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## OTHER COLLEGE SERVICES

### ATHLETIC FACILITIES

Maintaining and developing personal health is a person's own responsibility. Kenrick/Glennon provides all the facilities needed for athletic endeavors and competition. These facilities (gymnasiums, swimming pool, handball courts, athletic fields, weight room, and tennis courts) are not available for public use. They are primarily for the seminary personnel. When the facilities are not in use, however, they are available to the priests and seminarians of the Archdiocese. The weight room, gymnasiums and handball courts have their own regulations.

### GLENNON VEHICLES

Saint Louis University, Apostolic Service, and student business are given priority of use. When not being used this automobile is at the disposal of all qualified students. They must follow the procedures for reserving it, and must be mindful of promptly paying the bills that are incurred by its use.

In order to use the automobile, one must be licensed and properly insured. The car needs to be signed out for the time that it is needed. The sign-out sheets are located in the student mailroom. Each person must pay \$.25 per mile to use the automobile for personal reasons. The mileage should be recorded on the sheets inside. The keys should always be hung next to the sign-out sheets when the automobile is not in use. Only with the explicit permission of a member of the Formation Team may these vehicles be taken out overnight. **The vans should only be used for groups of five or more students.**

For security purposes the students personal automobiles must be registered with the College Office. Students who borrow automobiles temporarily must register them with the College Office. All student automobiles must be parked in the lot reserved for them. Parking spaces are assigned for each registered automobile. Automobiles without registration or those parked in other areas are subject to fine and/or towing at the owner's expense.

Cardinal Glennon College will reimburse students \$.25 for every mile they drive their personal car for Apostolic Service. It is presumed that when possible only one car will be used in going to an Apostolic Service placement. The student is responsible for keeping an accurate record of mileage and the date of driving. This information is to be given to the coordinator of Apostolic Service so that reimbursement can be attained.

## HEALTH SERVICES

A registered nurse is on duty during the week to fill students' medical needs. A notice of the times she is available is posted on the student bulletin board. Once a semester students will be assigned an appointment for a brief check-up.

This service is for the benefit of the students and for the necessary medical records that the seminary must keep. The nurse's office is designed to treat only general illnesses. Any treatment of chronic illness or filling of prescriptions is the responsibility of the student.

If a student becomes ill, he should inform the student infirmarian who will inform the Director. Meals will be served to the student in his room while he is ill. The student infirmarian takes care of ordering meals from the kitchen, Students needing a special diet should see the Director.

## THE KITCHEN

The kitchen intends to function as a service to the whole Kenrick/Glennon community. In order to accomplish this, it is necessary to be mindful of the difficulties involved in running an operation of this size. Kitchen utensils are never to be taken to other parts of the building. Due to Sanitary Regulations, the kitchen and dish washing areas are off-limits to the students at all times unless they have special permission from both the Director and Business Manager's Office. A kitchenette has been provided near the student lounge.

Students are asked to follow the posted procedures for signing up for meals. All business with the kitchen would be handled through the student appointed as kitchen correspondent.

Food Service Manager makes the following requests:

- Due to Health Department regulations students should not "loiter" in the kitchen nor use the kitchen as a regular entrance or exit
- **NO** bare feet in Food Service areas (glass cuts are a possibility)
- Do not remove glasses, spoons, plates, etc. from the food service area.
- Do not take any equipment without signing it out using a form from the kitchen
- Do make suggestions through your kitchen correspondent.

## **THE LAUNDRY**

Coin operated automatic washers and dryers are provided for the use of the students.

## **THE LIBRARY**

The library facilities of the seminary are of a very high quality. In order to maintain this standard, it is extremely important that students use these facilities conscientiously and be considerate of those studying in the library. Please remember that periodicals and reference books are **never** to be taken from their respective reading rooms.

The library staff is very interested in assisting students in any of their academic endeavors. Suggestions for acquisitions are always welcome.

## **THE COLLEGE OFFICE**

The College Administration Office is run with the same professional courtesies that any office requires. While students are welcomed and encouraged to utilize the available office equipment please respect the needs of the office personnel to accomplish their own tasks. The office staff will be happy to assist you in any way possible.

## **TELEVISION AND AUDIO-VISUAL EQUIPMENT**

There is a considerable amount of audio-visual equipment available to the college for its use. Any arrangements for the use of the "powerpoint" laser equipment or other audio-visual equipment must be approved and arranged through the Registrar's Office of Kenrick School of Theology.

## **TELEPHONES**

All student rooms have telephones. The monthly charge for this service is billed to each student by the Business Office. Unless there is an emergency all calls should be made and received in student rooms.

