

# Collegium Guidelines 2018–2019

## Off-Campus Students! Welcome to Your Home-Away-from-Home in the Upper SUB

**Hours** – Mon-Thurs: 8:30-7; Fri: 8:30-2 (*We often offer Friday “Bonus Hours”—if we have staff to cover them!*)

**Kitchen** – Please do not remove *any* items from the Collegium, even briefly. Thank you.

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 stack them in the sink.
2. **Cooking & Baking** – Please check with Collegium Staff if you would like to bake. 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 and condiments. If an item is low, please let us know!
4. **Fridge** – Please: 1) label your food, 2) store just one day’s worth of food, 3) remove food each evening, 4) don’t store large lunch sacks & non-perishable items in the fridge (use your locker or backpack!) Fridge is cleaned each evening. Items left are tagged and then thrown out—including food storage containers. Thank you!
5. Food placed on the island table area is free unless otherwise noted. **Enjoy!**

**Honor Bar** – A variety of inexpensive beverages and food items are for sale. Prices are listed in the kitchen. Please deposit *exact change* into the Honor Bar Box. (*Limited change available at front desk.*) Please do not pay ahead or pay later. *If you fail to pay, it is considered theft by Biola University Campus Safety and by the State of California,* plus, you are taking from your fellow students—as money put into the Honor Bar goes to purchase more food for it.

**Cell Phones/Audio** – For the comfort of all members, please do *not* talk on your cell phone, play musical instruments, sing, or listen to audio without headphones—videos, YouTube, music—inside the Collegium. Headphones are available for checkout, with I.D., at front desk. *We ask that you keep your cell phone ringer on low/vibrate and take phone conversations outside the Collegium.* The lobby is a ‘no phone zone.’

**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 aren’t a football stadium either! Please keep voices at a low-to-medium coffee shop level, be thoughtful regarding the needs of others, and take conversations and activities/games to the SUB if they become loud. *Thank you!*

**Saving Seats + Lockers** – In an effort to give each of our 170+ members an opportunity to enjoy the Collegium, *we ask that you do not save seats*, or leave personal items in the Collegium. There are 164 Commuter Lockers available! Please sign up for one at the front desk + take items with you if gone for more than 5-10 min.

**Computers/Printing** – Pharos Printing: 10¢ per page. Add “Student Dollars” to your account at [www.biola.edu/eaccounts](http://www.biola.edu/eaccounts), or in the Library, at Commons, Eagles, Talon, or the Café. To print from your computer go to [www.biola.edu/IT](http://www.biola.edu/IT). Click *Print/Copy* for directions. If you need computer assistance, please see Collegium Staff.

**Advertising & Soliciting** – Soliciting or personal sale of items is not permitted, 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 Leadership Staff Team or help out with events, please email [commuter.life@biola.edu](mailto:commuter.life@biola.edu) We’d love for you to join us! We welcome your suggestions—just fill out a suggestion card (next to the Honor Bar Box) and place it in the Honor Bar Box.

**Community** – This is a place of hospitality and we want everyone to *feel comfortable* and at home in the *Collegium community*. We request that couples refrain from physical displays of affection that may cause others to feel they are invading a private moment. We also ask that language be respectful to invite all members to feel safe and welcomed.

**Guest Policy** – **1)** One guest per member at a time. **2)** Register your guest at the front desk. Guests receive up to **three** one-day guest passes per semester. **3)** Guests must come & go with member, showing guest pass and I.D. and signing in & out. **4)** Guests must follow Collegium community rules & values. **5)** Guest privileges can be forfeited any time. **6)** If a non-member is not registered as a guest, but is with you in the Collegium, he/she is your *implied guest*. This may result in suspension or loss of your membership.

*Collegium guidelines and policies are subject to change at any time, as considered necessary by leadership for the healthy functioning of our community. Members will be notified of changes via the Biola email system. Thank you!*

## **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 **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, and at *low-to-medium* volume levels.
- I will be respectful to fellow members
- I will be friendly and responsive to requests from Commuter Life Staff.
- I understand & will adhere to the Guest Policy—asking my guests to do the same.
- I will keep my cell phone ringer on low/vibrate & conduct phone conversations outside of the Collegium. I will use headphones when listening to audio.
- I will take personal items with me when I leave.
- I will follow the Collegium Guidelines.

### **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 also commit to quickly resolving conflicts that may arise with Collegium community members and/or Commuter Life staff members in a dignifying and Christ-like way.

By entering into this agreement with fellow Collegium members, I commit to responsibly, intentionally, and actively promoting the purpose and ideals of the Collegium Community. I understand that my member status is subject to suspension or removal if I no longer follow Collegium Guidelines or uphold the Collegium Agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Please Return One Signed Copy with Your Registration Form ~ Keep the Other for Your Records*

**If you have questions, please contact the Commuter Life Team at [commuter.life@biola.edu](mailto:commuter.life@biola.edu), 562-777-4070. We look forward to meeting & serving you!**