services (Lee Snack Bar oval, Whitmans’ Dining Room, ’82 Grill oval), contact **Dining Services** directly.

The Log

To request spaces in the Log, use the **online room scheduler** – but please note: because of the location of the Log and the Dining Services liquor license for the space, additional considerations will be taken into account before approving or rejecting the request. Any Log event (student or non-student) that includes alcohol requires communication with Dining Services in advance. Student events that include alcohol must have approval from the **Dean of the College** before the reservation can be confirmed.

Goodrich

To request spaces in Goodrich, use the **Goodrich Event Request Form**, or contact the Goodrich Manager. Please note: Goodrich spaces are typically booked on a first-come, first-served basis and at the discretion of the Goodrich Manager. 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. At the discretion of the Goodrich Manager, any functions that do not mainly involve faculty, staff, or students will not be permitted to be held in Goodrich Hall (alumni are not considered as students). This rule is the result of a decision made by the administration to ensure that the building is always available to students who wish to use it. (During the summer months, decisions related to the use of the building will be left to the discretion of the College Administration in conjunction with the Goodrich Manager. The Goodrich Manager is not responsible for damages incurred over the summer.)

Events with alcohol in Goodrich - A 10-day advance notice is required on reservations for alcoholic events. While the Goodrich Management discourages the presence of alcohol in Goodrich Hall, the Manager will discuss any requests that come in at least 10 days in advance. Factors influencing the decision to permit alcohol include: 1) whether or not alcohol is a suitable / appropriate inclusion into the event (i.e. a first year alcoholic event would not be approved), 2) whether or not alcohol is the primary focus of the event, 3) whether or not there is another suitable location in which the event can be held, and 4) whether or not the event falls within the time period in which classes are scheduled. The decision of the Goodrich Manager is final. Failure to schedule an alcoholic event at least 10 days prior to the date of the event will result in a \$50 fine if the event is approved.

All events utilizing Payne Hall (Great Room) or the Wightman Mezzanine level must be free and open to all members of the Williams community.

Remember - Goodrich is intended to be a space that benefits the Williams College student body. Therefore, events whose primary audience / beneficiaries are not students may not be permitted in Goodrich. The Goodrich Manager has the final decision in all such matters.

To request spaces primarily utilized by the Dance Department, contact the **Dance Department** directly.

Audio/Visual Support

*Please note: the **Office for Information Technology** provides no technical support for the student centers because they are not considered academic-priority buildings. If you anticipate that your event will require more than basic technical assistance, you should contact the **Office of Campus Life** at least 5 business days in advance of your event to determine whether adequate support is available or if you should consider an alternative location for your event where OIT will provide support.*

The Office of Campus Life employs a Paresky Audio/Visual Manager and a Goodrich Audio/Visual Manager, both of whom are students, who are available to assist with a/v needs, at an hourly cost to the sponsoring organization or office. Please remember that these managers are students, and their schedules may or may not accommodate your needs. An outside a/v company is also available for larger events at a cost. Contact the **Office of Campus Life** at least 5 business days in advance of your meeting or event for more information and/or to schedule assistance and arrange payment.

Basic a/v support in Paresky (help in turning on/off meeting room a/v systems, checking out a cord to connect a laptop to the projectors, etc.) is available from the Paresky Student Assistants during their regular hours, by visiting the Info Center in the Office of Campus Life, Paresky 219. Please note that the Paresky Student Assistants cannot stay with a program through its duration, so if this is necessary, please plan in advance and request the A/V Manager or the outside a/v company by contacting the **Office of Campus Life**.

Paresky Information Center

The Paresky Information Center is located in the Campus Life suite (Paresky 219), on the 2nd floor at the top of the open staircases. It is staffed by the Paresky Student Assistants, and is open 7 days a week during the academic year, except during break periods. Actual hours are posted outside of the office.

The Info Center offers several services, including:

- Networked printer for students
- Fax machine (\$1 for up to 5 pages, \$.25 per page beyond 5)
- Copier (\$.05 per page, one-sided or two-sided)
- Board & card games (leave your ID)
- Supplies for ping pong, billiards, etc. in Luetkemeyer Lounge (leave your ID)
- Basic a/v assistance

The Paresky Student Assistants conduct walk-through's of the building on a regular basis, doing patron-counts and resetting furniture as needed. They also provide basic support for the **staff of the Office of Campus Life**, such as answering the telephone, tidying up the office, and providing support for office projects as they arise.

Tidiness

Although all three student centers receive custodial support, it is not appropriate for patrons to leave messes in the buildings. This has been especially problematic in Paresky with trays, plates, silverware, cups, glasses, food, napkins, newspapers, etc.

All patrons are expected to clean up after themselves and to leave the space they occupied in good condition.

All student offices should be kept orderly, welcoming and clean. They should not be used for summer storage.

Anyone reserving a space is responsible for ensuring the space is tidy after their meeting or event concludes. If additional custodial support is deemed necessary due to inadequate clean-up, the organizer and/or affiliated group will be charged fines and fees accordingly.

