

## Chapter VIII OTHER SERVICES AND INFORMATION

### **Identification Cards**

An identification card is issued to each faculty member. The card may be useful in obtaining library services, hotel discounts, or other services available to educators. Additionally, the cards are necessary for access to facilities with keyless entry doors. Cards may be obtained at the I.D. Office in the Campus Center.

### **Address Changes**

All faculty members are asked to provide the University with their home address and telephone number and to report any changes to the Office of Human Resources. They should also provide the names of persons to be notified in case of an emergency.

### **Offices and Keys**

Each faculty member is provided with office space, appropriately furnished, and with keys and/or card access to both that room and the building in which the office is located. Individuals are responsible for returning assigned keys to the Business Office when they leave the University's employ. The University's insurance does not cover the personal belongings of faculty members; faculty members are responsible for obtaining whatever insurance on their personal belongings they think is necessary.

### ***Office and Building Maintenance***

The Facility Services Office is responsible for cleaning the various academic buildings and for attending to minor maintenance needs. When lighting, heating, or air conditioning problems are detected, they should be reported as soon as possible. Requests for non-emergency Facility Services needs should normally be conveyed through the Building Coordinator in Main Hall or Science Hall, through the Secretary to the Dean of the Conservatory, or through the department chair.

### **Mail Service**

Regular postal service and interoffice messenger service are provided to all administrative offices and all academic department offices on the campus. Mail is delivered and picked up daily. Information or suggestions about the service may be obtained or registered in the mailroom in the Warch Campus Center.

### **Administrative Support Services**

Administrative support offices for faculty are maintained in Main Hall, Briggs Hall, the Music-Drama Center, and the Wriston Art Center. Administrative assistants are available to

provide assistance to faculty members in carrying out their university responsibilities.

### ***Administrative Office Hours and Work Days***

Most administrative offices are open during the academic year to provide normal services from 8:00 a.m. to 12:00 noon and from 1:00 p.m. to 5:00 p.m., Monday through Friday. Personnel assigned to these offices are available during these core hours. Under the University's flextime program, an individual office staff member may, with the advance permission of his or her supervisor, choose to fill the normal work day by arriving earlier in the morning or leaving later in the afternoon.

The work week coincides with the university school week throughout the academic year except in circumstances of employee holidays. Administrative offices are not open on those days. A list of official employee holidays is available in the HR area of the University website or may be obtained from the Office of Human Resources.

### **Recreational Facilities**

Faculty members and their families may use the facilities at Alexander Gymnasium, the Buchanan Kiewit Wellness Center, the playing fields, and the tennis courts during periods when they are not in use for classes, intramurals, or intercollegiate athletics. Wellness Center hours, including weekend and evening hours, are posted each term on the Wellness Center website.

### **Campus Event Planning**

Lawrence University's facilities are reserved first and foremost for instructional activities, including, but not limited to, scheduled classes, convocations, ensemble rehearsals, concerts, theatre rehearsals and productions, tutorials, and independent study/research in all areas. (See "Facilities Reservation Policy" in chapter VII.)

To reserve space on campus:

- Consult the online [Lawrence University Calendar](#) to ascertain whether the proposed event is in conflict with other activities planned for that date, time, or facility.
- Use the online Room Reservation System to check the availability of rooms and to request a reservation. The form can be used to indicate whether the event should appear in the university calendar and to request catering, audiovisual, or other services.
- The room coordinator will send an email indicating whether the request has been approved.

## Office of Communications

The Office of Communications facilitates the external communications of the college and serves the publications and promotional needs of various campus departments.

Its mission is to enhance Lawrence's image and reputation among the college's constituencies and to promote greater visibility and name recognition in support of fund-raising and student recruitment.

Among the office's responsibilities are:

- Publicity and media relations
- Publications design and production
- Publication of *Lawrence Today*, the college's flagship publication
- Publication of the *Lawrence Insider* newsletter online each week
- Maintenance of the university's master calendar and publicity for campus events
- Advertising and marketing of the Performing Arts Series
- Graphics and editorial support for the Lawrence website and social media
- Promotion of community relations through activities such as Lunch at Lawrence
- Arrangement of photography for publications and coverage of university events
- Production of videos for the Lawrence website and Lawrence's YouTube channel

## Campus Guest House

Guest rooms at 228 and 224 N. Park may be used to accommodate candidates for positions and other visitors to campus. Reservations are made on a first-come, first-served basis -- top priority, however, is given to visitors who have a host department. Reservations for private stays (i.e., alumni, parents, etc.) are not accepted more than 14 days prior to the date of arrival. Inquiries and reservations may be made by calling the administrative assistant in the Physical Plant at x6601.

## Vehicle Use for University Business

The Warch Campus Center administrative office operates a motor pool of owned, leased, and rented vehicles. These vehicles are available for use directly related to academic, departmental or organizational activities of the university. Vehicles may be reserved only by university departments, LUCC and/or university recognized funded organizations.

Non-compliance with the vehicle use policy may result in suspension of all vehicle privileges for the offending organization/department for up to two years from the date of the offense. For the full vehicle use policy, please see the website below.

[http://www.lawrence.edu/s/warch\\_campus\\_center/vehicles](http://www.lawrence.edu/s/warch_campus_center/vehicles)

### ***Use of Personal Vehicles for University Business***

Lawrence University strongly recommends the use of university owned, leased, or rented vehicles for university business, academic purposes, student activities, and athletic events. If a personal vehicle is used for university business the primary liability coverage shifts from Lawrence University to the individual's personal auto insurance. The personal auto insurance is the primary payer in the event of a liability loss. Lawrence University's auto liability insurance is in excess of the personal auto liability insurance.

Lawrence University recommends all drivers using their personal vehicles for university business carry personal auto liability insurance with limits of at least \$300,000 per occurrence and requires at least \$100,000 per occurrence.

Lawrence University is not responsible for the physical damage to an employee's vehicle. Therefore, employees should also have their own collision and comprehensive insurance coverage.

Anyone transporting students in personal vehicles for university business must be an authorized driver, including faculty, staff, students, and volunteers.

### **Parking**

To better utilize our limited parking facilities, the university has established a system by which students, faculty, and staff share parking spaces. Most campus parking lots are used by faculty and staff during daytime hours, Monday through Friday. The same lots are available for student and public parking overnight and on weekends. Parking lots are indicated on the campus map. In addition, a limited number of spaces are available to students for 24-hour parking and are allocated by LUCC through a lottery conducted at the beginning of each term. There are also two large city parking ramps located a short distance from campus that students will be able to park in free of charge.

Your vehicle needs to be registered with Facility Services to receive a parking permit. There is no charge for registration. The following information is required:

- Driver's license and Lawrence ID
- Vehicle registration and proof of insurance
- Year, make, model, license plate number, and color of vehicle
- Your name, campus address, and extension number

If any information changes, please call Facility Services to update as soon as possible. If you bring a different vehicle to campus than you originally registered, you will need to register the new vehicle.

**Accident Reports**

Any faculty member sustaining an injury on the job should notify the Office of Human Resources as soon as possible. Similarly, faculty members should report any accidents involving students that occur in classrooms, laboratories, or other instructional spaces under their supervision. This report is needed even if the injury does not appear serious enough to justify consulting a physician. The report should include a brief description of the accident, the date and time of its occurrence, and the names of all witnesses.