

WESTGATE NEW RESIDENTS' GUIDE

2007-2008

WELCOME!

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

AS OF SEPTEMBER 1, 2004 WESTGATE IS A NON-SMOKING BUILDING. PLEASE SEE THE FIRE SAFETY SECTION FOR DETAILS.

People to Know

House Manager (HM): Michael Collins
collinsm@mit.edu
Monday – Friday
7:30 AM to 4:00 PM
617-253-5146

Michael Collins is the HM of Westgate and Tang Hall. He coordinates the activities of the maintenance and cleaning staff, oversees the Tang front desk operations, and assists in planning activities. His office is located adjacent to the front lobby in Tang Hall.

Residential Life Associate (RLA): Dave Levy
ledave@mit.edu
(617) 253-1392

The RLA works with the GC and contributes to a collaborative and supportive team consisting of the GC, House Manager, and WCA. The RLA serves as an advocate for graduate student concerns and works to improve communication between the house teams, Student Life Programs (SLP), and a variety of resource offices on campus. The RLA also provides direct support, cultural integration of international students and their families, and is a liaison to other offices and committees on campus. 15-20% of the RLA's role includes cross-institute work. Another part of the role includes serving on a rotating basis, as a member of the Dean-on-call team, providing primary after hours and weekend emergency response to the entire campus.

Graduate Coordinators (GC):

Jason and Anna Walther
westgate-gc@mit.edu
617-577-5895

Currently, Westgate has two GCs who assist the community in many different ways. The GC position is a live-in position, and the GC acts as a liaison between the Program Manager and the community. Some of the duties of the GC include lounge reservations, organizing and putting on informational resource events, managing the Westgate mailing lists, maintaining the Westgate web site, primary responder to emergencies, fire marshal, and serving as a general resource person to the community.

Westgate Executive Committee Officers:

westgate-officers@mit.edu

Presidents:

Roberto Perez-Franco and Monica Rivera
westgate-pres@mit.edu

Secretary/Treasurer:

Brigham and Christine Frandsen
westgate-sec-treas@mit.edu

Parents' Resource Coordinators:

Taylor and Kana Roan
westgate-prc@mit.edu

Couples' Resource Coordinators:

Mohammed Araghchini
westgate-crc@mit.edu

Recycling/Floor Representative Organizers:

Zachi and Dana Shemuly
westgate-recycling-rep@mit.edu

Social Chairs:

Jeffrey Millman and Lily Jeng
westgate-social@mit.edu

Westgate Community Association (WCA)

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

Westgate Online

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

Mailing Lists: The Westgate mailing lists are managed through the Mailman service provided by MIT. Mailman is not exactly the same as Athena mailing lists, so you cannot add yourself using an Athena prompt or from the Athena List Management web form. All you need to become a member is ANY valid e-mail address (MIT, Yahoo!, Hotmail, Juno, etc.). Only the mailing list owners and editors can post messages to the Westgate Mailman mailing lists (SEE following mailing list descriptions)—any message sent by anybody else, including Westgate residents who are list members, are automatically blocked from being posted and sent to the list members. Both students and spouses should go to the Westgate Web Site, click on the “Information” link, and follow the links under “E-mail Mailing Lists” to sign themselves up.

westgate-info

<http://mailman.mit.edu/mailman/listinfo/westgate-info/>

General housing issues, emergencies, construction, official Westgate business, official MIT business that concerns Westgate, etc. E-mail messages will be sent to you from the Westgate Graduate Coordinator, WCA President, the House Manager, and to a lesser extent from the Student Life Programs Program Manager for Westgate.

westgate-act

<http://mailman.mit.edu/mailman/listinfo/westgate-act/>

General activity issues, entertainment, Westgate activities and parties, MIT/GSC activities and parties for graduate students, etc. E-mail messages will be sent to you from the Westgate Graduate Coordinator, the WCA Executive Committee Officers, the Student Life Programs Program Manager for Westgate, and to a lesser extent from the House Manager.

westgate

In addition to the official Mailman mailing lists, you may subscribe to the Westgate residents-owned Mailman mailing list. westgate@mit.edu is a self-owned list in which any member and any MIT.EDU domain e-mail address may send e-mail and have it distributed to all subscribers of the list. Postings and SPAM from any other e-mail addresses are rejected. Residents typically use this list to discuss Westgate issues, post items for sale, etc. You may join by following the same links from the Westgate Web Site under “E-mail Mailing Lists” to sign yourselves up.



GETTING SETTLED

Tang Hall Desk

Tang Hall, the building next-door to Westgate, has a front desk that offers a variety of services to Westgate residents. It is open from 7:30 AM to 10:00 PM, Monday through Friday, and 9:00 AM to 10:00PM on the weekends. For questions, comments, and suggestions about the Tang Desk, contact the Tang Desk Captain, Trudy Wilcox (twilcox@mit.edu). You may borrow the following materials: toilet plungers, vacuums, bicycle pump (must be used in Tang lobby), carts for moving, videos, DVDs, and spare keys (with IDs).

Packages that do not fit in the mailboxes will be left at the desk. The Tang front desk worker will e-mail you to inform you that a package is waiting for you at the front desk. You will have to show your ID for each package that comes for you.