Goodrich Tidiness – the following fines and fees are specific to Goodrich.

1. Not returning the furniture to its original or to a satisfactory state in any of the rooms: \$75 or Facilities cost to return furniture to its proper state, whichever is greater.
2. Leaving any room in a mess (e.g. - pizza boxes, soda bottles, etc.): \$100
3. Failing to take out the trash after an event: \$50
4. Failing to mop up any spills (including spills on the floor as well as on any tables): \$50

Lost & Found

Items that are deemed "lost and found" in the student centers will be brought to Campus Safety in Hopkins Hall. The exception to this rule is lower-value items (books, clothing, etc.) found in the Paresky Center. Those items will be kept at the Paresky Information Desk in the Office of Campus Life for approximately one week, at which point they will be brought to Campus Safety.

Damages

Individuals or groups who use space in the student centers are responsible to pay for any damages that occur during the time of their use, beyond normal wear and tear.

Goodrich Damages - To avoid misuse of Goodrich Hall and the wonderful facilities that the building offers, the Goodrich Management 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 note 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 Goodrich Manager.

1. Damage to any piece of furniture in any room: cost of repair + 10%
2. Damage to the AV equipment (including screen) and/or to the lighting equipment: cost of repair + 20%
3. Damage to any equipment at the Coffee Bar: cost of repair + 15%

Theft of an item belonging to Goodrich Hall or the Coffee Bar: cost of item + \$25 fine, with a possible referral to Campus Safety & Security and/or the Dean's Office.

Furniture & Special Set-ups

The furniture provided in the student centers is there to be utilized by the campus community on a regular, day-to-day basis, and is to stay in its designated areas. However, some spaces may have furniture moved or removed for special events. These spaces include Baxter Hall, Luetkemeyer Lounge, Henze Lounge, '58 Lounge (all in Paresky), Payne Hall (in Goodrich), and the Log. In some cases, campus organizers may move the furniture themselves (such as Payne Hall), or the furniture may be moved or removed at a cost. Furniture must always be reset to its regular position after an event has taken place.

Goodrich special set-ups - A 14-day advance notice is required on reservations that involve a special setup by Williams College Facilities. Special set-ups **MUST** be coordinated through the **Office of Campus Life**. Special set-ups include services offered by Facilities AND outside vendors. Failure to notify the Office of Campus Life with special set-up requests (Facilities or an outside vendor. i.e. risers, extra tables etc) at least 14 days prior to the event will result in a \$250 fine if the event is approved.

Contact the **Office of Campus Life** well in advance of your program to request permission to move the furniture for an event, or to inquire about costs for furniture moving, removal, resetting, and special set-ups.

Sound Levels

Not every space is ideal for every kind of event. If an event is requested to be held in one of the lounges in Paresky (including Baxter Hall) and there is the likelihood of sound issues, a discussion will take place with Dining Services staff prior to a decision on the request, to determine if the sound will be at acceptable decibel levels or, if the sound will be above acceptable levels, if it is feasible to move food service to another venue or close it for that period. If the sound will be above acceptable levels and it is unfeasible to move or close food service, the request will be rejected. Sound levels also come into consideration for reservation requests for the Paresky Front Porch. Contact the **Office of Campus Life** well in advance for more information.

Please note: **WCFM** is on in Paresky during lunch and dinner hours as appropriate during the academic year.

Lighting

If your event or program requires adjustment to the normal lighting in any of the student centers, please contact the **Office of Campus Life** well in advance for assistance. This may require an A/V Manager at an additional cost.

Stages

Paresky has two portable stages that are available for usage within the building, and are relatively easy for event coordinators to set up and tear down. They measure 6' x 8' each. Contact the **Office of Campus Life** in advance of your program if you'd like to borrow the stages.

Goodrich has a fixed stage which is available for usage for performances, concerts, etc.

Custodial Support

The student centers have custodial support that covers day-to-day building usage. Special events often require additional custodial support at a cost. Contact the **Office of Campus Life** for more information.

Tables/Tabling by Students, Faculty, Staff

Campus community members (students, faculty, and staff) may request to use a table in the Paresky tabling area for advertising events, offering sign-ups, or conducting fundraising activities to benefit a student organization. Tables will only be set up for those organizations that have requested space and have been approved via the **online room scheduler**.

Requests to sell goods or services outside of the parameters listed in the previous paragraph must adhere to the policy entitled "Outside Vendors."

Tabling is not allowed in Goodrich or the Log.

Outside Vendors

These policies and procedures apply to all outside vendors wishing to sell goods or services on the Williams College campus. They are intended to maximize convenience to students and fairness to vendors, and to minimize bureaucracy.

