

Titel: Welcoming paper, [1960ICLMP] 065-0130

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Anvendt udgave: Louis Hjelmslev og hans kreds

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STANFORD UNIVERSITY

Welcome to Lagunita Court

Summer, 1960

OFFICE: The summer Director, Mrs. Ruby Hughes, and her staff are eager to make you as comfortable as possible. Any questions or requests you may have can be taken to the Lagunita office to the right of the entryway. The receptionist at the switchboard desk will also serve you, as well as Mrs. Trains, the housekeeper, whose office is at the end of Naranja.

ROOM ASSIGNMENTS: Lagunita Court consists of six separate living areas called casas and a large dining room at the end of the court. Each room number carries the letter of its casa such as M 176 means Magnolia 176.

TELEPHONE: The Lagunita switchboard will be open from 7:00 a.m. to 11:00 p.m. The number of Lagunita is Davenport 6-2200. Each room will be buzzed for a phone call or a caller. One ring means a telephone call is waiting for you on the house phone in your corridor. Two rings means a caller is waiting for you in the lobby. Answer signals promptly by pressing the buzzer in your room. The switchboard operator when she receives your signal will hold your call or caller for you.

There are pay phones for outgoing calls and telegrams located in each corridor. Messages may be left for you in the notepad on the switchboard counter. It is suggested that you check it regularly.

After 11:00 p.m. the emergency number for the Director is Davenport 3-5009. Also, in case of emergency after 11:00 p.m. is Davenport 6-5968, Mr. John Forsberg, Director of Residences.

MAIL: Special delivery letters are delivered to Lagunita. Other mail will be obtained at the Post Office, 9:00 a.m. to 5:00 p.m. or may be received at Dinkelspiel Auditorium.

Dinkelspiel Auditorium and Rehearsal Hall will be the only meeting place for this conference. This has been reserved for the dates of August 24 through September 2, from 8:00 a.m. to 6:00 p.m.

LAUNDRY, DRY CLEANING, PRESSING: Twenty-four hour or four-day service will be available Monday through Friday. The laundry bins are located in Adelfa, Eucalipto, Naranja and Magnolia entryways with instructions and price lists. Cleaning is to be brought to the switchboard counter.

Laundry facilities within Lagunita include washers and dryers located in the basement under Magnolia. Also small laundry rooms are located on first floors of Olive and Granada. Take dimes with you.

CIGARETTES, COCA COLA, NEWSPAPERS: For your convenience, there are dispensing machines in the passageways off the lobby.

LINEN AND MAID SERVICE: Your rooms will be cleaned once a week. A flag will be placed in the name plate at your door the day before your room is to be cleaned.

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Typing Rooms: There is one room set aside as a typing room in Adelfa - 117, and one in Naranja - 169. A sign on the door will help you find the one nearest your room.

Social Rooms: There is a social room on the first floor of each casa. We hope you will enjoy your leisure and social times in these pleasant rooms.

Meals: The dining hall is located at the end of the court. Breakfast will be served 7:30 to 8:30 a.m.; lunch 12:15 to 1:15; and dinner from 6:00 to 7:00 p.m. Service will be cafeteria style.

Cooking and Refrigeration Facilities: There is a refrigerator located in the package room behind the switchboard. Space is limited but available within reason. An electric plate is in each kitchenette and can be used for making tea or coffee. For safety and the pleasure of others we must request that no cooking be done in these kitchenettes.

Policy: The policy of Stanford University prohibits the use of liquor in University buildings.

It is a pleasure to be of service to you, and we hope you enjoy your stay in Lagunita Court.

John E. Forsberg
Director of Residences