Conferences at Williams

Campus Information

Conference Office Hours at Brooks House:
8:30 am - 4:30 pm daily

Conference Office Front Desk:
(413) 597-2591 (dial 2591 on campus)

Campus Safety & Security:
(413) 597-4444 (dial 4444 on campus)
Welcome to Williams!

Conference Office Hours and Information

Williams’ Conference Office is here to assist you seven days a week from 8:30 a.m. to 4:30 p.m. We’re located in Brooks House (C-4 on your Campus Map). The main entrance is on the building’s south side.

To reach us via a campus phone, simply dial 2591.
If off-campus, dial (413) 597-2591.

The Conference Operations Office will:
- Handle requests regarding day-to-day concerns. Just dial Ext. 2591 from any campus phone.
- Supply information about area recreational opportunities, restaurants, tourist destinations, etc.
- Rent Fans and Clock Radios on a first come, first served basis ($6/week/item charge).

Check-Out

Any conferee leaving before his/her conference has officially ended must check out at the Conference Office. Our hours are 8:30 a.m.-4:30 p.m. daily. Unless different arrangements are made with us, we will expect everyone to check out on the final day of his/her conference. There will be a $75 replacement fee for any dorm key lost or not returned before departure, and a $10 replacement fee for any magnetic dorm access (swipe) card that is altered, damaged, lost, or not returned before departure.

Campus Safety & Security Office — Ext. 4444

Williams’ Safety and Security Department (413) 597-4444 is located in Hopkins Hall (E-4 on Campus Map). Someone is always on duty in case of an emergency. For your own safety, keep your dorm room locked and your key with you at all times. Exterior doors to dormitories are locked. Do not prop them open. Be aware of your surroundings and know where the nearest emergency phone is located (yellow boxes with blue lights on top). If you have concerns about walking on campus after dark, call Security for a walking escort. All conferees are welcome to utilize this safety service.

Medical Treatment—Emergency & Non-Emergency

In case of a medical emergency, you should know that the Williams College Health Center is NOT open during the summer months, so dial 9-911 for an ambulance from any campus phone. If you have a medical condition or illness of a less urgent nature, call the Williamstown Medical Associates (open Monday-Friday 8 a.m. - 5:30 p.m.) by dialing 9-458-8182 from any campus phone. On weekends and before 8 a.m. and after 5:30 p.m., call the North Adams Regional Hospital at 9-664-5000.
Important Numbers

Security ............................................. (413) 597-4444 (or 4444 on campus)
Emergencies ........................................ 911 (or 9-911 on campus)
Conference Office ................................. (413) 597-2591 (or 2591 on campus)
North Adams Regional Hospital ...................... (413) 664-5000
Williamstown Medical Associates ................. (413) 458-8182

Mail Service and Special Deliveries

All mail sent to you must be addressed as follows:**

Your Name
Name of Conference You Are Attending
39 Chapin Hall Drive
Williamstown, MA 01267

**The Conference Office cannot be responsible for incorrectly addressed mail.

The Conference Office staff will deliver routine mail daily, Monday through Friday. "Special Delivery" letters and packages (ex. FedEx, UPS, Express Mail, etc.) are delivered as they are received.

Lost and Found

The Conference Office maintains a “lost and found” during the summer. On campus, please call x2591.

Athletic Facilities

The following, subject to availability and scheduling, may be used by our guests upon presentation of their Conference Identification Cards:

Lasell Gym/Chandler Athletic Center (E-4, E-5 on Campus Map): 50 meter indoor pool, basketball courts, weight room, squash courts, two fitness centers, and a 1/16-mile track.
Williams College Tennis Courts (E-2 on map), and paddle tennis court.
Weston Field (F-7 on map), running track.
Towne Fieldhouse (E-6 on map), running track.

Libraries

Sawyer Library is open Mon-Fri, 8 a.m. - 5:30 p.m. Schow Science Library is open Mon-Fri, 8 a.m. - 5:00 p.m.
You must show your paper Identification Card to access College libraries. Please return borrowed books prior to departure.

