

BENNINGTON COLLEGE HOUSE-WARMING

September 3, 1932

INFORMATION FOR GUIDES

I. The Commons

Miss Helen Leigh will be stationed at east door. She will direct arriving guests to the entrance at west door. She will direct ~~departing~~ guests to South-East House (A-2). In case guests who have seen the Commons do not wish to visit the student houses, she will direct them to the Barn or, if they wish to wait for other members of their party, invite them to wait in the Lounge.

Mr. John Merrill will be stationed at west door. He will usher arriving guests into Store, *and receive admission cards.*

Tour of the Commons: guides will wait for their parties at rear of Lounge. Miss Bullard and Miss Vaughan will bring groups to them. Mary Kent will act as head guide.

Leaving the Lounge by rear door, the first room is one of two wardrobes or coat rooms. Guides will go up inner stairway to second floor. The rooms to right and left, at head of stairs, are two of the five dining rooms. Each of them will seat about 40 at table. Passing through dining room at left, to stairway, go up to third floor. At the left is Professor Park's studio. He will be there to talk with guests who are especially interested. Next, toward the front of the building, is the dressing room, with shower baths, etc. A hair dresser will be there also.

Ogborn
Passing through Miss ~~Ogborn~~'s office, enter the little theater at rear. Crossing to opposite side and passing through Mr. Jester's office, the front corner room is the office of the Director of Sports (Miss Grace King). The next room is the studio for sculpture (Mr. Ralph Jester).

Entering the little theater again, the Director of Drama (Miss Jane Ogborn) and Miss Ursula Rossmann, part-time German teacher, will be on the stage to explain the equipment. Passing through the corridor from rear of stage, the scene dock is seen on the right. The corridor leads into a large north studio which will be used for architecture, etching, scene-painting, and other purposes. Dressing rooms for dramatic productions are at either end.

Descending stairs from either end of studio, two half flights, one passes a corridor ~~from~~ which open bedrooms or small apartments to be occupied as living quarters by members of the administrative staff. These cannot be shown. Below is another series of rooms to be occupied by maids (not shown).

From the middle of the lower corridor, turning back toward front of building, the kitchen is entered. The chef and his assistant will be here to explain the equipment. Some of the machines are dangerous, and if guests appear to be too closely interested, the guide should warn them. The dish-washing section is on the left. Electric ranges, steam tables, kettles, etc. are arranged for convenience and efficiency of work. The room at the rear is the dining room and common room for the employees.

Passing front out of kitchen, the serving pantry is entered. This connects with all five dining rooms. Directly opposite the kitchen doors is the large dining room, accommodating 80. Passing through it to the left door and into stair corridor, two smaller dining rooms are opposite, into which guests may care to look. They are similar to those first seen.

Descending the stairs to the first floor, at left is the Infirmary (Miss Helena Baer, College Nurse, in charge). Quarters for the nurse, two single and one double bedroom, bath, kitchen, and sterilizing room are provided. This is intended for temporary illness, emergency cases or other cases before hospitalization.

This completes the tour of the Commons, and guides will suggest that guests visit the student houses. When guests leave the Commons, guides will return, outside through lobby, to Lounge to conduct another party.

Bemington College House-Warming (Information for Guides)

II. Student Houses

There are two types of houses, and one of each type will be shown.

South-East House (A-2)

Miss Ogden and Dianthe Walker
Two guides (~~Misses Ogden and Dianthe Walker~~) will be stationed here. As guests arrive they will usher them into living room, where Mrs. Paul Garrett will be hostess.

Guides will conduct guests upstairs in entrance lobby. (As rooms are very similar, differing only in location, only second floor rooms in center of building will be shown). Pass through central corridor on second floor, showing bedrooms on either side, bath and students' kitchenette. All bedrooms are single, except one double room in each Type B house. At stairway, descend and usher guests to rear door, directing them to South-West House (B-2).

