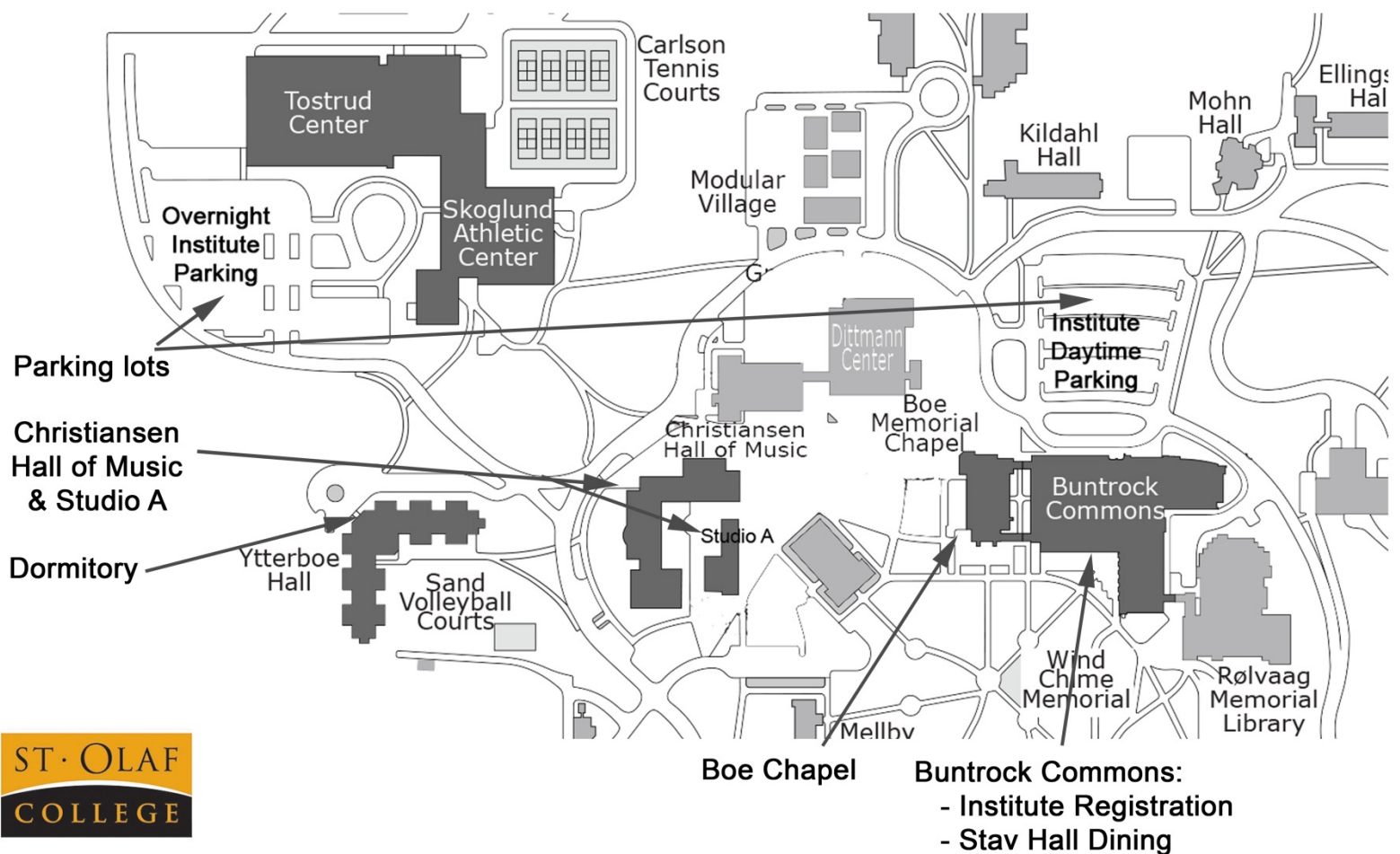




Attendee Welcome Packet

June 25 – 28, 2017

ST. OLAF COLLEGE - AHS SUMMER INSTITUTE FACILITIES IN DARK GRAY



1520 St. Olaf Avenue, Northfield, MN 55057

THANK YOU FOR JOINING US AT THE AHS 2017 SUMMER INSTITUTE!

The Minnesota Chapter and host committee have planned an outstanding Summer Institute, and we're delighted you are coming. We always get lots of questions as people make their final arrangements, and so hope to answer some of them in advance with this guide. If we missed something, feel free to email us at AHSInstitute2017@gmail.com.

St. Olaf College Department of Music is graciously hosting the Institute at no charge, and the College staff have been wonderful to work with. Your attention to and observance of the College's policies and safety measures outlined below would be most appreciated.

You may wish to print this guide and bring it along, as some but not all of this information will be included in the Institute program book. We look forward to welcoming you to St. Olaf!

