

Green Hall

MIT

350 Memorial Drive

Cambridge, MA 02139

Everything you need to know about Green Hall

2003-2004 Green Hall Officers

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1 Introduction

Welcome to Green Hall! This document serves to provide you with all the information that you need to get around Green Hall without getting lost !! We hope that you find it inclusive and useful. Please pay attention that some of the information in this document are subject to change so in case you have further questions contact Ivona, Janey or Ghinwa (see Personnel section).

2 Personnel

President: Ivona Kucerova room **address:** 208 **phone:** x5-9872 **email:** kucerova@mit.edu

Treasurer: Huizhen (Janey) Yu **address:** 202B **phone:** x5-8640 **email:**janey@mit.edu

Secretary: Ghinwa Choueiter **address:** 215A **phone:** x5-9175 **email:** ghinwa@mit.edu

Room Assignment Chair: Ghinwa Choueiter **address:** 215A **phone:** x5-9175 **email:** ghinwa@mit.edu

House Masters: Soosan Beheshti and Farinam Farahmand **address:** 115 **phone:** x5-7496 **email:** soosan@mit.edu

House Manager: Jonathan Nolan **address:** w7 **phone:** x3-3675 **email:** jnolan@mit.edu

Housekeeping Staff: Maria Costa

Repairs: Joe Crewe

3 Rent and House Tax

3.1 Rent

Singles: \$552/month

Doubles: \$446/month

3.2 House Tax

The House tax is \$2.50/month and might be subject to change by the Green Hall government and House Master after consulting the residents.

4 Kitchens

At the beginning of every academic year and after assigning both new and continuing students to their rooms, each floor assigns kitchen space and establishes rules concerning kitchen use and clean-up. All floor residents are responsible for keeping the kitchen clean where kitchen implies, among others: **the sink ,the fridges , the electronic appliances**. Unfortunately, there has been a history of mice at Green Hall and we have to make our best to keep things under control. Furthermore, neglecting to do your part in the kitchen shows disrespect to your floormates.

5 Utility Closets

Vacuum cleaners, brooms, dust pans, mops, and shopping carts are available in the utility closets (one on each floor except for the first floor). There aren't as many items as there are utility closets. Look on other floors if you cannot find what you are looking for on your floor. Please return items to their places when you are done using them.

6 Laundry Room

The laundry room is in the basement. It costs \$0.75 to wash and \$0.75 to dry. There are two washers and three dryers. Residents should try their best not to leave their clothes in the washer or the dryer for too long. There is also an ironing board and an iron for residents to use. There is also a coin machine which is refilled almost monthly. If you realise that there is something wrong with the machine such as not generating coins or not accepting money, please contact the secretary, Ghinwa, (see Personnel section).

7 Facilities

Green Hall shares gym facilities with Ashdown House down the street. You can check out the gym key at the Ashdown desk during desk hours. We also have a music system for the dorm that will be used for official parties. A sewing machine is also available for check-out. Some of the facilities of Baker House are also

available To Green Hall residents, such as the dining room, roof-deck, game room, and music room. The key to these facilities can be checked out at Baker desk. You need your ID to check out the key, and Baker House rules apply when any Baker House facilities are used. In addition, Baker has a dining facility where dinner is served from 5pm to 8pm Sunday through Thursday. For more information, contact John Nolan (see Personnel).

8 Storage Room

If you need to know any information concerning the storage room, please contact John Nolan (see Personnel section).

9 Printer

There is a printer in the basement room right next to the back door. The printer name is PW5-002

9.1 Printer do's and don't's

- If the toner is low **do** contact Ivona (see Personnel section)
- If the printer stalls **do** press the power button off and wait a couple of minutes then push it on again. Wait until the printer displays *ready* and try printing again.
- To save paper **do** type *setup save* at the prompt and follow the instructions.
- **Do not** print the header page unless you intend to use it as scratch.
- **Do not** print out papers that you do not intend to collect from the study room.
- In case of a paper jam
 - stop printing.
 - remove each tray and check for jam.
 - open lid on top and check for jam. Beware of hot surfaces.

- close lid and try again.
 - do not reuse a crinkled sheet of paper.
 - turn off the printer and wait a minute then turn it on again.
- Recycling bins for paper are provided by John. Contact him if you need some.

9.2 Printer Useful Commands

- **Printing file:** `lpr filename`
- **Printing file without header page:** `lpr -h filename`
- **Check printer queue:** `lpq`
- **Removing specific job from printer queue:** `lprm -P printer jobid`
- **Removing all jobs from printer queue:** `lprm -P printer all`
- **lpr manual:** `man lpr`

10 Movies, Books and Games

In the basement room next to the back door (the study room) , there are two closets. The lower closet contains videos arranged in alphabetical order and a set of books. There is also a paper which lists all the movies available at Green Hall and they are many. The upper closet, contains games, cosmetics and other fun gadgets. If you need the key to either closets, ask one of the officers. You are required to fill a sign-up sheet upon checking out and returning an item. Try your best not to keep any item for a long time. Please see http://web.mit.edu/greenhall/www/movies_&_games.htm for rules, procedures, and a listing of available items.

11 Basement Kitchen

Most of the house meetings, dinners, and other socials are held in the Green Hall basement kitchen. The basement kitchen is also the common kitchen for the basement and 1st floor. So if you wish to hold your own private event in the basement kitchen, make sure you do so at a reasonable hour without bothering

the residents. Most importantly, do inform either the floor representative or kitchen officer, one of the three officers, or the housemaster if you wish to do so.

