

WESTGATE NEW RESIDENTS' GUIDE

2010-2011

WELCOME!

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

The New Resident Guide is intended as a quick reference to help you get settled in to the Westgate community. To the right, you will find a Table of Contents. We hope that you will find this information helpful.

We always welcome your questions, comments and concerns, so please do not hesitate to approach us. We look forward to meeting you!

Michael Collins, House Manager
Jason McKnight, Residential Life Associate
Michael & Danielle Churchill, GCs

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PEOPLE TO KNOW

Graduate Coordinators (GC):

Michael and Danielle Churchill
westgate-gc@mit.edu
617-577-5862

Currently, Westgate has two GCs who assist the community in many different ways. 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, and serving as a general resource person to the community. The GCs are happy to assist you in finding the answer to any question you may have.

House Manager (HM):

Michael Collins
collinsm@mit.edu
617-253-5146
Monday – Friday, 7:30 AM to 4:00 PM

Michael Collins is the House Manager of Tang Hall & Westgate. He coordinates the cleaning staff and maintenance of the building, oversees the Tang front desk operations, and assists with all community concerns especially those related to facilities. His office is located adjacent to the front lobby in Tang Hall.

Residential Life Associate (RLA):

Jason McKnight
jrmac@mit.edu
(617) 253-1392

The RLA is a professional staff member of the Residential Life Programs office and lives in Westgate. The RLA works with WEC, the GCs, and House Manager to advocate for and maintain the Westgate community. The RLA also assists in connecting residents to resources on campus.

Westgate Executive Committee (WEC):

westgate-officers@mit.edu

WEC is a committee comprised of residents who volunteer to coordinate social events and hold community meetings for Westgate. A complete list of officers and more information about what WEC does can be found at:

<http://westgate.mit.edu/government>

WESTGATE ONLINE

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

Mailing Lists: The Westgate mailing lists are managed through the Mailman service provided by MIT. All you need to become a member is ANY valid e-mail address (MIT, Yahoo!, Hotmail, gmail, etc.). Some lists are reserved for specific information while others are an open forum. To sign up and for more information regarding Westgate mailing lists, please go to <http://westgate.mit.edu/resources>.

EMERGENCIES

Emergency Phone Number

Residents with medical and/or police emergencies should contact Campus Police at x100 from an MIT phone or 617-253-1212 from a cell phone or other outside line. If you dial 9-1-1 while on campus from an outside phone, the call will be redirected to MIT Police causing a small delay.

If the emergency is off campus, dial 9-1-1.

Other important phone numbers, including the ones above, are located on the last page so that you may remove the page and post it in a conspicuous place.

Hospitals

Use the listed emergency phone numbers for emergency transportation to the hospital. MIT Residents are most often taken to Massachusetts General Hospital (MGH), Cambridge City Hospital (CCH), or Mt. Auburn Hospital. All three are a short distance from campus.

Non-emergency concerns can also be handled by the medical center on campus, MIT Medical. MIT Medical provides 24-hour service and can be contacted at x3-1311 for after hours/urgent care. For general information, please call x3-4481. MIT Medical also has a pharmacy. The MIT Medical home page is <http://web.mit.edu/medical/>.

Fire Safety

The high rise of Westgate is equipped with a fire alarm system that will alert the building of a fire by

floor. The alarm system will offer a set of instructions after which an alarm may sound on your floor. When your floor evacuation signal sounds, please exit using the closest stairwell. The floor evacuation signal is an audible alarm following the announcement. **Residents that remain in the building after activation of their floor signal are subject to penalty in accordance with the evacuation policy (see fire evacuation).** Residents are of course always welcome and encouraged to evacuate the building regardless of the instructions provided by the system. Do not use the elevator in the event of a fire alarm anywhere in the building.

The low rise buildings are not equipped with the same system as the high rise. When the alarm sounds in the low-rise building, there are no special instructions and thus all residents must evacuate.

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 building will have to evacuate.

Please remember that hallways and stairwells 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.)

POLICIES TO KNOW

Air Conditioner Installation

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

- For safety reasons, It is required that residents of the high-rise contract with a pro-

fessional, 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 for installation is about \$145.