Religious Institutions

A list of Northern Berkshire Area Religious Institutions is posted on the Information Board at Brooks House. For phone numbers and addresses of local houses of worship, please visit the Conference Office.

Important Numbers * Mail Services * Lost & Found * Athletics * Libraries * Churches
Parking

There is no parking charge at Williams College or in Williamstown. **Unless your vehicle is equipped with a legal handicap sticker, please park it in the parking area designated for your program.** Check the Summer Conference Info Board in your dorm for parking regulations and lot designations. You will be ticketed for parking on the grass—and possibly towed—if you park illegally in a fire lane, handicap space, undesignated area (those with no white painted lines), or in those lots designated for faculty/staff parking. It is expected that once you arrive and are settled in your dorm, your car will remain in your designated lot and you will walk to your classroom or meeting location.

Dining

For those groups which have not contracted for private dining, meals are available at the assigned dining hall. All meals at the dining halls are self-service. Breakfast, lunch and dinner are served Monday-Saturday (brunch and dinner on Sunday); each includes three entrees (one meatless), salad bar, accompanying side dishes, plus beverages and desserts. Conference participants with no (or limited) meal plans may pay with cash for each meal eaten at a Williams’ dining location. For between-meal snacks, several eateries are located within walking distance of Campus on Spring and Water Streets. Check the Restaurant Guide on the Info Board in your dorm or stop in at the Conference Lobby in Brooks House to view a Menu Book.

Laundry Facilities

Coin-operated washers and dryers are located in most dorms. You must provide your own detergent.

Campus Phone Information and Cellular Phones

Phone service is no longer available in dorm rooms. Emergency dorm phones are located centrally in each building. You can use these to dial Security, the Conference Office, or any other number within the Williams (597-) system by simply dialing the extension (the last four digits of the 597-telephone number). **To activate an outside line for local numbers from any campus phone, first dial 9.** Yellow Emergency Phones (located at building entrances and on poles with blue globes) can be used to reach 911 by pushing the black button for dial tone and dialing 9-911. Pushing the red emergency button will connect you directly with Williams’ Security Office and identify your location.

Sprint, Verizon Wireless, AT&T and Nextel cell phones work in this area.
Fire & Other Life-Threatening Emergencies

On the inside of your dorm room door you will find fire evacuation directions specific to your room location. Be sure you familiarize yourself with these as soon as you check in. If you find these directions are missing or inaccurate, notify our Front Desk Clerk at Ext. 2591 immediately.

**In Case Of Fire** - If you are in your room and smell smoke or an alarm sounds, FIRST review the escape plan on your door, then put shoes on and feel your door.

**If the door is HOT - Do Not Open It.** Remain in your room until help arrives.
- Seal cracks around the door with blankets or towels. Open your window and hang a sheet over the ledge. Stay visible at the window, if possible.
- Dial 9-911 if you have a phone in your room and report the fire and location.
- Stay low to the floor to breathe less smoke if the conditions warrant.

**If the door is COOL - Open The Door Slowly** to check for smoke or fire.
- Close, but DO NOT LOCK your door. Proceed to the nearest exit (but do NOT use elevators).
- Tell others you see to leave the building.
- If it's not sounding already, pull any fire alarm you pass.
- If you encounter smoke, crawl on the floor to breathe less smoke.
- If exits are blocked, return to your room and follow instructions for "If the door is HOT" above.

**Once Outside:**
- Never return for personal belongings.
- Dial 9-911 or Security x4444 from the closest outside Emergency Phone.
- Stay a safe distance from the building, but close enough to direct officials to the fire location.
- Do not attempt to re-enter the building until instructed to do so by Security.

