

STELLA ROOM (7-338) PROCEDURES AND POLICIES

The Stella Room is found in the Wolk Gallery (7-336); this room is primarily for MIT events.
Regular business hours: Monday through Friday, 9am-5pm.

The guidelines for using the room are:

1. RESERVATION

- Reservation times must be strictly adhered to due to the typical tight booking of space. This should allot for time to set up, clean up, food or equipment delivery and pick-up.
- Reservation of the Stella Room does not include use of the Wolk Gallery, café area, or kitchen.
- For any cancellations or time changes, inform the receptionist immediately.

2. MAINTENANCE

- ***Please be careful of the artwork in Stella. Do not touch, lean on, or affix anything to the walls.***
- Since there is no regular janitorial service for the Stella Room. Nothing should be left in or near the room after your reservation time. *It is the full responsibility of the group using the facility to ensure the room is always left clean and empty.*
- During regular business hours, leftover food may be left to share with others in the area near the kitchen. On weekends and evening, NO FOOD is to be left anywhere in Wolk or Stella.
- Any changes to the set-up (recycling/garbage bins, chairs, etc.) must be returned to their original place. *Please leave the room looking orderly and neat; the Wolk Gallery is a public exhibit.*
- **The contact person will be liable if the area is inadequately cleaned. A \$200 fine is possible.**

3. EQUIPMENT

- The use of the Stella Room does not include any equipment, administrative or technical support.
- To rent equipment in advance, contact the MIT Audio Visual office in 4-017 at 617-253-2808.
- By the end of the reservation, equipment must be removed. You may prefer pick-ups to be at your office.
- The Stella Room is equipped with a drop down screen, electrical outlets and an Internet drop.
- Local phone calls can be made from the phone in the kitchen.

4. SECURITY

- The Wolk Gallery is open Monday through Friday from 9am to 5pm.
- **For functions that occur before or after regular business hours**, the group is responsible for opening or locking the room. Arrangements should be made with the receptionist to get the key and the alarm code. For functions occurring before 9am, this must be before 4pm on the preceding weekday; for events occurring after 5pm, this must be by 4pm the same day.
- If arrangements have not been made, the Wolk Gallery will be closed as usual and will not be accessible.
- The key must be returned to the receptionist at 9am the next weekday.

5. ADDITIONAL FACILITIES

- The office facilities and staff in 7-337 are NOT at the disposal of groups using the Stella Room. This includes, but is not limited to: phones, photocopiers, computers, extension cords, projectors, easels, white boards, signing for food or equipment, opening the room before office hours, or closing the room afterwards.

To confirm reservation, sign and return this form to the Department of Architecture Headquarters receptionist (room 7-337; fax 617-253-8993; phone 617-253-7386; email: mcangus@mit.edu). *Thank you for your cooperation!*

I have read and agree to abide by the Stella Room policy as stated. I acknowledge that a penalty of \$200 will be assessed to my department/program and/or that permission to use the Stella Room will not be given in the future if the policy is compromised.

----- (signature) ----- (date)

----- (name) ----- (function & date)