

## EASTGATE LOUNGE RULES OF USAGE

**Read these guidelines thoroughly and carefully, as you are responsible for their content when you reserve the lounge.**

Relevant contact: Treasurer ([eastgate-lounge@mit.edu](mailto:eastgate-lounge@mit.edu))

Last update: November 2, 2010

### GENERAL INFORMATION

1. The lounge is a shared space open to all Eastgate residents unless it is reserved for a private event.
2. The lounge may be reserved for private events only by Eastgate residents in good standing.
3. The lounge has a refrigerator, microwave, large-screen television, DVD/VCR, digital piano, chairs, tables, and couches. There is also a Wii that can be rented as part of a Lounge reservation. The lounge has DIRECTV Network satellite television. For a channel listing visit: <http://eastgate.mit.edu/lounge>
4. To use the piano you must have a piano key, yours to keep for the duration of your time at Eastgate. Instructions on how to get one are available at <http://eastgate.mit.edu/piano>.
5. All residents using the lounge are accountable for keeping the lounge in a clean and safe condition. Furniture (except piano and TV) can be moved around but must be returned to its set location as shown in the layout (page 5). Failure to do so (with or without reservation) may result in fines.
6. Fund-raising events is allowed for ECA sponsored events only. No other fund raising events allowed, per Housing Policy.
7. **The maximum number of guests for private events in the Penthouse is limited to 40. For ECA/Housing sponsored events, a maximum of 75 people are allowed as per the CFD fire code.**
8. The Lounge CANNOT be reserved for private events on July 4<sup>th</sup>, New Year's Eve, or Easter.

### RESERVATIONS

1. A reservation is required for any planned party or organized meeting.
2. Both Treasurer and Eastgate House Manager, Carla Bengtson, must approve all reservations serving alcohol.
3. Non-alcohol events only need to be approved by the Treasurer.
4. Reservations must be made online at <http://eastgate.mit.edu/lounge> up to 31 days in advance, but no later than 11:59pm two days ahead of your event (e.g. if your event is on a Saturday, you must submit the reservation by 11:59pm on the preceding Thursday).
5. Reservations made on or after 12:00am the day before the event are not guaranteed, and are at the discretion of the Treasurer – make these last minute requests by e-mailing [eastgate-lounge@mit.edu](mailto:eastgate-lounge@mit.edu). Response to requests is not guaranteed.
6. The maximum length of a reservation is six hours.
7. A reservation does NOT include the 29<sup>th</sup> floor hall, playroom, laundry room, or study room and the penthouse door must remain closed at all times.
8. Each apartment is limited to a maximum of one private event per day.
9. Reservation price is:
  - a. \$20 for 3 hours or less plus \$10/hour up to 3 additional hours.
  - b. \$5 for a one-day membership to the Eastgate Wii Program on the day of your reservation only. (Conditions of membership to the Eastgate Wii Program, available at <http://eastgate.mit.edu/wii>, apply). Should you decide to sign up for the Wii Program within one week of your event, the \$5 paid will count towards your membership.

- c. A \$10 late fee will apply to reservations made less than 7 days in advance of the event.
9. Payment must be made by 7pm two days after you made the reservation, or by 7pm the day before the event, whichever is earlier.
10. *If payment is not received by the payment deadline, the reservation will be deleted.* In this situation, the resident will not be allowed to post another reservation for the desired day for 24 hours from when the reservation is deleted.
11. To avoid any fines, be sure to read the fine list at the end of this document. Any fines must be paid, or contested, within 48 hours after being communicated (by email) by the Treasurer.
12. In case a fine isn't paid within the 48 hours deadline the ECA Executive Committee has the authority to charge an MIT bursars account for any amount due. This carries an additional processing fee of \$100.

