

Eastgate Penthouse Lounge Rules

Hosting Rules

- The maximum number of guests in the Penthouse for private parties is limited to 40.
- Hosts must remain sober and present throughout the party.
- Hosts are responsible for guest conduct. Unruly behavior is not tolerated.
- No illegal activities (e.g., drugs, gambling).
- Penthouse door must remain closed at all times. Lounge reservations do NOT include the 29th floor hall, playroom, laundry room, or study room. Your guests are welcome in your apartment and the lounge – but not to wander through the dorm (this is a family dorm).
- You can move the furniture (lift; don't drag) to suit your needs except for the piano and television, but it must be returned to its original location after party (layout in Cleaning Checklist). Never remove furniture from lounge.
- At the start of your event, report any unusual conditions or damage to the Treasurer via email. You are held responsible for the condition at the lounge at the end of your event (Refer to Cleaning Checklist for details).
- To let your guests into the building, use the silver phone in the lobby (Guests dial 0291 from lobby phone; press '0' to open the door). The lounge phone number is 617-324-6355. *Do not prop open any entrances to Eastgate, as it is a security/safety risk to residents.*
- Parties (clean up included) must end by 12 am, and music must be turned off by 11 pm (Sun- Thurs) or 12 am (Fri-Sat).
- If ANY resident complains at ANY time during the event, music/noise levels must be lowered to a level agreeable to the resident.
- You cannot charge admission for your event.

Advertisement Rules

- Advertising is to be done through personal communication only.
- Public advertising of your event is strictly prohibited. Posting signs in the lobby, outside of Eastgate, or around campus is NOT allowed for safety reasons

Alcohol Rules

- You must post a signed alcohol registration form throughout the duration of your event.
- Absolutely no kegs or drinking games.
- 3 drink limit per person.

Name (print): _____

Date: _____

Signature: _____

FINE SCHEDULE

Lounge User _____

Date of Use _____

Date/Time of assessment _____

Reservations:

_____ **Reservation Fee** – Cancellation made less than 7 days from reservation date.

Alcohol Policy:

_____ **\$10** – Late Alcohol Registration Form (less than one week from event)

_____ **\$100 and/or suspension of lounge privileges** – Alcohol served without approval.

_____ **\$100 and suspension of lounge privileges** – Presence of a keg or drinking games.

_____ **\$10** – Failure to display a signed Alcohol Registration Form

Noise:

_____ **Up to \$100** – Failure to reduce noise after one complaint by a resident

Event:

_____ **\$15 per instance** – Lounge not cleaned; items left in refrigerator; furniture not returned to original positions; or trash/recycling not properly disposed of (See Cleaning Checklist for details)

_____ **\$40** – Piano moved

_____ **\$100** – Wii safe left unlocked

_____ **\$100** – Number of guests exceeds 40

_____ **\$15 per instance** – Public advertising for events

_____ **\$20 per instance** – Signs directing guests in the mail lobby

_____ **\$50** – Propping Eastgate lobby doors open

_____ **\$100** – Charging admission

_____ **\$50** – Party lasts past reservation time

_____ **\$100 and suspension of lounge privileges** - Willful noncompliance of any of the lounge Guidelines

_____ **Case by Case (Up to replacement cost)** – Missing/damaged equipment; TV moved.

_____ **TOTAL FINE AMOUNT**

All fines can be paid via check made out to “MIT” and dropped off in the Treasurer’s box within 48 hours of notification (by email). Failure to pay an outstanding fine within 48 hours will result in suspension of lounge privileges and the amount due charged to your MIT bursars account with a \$100 penalty added.