



Guidelines for Alumni Guests at HMI

We are so glad that you are planning to visit HMI! We love welcoming alumni back to campus, and want to ensure that your visit is as comfortable and smooth as possible. Here are a few guidelines for visiting campus as an alumni guest.

Contact Information:

- Louisa McBride, our Advancement Associate, will be your primary contact while staying on campus. Her cell phone number is **(978)505-8200**. Please reach out to her with any questions about staying on campus.
- Louisa is not at HMI on the weekends, so if you can't get ahold of her on her cell phone, feel free to call HMI at **(719) 486-8200** and ask for the FOD (Faculty on Duty). Louisa will tell the FOD that you are coming in advance so that they know you will be on campus.

General Guidelines:

- Before your visit, reach out to Louisa to see if your visit will fit well within the semester schedule. On some very busy days, campus will be closed to visitors.
- When you arrive to campus, we will ask you to take a rapid COVID-19 test (which HMI will provide) before entering buildings and interacting with students. If you are not planning to visit campus for a long period of time, or plan to stay mostly outside, we won't require a test and instead will ask you to wear a mask indoors.
- While at HMI, you are expected to uphold the community norms and standards that we hold our students to. This means:
 - No alcohol, tobacco, or drugs on campus
 - Do not enter student, apprentice, or faculty housing - this includes cabins
 - Be respectful of HMI and everyone who lives here
- You are welcome to attend meals at HMI, but let Louisa know ahead of time so that she can alert the Kitchen Manager.
- Make sure to introduce yourself to students and to engage them in conversation about your time at HMI - they love talking to alumni!
- Remember campus LNT - leave each space cleaner than you found it.
- Quiet hours begin at 9:45 when students must be in their cabins. Please keep this in mind when coming and going from campus at night.



Staying in the Guest Room:

- We will unlock the Guest Room for you prior to your arrival. If for some reason it is locked when you arrive, the FOD or any faculty or apprentice should be able to unlock it for you.
- Before leaving, use the cleaning supplies in the bathroom to wipe the surfaces, sweep, and take out the trash. Trash and recycling goes in the dumpsters located in the parking lot.
- When staying in the Guest Room, you may use the West Building bathrooms and showers as well as the bathrooms in the Main Building. Keep in mind that the Main Building is typically locked after 10PM.
- Please respect quiet hours which begin at 9:45 PM.

Staying in Stuen Hall:

- We will unlock Stuen Hall for you prior to your arrival. If it is locked when you arrive because we forgot to unlock it, the FOD or any faculty or apprentice should be able to unlock it for you.
- There are no mattresses in Stuen. Don't forget to bring your sleeping bag, pad, pillow, etc. to make yourself comfortable.
- When staying in Stuen, you may use the West Building bathrooms and showers as well as the bathrooms in the Main Building. Keep in mind that the Main Building is typically locked after 10PM.
- Stuen is heated with a fireplace or electric baseboard - it takes a while to heat up, so bring layers!
- Please leave Stuen in good shape by cleaning up any messes, vacuuming the carpet using the vacuum in the closet, and take out your trash. Trash goes in the dumpster in the parking lot. Recycling goes in the recycling bins outside of the walk-in fridge.
- We often use Stuen for morning exercise (AMX), classes, and meetings. If you are staying for more than one night, make sure that your stuff is out of the way during the day so that the space may be used. If you have questions about whether or not Stuen will be used, ask the FOD. On a typical day, plan to be cleared out of Stuen by 9am.