

Colby College Special Programs Guest Policies

- All summer guests must park in designated parking spaces and must display a temporary parking permit (which will be provided by Summer Programs) in their vehicle's dashboard. Parking for your group is available in the **Mary Low** and **Roberts** Parking Lots.
- Guests who bring a vehicle to camp are required to submit their license plate number at check-in.
- All groups must submit a housing list at least five business days prior to their scheduled arrival. A spreadsheet with dorm assignments will be provided to the group coordinator to complete.
- Residents and guests are not permitted to move furniture.
- Guest assignments may not exceed capacity for each room.
- Check in is scheduled for 3:00 PM. Checkout no later than 11:00 AM.
- Pets are NOT allowed in the dorms or buildings.
- Guests are responsible for their room keys. Guests will be assessed a \$50 fee for lost keys, which will be automatically charged to their credit cards.
- Colby College is a tobacco-free campus – no smoking in the dorms or on the premises. Any evidence of smoking found in the guest rooms will result in a \$250 charge to the guest's account. Occupants are subject to a \$500 fine for tampering with smoke or fire alarms.
- Guests may not possess, use, distribute, or sell alcoholic beverages, drugs (including marijuana), firearms, weapons (including knives), or fireworks. This one is non-negotiable and campers will be sent home immediately.
- Guests have the responsibility to conduct themselves in a manner that does not impair the welfare or educational opportunities of others in the campus community. Guests must act as responsible members of the community, respect the rights, privileges, and dignity of others, and refrain from actions that interfere with normal campus functions. Colby College reserves the right to remove any visitor who violates campus policies, who acts irresponsibly or who is deemed dangerous.

- For groups with children on campus, the group agrees to a ratio no fewer than 1 counselor/staff member to 10 campers.
- Guests are allowed to use the facilities on campus during normal hours of operation (and subject to availability).
- No children under the age of 16 may use the fitness center or weight room.
- Colby College may remove guests in order to protect the College community or to protect the College's standing or reputation in the surrounding community.