Things to Know

Registration & Dorm Check In/Out

Registration for the Summer Institute is in the ground floor lobby of Buntrock Commons, and should be your first stop on campus. The registration desk hours are:

Saturday	2:00 pm - 9:00 pm
Sunday	10:00 am - 9:00 pm Last chance for buffet tickets!
Monday	8:15 am - 6:30 pm
Tuesday	8:15 am - 6:30 pm
Wednesday	8:45 am – 3:00 pm Final dorm check out

Please speak with the registration desk staff in advance if you must check out of the dorm outside of these hours.

The Registration Desk will also distribute **dorm keys** and **meal cards**. If you will be arriving on campus outside of these hours and need access to a dorm room, you may call 651-646-2950 when you arrive. Please also notify us in advance of your expected late arrival time by emailing AHSInstitute2017@gmail.com

Dorm Residents MUST check out and RETURN key and meal card before leaving campus, no later than 3 p.m.

Wednesday. You will be subject to a \$75 FINE from St. Olaf College for LOST or UNRETURNED KEYS and \$10 for CARDS.

Harp Pen

If you are bringing an instrument and do not wish to keep it in your lodgings, the Harp Pen, Room 138 in Christiansen Hall of Music (CHM), is available for secure storage of private instruments as well as those on loan for use by the Institute. Owner insurance and a signed release are required. Hours are posted beside the Harp Pen door, and easy access is through the CHM courtyard door.

Summer Institute Smartphone App

Be SURE to download the Institute smart phone app! Click on these links for the [iPhone version](#) or the [Android version](#), or search in either app store for "**AHS 2017 Summer Institute**". Once downloaded, you will have instant access on your smart phone or tablet to schedules, bios, programs, maps, and so much more. Share your favorite Institute pictures for all to see, and connect with other attendees in real time. Create a personal schedule and even set reminders so you don't miss anything you plan to see and hear. If you want to view the app on a Surface or other non-iPhone/non-Android device, there is a web version [here](#). More instructions for setting up your app are also [available for download](#).

During the Institute, the app will also allow you to follow real-time tweets, news and push notifications. Download it today and start planning!

Concert Tickets

Admission to evening concerts and concert receptions is included with your Institute registration. Additional tickets for all concerts may be purchased by non-registered guests for \$12 at the registration desk in Buntrock Commons, at the door to the concerts, or online at <https://Harpconcerts.eventbrite.com>.

Lost And Found

AHS and St. Olaf are not responsible for any items left on campus. Please check workshop rooms, Harp Pen, performance spaces, and dorm drawers, closets and under beds for personal possessions. All left items will be collected and brought to the St. Olaf Conference Events Office. They will keep items for one month and then they will be discarded or given to a local charity. Participants who discover they have lost items should contact St. Olaf directly at 507-786-3031 to make return arrangements.

Parking

Parking at St. Olaf College is free, but you are asked to use the lot in front of Buntrock Commons during the day, and at the sports complex across the street from Ytterboe Dorm if staying overnight. No parking, please, in the courtyard area of Christiansen Hall of Music; that area is only for brief harp unloading/loading.

Travel and Transportation

The Minneapolis/St. Paul International airport is a 45 minute drive from St. Olaf College. Eco Trans, a Northfield transportation company, provides an airport shuttle service - advance reservations are requested; call 507-664-3859 or 888-492-7433. There are also two local taxi services that transport to/from the airport. Please visit <http://ahssummerinstitute.org/register/getting-to-st-olaf/> for more information.

Communications

Internet Access in Public Areas

Public computers in the Fireside Lounge of Buntrock Commons are available for participant use. Wifi is also available in most buildings. Printing is not available.

Internet Access in Residential Rooms

All residence hall rooms are equipped with internet access. Instructions will be available at the front hall desk.

Campus Phones

Phones are located in public places all over campus. You must dial 9 to get an outside line. Campus extensions use only the last 4 digits. Long distance calls must be made using a phone card. The Twin Cities metro area is a local call. Connecting to a campus phone from a cell phone starts with (507) 786, followed by the 4-digit extension.

Post Office

St. Olaf operates a full service post office and receives Fed Ex and UPS deliveries daily.

ATM

An ATM is located in the Crossroads of Buntrock Commons. No other financial services are available.

Campus Hours

Stav Cafeteria Entry Hours

Breakfast	7:15 a.m. – 9:00 a.m.
Lunch	11:30 a.m. – 1:00 p.m.
Dinner	5:00 p.m. – 6:30 p.m.

AHS meal plan includes Sunday dinner – Wednesday breakfast. Individual meals are also available for purchase ala carte without a meal card.

Cage Cafe

Monday – Thursday	7:30 a.m. – 4:00 p.m.
Friday	7:30 a.m. – 1:00 p.m.
Saturday – Sunday	Closed

Bookstore

Monday – Thursday	7:30 a.m. – 4:30 p.m.
Friday	7:30 a.m. – 12:00 p.m.
Sunday	Closed

Full

Convenience-store

4:30 p.m. – 7 p.m.
12:00 p.m. – 4 p.m. Saturday –
12:00 p.m. – 4 p.m.

