

## Westgate Playroom Policy

[westgate-prc@mit.edu](mailto:westgate-prc@mit.edu)

Welcome to the Westgate playroom community! This community consists of resident parents, caretakers, and children who work together to provide a safe and fun place for our children to meet and play. We have created these guidelines to help ensure that the playroom remains a safe and fun place. Please set a good example and encourage others members of the community to follow the rules. Feel free to contact the Westgate Parent Resource Coordinators (PRCs) with any questions regarding playroom rules or membership policies.

### Membership Eligibility

Any resident of Westgate with children is eligible to be a member. We encourage you to get to know other members and build friendships and networks that will enhance your family's time at M.I.T. Members must also sign a liability release form. **The current membership fee is \$10.**

### Rules and Guidelines

If you are caught breaking the rules you will get a warning. If you are caught a second time you will be asked to forfeit your privileges temporarily and if you are caught a third time you will forfeit your use of the playroom for the remainder of the year without a refund of your money.

1. **Always CLEAN UP after yourself and your child.** Members are expected to assist in cleaning the playroom. Take good care of the toys and furniture. Please return toys to their place when you are done using the playroom. Members must not only clean up after each visit to the playroom, but are also expected to attend quarterly (every 3 months) deep cleanings.
2. **Children MUST be accompanied by an adult while in the playroom.** Any child unsupervised by an adult will be asked to leave. Please watch your children carefully to avoid any injury or broken toys. Please do not sleep or be otherwise inattentive in the playroom. If your family has a caregiver who will be taking your children to the playroom you must inform the PRC of the caregiver's name so she/he can be added to the Playroom Community list. You, as the member, have full responsibility for the actions of the caregiver and any guests in the playroom. One adult may be responsible for no more than 5 children.
3. **Do not use the playroom when SICK.** Remember that it is easy for infection to spread in a playroom where so many children play.
4. **No FOOD or DRINKS** are allowed in the playroom except drinks in sippy cups.
5. Remove your shoes and put them in the shoe compartment next to the door. We want to keep our carpets clean. If you bring a stroller, please park it outside the playroom or collapse it and store it out of the way of the play area.
6. **Please turn off the LIGHTS** (and the air conditioner), if you are the last to leave.
7. The capacity of the playroom is 11 persons total by order of the fire marshal. By fire code, both doors must remain closed.
8. **The playroom is a CO-OP.** Please respect the concerns of other members: do not allow entry to people without keys and always make sure the door is closed to prevent the use of the playroom by non-members.
9. Each year members must **renew your membership**. If you move out earlier, we do not refund the membership fee. Playroom keys must be returned at the close of membership. To ensure that keys are accounted for, a **\$20** charge will be assessed to the student account of members who fail to return their key at the close of their membership.

I \_\_\_\_\_ agree to this policy on behalf of myself, my family, caretakers, and guests with full responsibility.

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Signature

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Date