**Open Flame & Electrical Appliances Policies**

No candles, incense or open flame devices are allowed in dorm rooms (violators fined $50 and fines increase for repeat violations). Tampering with Smoke Detectors, Carbon Monoxide Detectors and Fire Extinguishers will result in a $250 fine (1st violation) then a $500 fine (2nd violation). The following Electrical Appliances are strictly forbidden in dorm rooms: coffee makers, crock pots, hot pots, electric fry pans, toasters/toaster ovens, broilers, electric or gas stoves, air conditioners, electric heaters, cup warmers, deep fryers, bread makers, beer coolers, kegolators, hot plates, electric woks, hamburger and sandwich makers, rice cookers, popcorn poppers (other than hot air), hot tubs, swimming pools, soda/vending machines and anything with a heating coil. Persons found with any such items will be fined $50 per violation (fines increase for repeat violations) and the items will be confiscated. Items allowed: clocks, sound equipment, computers, hair dryers/curling irons, electric shavers, electric fans, microwave ovens of 800 watts or less, refrigerators of 5 cubic feet or less, and cool mist humidifiers.

**Damage or Theft**

Williams College accepts no responsibility for any damage or theft experienced by either individual conferees or by the attending conference to its general property. All locks and other security devices are presumed to be in good operating condition and any evidence of malfunction should be immediately reported to the Conference Office. Do not prop exterior doors to dorms. Conferees assume collective responsibility for the buildings in which they live. Contact College Security immediately if you find outsiders in your dorm. Again, for your own safety, please be sure to keep your dorm room locked and your key with you at all times. If codes are used for dorm entry, please keep the code confidential.
Questions & Answers

**Smoking?** Smoking is not allowed in any dorm, educational, or administrative buildings on the Williams Campus or in College vehicles during the summer. Those wishing to smoke must do so out of doors, maintaining a 25-foot distance from College buildings. There are fines for violating this policy and for improper disposal of cigarettes.

**Lost-and-Found?** Unclaimed articles found by Williams personnel are stored in the Conference Office in Brooks House--(413) 597-2591.

**Faxing?** The UPS Store - (413) 458-8033 at 228 Main Street has a fax available for public use. (Unfortunately, the Conference Office fax is NOT available for general conference participant use).

**Copying?** The UPS Store at 228 Main Street in the Colonial Shopping Center.

**UPS or FedEx?** There is a FedEx drop box on Spring Street in front of the Post Office. The UPS Store is equipped with various shipping options. It is located about a mile east of Campus on Route 2 in the Colonial Shopping Center.

**Recycling Policies?** Recycling is mandatory at Williams College. Please help by sorting paper, plastic and glass recyclables in labeled recycling containers, located in common areas of each dorm. Recyclable paper items include: white and colored paper, newspapers, magazines, books, and corrugated cardboard. Please rinse any glass, metal, and plastic (#1-7) containers before recycling them. Returnable cans/bottles may also be recycled. The College does not recycle brown paper bags, plastic bags, Styrofoam, aluminum foil, wax paper, chipboard (pizza/cereal boxes), or paper towels.

**Personal Computers in Dorm Rooms?** To use a computer in a dorm room, you must bring a laptop or other computer that has wireless access. Your Welcome Packet has instructions on how to connect to Williams wireless.

**Shopping Mall?** The closest mall to Williams College is the Berkshire Mall, located approximately 25 minutes south of Williamstown on Route 7 in Lanesborough, Massachusetts.

**Movies?** There is a cinema on Spring Street in Williamstown. Also, there are “multi-plex” movie theaters at both the Berkshire Mall and the North Adams Plaza (about 5 miles from Williamstown—take Route 2 east to North Adams, then proceed onto Main Street and take a right by the Holiday Inn; the North Adams Plaza is on the left-hand side).

**Car Rentals?** There is an Enterprise Rent-A-Car located at 303 State Street, also called Route 8 South, in North Adams. For a reservation call (413) 664-7620.

**Banking?** Williamstown Savings Bank is about a half mile from Campus on Route 2; TD Banknorth is on Spring Street in the heart of the Williams Campus; Greylock Federal Credit Union is about a mile from Campus east on Route 2; and Hoosac Savings is in the Williamstown Financial Center about a mile from Campus east on Route 2.

**Questionnaire**........Your opinions are valuable to us! Please help us to improve our services by completing a “Guest Satisfaction Survey” at the end of your stay. Surveys will be provided by the Conference Office during your stay.
Information on the Williams College Website for Visitors:

http://www.williams.edu/map/

http://www.williams.edu/visitors/

http://communications.williams.edu/fast-facts/

Thank you for visiting Williams College!