

POMONA COLLEGE
SUMMER CONFERENCES

POLICIES, PROCEDURES, AND INFORMATION

Summer Conferences Objective: To provide a full-service college conference facility, operated in a professional manner, to organizations providing an education-based agenda for their attendees. Following are policies and procedures for facility use:

ALCOHOL POLICY. The resale of alcoholic beverages on campus without the proper clearance and permits required by the California Alcohol Beverage Commission is prohibited. Pomona College bears no responsibility for the purchase, distribution, or effects of alcoholic beverages served or consumed at conferences, private parties, receptions, or gatherings of other kinds held on the premises of or areas adjacent to the College.

Tenants in violation of this policy will be asked to discontinue such practice and may be requested to cease use of campus facilities.

CHECK-IN PROCEDURE. Room keys/keycards will be pulled by Conference Staff personnel prior to your group's arrival. We request that you inform your conferees to pick up their dorm-room keys from our Message Center receptionist following your own conference check-in procedure. You must notify the Summer Conferences Coordinator if any of your guests plan to arrive after 11 p.m.; special arrangements will have to be made to leave their keys with Campus Safety for pick up.

CHECK-OUT PROCEDURE. Check-out time is no later than noon on the last day of the conference. Guests must turn out all lights and leave the room door open. Linen should be left in the room. Door keys/keycards should be returned to the Message Center receptionist.

CONFERENCE STAFF. Summer Conferences office hours are 8 a.m. to 5 p.m., Monday through Friday, mid-May through August 31, and 8 a.m. to 12 noon, September 1 through mid-May. All conference activities are directed by the Summer Conferences Coordinator. Conference support is provided by student assistants.

CONSTRUCTION. Each summer, Pomona College engages in construction projects to maintain or upgrade its facilities, or to embark on the creation of a new facility. We are aware of the impact caused by construction areas, and we sincerely apologize for any inconvenience your group may experience. The Summer Conferences Coordinator will identify these areas for you. We request that you inform your conferees that, for their own safety, they must not enter construction areas.

CONTRACT. Each client must sign an agreement with Pomona College; the agreement will be prepared by the Summer Conferences Coordinator.

DATES FACILITIES ARE AVAILABLE. Conference dates are limited to the following:

Overnight Visits. June 1 — July 31

Multi-Day Day Visits. June 1 — July 31

Partial-Day Day Visits*. Last two weekends in May — Second weekend in August

*Use of facilities for partial-day day visits is also available during class breaks, i.e., Fall (1 weekend mid-October), Thanksgiving (1 weekend-November), Winter (1st 2 weeks of January), and Spring (1 week-March). Contact the Summer Conferences Coordinator for specific dates, as they vary from year to year.

DISASTER PREPAREDNESS. The Claremont Colleges participate jointly in a disaster preparedness plan. Evacuation routes are posted on the walls in every building. We request that the Group Coordinator become acquainted with the relevant evacuation route, the location of the nearest exit door, and the location of campus evacuation areas.

DRIVING DIRECTIONS. Interstate 10 to Indian Hill Boulevard (Exit 47). North on Indian Hill Boulevard to Bonita Avenue. East on Bonita Avenue four blocks to College Way (one block east of College Avenue).

EMERGENCY PHONE NUMBERS.

Campus Security: 607-2000 (ext. 72000)

Fire Department/Paramedics: Call Campus Safety

FACILITIES.

Academic Rooms. 61 classrooms varying in size from small (1-50) to medium (50-100) to large (100+); the largest auditorium has 250 seats. Mabel Shaw Bridges Hall of Music seats 609.

Athletic Facilities. The Rains Center's 86,000-square-foot indoor facility includes gymnasiums for racquetball, squash, badminton, and volleyball; a dance and aerobics studio; and a weight training/exercise room. Outdoor facilities include tennis courts, a swimming pool, a track, and football and soccer fields. A modest fee is required to use the indoor facility; no fee is required for the use of outdoor facilities.

Dining Halls.

Frank Dining Hall. Serves South Campus. Three dining halls; two private dining rooms; one rear, one side, and one entry patio; and one foyer. Seating: West Dining Room - 156; South Dining Room - 122; Blue Room - 125. The private dining rooms each seat 25. The side and rear patios seat 144. The total seating capacity is 597.

Frary Dining Hall. Serves North Campus. Home of the renowned Orozco fresco, "Prometheus." One dining hall and two private dining rooms. Seating: Main Dining Hall - 322; North Private Dining Room - 12; South Private Dining Room - 32. The total seating capacity is 366.

Oldenborg Dining Hall. Located in Oldenborg Dormitory. One dining hall, one private dining room, and two side patios. Seating: Main Dining Hall - 220; Private Dining Room - 24; Side Patios - 12 each. The total seating capacity is 268.

