

### WELCOME !!

Welcome to Eastgate!! We hope you enjoy your time at Eastgate. Please feel free to contact us with any questions you may have. We look forward to meeting you!

### WHO WE ARE

#### Eastgate Manager:

Carla Bengtson  
carlab@mit.edu  
Monday – Friday  
8:00 A.M. to 4:00 P.M.  
617-253-7463

Contact Carla with housing questions concerning moving out, facilities emergencies, business hours lockouts, lost keys, storage room, etc.

### HouseMaster:

Ayida Mthembu  
[mthembu@mit.edu](mailto:mthembu@mit.edu)

The House Master is an advocate for graduate students and their families. She is the link between the family housing communities and the administration. She is a strong resource for all types of residential life issues and can help answer any questions you have about living in Eastgate..

### Eastgate Community Association (ECA)

The Eastgate Community Association is the organization that plans social events and holds resident meetings. All residents are members of ECA and may be as active as they wish. Please consider supporting our community by attending ECA events and participating in the planning of future events.

### Eastgate On-line

Web Site Address: <http://web.mit.edu/eastgate/>

Add your name to the Eastgate email list ([eastgateinfo@mit.edu](mailto:eastgateinfo@mit.edu)) to get announcements about water shutdowns, community activities, etc. Find instructions at <http://web.mit.edu/eastgate/faqs.html>.



## IMPORTANT NOTICE:

**NO ROUTERS ARE ALLOWED IN EASTGATE. ROUTERS INTERFERE WITH THE NETWORK AND DISABLES OTHER RESIDENT'S NETWORK ACCESS**

### GETTING SETTLED

#### ID Cards

MIT picture ID cards are required for access to Eastgate and most MIT buildings including the **Hayward Parking Garage**. The MIT Card Office W20-021 x3-3475 (in the Student Center) is open 9am to 5pm. To obtain a **spouse ID card**, bring some form of ID, the MIT ID number of the student in the family, and proof of partnership (marriage certificate, joint account bank statement, bill, etc.). An account can be set up in the Meal Plan Office next to the Card Office and laundry credit may be applied to your card as well.

Please note, for security reasons, that all external Eastgate doors, including the side doors, must not be propped open.

#### Phone Information

A campus phone and a jack to hook up to the university's computer network are provided in each room. When making an on-campus call, you can dial the last five digits of the number. **When calling off campus, you must dial 9 plus the area code and the number.**

To report a problem with your phone, submit a repair request. If the problem is with the phone provided by Eastgate, it will be replaced. If the problem is with the line, please contact the MIT Telephone Repair Help Group at [3help@mit.edu](mailto:3help@mit.edu) or 3-4357 from the beige phone in the lobby.

To buzz someone into the building, have him or her dial your four-digit apartment code from the silver phone at the entrance downstairs. Your apartment code is:

0 + two digit floor number + #

where # is 1 for A, 2 for B, 3 for C, etc. Example: Apartment 2H has a code of 0028.

### Network Connection

After getting an Athena account, you can arrange for the network connection in your apartment to be activated. A web form for creating a network connection is located at: <http://rcc.mit.edu>. This web site can be accessed for answers to questions or problems with connecting your home computer to the MIT network. You may also contact Information Systems Help Line x3-2001.

### Cable TV

Each apartment has MIT cable access which provides ABC, NBC, CBS, FOX, UPN, the MIT channel, TBS, TNT, USA, Cartoon Network, and several news and foreign channels. A standard coaxial cable is needed for connection. For more information and channel guide, please check: <http://web.mit.edu/mitcable/www/channels.html>.

### Parking

Residents of Eastgate may buy a parking permit through the Parking Office. They are located in W20-021, 8-6510. Carla has new forms the beginning of each school year. Temporary parking passes are also available at the parking office.

The closest bike rack is located on the Penthouse Floor behind the dryers. You can register your bike with the police so that in the event that something happens to it, the police will already have the necessary information.

### Garbage Disposal & Recycling

The garbage disposal in your kitchen sink is activated **by placing the stopper at a particular angle in the drain**. Due to the noise and vibration, please do not use your garbage disposal past 10pm.

There is a room on each floor which contains garbage receptacles. The rooms are accessible from the stairwell. Place trash in plastic bags and leave the bags in the barrels provided.

Recycling barrels are located on the ground floor. Currently, cans, glass, plastic containers, and newspapers can be recycled. Please do not place trash in the recycling bins.

