600      Facilities and Services

600.1   Recreational Facilities
The Wise Center includes weight machines, cardiovascular equipment, basketball courts, racquetball courts, a swimming pool and an indoor running track. Hours of operation are posted in the facility. An employee ID is required in order to use the Wise Center facilities.

600.2   Postal Services
A broad range of postal services is available through the Post Office and Mailroom located in Cochran Hall. This includes purchase of stamps, mailing of letters and parcels through the U.S. postal service, UPS, or other carriers, and other related services. These services are available to Allegheny employees.

Outgoing mail and interoffice communications (usually referred to as “campus mail”) are generally picked up from and delivered to College offices on a regular schedule. Please check with the department secretary for the mail schedule and procedures in your respective department.

Outgoing College mail must be marked to identify the department or account to be charged for postage costs. Postage for College-related correspondence will be charged to the department.

Personal correspondence to be sent outside the College must be stamped before placing it in outgoing mail.

600.3   Bookstore Discounts
Upon presentation of the employee’s ID card, employees are entitled to a 10% discount on most purchases in the College bookstore.