There is a small movie collection of video tapes and DVDs at the Tang Front Desk. Residents may rent up to two movies at a time. There is no charge for the videos, but there is a fee for movies that are returned late.

There is a photocopy machine in Tang. The photocopy machine is in the Tang laundry room, near the vending machines. Just tell the Tang Front Desk Worker that you want to use the photocopy machine, and he or she will let you in. Copies are 10 cents a sheet.

ID Cards

MIT picture ID cards are used for access to the Westgate High-rise and most MIT buildings, including the Westgate Parking Lot. The MIT Card Office (W20-021 in the student center) is open 8:30AM to 4:30PM. To obtain a spouse ID card, bring some form of ID, the MIT ID card 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 Westgate doors, including the back 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 apartment. 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 to:

http://web.mit.edu/sapweb/PS1/facilities_home.shtml

If the problem is with the phone provided by Westgate, it will be replaced. If the problem is with the line, please contact the MIT Telephone Repair Help Group at 3help@mit.edu or 3-4357 from the beige phone in the Residents' Lounge in the basement of the high-rise.

Long distance service can be set up by calling Paetec's Campuslink at 1-800-962-4772 (MIT's 4-digit location identifier is 2500). Check <http://web.mit.edu/is/tel/students.html> for more information. If you prefer a different long distance service, you will need to install a private line by calling NYNEX at 617-873-1000. Note: If you ever need to know the extension of a phone you are using on campus, dial "9400" to hear the number.

To buzz someone into the high-rise building, have him or her dial your four-digit apartment code from the silver phone at the entrance downstairs and then press "0" on your phone to unlock the door.

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 the Information Systems Help Line x3-2001.

Cable TV

Each apartment has MIT cable access which provides ABC, NBC, CBS, FOX, UPN, the MIT channel, and several other public broadcasting and local channels. A standard coaxial cable is needed for connection. For more information, please check:

<http://web.mit.edu/mitcable/www/index.html>.

Parking

Residents of Westgate may buy a parking permit through the Parking Office (W20-021). The House Manager has new forms the beginning of each school year. Temporary parking passes are also available at the Tang Desk.

Bike racks are located outside of the Westgate buildings. 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

There is a room on each floor of the high-rise 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 bins are also located in the trash room. The recycling bins are clearly marked, and there is a list posted that explains what type of materials can be deposited in these bins. Trash rooms for the low-rise apartments are located in the ground floor entranceways.

Recycling barrels are also located on the back of the Westgate high-rise. Cans, glass, plastic containers, and newspapers may be recycled. Please do not place trash in the recycling bins.



COMMUNITY AREAS

Westgate Barbecue Area

Westgate's outdoor barbecue grill area is available on a first-come, first-served basis with sharing encouraged, unless the area is reserved for a private event. To learn how to reserve the Barbecue Area for a private event, go to <http://web.mit.edu/westgate/> and follow the "Reservations" link. The reservation fee is \$5. All reservation information should be received at least one week prior to the event to ensure enough time for the reservation process. **You must have an alcohol permit to use alcohol in the grill area.** Please see the Westgate House Manager for the required permit.

Basement Lounge

The Residents' Lounge may be reserved for private parties. All the necessary information is located on the Westgate website at <http://web.mit.edu/westgate/> by following the "Reservations" link. The reservation fee is \$5. All reservation information should be received at least one week prior to the event to ensure enough time for the reservation process. **You must have an alcohol permit to use alcohol in the lounge.** Please see the Westgate House Manager for the required permit.

Exercise Room

There is a small exercise room in the high-rise lobby that can be accessed by using a key you receive upon check-in. The room contains a treadmill, an elliptical trainer, and a stationary bike. The room also has an air conditioner and a mounted television set. Help us keep this room in good condition by wiping down the equipment after each use. Wipes for this purpose are provided in the exercise room.

Garden Plots

For a small fee individual garden plots are available to all Westgate residents. Please contact the graduate coordinators for more information.

Playroom

There is a children's room with various activities and toys located on the high-rise ground floor. If you are interested in obtaining a membership for the playroom please contact the Parent Resource Coordinators at westgate-prc@mit.edu.

Playground

An outdoor play area is located next to the Westgate high-rise. This area contains a slide, swings, and toys for the enjoyment of the children of Westgate. **SMOKING IS NOT ALLOWED INSIDE THE PLAYGROUND.**

Storage Space

Every resident has one specific storage bin or closet assigned to their apartment. The House Manager will include the storage location and number in the packet of information to new residents when moving in. You may not use any storage space other than the one assigned to your apartment, and doing so will result in the removal and disposal of any lock and stored items in a storage area they do not belong in. You must remove the lock, trash, and all items from the storage area for your apartment when moving out in order to avoid a fine charged to your account.