Post Office / Print Center

Monday – Thursday	7:30 a.m. – 4:30 p.m.
Friday	7:30 a.m. – 12:00 p.m.
Saturday – Sunday	closed

Recreation Facilities

Recreational facilities will be available for guest use during regular open hours. Fitness and weight rooms are open to guests age 18 and older. The climbing wall is not available for guest use. Facility hours will be posted in residence halls. Adults must sign a waiver prior to using the facility; minors must be accompanied by an adult supervisor. To sign a waiver and receive a wristband, adults must come to the Camps & Conference Events Office, Room 146, Buntrock Commons, during regular business hours Monday-Friday.

Skoglund / Tostrud Complex

Monday – Thursday	8:00 a.m. – 7:00 p.m. Friday 8:00
	a.m. – 2:00 p.m.
Weekends	special events only

Buntrock Commons

Monday – Thursday	7:00 a.m. – 10:00 p.m.
Friday	7:00 a.m. – 7:00 p.m.

Weekend schedules will vary due to special events.

Campus Policies

The AHS Summer Institute is a guest on the St. Olaf campus. Please respect these St. Olaf College policies and regulations. .

- All individuals will abide by Minnesota state law, federal law and college regulations regarding intoxicants, narcotics and drugs. St. Olaf practices a zero tolerance policy.
- Firearms, weapons, ammunition, fireworks explosives and highly flammable materials are not allowed on St. Olaf property.
- Animals are not allowed on St. Olaf property with the exception of assistance animals.
- Cooking is not permitted in rooms.
- The use of candles is not permitted on campus property without prior permission.
- Parking in any fire lane is not allowed.
- Consumption of alcoholic beverages is not permitted on campus, except during designated Bon Appetit events.
- Tampering with the fire system or fire fighting equipment is not allowed.
- Removal of lounge or common area furniture into individual rooms is not allowed.
- Gambling or solicitation in any form is not permitted.

- Smoking is not permitted in any building on campus or within a 25 ft. radius of all buildings on St. Olaf property.
- St. Olaf encourages you to reduce and recycle your trash. Recycling bins are plentiful.

If You're Staying in The Dorm

Please remember: Dorm Residents MUST check out and RETURN key and meal card before leaving campus. Check out is no later than 3 p.m. on Wednesday. You will be subject to a **\$75 FINE from St. Olaf College for LOST or UNRETURNED KEYS.**

Dorm check-in/check out and key pick up/return are at the Registration Desk in Buntrock Commons. See hours above.

Ytterboe Hall

The dorm bedrooms in Ytterboe Hall are clustered in “pods” around a shared living room. Each bedroom has an in-room sink. All halls have shared bathrooms opening onto a hallway. All showers are private. Upon arrival, guests will find a pillow, blanket, and a packet with one pillowslip, one towel, two sheets and one washcloth. A towel exchange is available at the hall desk when it is staffed. Each person must make up his or her own bed. The bedding will be in a plastic bag which can be used as an in-room waste receptacle. You may want to consider bringing an alarm clock, hangers, and a reading light. The hall lounges are available for your use.

When you move out of your dorm room, please leave all linens on your bed and remove all trash to provided containers in the hallways or outside of the dorm. AHS will be charged fees by St. Olaf College if rooms are significantly cluttered, dirty or damaged. St. Olaf encourages you to reduce and recycle your trash. Recycling bins are plentiful.

Residence Hall Security

Residence halls will be locked 24/7. You are encouraged to keep your rooms within the hall locked at all times.

Snacks

Vending machines are available in each hall. If there is a problem with a machine, please inform the hall desk staff on duty. Refunds will be available at hall desks during the staffed hours.

Laundry

Laundry rooms are locked during the summer.

Bio-Hazardous Materials

Approved waste receptacles are mounted in restrooms for these materials.

Security & Emergencies

St. Olaf College Campus Security exists as a protection and service agency to the college community. Uniformed officers are on duty 24 hours per day.

Emergency Numbers: as dialed from any campus phone. If not using a campus phone the area code and first three digits on campus are 507-786-xxxx.

Life-threatening injuries	9-911
Campus Security	x3666
CCE Office	x3031

Northfield Hospital	9-646-1000
Allina Medical Clinic	9-663-9000
Northfield Urgent Care	9-664-9999

Injuries and Accidents

The St. Olaf College Health Service is closed during the summer. Health care may be received at the Northfield Hospital, which has full emergency services. The hospital is located 2.5 miles from campus.

Fire

There are no fire drills scheduled during the summer months. All alarms should be taken seriously and buildings must be vacated until the all clear has been given. False alarms are a serious offense and fines will be assessed if anyone initiates a false fire alarm. Fire safety procedures are posted in all buildings.

Storms

Minnesota weather can be extreme. We may experience severe thunderstorms, tornados or high winds. In the event of threatening weather, your event liaison will contact you to review emergency procedures and create a plan for the protection of your participants. Under no circumstances will people be allowed to remain outdoors on athletic fields if lightening is threatening. In the event of threatening weather, emergency sirens will sound and public safety will guide you to designated shelters.

Elevators

Elevators should not be used in the event of a fire emergency. All classroom buildings are equipped with elevators. St. Olaf reserves the right to turn elevators off without warning in the event of misuse.