LOUNGE RULES
The Westgate Lounge is available to all Westgate residents for parties and other functions.

1. RESERVATIONS:
Reservations are required for private parties, organized meetings, and other similar activities. Westgate residents may reserve the lounge for a maximum of 4 consecutive hours per reservation fee. Reservations are made by completing the online reservation form. The fees for four-hour reservations are $10 for Friday-Sunday and $5 for other days. Reservation fee should be paid by checks only (made out to MIT) and left in the drop box outside of the Graduate Coordinator's apartment. The rental fee will be put into the lounge fund and used to purchase supplies and equipment for the lounge. Reservations may be cancelled at any time; however, the rental fee is forfeit if the reservations are cancelled less than a week in advance. Each resident or group may only reserve one weekend time slot per month. Reservations will not be accepted more than a month in advance. All reservation requests are subject to the discretion of the graduate coordinators, and all reservations may be cancelled by the GC in the case of official Westgate events (you will receive two weeks notice and be rewarded a free reservation in the future for the inconvenience).

2. LOUNGE RULES:
A. The person making the reservation is responsible for the condition of the lounge and its contents as well as the conduct of all guests.
B. Smoking is NOT permitted in the lounge. There is not any outside ventilation in this room, and it is used by the entire Westgate community.
C. Arrangements must be made to admit guests into the building. Blocking or propping any door open is a security breach and is absolutely NOT permitted.

3. CLEANING: You must clean the lounge after using it.
A. Wipe all tables and countertops with a clean, damp cloth.
B. Brush off the furniture with a whiskbroom.
C. Vacuum the carpeted area and sweep the kitchen floor, mopping up all spills with a clean, damp mop after sweeping.
D. Rinse out the sink.
E. Clean spills in the oven and on the stovetop.
F. Empty and clean the refrigerator.
G. Empty and replace the garbage bag in the kitchen and throw away into a waste receptacle outside of the lounge.

4. DAMAGES: The person who reserves the lounge is financially responsible for all damages made, including those made by guests. Abuse of the lounge will result in complete loss of lounge privileges.

5. ALCOHOL POLICY: The proper forms for any event involving alcohol must be filled out. For more information, go to http://web.mit.edu/rlslp/alcohol/