At Williams College, being private property, the sale of goods and services by outside vendors should occur only when doing so contributes to the College's functioning as a residential institution. Williams College reserves the right to refuse access to this service to any vendor who has not satisfactorily followed the policy in the past, or to any vendor selling goods or services deemed inappropriate. For example, no credit card companies will be allowed to vend on campus, and items such as incense, candles, etc., which would violate life safety regulations for campus housing, may not be sold. Williams College reserves the right to require that any vendor provide the College with a certificate of insurance demonstrating adequate general liability coverage and workers' compensation, and naming the College as additional insured.

Process:

Vendors wishing to sell at Williams College must make their request by contacting the **Office of Campus Life**. Once approved by the Office of Campus Life, vendors may sell goods and services in the Paresky Center tabling area between 8:30am – 4:30pm, Mondays through Fridays. Vendor setup space is limited, and vendors are limited to two sale days during a selling period. Before beginning to sell, the vendor must check in with the Office of Campus Life. Vendors

unable to follow through on their reservations should notify the Office of Campus Life as soon as possible.

Costs:

At the end of the sales day, or at the end of the last of the two days' series, the vendor must present to the Office of Campus Life a check payable to Williams College or cash covering 10% of their gross sales during their vending period.

Posters & Digital Signs

(See the “**Advertising and Distribution Policy**” section of the *Student Handbook* for more details about campus-wide policies.)

In Paresky, general posting is permitted on the two designated boards in the mail pick-up area by the Jessica H. Park Mailroom. Students, student organizations, and campus offices may post items on other general bulletin boards in Paresky and on brick or wood surfaces using masking tape. Postings for digital signs may be submitted to the **Office of Campus Life**.

In Goodrich, postings are allowed on the bulletin boards and on the tackboard sections of the pillars.

Postings for events that have passed, or postings that do not meet the policies set forth here or in the “**Advertising and Distribution Policy**” section of the handbook, will be removed and discarded.

Banners

Students, faculty, and staff may request to hang a banner from designated locations in/around Paresky and Goodrich. There may be a fee charged to the sponsoring person or group for this service. Banners must have a Williams sponsor to be considered. Exterior banners must be hung by Facilities, and may not hang lower than the bottom of the balcony. Interior banners may be hung by Facilities, or you may choose to hang them yourself (if you use the eye-hooks on the support beams). Unapproved banners will be removed and stored in the Office of Campus Life for two weeks prior to being discarded. When possible, the sponsoring organization or student will be notified.

Paresky Banners - Banners may be requested to be hung inside of Baxter Hall, or from the Paresky east balcony. Banner request forms are available in the Office of Campus Life. Requests must be submitted to the Office of Campus Life at least 10 days in advance if Facilities assistance is required. Requests will be considered on a first-come, first-served basis.

Goodrich Banners – Banners may be requested to be hung outside on the front of Goodrich Hall. The Town of Williamstown requires a permit to hang a banner outside of Goodrich, so be sure to contact the **Office of Campus Life** at least 21 days prior to when you would like your banner to be displayed.

Student Activities Resource Center and Student Offices

The SARC is located on the 2nd floor of the Paresky Center, and is available for student clubs and organizations to utilize. The SARC offers computer workstations, a lounge, worktables for projects, and a small kitchenette. All students and student organizations are welcome to use the SARC.

In addition to the SARC, there are several student organization offices that are located in Paresky.

Pets/Dogs

Pets are prohibited from Paresky, Goodrich, and the Log, due to the buildings partial function as food service venues. Pets are also prohibited from being left or tied up outside of the buildings, both for the safety of the pet, and also due to the need to keep these buildings approachable for all patrons, including those who are afraid of pets.

Please note, however, that administrative employees whose offices are located on the 2nd floor of Paresky are allowed to bring in their dogs – these employees must sign a statement of understanding in advance and adhere to special rules regarding bringing in and taking out their dogs. Contact the **Office of Campus Life** for details on this exception.

Smoking

Per **College policies**, smoking is not permitted inside the student centers or within 25 feet of any of the buildings.

Recycling

It is expected that all members of the Williams community recycle appropriately. Recycling containers can be found throughout the student centers. Contact the **Zilkha Center** or **Facilities** with any questions or concerns.

Art Installments

In Paresky, there are several areas that can accommodate certain types of rotating art installments. Art installments have also been on display in Goodrich. To inquire, contact the **Office of Campus Life**.

Fireplaces

The fireplaces in Baxter Hall and in the Henze Lounge are maintained by the Office of Campus Life. Fires will be lit occasionally during the winter months at the convenience of the Office of Campus Life.

Goodrich Coffee Bar

The Goodrich Coffee Bar is a student-managed and student-operated business operated out of Payne Hall. The Coffee Bar offers coffee drinks and other snacks for patrons' enjoyment.

The following fines pertain to the Coffee Bar.

1. Mistreatment of Coffee Bar employees: \$200
2. Using the Coffee Bar as a service station for drinks/snacks (without the expressed permission of the Coffee Bar Managers): \$50
3. Loss of key to lockers: \$20

The Class of 1998 Bell in Goodrich Hall

The captains of Williams College sports teams will have access to ring the Class of 1998 Bell. Abuse of this privilege will be grounds for its revocation.

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