- All residents utilizing an installation company need to give a copy of the receipt from the installation company to the Westgate manager to keep on file.
- 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.
- Air conditioners in both the high-rise and low-rise 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**.
- 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.
- 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.
- 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.
- **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. The resident is liable for damages.

Dishwashers & Personal Laundry Equipment

Due to inadequate plumbing, personal washing machines, clothes dryers, and dishwashers are not allowed in Westgate apartments. When the equipment is in use, supply of cold water to neighboring apartments is reduced resulting in scalding hot water from faucets designated for cold water. Due to the danger posed, use of prohibited equipment may result in a fine and/or removal from housing.

Extended Guests

An extended guest is a person who is not a dependent of the resident and wishes to stay in the residence for longer than 5 consecutive nights. All residents must complete the registration process for extended guests with the Housing Operations Manager. Once registered, the extended guest will receive all items necessary for temporary access to the building. All items must be returned upon departure. The following guidelines apply:

- Residents are responsible for the extended guest and any damage caused by the extended guest will be billed to the resident
- Extended guests must be aware of the policies of the community
- Sleeping overnight in public areas is prohibited
- Any stay longer than 30 days must be approved by the Housemaster/RLA; stays beyond 90 days will not be permitted
- No more than two extended guests are permitted at any given time
- Any extended guest who stays 30 days or more must wait six months before returning for an additional extended stay.

Violations of the extended guest policy could result in a range of actions from removal of guest to loss of housing.

Fire Evacuation

All residents must evacuate their buildings and adjourn to designated areas during all emergency alarms, as required by law. If a resident fails to evacuate during an emergency alarm:

- A fine will be added to the resident's bill of \$150 for the first offense. Community Service and/or immediate eviction will also be considered.
- The second offense will result in the resident having their License Agreement terminated for violation. Residents will be issued 30 days notice to vacate, and will be subject to current termination policies.

Pets

No pets are permitted in Westgate or the Westgate Courtyard.

Smoking

Smoking is not allowed anywhere inside the high-rise or low-rise buildings, on the playground, in the courtyard, or on low-rise balconies. Smoking is also not allowed within 15 feet of the high-rise and low-rise buildings as smoke is channeled indoors through the ventilation system. Violators may lose housing.

FACILITIES

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. You will need MIT Certificates in order to access the form. 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 x3-5146. If the House Manager is not in the office, contact Facilities at x3-1500. On evenings, weekends, and holidays, also use x3-1500.

When possible, please submit requests for maintenance during regular business hours (Monday to Friday 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 x3-1500 and report the flood. Call x3-1500 during evenings and on weekends for all emergency maintenance needs.

Commons Areas

Tang Hall Desk

<http://tang.mit.edu/www/frontdesk/>

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.

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://westgate.mit.edu/facilities>

The reservation fee is \$5 for a 4-hour time block. 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 House Manager for the required permit.

Basement Lounge

The Basement Lounge may be reserved for private parties. All the necessary information is located on the Westgate website at:
<http://westgate.mit.edu/facilities>

The reservation fee is \$5 for a 4-hour time block. 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 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 machine, 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.

Garden Plots

For a small fee individual garden plots are available to all Westgate residents. Please contact westgate-officers@mit.edu for more information.

Community Garden

The Community Garden is funded by WEC and is open to all Westgate Residents. It is located in the courtyard between buildings C and D. Residents work together to grow fruit, vegetables, and herbs. Once the food is ready to be harvested, any resident can pick and use the food. Please contact westgate-officers@mit.edu for more information. Also join the Westgate Gardening page on Facebook to stay updated.

Playroom

There is a children's room with various activities and toys located on the high-rise ground floor. Annual membership costs \$5. If you are interested in obtaining a membership for the playroom or have questions, please contact the Parents' Resource Coordinators (PRCs) at westgate-prc@mit.edu.