South-West House (B-2)

Mary Walker and Bantam Lee
Two guides (~~Miss Gartrude Doughty and Mr. John S. Helden~~) will be stationed at door. Arriving guests will be ushered into living room, where Miss Myra Jones will be hostess.

Leaving the living room, guides will conduct guests through corridor to rear. As rooms are similar some will be closed.

At rear of corridor is rear entrance to faculty apartment (not shown). Go up stairs and return to front of house through corridor, showing rooms that are open, bath and students' kitchenette. (One lavatory is provided for each four or five bedrooms, according to grouping of rooms.)

From rear windows, playing field and tennis courts can be seen.

Descending stairs to door, direct guests to the Barn.

III. The Barn

A guide (Miss Elizabeth McCallough) will be at door in Science Wing. She will show lecture room and class room, and then direct guests down the corridor, explaining that members of the faculty (Mr. King, Mr. Garrett, Miss Steger) will be in the laboratories.

Leaving the laboratories, Mr. Crawford will direct guests upstairs, explaining that rooms on second floor are conference or seminar rooms, and that at the foot of the opposite stairs are the administrative offices.

In the administrative offices will be Miss Beebe and Miss Lawrence, who will give information as desired, and indicate the faculty room and the Library.

Mrs. Leslie and Miss Garrison will show the Library. At exit near Library a guide, (~~Mrs. McCallough~~) will invite guests to go to Cricket Hill for refreshments and will give the necessary directions.

Miss del Talle

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GENERAL INFORMATION FOR GUIDES


Heating System	Oil burners and steam. The Barn and Commons both have separate systems, and the three student houses are heated from the boiler room in B House.
Water Supply	The College uses town water from a mountain reservoir, and has the use of the Jennings Estate supply if necessary.
Additional Student Houses	Houses will be built as necessary on the other sides of the square in front of the Commons.
Number of Students	Eighty-six girls will be admitted this fall. Two hundred and forty will be the maximum number of students.
Faculty Residences	There are two apartments in B House, and one in each of the other houses. The rest of the faculty will live either in the Hall House in Old Bennington (belonging to the College), or in homes of their own in various locations. The President's house is on Monument Avenue in Old Bennington. Cricket Hill will also be used as a residence for both students and faculty.
Number of Faculty	14 full-time; 6 part-time
Where are the classrooms?	The laboratories, lecture room, library and conference rooms will take the place of the formal classroom. There are two, however, in the Barn, and studios in the Commons, as well as music studios in the house over the hill.
Cemetery road	To be kept with a gravel surface until the construction period is over.
Drinking Water	At tap in dining party (Commons)
Lavatories	Guides should familiarize themselves with location.