### No Smoking in Eastgate

**Eastgate is a non-smoking building.** This means smoking is not allowed anywhere inside Eastgate, including apartments, the bike room and the patio.

### Prohibited Appliances

Portable dishwashers and washing machines are not allowed in Eastgate.



## COMMUNITY AREAS

### Eastgate Grill Area

Eastgate's outdoor barbecue grill area is available on a first-come, first-serve basis with sharing encouraged. **You must have an alcohol permit to use alcohol in the grill area.** Please see the Eastgate manager for the required permit.

### Penthouse Lounge

The Penthouse Lounge may be reserved for private parties. All the necessary information is located on the Eastgate website located at <http://web.mit.edu/eastgate>. The reservation fee is \$10 and a \$100 deposit is required. All reservation information must be received at least one week prior to the event, or a late fee will be incurred. **You must have an alcohol permit to use alcohol in the lounge.** Please see the Eastgate manager for the required permit.

### Playroom

There is a children's room with various activities and toys located in the Penthouse. Please contact the Parent Resource Coordinator, at [eastgate-crc@mit.edu](mailto:eastgate-crc@mit.edu) to sign up to become a member of the Co-op. Children must be accompanied by a parent and all users are responsible to clean up after themselves. **ABSOLUTELY NO FOOD OR DRINK IS ALLOWED IN THE PLAYROOM.**

### Storage Space

Every resident may have access to limited storage space on the first floor. Each apartment is allowed to store 2 storage items in the storage space. Starting this semester, the graduate coordinators will organize the storage space to provide enough space for each apartment. Carla will provide access upon request during office hours. Dial 617-253-1500 during off-hours to take an item OUT ONLY. Items are limited to air conditioners, luggage, or packed boxes. No empty boxes will be stored.



## EMERGENCIES AND MAINTENANCE

### Emergencies

Residents with medical or police emergencies should contact Campus Police at x100 from an MIT phone or at 253-1212 from outside MIT.

### Fire Safety

By order of the fire department, we can **STORE NOTHING IN THE HALLS**. Keeping the halls clear allows people to evacuate easily when the halls are filled with smoke.

In the event of a fire emergency in the building, you will see a strobe light in your apartment and hear an alarm. Please heed the alarm and exit the building via the staircases when your floor evacuation signal sounds. **It is important that you keep all smoke detectors free from obstacles. There is a heavy fine for covering or blocking smoke detectors in any way.** If you should have minor smoke from cooking, please keep the front door to your apartment closed and use windows as a source of ventilation. Opening the front door will cause the building's central alarm system to be alerted and the whole building will have to evacuate.

### Lockouts

Residents locked out of their apartments during office hours can call Carla at x3-7463. After hours and on weekends, contact Physical Plant at x3-1500. Please let them know of any urgent details (such as a baby locked in the apartment, food cooking, etc.)

### Maintenance

All non-urgent maintenance problems need to be opened online, visit [web.mit.edu/facilities/www/housing/requests/workorder.html](http://web.mit.edu/facilities/www/housing/requests/workorder.html). This on-line form can also be used if you want to have the vents in your kitchen or bathroom cleaned.

Residents with urgent maintenance problems should contact Carla at 3-7463. If she is not in the office, contact Facilities at 3-1500. On evenings and weekends also use 3-1500.

When possible, please submit requests for maintenance during regular business hours (Mondays to Fridays 9am-5pm). It costs the Institute much more to provide these services after hours.

### Plumbing

The water-efficient toilets in Eastgate are prone to flooding unless precautions are taken to keep them from clogging. **Do not flush any paper**

**products other than toilet tissue.** Flush multiple times when necessary. If the toilet does flood, shut off the water immediately by turning the oval knob near the floor in the clockwise direction and call Carla on weekdays. If she is not in the office, call 3-1500 and report the flood. Call 3-1500 during evenings and on weekends for all maintenance needs.

### Window Cleaning

This takes place once a year, in the summers. Watch for notices.

### Insect Extermination

This also takes place once a year. Be prepared to empty all your kitchen cupboards when the time comes!

### Hospitals

MIT Medical includes a small hospital with inpatient care. Call 100 for emergency transportation to the hospital. 3-1311 is the 24-hour urgent care line, and 3-4481 is for general information. MIT Medical also has a pharmacy. The MIT Medical home page is <http://web.mit.edu/medical>.

