

## **Edgerton House Policy for Location Use and Reservations**

### Edgerton House Association (revised May 15, 2006)

Residents **MUST** reserve the small lounge, the large lounge, or the barbecue pit for any party held. A party is defined as a gathering of more than ten people at which food or drink will be served. If there is no such reservation on file, the event can be closed down immediately.

**WHO** can make reservations for use of locations (small lounge, large lounge, BBQ pit)?

- **ONLY** residents of Edgerton House;
- Residents or groups are discouraged from reserving locations on a regular, frequent basis, e.g. for a weekly club meeting;
- Student activities, etc. are expected to use other MIT locations on campus and only to use Edgerton locations if no other campus location is available.

**WHEN** can locations be reserved?

- 11 am – 10 pm, if there are classes on the day after the event, e.g. U, M, T, W, R, and days preceding holidays;
- 11 am – 1 am, if there are no classes on the day after the event, e.g. F, S;
- During final exam period, locations may only be used for quiet study or events sponsored by the Edgerton House Association;
- For reservations by multiple people on the same day, allow a two-hour cushion between reservations;
- Only one lounge may be reserved at a given time—the other lounge must remain open (this does not include the BBQ pit, which may be reserved at the same time as a lounge).

**HOW** to make reservations?

- Locations are reserved on a first-come, first-served basis;
- A completed Edgerton House Lounge and Barbecue Pit Reservation Form must be given to a front desk worker; a front desk worker can accept the completed form between 8 am and 4 pm, Monday-Friday;
- Events should be planned in advance so normal reservations procedures may be used, however if a location is free and a desk worker is on duty, last-minute reservations are possible;
- In addition to the Reservation Form, the resident must submit a deposit check of \$50.00 bearing his/her name (no other checks will be accepted); the deposit will be returned within five working days of the event if the location is left in good condition;
- Any questions regarding reservations should be directed to the Edgerton House Association Reservations Officer (eha-reservations@mit.edu)

**WHAT** about alcohol?

- Parties with alcohol (whether you or your guests provide it) must be registered with additional campus bodies in addition to the Edgerton House Association/front desk, so all paperwork must be completed at least four working days before the event; See the Guidelines for Event Registration for Events Sponsored by MIT Students or Student Groups, available at the front desk for more details;
- Specific precautions must be taken to prevent the possession and consumption of alcohol by those under the age of 21;
- **ALCOHOL IS NOT ALLOWED UNLESS THE EVENT HAS BEEN REGISTERED WITH THE APPROPRIATE CAMPUS BODIES—FAILURE TO DO SO WILL RESULT IN AN UNPLEASANT VISIT BY THE MIT POLICE.**

**BEFORE** the event:

- Signs announcing the reservation should be posted on the lounge doors/BBQ pit by noon on the day before the event;
- If guests are not Edgerton residents, a guest list should be provided to the front desk to facilitate entry into the building;
- If a vacuum is needed for cleanup, check it out before the front desk closes;
- Ensure that the location is in good shape before your event starts and report any damage to the Reservations Officer, or it will become your responsibility;
- For the BBQ event, removal of charcoal left from the previous fire must be removed by the next resident reserving the BBQ pit; there are trash containers in the courtyard for this purpose.

**DURING** the event:

- The event sponsor must remain at the event from beginning to end;
- The event sponsor is responsible for ALL actions of guests while at Edgerton; any damage, theft, etc. that may occur in the locations or anywhere else in Edgerton as a result of guests' actions may be the event sponsor's responsibility;
- Do not abuse equipment; do not place objects such as coats, food, or people on equipment;
- If equipment is damaged during event, the event sponsor is liable for the full cost of repair or replacement of the equipment, up to its original price (Note that each piece of equipment costs over \$1000).

**AFTER** the event:

- Please ensure facilities are clean at the end of the event—failure to do so WILL result in a fine levied through the Bursar's Office;
- Return furniture to original position, empty garbage cans and dispose of contents in trash chutes, vacuum carpets, remove reservation signs, re-wire electronic systems to original wiring diagram;
- The reservations officer will check the location after the event and authorize return of the deposit.