F. H. K.

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ARRANGEMENTS

- I. Traffic: The South Drive (entrance at Haynes' Corners) will be open. The East Drive and Cemetery road will also be open. A man will be posted at flag staff to give directions as follows: 1. Passengers alight at foot path near Barn and walk down to Commons; 2. Cars park on knoll, rear of Commons; If chauffeur, suggest that time be appointed for bringing car to Cricket Hill.
- Parking: Two or more men will be posted by Mr. Thompson to direct parking.
- Departure: Cars will leave parking place by road leading in rear of Barn. Guests may enter cars from Cricket Hill lawn, either near garage or along front drive, or at terrace steps. Cars loading at garage will leave by cemetery road. Cars loading at terrace or front drive will leave by South or East Drive.
- State Police have been notified and will give special service on highways.
- II. Reception Party: Hostesses invited and arrangements made by Mrs. Holden. Store to be used, with Lounge for overflow.
- A guide will be posted at each front door of the Commons. The one at east door will ask arriving guests to enter at west door. At west door guide will usher guests into Store, where they will be welcomed by hostesses.
- Miss Bullard, assisted by Miss Vaughan, will act as liaison with Mary Kent, as head guide, who will introduce guide to party.
- III. Tour of the Commons: Pre-arranged route will be shown to guides (see "Information for Guides"). Tour will end at east door, where guests will be directed to A-2 House by guide stationed there.
- IV. Student Houses: Only two will be shown, A-2 and B-2 (South-East and South-West). The lobby entrance of the other two will be open, but guests will not be taken through them. Mrs. Garrett will be hostess in A-2. A maid, assigned by Miss Stephens, will be posted on second floor. Two guides will show building. Rooms not to be shown will be locked. (See "Information for Guides").
- Miss Myra Jones will be hostess in B-2. A maid, assigned by Miss Stephens, will be posted on second floor. Two guides will show building.
- V. Barn: Members of the faculty and staff will be in the various parts of the Barn (see "Locations"). Two guides, one at entrance to Science Wing, the other at exit near Library. Guide at entrance will show lecture room, then direct guests down corridor. At foot of west stairs Mr. Crawford will direct guests to conference rooms. On leaving Library, guide will direct guests to Cricket Hill.
- VI. Cricket Hill: Miss Stephens, Mrs. Henry and Mrs. Nelson will be in charge of refreshments. Mrs. Booth, Mrs. Buttrick, Mrs. Kent, and Miss Sanford will be hostesses. Departing guests will take cars from rear lawn or at terrace.
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LOCATIONS

Baer	Infirmery	
Beebe	Administrative Offices	
Bullard	Store	
Crawford	Laboratories	
DeGray	Theatre	
Eaton	Guide	
Fineman	Reception Party	
Garrett, Mary	A-2 House (South-East)	
Garrett, Paul	Laboratories	
Garrison	Library	
Hall	Store	
Henry	Cricket Hill	Miss S. will notify.
Jennings	Commons, 2nd floor	In charge of maids.
Jester	Studio	
Jones, Myra	B-2 House (South-West)	
King, Grace	Physical Examiner's Office	
King, J. F.	Laboratories	
Lawrence	Administrative Offices	
Lee, Mrs. Barbee	Reception Party	
Leigh, R. D.	Reception Party	
Leigh, Mrs. R. D.	Reception Party	
Leslie	Library	
Nelson	Cricket Hill	Miss S. will instruct.
Ogborn	Theatre	
Ogden	Guide	
Osborne	Lounge	
Park, E. A.	Studio, 3rd floor	
Park, Mrs. E. A.	Reception Party	
Rossmann	Theatre	
Steger	Laboratories	
Stephens	Cricket Hill	
Taggard	<i>Reception Party</i>	
Thompson	Grounds	
Vaughan	Store, assist Miss Bullard	

SPECIAL

Mrs. Leigh	Recruiting guides; general chairman
Mrs. Holden	Arranging reception party; flowers
Mr. Kent	General executive
Miss Bullard	Liaison with guides; instructing guides
Miss Stephens	Instructions to maids; refreshments
Mr. Thompson	Assignment of outside men; general outdoor supervision.

Chef, assistant and maid in kitchen.

One maid in each dining room.

Only two houses to be shown.

GUIDES

Mary Kent	Helen Leigh	Barbara Lee
Helen Eaton	Virginia Leigh	Jane Holden
Mary Walker	Juliana Holden	John Holden
Townsend Wellington	John Merrill	Laura Merrill
Miriam Booth	Nora Booth	Katherine Booth
Gertrude Doughty	Barbara Murray	Rosamond Taylor
Ray Armstrong	Elizabeth McCullough	Gladys Ogden
Susan Del Tatto	Virginia Keane	Charles Bennett
John Thomas	Joel Towart	Robert Wilson
John Armstrong	Everard Webster	Kenneth Clayton
Frank Riley	Peggy Dennis &	Jean Percy
Alice Harwood	Friend	Ruth Bodine
Florence Moore	Agnes Jackson	Mildred Cronin
Harriet Kenyon	Marion Beecher	Jean Dewey
<i>Diantha Walker</i>		