Laundry. Coin-operated washers and dryers are located in the basements of Walker, Oldenborg, Mudd-Blaisdell, Wig, and Harwood. Clark I and Walton Commons machines are located on the street level. Laundry detergents, etc. are not provided.

Library. Seeley-Mudd Library is available to all conferees, but checking out material is prohibited. Library hours must be observed.

Mabel Shaw Bridges Hall of Music ("Little Bridges").

The building is rented to the general public for concerts, recordings, etc. Maximum seating is 609.

Use of Little Bridges for **weddings** is absolutely restricted to current CUC employees, Pomona College faculty, staff, students, and alumni, and their children. This policy is strictly enforced. No exceptions will be made. A separate document identifying policy and providing additional information is available upon request.

Smith Campus Center. Smith Campus Center has several meeting and seminar rooms that are available to conferences living on-site.

Edmunds Ballroom. Rental of the Ballroom for weddings, parties, etc., is restricted to Pomona College faculty, staff, alumni and their children. Edmunds Ballroom has a maximum capacity of 1,000 and seats 300 at tables and chairs. The facility is rented with tables and chairs. A band platform is available. No kitchen facilities. Room is wheelchair accessible. The room is also available to conferences at an additional fee.

Sontag Greek Theater. Use of Sontag Greek Theater is restricted to Pomona College faculty, staff, students, and alumni and their children. Seating in the theater is approximately 500; seating on the grass is approximately 600. The area is offered to conferences while on campus for an additional fee.

Outside/Lawn Areas. The following outside facilities are not available: Marston Quadrangle, Memorial Court, Harwood Court, Lyon Garden.

Walker "Beach". North Campus. Nets are available for volleyball and badminton. Picnic tables are not provided. One patio. Limited electricity is available.

Wig "Beach". South Campus. Nets are available for volleyball and badminton. Baseball diamond. Picnic tables are not provided. Limited electricity is available.

Restrooms. Most restroom facilities are shared. Men and women are assigned separate wings for restroom facilities, or the restrooms are marked "Men" or "Women." A few rooms have private bathrooms.

Seaver House. For information, contact the Alumni Relations Department at 909-621-8110.

Sleeping Rooms. Most dormitory rooms are single. You may choose to have a linen "set-up" or bring your own bedding and towels. A "set-up" includes two sheets, one pillowcase, one blanket, one pillow, one bath towel, one hand towel, one wash cloth, one soap, and one cup. The set-up is delivered to the room only and the bed is not made; however, for a modest fee, you may have the bed made up on the first day only. If your conference lasts more than 7 days, a complete new linen set-up is provided on the Friday before the beginning of the next week.

Swimming Pool. Pendleton Pool only (Haldeman Pool is not available). Everyone who enters the swimming pool must be water-safe. Conferees are subject to "free swim time" hours. Life guards are on duty. A modest entry fee is required. Pendleton Pool is also available for private swim parties.

FEES. A separate price list is available upon request. All prices are subject to change without notice. A deposit will be required to hold facilities.

FILMING. Filming on Pomona College property for commercial purposes is prohibited.

FOOD SERVICE. Food service is provided by Pomona College Dining Services and meals are served in the dining halls. Meals are charged on a daily rate. A cash charge at the door can be arranged for non-boarding conference participants. Dining Services will guarantee your final headcount, which is due seven days prior to the event. You may use meal cards as a means of control for record-keeping; however, tickets are not required. Dining Services' management team is prepared to work with your group on special events such as theme meals featuring ethnic entrees, outdoor barbecues, swim parties, etc.

INSURANCE REQUIREMENTS. Tenants must provide a Certificate of Insurance naming Pomona College as the Certificate Holder for the duration of use of any campus facility. The policy must provide limits of at least \$500,000/\$1,500,000 for bodily injury and property damage. Failure to submit this liability coverage 30 days prior to the event will void any agreement the tenant has made with Pomona College.

KEYS. Each conferee will be given one dorm key card (if applicable) and one dorm-room key. Outside entrance keycards will not be given to children. Lost keys must be reported immediately to the Group Coordinator, the Message Center receptionist, or the Summer Conferences Coordinator. A fee of \$35 will be charged for each lost key.

LATE STAYS. Late stays by conferees are not permitted.

LOCAL AREA.

Airport. Ontario International Airport, located approximately 10 miles to the east is the closest airport to the College. Allow 20-30 minutes for driving, depending on traffic.

Medical Emergency Facilities. Pomona Valley Hospital Medical Center in Pomona; San Antonio Community Hospital in Upland; Kaiser Hospital in Fontana; Kaiser Medical Office in Claremont; and Urgent Medical Care in Montclair.

Restaurants. There are several restaurants in the Claremont Village within walking distance of the College. A brochure of local restaurants compiled by the Claremont Convention Bureau is available at the Message Center.

Shopping. There are many quaint shops in the Claremont Village, as well as a post office, banks, shoe shops, book stores, stationery stores, a bakery, and drugstores. The Montclair Plaza, a large, two-story shopping mall, is located two miles to the east of Claremont.