12 Study Room

There is a study room in the basement. The room includes an Athena quick station. It is timed for 10 minutes so don't plan to use it for intensive long work. The room also includes a printer (see Printer section), a sofa and a study table. For more info on the content of this room (see Movies, Books, and Games section).

13 Room keys

If you are a new Green Hall resident or you are a continuing student who has changed your room, you should contact John Nolan to arrange a move-in date and pick up your keys. Please inform John in advance and don't wait till the last minute. If you get locked out of your room during the day, Maria has a master key and so does John. There is also a key box available at Baker House desk where you can check out your room key between 7:30AM and 1AM. If it is after business hours, the house masters also have a master key, but don't bother them after 10PM. On weekends and after 4pm on weekdays you can call Physical Plant (x3-1500) and they will page the housing person on duty. Your final option is Campus Police (x3-1212) who have keys to everything. No charge is incurred for lockouts. If you lose your keys, contact John or Maria for replacing the key. You will be charged \$25 for the replacement of the keys.

14 Mail

All Green Hall mail is delivered to Baker. During the week, Maria sorts the mail and puts it in the mail boxes. If you receive a package, she will put it in your room. On Saturdays and other days, when there is mail delivery but Maria is not here, John arranges to have the mail sorted by a Green Hall resident (Wan-chen). If you are expecting a package, contact Baker desk (x3-3161). If for some reason, the mail doesn't get sorted, you can get your mail at the Baker desk. Please don't bring over all the mail and dump it on the coffee

table because sometimes the mail gets lost in this way. The mail boxes are left open to make things easier for everyone especially Maria. If your mail box gets shut accidentally, ask Maria for the key to open it. Mail sent to you at Green Hall should be addressed as follows:

[Your Name]
Green Hall Room [Room Number]
350 Memorial Drive
Cambridge, MA 02139

15 Recycling

Recycling pick up is every Wednesday morning. The recycled items need to be taken over to the McCormick loading dock (right across from Green), any time after 4 PM on Tuesday and before 8 AM on Saturday. We can recycle newspaper, plastic (1's and 2's), glass, and metal in bins on each floor. We do not currently recycle white paper but we have a large box in the basement lounge to collect white paper for recycling at the Institute. Otherwise white paper is collected with other paper in the paper bins. For more information see <http://web.mit.edu/greenhall/www/recycling.htm>.

16 Housekeeping

Maria cleans all bathrooms and vacuums the hallways and kitchens. However, as mentioned previously (see Kitchens), the kitchen clean-up is our responsibility. Maria also empties the trash in the kitchens, bathrooms and utility closets, and also removes the recyclables. We should try our best to make her job less tedious.

17 Repairs

Repair slips can be found in a box on the wall of the first floor lounge. Repair slips should be filled out for such things as clogged drains, leaky faucets, broken garbage disposals, malfunctioning smoke larams, sticky door locks and problems with windows. If it is a more immediate problem, see John Nolan during regular business hours. Another efficient way of dealing with house repairs is using the online MIT housing repair

request at: <http://web.mit.edu/facilities/www/housing/>. Or call 3-1500 for the operations center if it is a more immediate problem.

18 Parking

The primary parking area for Green Hall is the Westgate parking lot which is near Tang. As of this year there is no limit to the number of spaces allocated. In order to receive a parking sticker, you have to prove that the car belongs to you or your parents. The cost of a parking sticker is 300\$ for student commuters and 433\$ for student residents, payable to the Campus Police Parking Division (W31, 2nd floor). For more info concerning parking see <http://web.mit.edu/parking/student-parking.html>. Residents requiring medical permits should contact Dr. Goldstein's office at the Medical Center and any other special requests should be directed to the Office of the Dean for Student Affairs.

19 Socials

The officers and housemasters try their best to organize events that satisfy everyone's taste. You are all welcome to give your opinion about future events and feedback about previous ones. The officers are always happy to hear a good idea. Typical events are talks, socials, and outings.

20 Room Assignments

Every year, at most three room lotteries are held at Green Hall. One at the beginning of the fall term (new residents), one at the beginning of IAP or Spring term (residents choose rooms that were vacated during the fall semester), and one at the end of the spring term (continuing residents choose rooms for summer and fall). Room assignments are made on the basis of seniority. To calculate your seniority points add a point for each semester (Fall and Spring ONLY) that you have been at Green Hall, and add a point for every year during which you were an officer. In the event of equal seniority, a lottery is held. Medical needs take preference over all other room assignment rules. For more information about the room lottery process you can contact

one of the Green Hall officers. However the best reference is the **Green Hall Constitution**. Rooms 102, 202,302,402,215,315, and 415 are doubles and the rest are singles. Upon receiving a room assignment, you should wait till the room is vacant and then contact John Nolan at Baker House to get the room keys. You should inform John about your moving a few days in advance since the room might require some renovations.

21 Email List

Green Hall switched to a Mailman mailing list replacing the greenhall@mit.edu moira list. This change was initiated in order to avoid spam and make the list management easier. The mailman list is moderated where the moderator is usually one or more of the dorm officers. To reach all the residents, including the housemasters and the house manager, you could e-mail the dorm officers and they will forward it to the rest if appropriate. Users of the Green Hall list may check out <http://mailman.mit.edu/mailman/listinfo/greenhall> in order to view and update their options. However their default mailmam options are fine and they need not even worry about subscribing to the list: the moderator should be able to add and delete users, change their permissions and options, and manage the list in general.