## **ALCOHOL POLICY**

You can serve alcohol to guests over the age of 21 by following these rules:

1. The host must remain sober and present throughout the event.
2. There is a three-drink limit for all guests.
3. Absolutely no kegs or drinking games allowed. This is a zero tolerance policy, violation of which will result in suspension of lounge privileges, a minimum \$100 fine, and disciplinary action in accordance with the MIT policy.
4. All events at which alcohol will be served must be registered and approved. Failure to get approval for alcohol and having it available at the event will result in fines and/or disciplinary action in accordance with MIT's Alcohol Policy.
5. You are the sole responsible party for the timely registration and approval of Alcohol for your event. Plan well in advance to allow enough time for paperwork to be processed.
6. Alcohol Registration must be made at least 1 week before your event. Late submittal of forms carries a \$10 fine and your paperwork may still not be approved in time for the event.
7. To obtain authorization to serve alcohol for up to 40 people (the maximum capacity of the Lounge) download the Alcohol Registration form from <http://eastgate.mit.edu/lounge> (also available when viewing your reservation online). Fill it out and drop it off at the mailslot outside the House Manager's door. You must speak with the House Manager in person or by phone regarding the nature of your event in order for your form to be approved. When approved, the information will be updated in your online reservation and you will get the signed form in your mailbox.
8. You must display your Alcohol Registration Form, duly signed by the House Manager, outside the PH door during your reservation. Failure to do so will result in a \$10.00 fine.

## **CANCELLATIONS**

1. Cancellations can be made at any time by informing the Treasurer by email.
2. Cancellations made less than 7 days from reservation date will not be entitled to refund.

## **NOISE**

1. Parties must end by 12 am, and music must be turned off by 11 pm (Sun- Thurs) or 12 am (Fri-Sat). An additional 30 minutes are allowed for clean-up.
2. If ANY resident complains at ANY time during the event, music/noise levels must be lowered. We highly recommend lowering the noise (e.g. Stereo, TV volume, etc) in the presence of the guest to a level agreeable to both. This will not guarantee prevention of further complaints and potential fines, but will reduce the chances.
3. Residents are encouraged to report to the Treasurer, by email, any non-compliance with the noise policy. The Treasurer will then decide if a fine should be applied.
4. If the police are called additional fines may be imposed.
5. The penthouse door must remain closed throughout the duration of your event.

## YOUR EVENT

### Before:

1. Confirm on the lounge reservation site (<http://eastgate.mit.edu/lounge>) that your event has been approved.
2. If you paid for a “one-day-membership” to the Eastgate Wii Program, get the safe code at <http://eastgate.mit.edu/wii/> between 1 and 60 minutes prior to the start of your reservation.
3. 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. Advertising is to be done through personal communication only.
4. You can move the furniture to suit your needs except for the piano and television. Please be sure to LIFT and not DRAG the furniture so that the floors stay in good condition. Do not remove furniture from the lounge and return furniture to its set location as shown in the layout (page 5).
5. If you requested to serve alcohol, you must display your Alcohol Registration Form, duly signed by the House Manager, outside the PH door during your reservation.
6. To avoid being issued a fine for damage you are not responsible for, report any unusual conditions or damage to the Treasurer via email before your event.

### During:

1. Dialing 0291 from the silver phone will allow guests to be buzzed in. Pressing zero will open the door. The lounge phone number is 617-324-6355. For safety reasons, only a building resident may allow others into the building.
2. Your guests are welcome in your apartment and the lounge – but are not allowed to wander through the dorm (this is a family dorm).
3. *Do not prop open any entrances to Eastgate, as it is a security and safety risk to other residents.* Heavy fines will be applied for ignoring this safety rule.
4. Do NOT post signs inviting guests to your party in the mail lobby.
5. The penthouse door must remain closed throughout the duration of your event.
6. No illegal activities (e.g., drugs, gambling).
  1. *You are responsible for the condition of the lounge, all of its contents, and the conduct of your guests.* This means that you should be present and sober in the lounge at all times. Unruly behavior will not be tolerated – if you run into problems do not hesitate to contact 31500.

### After

You are responsible for having the Lounge clean, with all the furniture in place *by the end of your reservation time* (or earlier if your party ends before your reservation time). This includes the following:

1. Clean the floors, tables, chairs, couches, etc. Cleaning should include wiping up spills, sweeping the tiles, wiping the counters, rinsing the sinks, and emptying the refrigerator. **For your convenience, some cleaning implements are provided. But, if adequate supplies are not available, you are responsible for using your own.**
2. Return the furniture to its original position (see layout).
3. Remove the trash. There is no garbage room on the penthouse floor, so please dispose of garbage on your floor’s garbage room – **NOT THE 28<sup>th</sup> floor**. You will be subject to a \$15 fine if trash is disposed of in an inappropriate way. Place clean garbage bags in the trash bin.
4. Close and lock the Wii safe.
5. Turn off the lights and fans and close the door.