MAIL. Incoming mail will be received at the Message Center. The receptionist will hold all mail at the desk. Outgoing mail may be deposited in the U. S. mailbox located on the sidewalk in front of Sumner Hall. Mail received after a conference has concluded will be returned to the sender. Incoming mail should be addressed as follows:

Name of Recipient
Your Conference Name
c/o Summer Conferences
Pomona College
101 N. College Way
Claremont, CA 91711-6313

PARKING. Over 1,000 designated parking spaces on campus are available to conference guests. However, we request that conferees refrain from parking in the lots of the Administration and Admissions buildings (Alexander and Sumner) as these spaces are reserved for College employees and official visitors to the College.

PETS. Animals of all kinds are prohibited on campus.

PHOTOGRAPHY. Photography of a commercial nature is prohibited. Photography following weddings, receptions, and conference-associated events held on campus is permitted.

QUIET HOURS. Noise is defined as any sound, human or not, which is disturbing to a resident. Official quiet hours are 12 midnight to 8 a.m.

REQUEST TO USE FACILITIES. All requests to use the facilities are subject to approval by the Director of Campus Planning.

RESERVATIONS. Reservations may be secured through the Summer Conferences Coordinator after obtaining permission to use the facilities.

SECURITY. Campus Safety, a shared service that provides crime prevention coverage for all of the Claremont Colleges, is open 24 hours a day, 7 days a week, including holidays. The telephone number is 909-607-2000. Security personnel are available to help you with any parking, traffic, safety, or residential issues that may arise during your stay. They are also happy to host campus tours and to discuss their services with the Group Coordinator prior to the campus visit.

SERVICES. The following services are available to conference visitors. Please coordinate the use of these services with the Summer Conferences Coordinator.

Duplicating. Subject to office hours. Fee: 8 cents per each copy.

FAX. Subject to office hours. Fees: Incoming: 27 cents per page/Outgoing: \$1.75 for the first page + 27 cents for all other pages. The incoming FAX telephone number is 909-621-8656.

Housekeeping. Daily dorm-room housekeeping (maid service) is not provided. First-day bed make-up is provided for an extra fee. If the conference stay is greater than one week, a linen exchange and bathroom cleaning are done after 7 days.

Message Center/Receptionist. The Message/Information Center is open 8 a.m. to 11 p.m. All incoming calls are answered by the receptionist or desk attendant, who then posts the messages on a "Message Board." (Refer to TELEPHONE paragraph for more information). Please tell your coworkers and/or family to call the following numbers to leave a message for you:

- Mudd-Blaisdell Desk: 909-621-8183
- Oldenborg Desk: 909-621-8182
- Walker Desk: 909-621-8181

SMOKING POLICY. A no-smoking policy has been established for all office and academic buildings, dormitories, athletic center, and dining halls. Smoking is permitted outside these buildings and in the patio areas.

TELEPHONES. All dormitory rooms have a live jack. You may bring a telephone instrument to plug into the jack to gain access to local service (dial 9 + dial tone + number) and to receive incoming calls. All long-distance telephone calls must be made with a telephone credit card (AT&T, Sprint, MCI: dial 70 + 0 + area code + number + credit card number). After plugging in your instrument, dial "0" and the operator will give you your extension number. Pay telephones are also available at certain locations.

Incoming Calls: (1) Incoming Calls may be received in dorm rooms.
(2) Need Assistance?: 909-621-8000. Campus Telephone Office hours are 7 a.m. to 12 midnight.

VENDING MACHINES. Dispensing machines containing a limited supply of soft drinks and snack food are located in each dormitory.

WHEELCHAIR ACCESSIBILITY. Most buildings are presently accessible unless otherwise noted. Please notify the Summer Conferences Coordinator of your special needs.

A BRIEF OVERVIEW OF POMONA COLLEGE

Pomona College is an independent, four-year coeducational liberal-arts college established in 1887 by Congregationalists. The College began in a small rented house in the village of Pomona. The following year, a hotel (now Sumner Hall) in nearby Claremont was given to the College. The College moved to its "temporary" location in 1888. Because the name "Pomona College" had become so closely identified with the institution, it was retained.

Pomona is a residential college and enrolls approximately 1,380 students, with a student-faculty ratio of less than 10 to one. The College's academic program includes all major fields of the arts, humanities, natural sciences, and social sciences.

Located in Claremont, California, 35 miles east of Los Angeles, Pomona College is the founding member of The Claremont Colleges, a consortium of six independent institutions. The college has 59 buildings on 140 acres, and shares 18 additional buildings with the other Claremont Colleges, including libraries, a medical and counseling center, and a bookstore.

ADDRESS

**Summer Conferences
Pomona College
101 N. College Way
Claremont, CA 91711-6313**

Telephone: 909-621-8373

FAX: 909-621-8656

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