MIT School of Architecture + Planning
Stella Room (7-338) Policies & Procedures

• Please include time for set up/clean up and food/equipment delivery/pickup in your reservation window.
• Reservation of Stella Room does NOT include use of the outer DesignX space room 7-336 or the adjacent kitchen room 7-334.

MAINTENANCE
• Please be careful of the Loohooloo mural. Do not touch, lean against or affix anything to the walls.
• There is no regular janitorial service. Users are responsible for cleaning up and leaving the room empty and in good order.
• A $400 cleaning charge will be assessed if the room is not left clean and empty.

FOOD SERVICE
• Food must be set up inside the Stella Room 7-338 only. There are two side tables provided for this. Do not set up food or drinks in the DesignX 7-336 or kitchen 7-334 areas.
• No strongly odorous food is permitted. Any unconsumed food should be removed and disposed of properly OUTSIDE 7-334, 7-336 and 7-338. There are trash, recycling and compost bins at the Steam Café on the 4th floor of Bldg. 7 that should be used.

EQUIPMENT
• The Stella Room is permanently equipped with a projection screen, minimal electrical outlets, and MIT Network WIFI. **THERE IS NO PROJECTOR** or conference telephone.
• Use of the Stella Room does not include any administrative or technical support. These are the responsibility of the user.
• All user equipment must be removed immediately at the end of the reservation.
• Do not borrow any furniture such as tables or chairs or any equipment such as whiteboards from the DesignX area 7-336.

SECURITY & ACCESS
• The Stella Room (7-338) is a 'captive' room accessible only through room 7-336.
• The 7-336 door is unlocked Monday-Friday 8:30 am to 5:30 pm excluding MIT holidays. The door to the Stella Room itself is always unlocked.
• At all other times, access is by card only. Users can provide their full name and MIT ID number when making the reservation in order to obtain the card clearance. Others can request a temporary proxy card for use in the card reader at the 7-336 corridor entrance. **Proxy cards MUST BE RETURNED.** There is a $50 charge for a lost proxy card. Cards can be returned M-F 9 am-5 pm to the receptionist in 7-231.
(Security & Access cont’d)

- The 7-336 entry door must always be kept CLOSED, even during events. **THIS IS VERY IMPORTANT. DO NOT PROP THE DOOR OPEN. DO NOT TAPE THE LOCK.**
- For events outside business hours, a request can be made along with the reservation to have the 7-336 corridor door set to be unlocked for the duration of the event.

**SUPPORT**

- Please report any maintenance or security issues to Jim Harrington, SA+P Facilities Director, lordjim@mit.edu 617.258.6061.
- Please note that the **Architecture and DUSP staff in 7-337 directly across the corridor do not support the Stella Room in any way.** Do not expect or ask anyone to open doors, accept deliveries, provide office supplies or allow use of telephones or printer/copiers.