The Treasurer may issue fines if the lounge is not left in satisfactory condition or if any of the guidelines isn’t respected. Fines for damaged or missing property will be assessed by House Manager or the MIT Housing Office.

## 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

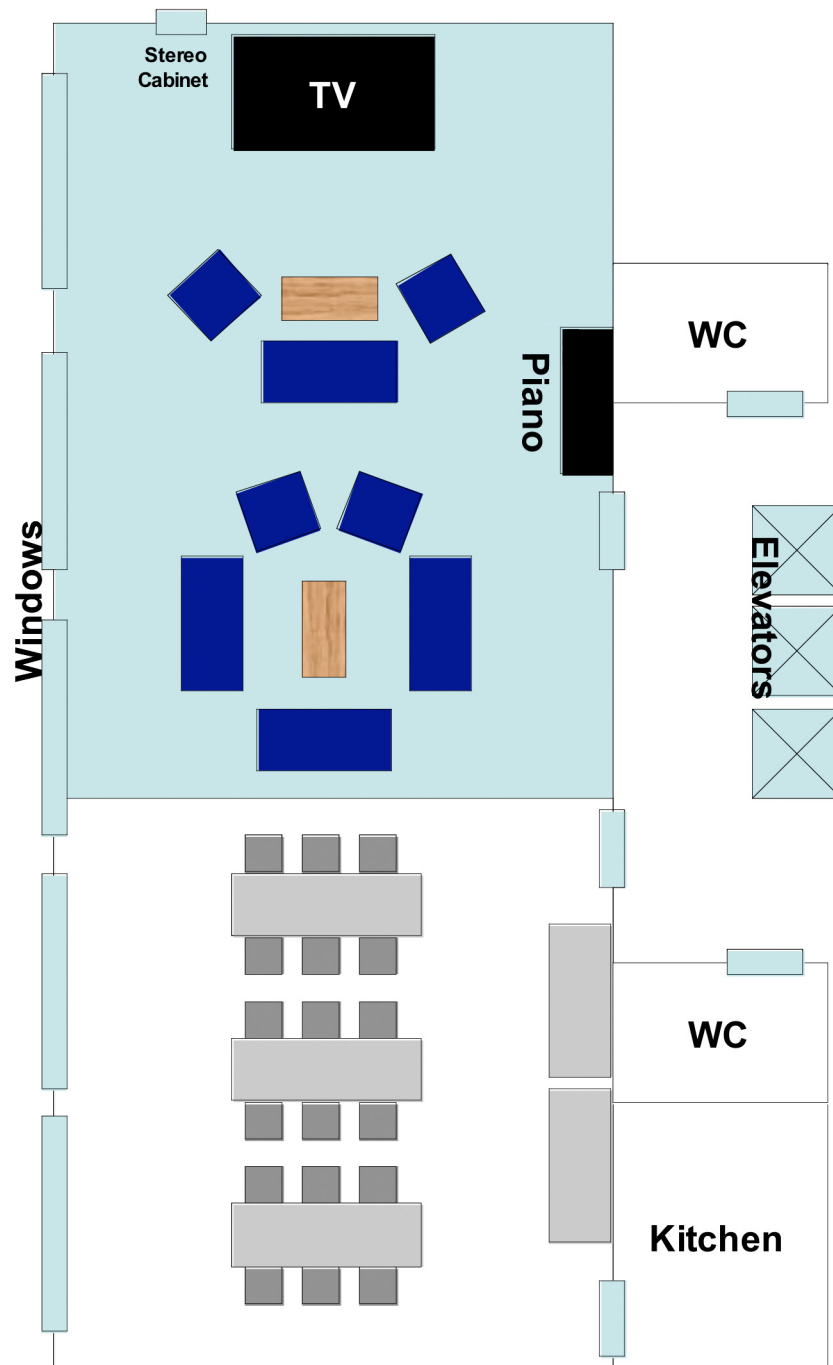
\_\_\_\_\_ **\$50** – Party lasts past reservation time

\_\_\_\_\_ **\$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.



**AT THE START OF YOUR EVENT**

If the furniture is not setup as seen in the diagram above, please contact the Eastgate Treasurer

**AFTER YOUR EVENT**

You should arrange the furniture as seen in the diagram above. Fines will be issued if the furniture is not returned to the setup above.