

# Collegium Guidelines 2009–2010

## **Commuters! Welcome to Your Home-Away-from-Home...**

We offer a welcoming environment that provides the comforts of home, refreshment, and connection with friends. Here are some guidelines to help you know how we operate:

**Hours** – Mon-Thurs: 8:30-7; Fri: 8:30-2

**Guests** – You may bring in **one** guest at a time. Please have them sign in. They should remain accompanied by you and not be dropped off. Unfortunately, we cannot accommodate study groups.

## **Kitchen**

1. **Dishes** – Collegium dishes and flatware are for your use. Please rinse and load them in the dishwasher when you are finished. If the dishwasher is running, please rinse dishes and place them in the sink.
2. **Cooking & Baking** – Please check with Collegium Staff if you would like to bake. Baking should not be done M-F between 11:30 and 1:00. If you bake/cook, please *wash, dry and put away* all dishes before leaving. *Please do not put bakeware, pans, mixing bowls, or knives in the dishwasher.*
3. Feel free to use spices, salad dressings, and condiments. If you use the last of something let us know!
4. **Fridge** – Please store no more than one day's worth of meals. It is cleaned out every Friday.
5. Food placed on the island table area is **FREE** unless otherwise noted. **Enjoy!**

**Honor Bar** – We have a variety of beverages and food items for sale. Prices are listed in the kitchen. Please deposit *exact change* into the Honor Bar Box. Please do not create a running 'tab' or pay later.

**Cell Phones/Audio** – For the comfort of all members, please do not talk on your cell phone or listen to audio (i.e. without headphones—videos, YouTube, music) inside the Collegium. We ask that you keep your cell phone ringer on low/vibrate and take telephone conversations outside the Collegium.

**Noise/Volume Levels** – Our community is diverse—freshman to PhD candidates, quiet introverts and vivacious extroverts. Please don't expect quiet and solitude (you'll need to head to the library for that! ☺) Our focus is on *community*—we desire to be a launching point for connection on campus. **However**, we are not a football stadium either! We request that members keep voices at a *low coffee shop level*, and most of all, be sensitive to the needs of people around them. *Thank you!*

**Saving Seats** – In an effort to give each of our 150+ members an opportunity to enjoy the Collegium, we *ask that you do not save seats throughout the day*, or store backpacks/bags in the Collegium. Instead sign up for a Commuter Locker (located in Sutherland) at the front desk... they're free to all Commuter Students!

**Office Supplies** – Various office supplies are on the computer table. Let us know if you need something!

**Computer Area** – Printing is \$.10 per copy, and accessed using the Diginet Printing system. Add \$ to your card at the Welch Computer Lab or the Library. If you need computer related assistance, please see Collegium Staff or call the IT Helpdesk at ext. 4740 for assistance.

**Advertising & Soliciting** – Soliciting or personal sale of items is not allowed in the Collegium, but we will post event announcements. Please submit a copy of your announcement and contact info to Collegium Staff. We will let you know within 48 hours if we are able to post it.

**Involvement & Feedback** – If you'd like to volunteer on the Collegium Staff Team or help out with events, please email [jenny.matthes@biola.edu](mailto:jenny.matthes@biola.edu) We'd love to have you! We also welcome your feedback and suggestions—so fill out a comment card and let us know what you think...

# Collegium Community Agreement

The Collegium is your place to rest, work, and connect! It is designed to meet physical and social needs of commuters by offering a home-away-from-home—a place where friends are made, fellowship happens, and a sense of belonging is established.

As a member of the Biola Collegium, I affirm and will uphold the following values:

## Respect for Others

- I will engage in considerate conversations at low volume levels.
- I will be responsive to requests from Collegium Staff.
- I will adhere to the guest policy.
- I will keep my cell phone ringer on low/vibrate & conduct conversations outside of the Collegium.
- I will use headphones when listening to audio.

## Care for the Physical Environment

- I will clean up after myself.
- I will use the Honor Bar system with integrity.
- I will take care of the resources provided.
- I will follow the Collegium Guidelines.

I also commit to quickly resolve conflicts that may arise with other Collegium members in a Christ-like way.

By entering into this agreement with fellow Collegium members, I commit to responsibly, intentionally, and actively promote the purpose and ideals of the Collegium Community.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

***Please Return One Signed Copy with Your Registration Form***  
***Keep the Other for Your Records***  
***Thank you!***

\* \* \*

**If you have questions, please contact the Commuter Life Team in the following ways:**

1) Ask a Collegium Staff member, 2) Contact Jenny Matthes @ 562-777-4073, [jenny.matthes@biola.edu](mailto:jenny.matthes@biola.edu), 3) Contact Katie Tuttle @ 562-777-4075, [katie.tuttle@biola.edu](mailto:katie.tuttle@biola.edu) We look forward to meeting & serving you!