

# Ashdown House Policy on Common Room Usage and Reservation

## The Ashdown House Executive Committee

Taking into consideration past and current practice and policies on the usage and reservation of common rooms, decides the following:

### Article 1 – Usage of the TV Room

- 1.The TV Room can be reserved at: <https://ashdown.scripts.mit.edu:444/reservations.php?location=TV>.
- 2.Residents can have up to 3 (three) reservations in a week and have up to 4 (four) pending reservations in total. None of a particular resident’s reservations may fall on the same day as any other.
- 3.Reservations cannot exceed 4 (four) hours.
- 4.Reservations can be made at least 3 (three) hours in advance, but no more than 2 (two) weeks in advance.
- 5.TV Room reservations are not private. The residents who reserve the room can pick the activity but can’t prevent other people from joining.
- 6.Residents must delete their reservations as soon as they realize they will not be able to use them. If residents do not start using the room 15 (fifteen) minutes after the beginning of their reservation, it is considered canceled and everybody else can use the room without fear of being forced to leave.
- 7.In the case of a time conflict, residents are strongly encouraged to contact the person who made the reservation and try to resolve the issue before contacting AHEC.
- 8.Food and drinks are allowed in the TV Room as long as care is taken to keep the furniture, carpets and AV devices clean.

### Article 2 – Usage of the Fabyan Room

- 1.The Fabyan Room can be reserved at: <https://ashdown.scripts.mit.edu:444/reservations.php?location=Fabyan>.
- 2.Residents can have up to 3 (three) reservations in a week and have up to 3 (three) pending reservations in total. None of a particular resident’s reservations may fall on the same day as any other.

- 3.Reservations cannot exceed 3 (three) hours.
- 4.Reservations can be made at least 3 (three) hours in advance, but no more than 2 (two) weeks in advance.
- 5.All reservations must be accompanied with an accurate description of the activity. Reservations without such a description are subject to deletion without notice.
- 6.Fabyan Room reservations are private. The residents who reserve the room can pick the activity and can prevent other people from joining.
- 7.Residents must delete their reservations as soon as they realize they will not be able to use them. If residents do not start using the room 15 (fifteen) minutes after the beginning of their reservation, it is considered canceled and everybody else can use the room without fear of being forced to leave.
- 8.In the case of a time conflict, residents are strongly encouraged to contact the person who made the reservation and try to resolve the issue before contacting AHEC.
- 9.Food is not allowed in the Fabyan Room. The Fabyan Room should be kept clean and organized. All books should be put back on the bookshelves.

### Article 3 – Usage of the Ingram Music Room

- 1.The Ingram Music Room can be reserved at: <https://ashdown.scripts.mit.edu:444/reservations.php?location=Music>.
- 2.Residents can have up to 4 (four) reservations in a week and have up to 6 (six) pending reservations in total. None of a particular resident’s reservations may fall on the same day as any other.
- 3.Reservations cannot exceed 4 (four) hours.
- 4.Reservations can be made at least 3 (three) hours in advance, but no more than 2 (two) weeks in advance.
- 5.Music Room reservations are private. The residents who reserve the room can pick the activity and can prevent other people from joining.
- 6.Residents must delete their reservations as soon as they realize they will not be able to use them. If residents do not start using the

room 15 (fifteen) minutes after the beginning of their reservation, it is considered canceled and everybody else can use the room without fear of being forced to leave.

7. In the case of a time conflict, residents are strongly encouraged to contact the person who made the reservation and try to resolve the issue before contacting AHEC.
8. Food is not allowed in the Music Room. The Music room should be kept clean and organized. All sheet music should be removed after use and not stored in the music room.