EMERGENCIES AND MAINTENANCE

Air Conditioner Installation

To install an air conditioner at Westgate you must purchase and arrange to install the unit using the following guidelines:

1. For safety reasons, It is required that you contract with a professional, insured company. **Concept Equipment Corp.** has installed many units in the high-rise. They can be contacted at 781-721-0123. When calling, let them know that you are a resident of MIT Westgate. The cost is for installation is about \$145.
2. Air conditioners may only be installed in the location of the blank panel on the windows. **Any removal** of glass increases the chance of window failure and is **not allowed**.
3. The resident will be responsible for storing the blank panel when removed. The cost for any damaged blank panels will be charged to the resident.
4. Please give a copy of the receipt from the installation company to the Westgate manager to keep on file.
5. You are responsible for any incurred costs and the conditions of the contract are solely between you and the company you select, so you may want to compare prices.
6. All residents are responsible for returning their apartment to its original condition upon departure from the building. The air conditioner must be removed and the blank panel reinstalled and **sealed properly** before you move out. The resident will be billed for the correction of any damages incurred.
7. Please make an effort to conserve energy if you install an air conditioner. If you will be away from your apartment for an extended period of time, please remember to turn the unit off.
8. **The secure installation of air conditioners is a critical safety issue.** In the past, improperly installed units have fallen out of windows. This could result in the serious injury of adults and children walking below.

Emergencies

Residents with medical or police emergencies should contact Campus Police at x100 from an MIT phone or at 911 from outside MIT.

Fire Safety

In the event of a fire emergency in the building, you will 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.

Please remember that hallways must remain clear at all times. Bicycles, strollers, and baby carriages are not to be kept in the hallway area.

Lockouts

Residents locked out of their apartments during office hours can get a spare key at the Tang Desk with proper ID. 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 reported online, please visit the following website: http://web.mit.edu/sapweb/PS1/facilities_home.shtml 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 the House Manager at 3-5146. If the House Manager 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 Westgate 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 the House Manager (on weekdays). If the House Manager is not in the office, call 3-1500 and report the flood. Call 3-1500 during evenings and on weekends for all maintenance needs.

Westgate Smoking Policy

For fire safety and health reasons, **as of September 1, 2004 Westgate is a non-smoking building.** Smoking is not allowed anywhere inside the high-rise or low-rise buildings, on the playground, or on low-rise balconies. Smoking is also not allowed within 15 feet of low-rise buildings as smoke is channeled indoors through the ventilation system. **SUBJECT TO VIOLATION, VIOLATORS MAY LOSE THEIR HOUSING.**

Washers, Dryers, and Dishwashers

Due to inadequate plumbing, washing machines, clothes dryers, and dishwashers are not allowed in Westgate apartments. There are washers and dryers in the Westgate high-rise basement, which are available 24 hours a day.

Window Cleaning and Insect Extermination

These services take place once a year. Watch for notices.

Hospital

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 (MIT Police, Fire, Ambulance, First Aid)	100
Campus Police (non-emergency)	617-253-2996
Locked out/Maintenance (days)	617-253-5146 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
SLP Program Manager	617-201-1823
Suicide Prevention	617-247-0220
Safe Ride Bus (6:00 PM – 4:00 AM)	617-253-2997



TRANSPORTATION

The MBTA

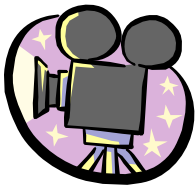
The MBTA is Boston's subway, bus, and commuter rail provider. For information about routes and schedules call 722-3200 or 1-800-392-6100 or visit their comprehensive web site at <http://www.mbta.com>.

Tech Shuttle

Shuttle service is provided on and around the MIT campus. A map and schedule can be found at: http://web.mit.edu/facilities/transportation/shuttles/tech_shuttle.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 or visit <http://web.mit.edu/parking/saferide.html>.



MIT RECREATION & ENTERTAINMENT

MITAC

The MITAC Office, located in Stata Center Lobby, 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 found 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 at <http://web.mit.edu/campus-activities/hobbyshop/index.html> lists hours and more details.

Athletics

The Athletic Department offers many opportunities for recreation. The athletic fee for students is included in the \$100 Student Life Fee paid every fall and spring semester. Your student 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.

Boston Area

Check <http://www.boston.citysearch.com> for information about entertainment, restaurants and events in Boston and surrounding areas. The Westgate website <http://web.mit.edu/westgate> also has information about things to do and see in Boston.



OTHER USEFUL INFORMATION

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/>
#2 Mystic View Road
Everett, MA 02149
(617) 544-4806

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

Market Basket 400 Somerville Ave
Somerville, MA
(617) 666-2420

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

Shaw's/Star Market <http://www.shaws.com/>

Star MIT University Park
20 Sidney St
Cambridge, MA 02139
617-494-5250

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

Shaw's Brighton
370 Western Ave
Boston, MA 02135
617-787-5266

Stop 'n' Shop <http://www.stopandshop.com/>
181 Cambridge Street
Boston, MA 02114
617-742-6094

Trader Joe's <http://www.traderjoes.com/>
748 Memorial Drive
Cambridge, MA
617-491-8582

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/>.

Child Care Information

MIT Child Care Office, Room 16-151, (617) 253-1592

City of Cambridge Childcare and Preschool Programs
<http://www.ci.cambridge.ma.us/~DHSP/childcare/>
General Information: 617-349-6200
Childcare Enrollment Coordinator: 617-349-6254