Playground/Courtyard

An outdoor play area is located in the center of the Westgate high-rise and low rise buildings. This area contains a slide, swings, and toys for the enjoyment of the children of Westgate. **SMOKING AND URINATION ARE NOT ALLOWED INSIDE THE PLAYGROUND/COURTYARD.**

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; doing so will result in the removal and disposal of any lock and stored items from the unassigned storage area. 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. *MIT is not responsible for any damage or loss of items.*

GETTING SETTLED

Mail/Newspaper Delivery

USPS Mail: Mail in the low-rise buildings is delivered to the box with the corresponding apartment number on the street side of the building as opposed to the courtyard side. Mail in the high-rise is delivered to the box with the corresponding apartment number on the first floor of the building. Your apartment key will allow you to access your mail. Mail and boxes that is too large for the mailbox will be delivered to the Tang Front Desk.

Newspapers: Newspapers can be delivered to a secure cabinet located on the 1st floor of the high-rise building. Low-rise residents wishing to use the cabinet should use the street address of the high-rise (540 Memorial Dr) for their delivery address when subscribing. Once you have obtained a subscription, please contact Michael Collins for the combination to the lock on the cabinet.

Interdepartmental Mail: Interdepartmental mail for the high-rise is delivered to unsecured mailboxes located on the first floor of the high-rise. Mail for the low-rise buildings is often delivered to the low-rise entry and placed near the mailboxes, if not in your mailbox.

ID Cards

MIT picture ID cards are used for access to the Westgate High-rise and most MIT facilities, 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. For more information, go to: <http://web.mit.edu/mitcard/>.

Phone Information

A dorm analog phone is provided in each apartment. The phone is limited to placing calls on campus; for example, MIT Police, MIT Medical, other dorms, other MIT phone numbers. The basic service will not allow the phone to be used to call non-MIT numbers, such as businesses in the Student Center or 800 numbers. **Analog dorm phones can receive on-campus or off-campus calls.**

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 Support at telephone-help@mit.edu or x3-4357 from the beige phone in the Residents' Lounge in the basement of the high-rise.

If while using a campus phone you need to know the extension of the phone you are using, call 9400 to hear the number.

For more information regarding phone service for students at MIT, please go to:
<http://ist.mit.edu/services/telephony/students>

Guest Access

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.

Materials for access to the building are available for extended guests once the guest has been registered. Contact the House Manager to register a guest. Please refrain from propping doors or having guests prop doors as it reduces the security of the entire building.

Laundry Room

The laundry room is in the basement of the high-rise. Machines accept TechCash and quarters. It costs \$0.75 to wash and \$0.75 to dry.

Please remove your laundry in a timely manner after it has finished the cycle. All residents share the laundry room and not removing your laundry from a machine stops other residents from the use of the machines. Any laundry left unattended for more than 48 hours will be removed.

You may monitor the use of the laundry machines using Laundry View located on the Westgate website under "Facilities".

Network Connection

After getting an Athena account, you can arrange for the network connection in your apartment to be activated. Issues with your network connection can be directed at the Residential Computing Consultants (RCCs) at <http://rcc.mit.edu/> or you can call the IS&T Service Desk at x3-1101. Information regarding MIT Networks and policies can be found at <http://ist.mit.edu/>. Ethernet cords are also available from the RCCs.

Cable TV

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

<http://ist.mit.edu/services/cable>

Parking

Residents of Westgate may buy a parking permit through the Parking Office (W20-021). Applications for parking are available online every August 1. To apply visit:

<http://web.mit.edu/facilities/transportation/parking/index.html>

Temporary parking passes are available to new residents from the House Manager from August until September 15. Temporary parking permits are available for guests/visitors during the year. For more information about temporary parking visit:

<http://web.mit.edu/facilities/transportation/parking/index.html>

Bikes

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. It is recommended that you use a U-lock to secure your bike. More information regarding registration, regulations, and other pertinent bike information can be found at:

<http://web.mit.edu/facilities/transportation/bicycling.html>

Trash Disposal, Recycling, & Donations

There is a room on each floor of the high-rise which contains garbage receptacles. The rooms are accessible from the stairwell. The trash room in the low-rise buildings is located to the left as you enter from the street side of the building. 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. Please do not place trash in the recycling bins. MIT has streamlined recycling which mean all recyclable materials can be placed in the same container/bag. There is no need to separate paper, plastic, glass, etc. For more information about recycling, check out:

<http://web.mit.edu/facilities/environmental/recycling.html>

Items can be donated utilizing two donation containers located in the Westgate Parking Lot. There are also several donation centers in the area, including a Salvation Army and Goodwill located along Massachusetts Avenue. Items can be given away to community members for free by using the free bench located next to the elevators during the academic year or by posting items on the Westgate-forum listserv. Please note that the free bench is removed during times of high turnover in Westgate.

Transportation

The MBTA

The MBTA is Boston's subway, bus, and commuter rail provider. For information about routes and

schedules call 1-800-392-6100 or visit their comprehensive web site at <http://www.mbta.com>.

MIT students can obtain subsidized passes from MIT Parking. For more information go to: <http://web.mit.edu/facilities/transportation/tpass.html>

MIT Shuttles

MIT provides a number of free shuttles on campus and in the Boston/Cambridge area. The Tech Shuttle is the closest stop to Westgate. For information regarding shuttle routes, schedules, etc, please visit: <http://web.mit.edu/facilities/transportation/shuttles/index.html>

Safe Ride

Safe Ride is one of the free MIT shuttles. These buses operate from 6PM to 2:30AM (3:30AM on weekends) and are a great way to ensure a safe journey home from a late night out. Call (617) 253-2997 for more information or visit http://web.mit.edu/facilities/transportation/shuttles/safe_ride.html

Zipcar

Zipcar is a car share program that allows you to reserve a vehicle for an hour or a couple of days at a cost often less than that of a rental. There are pick-up locations around MIT, one is located in the Westgate Parking Lot. MIT community members receive a discount. There is an annual fee in addition to the hourly/daily rate. For information about the program go to <http://www.zipcar.com/>

Furniture

There are a number of sources for cheap furniture in the area. Beyond outgoing residents, the closest location of furniture is the MIT Furniture Exchange located on Brookline Street just over the train tracks. More information regarding the MIT Furniture Exchange can be found at <http://web.mit.edu/womensleague/fx/>.

For a list of additional sources of furniture in the area visit: http://westgate.mit.edu/doc/cambridge_survival_guide.pdf

Grocery Stores/Services

(listed by distance from Westgate)

Peapod <http://www.peapod.com/>
A delivery service by Stop & Shop

Star MIT (~0.7 miles) <http://www.shaws.com/>
20 Sidney St
Cambridge, MA 02139
617-494-5250

Trader Joe's (~0.8 miles) <http://www.traderjoes.com/>
748 Memorial Drive
Cambridge, MA
617-491-8582

Harvest Co-op (~1.1 miles) <http://www.harvestcoop.com/>
581 Massachusetts Ave
Cambridge, MA 02139
617-661-1580

Whole Foods (~1.2 miles) <http://www.wholefoods.com/>
340 River Street
Cambridge, MA 02139
617-876-6990

Whole Foods (~1.4 miles) <http://www.wholefoods.com/>
115 Prospect Street
Cambridge, MA 02139
617-492-0070

Whole Foods (~2.4 miles) <http://www.wholefoods.com/>
181 Cambridge Street
Boston, MA 02114
617-723-0004

Market Basket (~2.8 miles) 400 Somerville Ave
Somerville, MA
(617) 666-2420
Discount grocery store

Shaw's McGrath Highway (~2.8 miles) <http://www.shaws.com/>
14 McGrath Hwy
Somerville, MA 02143
617-625-4070

Shaw's Brighton (~3.0 miles) <http://www.shaws.com/>
370 Western Ave
Boston, MA 02135
617-787-5266

Important Phone Numbers

EMERGENCY (MIT Police, Fire, Ambulance, First Aid)	617-253-1212 Or 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 (during the academic year ONLY)	617-253-8800
RLA	617-201-1823
Suicide Prevention	617-247-0220
Safe Ride Bus (6:00 PM – 4:00 AM)	617-253-2997