

GUIDELINES FOR REUNIONS ON THE MLS CAMPUS

(revised 01/14/03)

ORGANIZING COMMITTEE All reunions wishing to use the MLS campus are to have a responsible organizing committee who will deal officially in the name of your class with the MLS Committee on Reunions. This committee consists of the MLS president, business manager and dining hall manager. Dates, schedules, costs, and activities should be cleared with MLS via the Facility Use Form before any formal announcement is made to alumni regarding the use of the MLS campus. Also, please send the MLS president a copy of any letters and announcements to be sent. This avoids unnecessary mix-ups.

DATES Since the campus is thoroughly cleaned and waxed in the summer, and MLS hosts some special activities as well, there may be time periods that are unavailable. Even when the campus is available, there may be some areas that are not open to a reunion group. The staff will make these areas known to the reunion organizing committee. These areas will usually be posted.

DORMITORY USE Due to the increase in summer campus activities, only the 25th reunion class will be allowed to use the dormitory. This policy is currently under review and may be relaxed in the near future. The room charge is \$5 per night per alumnus/alumna with or without a spouse. The dormitory is NOT available for children. Committees are encouraged to explore making off-campus arrangements for children. No linens or pillows are provided. It is expected that our reunion guests will leave their rooms in the same condition in which they found them.

CURFEW A normal curfew for on-campus reunions is midnight. If your reunion committee wishes to have some activity later than midnight, this activity should be restricted to one area of campus and you must designate a person from your reunion committee to be responsible for turning out lights and for locking up.

MEALS CATERED AT MLS Our dining hall caters tasty reunion meals at a reasonable price. The dining hall manager (989-793-3394) will provide the reunion planners with a range of possible meals and their costs. There is a \$50 fee for the use of the school's dining facilities above and beyond per person costs. Note: The dining hall is not available for outside caterers.

ALCOHOLIC BEVERAGES The serving and consumption of alcoholic beverages should be restricted to the dining hall, commons, and the area of the parking lot near the concessions stand. The reunion organizing committee has the responsibility to see that no offense be given.

DANCING Informal dance activity may be held. Reunions may not hire entertainers to use the MLS campus. In such cases an off-campus hall should be rented.

TOURS Tours of the campus, led by a member of the faculty or staff, will be gladly arranged. Faculty members are also available to give presentations on MLS and its current program. Ask for these things on the Facility Use Form.

FEES The reunion organizing committee should collect all fees and pay them to the MLS business office no later than the end of scheduled reunion activities.

WELCOME We are happy to have ALL graduates return to their alma mater. It is important to remember that reunions may involve people who have given up lessons once taught at MLS about Christian faith and life. We do ask that all in attendance abide by the rules of Christian conduct with which the school is identified. The school does not want to be in a position to act in admonition. This is the job of the reunion organizing committee. As long as groups continue to respect the guidelines laid down by the school for successful reunions, we will be happy and eager to host them. HAVE A SUPER TIME!