**Important Phone Numbers**

**EMERGENCY 100**  
**(MIT Police, Fire, Ambulance, First Aid)**

Campus Police (non-emergency)	617-253-2996
Locked out/Maintenance (days)	617-253-7463 Or 3-1500
Locked out/Maintenance (nights)	617-253-1500
MIT Work, Family, & Personal Life	617-253-1592
MIT Medical	617-253-1311
MIT's Spouses & Partners	617-253-1614
MIT Nightline	617-253-8800
Suicide Prevention	617-247-0220
Safe Ride Bus (6pm – 4am)	617-253-2997

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**TRANSPORTATION**

**The MBTA**

The MBTA is Boston's subway, bus, and commuter rail provider. For information about routes and schedules call 722-3200 or 1-800-392-6100 or visit their comprehensive web site at <http://www.mbta.com>.

MIT students who live off campus or who are taking classes at another university are eligible for subsidized T passes. Contact the Parking Office (x8-6510) in building E32 for more information.

**Grocery Shuttle**

There is a grocery shuttle provided at least once a week between Eastgate and the Star Market at 20 Sydney Street. Check the MIT web page under transportation or see bulletin boards for schedules.

**Tech Shuttle**

Shuttle service is provided on and around the MIT campus. A map a schedule can be found at: <http://www.masscommute.com/tmas/crtma/schedule.html>

**Safe Ride**

These buses operate from 6pm to 3am (4am on weekends) and are a great way to ensure a safe journey home from a late night out. Call 253-2997 for more information.

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## MIT RECREATION & ENTERTAINMENT

### MITAC

The MITAC Office, located in 50-005, is a great resource for New England travel information, discount tickets to local movies and attractions, and organized weekend getaways. Please visit the MITAC web site (<http://web.mit.edu/mitac/>) for more information.

### LSC Movies

The Lecture Series Committee shows second-run movies in 26-100 on most weekend nights. Tickets are \$3.00 and schedules can be on-line at: <http://lsc.mit.edu/tickets.html>.

### Hobby Shop

The Hobby Shop is a fully equipped wood and metal shop open to the MIT community. It is located in the basement of duPont (W31-031). The fee is \$17 per term for each MIT student or spouse, payable at the Cashier's Office. Once you've paid, you must attend a one-hour safety course before working in the shop. Hobby Shop staff can provide any assistance you might need. The shop's web site (<http://web.mit.edu/campus-activities/hobbyshop/index.html>) lists hours and more details.

### Athletics

The Athletic Department offers many opportunities for recreation. For \$20, an MIT spouse can purchase an athletic card from the duPont Equipment Desk (x3-6199). The fee is included in tuition for students. This card allows you to use any athletic facility (swimming pool, indoor track, squash, tennis, and basketball courts.) during open hours. It also enables you to take part in physical education classes, intramural sports, and/or club sports. For class schedules call or go by the P.E. Office W32-125 x3-4291. A list of club sports (everything from martial arts to water polo to table tennis) is available at duPont.

### Sailing

The MIT Sailing Pavilion (x3-4884) is open daily until dusk. Check <http://web.mit.edu/mit-sailing/www/> for more information.

## OTHER USEFUL INFORMATION

### Child Care Information

Contact the MIT Center for Work, Family, and Personal Life for information about child care availability and options. The web site is <http://web.mit.edu/hr/worklife/>

### Free E-Mail Accounts for Spouses

Many services on the internet provide free e-mail accounts. Some examples are...  
<http://www.hotmail.com>  
<http://www.yahoo.com>  
<http://www.juno.com>

### Grocery Stores/Services

BJ's Club <http://www.bjs.com>  
 278 Middlesex Ave  
 Medford, MA  
 781-396-0235 or 800-BJS-CLUB

Bread & Circus <http://www.wholefoods.com>  
 115 Prospect Street  
 Cambridge, MA 02139  
 617-492-0070

Costco <http://www.costco.com>

Harvest Coop 581 Massachusetts Ave  
 Cambridge, MA 02139  
 617-661-1580

Market Basket 400 Somerville Ave

Peapod <http://www.peapod.com>

Shaws/Star Market <http://www.shaws.com>  
 MIT University Park  
 20 Sidney St  
 Cambridge, MA 02139  
 617-494-5250

McGrath Highway  
 14 Mcgrath Hwy  
 Somerville, MA 02143  
 617-625-4070

### MIT Personnel Office

The MIT Personnel Office is located in E19-239 (on Main Street across from Legal Seafood). The phone number is 3-4251. A list of job openings is published every other Wednesday in the Tech Talk and on the web at <http://web.mit.edu/afs/athena.mit.edu/org/p/personnel/jobs>.