#### **Article 4 – Usage of the Crafts Lounge**

1. The Crafts Lounge cannot be reserved online. In general, the Crafts Lounge is open to all residents and no resident can block others from entering and using the room.
2. The Crafts lounge can only be reserved for the following reasons:
  - a. The room is always reserved every Thursday from 19.30 to 21.00 for the purpose of holding AHEC meetings. During this time no resident can use the room for any activity that may disrupt the AHEC meeting. Residents are welcome to attend AHEC meetings and participate in them.
  - b. The room can be reserved for other house-pertinent events such as Ashdown dance parties, in-house concerts, cultural, and social events which are specifically open to the community. Such events must be approved by AHEC and publicized to the House at least 3 days prior to the date.
3. Residents can hold small gatherings and social events in the Lounge without prior approval. However, other residents should be allowed and welcome to enjoy the facilities of the lounge at the same time.
4. If a resident activity or gathering has an attendance of more than 15 people, requires significant reconfiguring of the room or will block other uses of the room then this explicitly needs to be approved by AHEC at least one week in advance.
5. Only simple, easy-to-clean food and drinks are allowed in the Crafts Lounge. Care should be taken to keep the furniture, floor, piano and ping-pong table clean. It is forbidden to eat, drink in the proximity of, or place food or

liquids on either the piano or the ping-pong table.

6. Residents are not allowed to move the piano. If the piano needs to be moved, contact AHEC or the House Manager. Residents should not sit or stand on the piano.
7. Residents should refrain from moving the ping-pong table. If the ping-pong table must be moved, please do so carefully and with at least two people. Do not try to fold up the table with the net in place. Residents should not sit or stand on the ping-pong table.

#### **Article 5 – Usage of the Computer Lounge**

1. The Computer Lounge on the first floor cannot be reserved for any reason. It is open to all residents and no resident can block others from entering and using the room.
2. Residents can use the Computer Lounge and the Athena Cluster for their needs and are requested to keep the room clean. Residents can get printing paper from the front desk.
3. Residents should be respectful to other residents when using the Computer Lounge. This means that the Computer Lounge can be used for group study but not any activities that may generate excessive noise.

#### **Article 6 – Usage of Floor lounges**

1. The Floor Lounges cannot be reserved for any reason. They are open to all residents and no resident can block others from entering and using them.
2. Residents can hold small gatherings and social events in a Lounge without prior approval. However, other residents should be allowed and welcome to enjoy the facilities of the Lounge at the same time.
3. Residents should not leave personal belongings unattended in the room, or they are liable to being removed and/or placed at the Ashdown front desk by AHEC, officers or any resident wanting to use the room. AHEC and Ashdown are not liable for lost or damaged unattended items.
4. Residents are requested to generally be quiet when using the Floor Lounges, so as not to disturb other residents using the Lounge or the residents in nearby rooms.

**Article 7 – Usage of Floor Kitchens**

1. The Floor Kitchens cannot be reserved for any reason. They are open to all residents and no resident can block others from entering and using them.
2. Residents can hold small gatherings and social events in a Kitchen without prior approval. However, other residents should be allowed and welcome to enjoy the facilities of the Kitchen at the same time.
3. Unattended cooking is not allowed in Kitchens and has been one of the most frequent causes of fire alarms in the past. Any stoves, ovens, microwaves or other appliances should be switched off if no resident is present in the kitchen. Leaving rice cookers and slow cookers on in the Kitchen unattended is also prohibited.
4. In the event of a smoke alarm due to normal cooking (and not an emergency) please open the windows. Do not open the door to the hallway if everything is normal and there is no emergency. The Kitchen smoke detector will not call the fire department automatically, while the ones in the hallway will.
5. Residents must clean up any messes they make in the Kitchen while cooking and ensure that the kitchen is maintained in a clean condition.
6. Residents are reminded not to place hot pots on the tables and floors, as they are not heat-resistant. The dark grey counters, however, are heat resistant.

7. Residents are advised against leaving personal belongings unattended in the room, since they are liable to being removed and/or placed at the Ashdown front desk by AHEC, officers or any resident wanting to use the room. AHEC and Ashdown are not liable for lost or damaged unattended items.

**Article 8 – Miscellaneous provisions**

1. Members of AHEC have the right to make reservations notwithstanding this policy, for official purposes only.
2. AHEC reserves the right to cancel reservations and prevent any resident from making future reservations if they are in violation of this policy, such as by reserving too much time or using rooms inappropriately.
3. This policy will take effect immediately and will supersede any previous policy that may contradict this one.

Cambridge, November 5<sup>th</sup> 2015

The Ashdown House Executive Committee

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