FACILITIES
Orientation September 2015

Welcome to Longy!
Please keep the following points in mind while you are on campus.

Safety and Security
• Do not leave your belongings unattended at any time. Don’t leave your things in a practice room. Don’t leave your things in the lobby. Please DO leave your belongings in a locker.
• If there is an emergency, please report to the front office or the closest available staff member. If you cannot find anyone, please call 911.
• First Aid supplies are located in the Front Office at the Zabriskie House and in the Kitchen at the Rey-Waldstein Building.
• Always have your Longy ID with you when you are on campus.
• When using a practice room ALWAYS put your ID card in the door holder.
• Refer to our web site (www.longy.edu) for building hours.

Smoking
• NO SMOKING INSIDE ANY BUILDING
• The only smoking area on campus is the lawn and benches near the entrance at Pickman Concert Hall.
• Do not smoke on any entrance stairway, fire escape, or near the Rey-Waldstein building.

The Neighborhood
• Please respect our neighbors by not opening windows where it is specifically posted
• Please respect our neighbors by not practicing with brass or woodwind instruments where posted. Please do not practice voice in room 9.
• The ramp entrance near the faculty parking lot is only to be used for people with accessibility issues, strollers and deliveries. Everyone else should use the main entrance located at 27 Garden Street - Pickman Hall.

Conservation
• Most of our practice rooms and classrooms are equipped with motion sensors which turn the lights on when you enter and automatically turn them off again. If you happen to be in a room that does not have a sensor, please turn off the lights and air conditioning units upon leaving a practice room.
• There are 5 water coolers on our campus. They are here to help you stay hydrated! At Zabriskie House they are located in the Bistro, at the bottom of the stairs below the Pickman Hall lobby and at the front desk. At the Rey-Waldstein building they are located in the basement lounge and the Academic Affairs office suite where the Dean’s office is. Please bring your own refillable water bottle so we don’t waste paper cups! If you do need a cup for coffee or tea, please ask at the front desk.
Equipment

- Copy machines are located in the Library and in the Student Lounge. The machines operate with change or account cards. Please visit the Library for more information.
- Refrigerators and microwaves are located in the Bistro at Zabriskie House and in the basement lounge at the Rey-Waldstein building. Please do not leave food in the refrigerators overnight. Please do not put metal or aluminum foil in the microwave. Every Friday night the refrigerators need to be completely emptied for cleaning Saturday morning.
- Please use the trash and recycling receptacles provided throughout both buildings.

If you have any questions or concerns, please let me know. If you see something that is dirty or broken please stop by the front desk and let us know. The facilities staff is here to help you.

Thank you!

Charles Clark | Facilities Manager | x1767 | charles.clark@longy.edu