

# Baker House Guest Policy

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## GUEST POLICY AND PROCEDURES

**Guest List Visitor:** Each Baker House resident is permitted to place up to 5 people on their guest list. These guests can be MIT-affiliated, or parents and significant others who do not attend MIT.

Baker House guests lists are managed through the Baker House website. Residents can log onto [baker.mit.edu](http://baker.mit.edu), select “Guest List” and register the name of their guest any time between 8:00 am – 12:30 am. The guest will be allowed unaccompanied access to Baker House as long as they are registered by a Baker resident. This is in accordance with existing policy prohibiting unaccompanied guests during the Nightwatch shift.

*Residents should note that they are solely responsible for their guests and their actions. All Baker resident’s guests must abide by the Baker Constitution and By-laws (found on <https://baker.mit.edu/directory/>), as well as all MIT and Residence Hall Guidelines, Regulations, Policies and Procedures as stated in the Housing Agreement (found on [http://housing.mit.edu/about/residential\\_housing\\_and\\_dining\\_policies](http://housing.mit.edu/about/residential_housing_and_dining_policies)). The Baker Judicial Committee has the right to fine the resident for any policies violated by their guest.*

Guests not registered on the Baker House website will not be granted unaccompanied access to the residence hall and must follow the procedures for non-guest list visitors below.

**Guest List Sign-in Procedure:** Upon entering the residence hall, each individual listed on a guest list is required to report to the front desk. The following process will occur:

- a. Guests registered on the Baker House guest list will be allowed to enter and leave Baker unaccompanied as many times as they want within the hours of 8:00 am to 12:30 am, as long as they report to the front desk to sign in. **NOTE:** *Unaccompanied guests are not permitted during the Nightwatch shift.*
- b. Once the guest arrives at the desk, they will inform the Desk Attendant and student desk worker that they have been registered as a guest and provide the name of the resident host.
- c. The desk attendant will verify that the guest has been registered through the Baker website.
- d. The guest must present a valid MIT or government-issued ID.
- e. The Desk Attendant shall then conduct a visual verification of the identification and fill out the visitor registration log. The following information will be included in the log:
  - i. Date
  - ii. Time
  - iii. Guest Name
  - iv. Resident Host’s name
- g. The Desk Attendant shall then permit the guest to enter the residence hall unaccompanied.

**Non-Guest List Visitor:** Baker House residents are permitted to host guests not on their guest lists by following the procedures below.

**Guest Sign-in Procedure:** Upon entering the residence hall, each visitor is required to report to the front desk. The following process will occur:

- a. Before arrival, the guest shall contact the Resident Host and request that they meet them at the front desk.
- b. Visitor informs the Desk Attendant of whom they wish to visit.
- c. Visitor presents valid MIT or a government-issued photo identification card.
- d. The desk attendant will record the following in the visitor log:
  - i. Date
  - ii. Time
  - iii. Guest Name
  - iv. Resident Host's Name
- e. The guest waits in the lobby area for the Resident Host to accompany them into the building.

### **General Expectations for Baker House Guests and Resident Hosts:**

**Resident Host Procedure:** Guest list visitors are not required to be accompanied by a Baker House Resident Host and may enter the residence hall at any time between the hours of 8:00 a.m. and 12:30 a.m. provided they follow the Guest List Sign-in Procedures outlined above.

While in the residence hall, all non-guest list visitors must be accompanied by a Baker House Resident Host. A Resident Host is defined as being in the residence hall and knowing the precise whereabouts of visitors at all times.

If the Resident Host for a non-guest list visitor is not available at the time of the visitor's arrival, the visitor will not be permitted entry to the residence hall.

**Resident Host Responsibilities:** All Baker House Resident Hosts are responsible for the conduct of their guests for the duration of their stay.

**Overnight Visitor Policy and Roommate Rights:** As stated in the Housing Agreement, residents may not have overnight guests for more than three nights in any given week.

Roommates must communicate and agree on the time, date, frequency and duration of each visit. Residence Hall Staff may restrict or prohibit overnight guests if roommates cannot amicably agree on visitations.

**Visitor Responsibilities:** All Baker House guests shall abide by all MIT and Residence Hall Guidelines, Regulations, Policies and Procedures as stated in the Housing Agreement. For complete policy details, please visit [http://housing.mit.edu/about/residential\\_housing\\_and\\_dining\\_policies - License Agreement](http://housing.mit.edu/about/residential_housing_and_dining_policies_license_agreement)

**Complaints Regarding Visitors:** Residents may file a complaint with the House JudComm, if active, or Residential Life Programs.

**Visitor Log Archive Procedure:** Visitor logs must be secured in the central office of the Department of Residential Life and Dining and remain accessible for a period of one year.

**Event Visitors:** Residents are permitted to host visitors within the residence hall for events or other group gatherings. Events may be open to the public or closed to a specified list of attendees.

- Hosts of events intended to be open to the public must receive prior approval from the House Manager or Area Director.
- Hosts for closed events shall submit a list of attendees to the front desk prior to the scheduled event or gathering.
- The following events must be registered in accordance with the Guidelines for Event Registration for Events Sponsored by MIT Students or Student Groups:
  - Events where alcohol will be served
  - Events where money will be collected
  - Non-academic / non-educational events where the attendance will exceed 100 people
  - Events open to non-residents where the attendance will exceed 100 people OR any event closed to non-residents where the attendance will exceed 250 people
  - ALL events where more than 20% of the audience is expected to be non-MIT community members, including conferences
  - ALL events that involve working with a non-MIT organization
  - ALL events that involve working with minors
  - Other events when required by an appropriate campus department or under special circumstances

**Event Visitor Sign-in Procedure:** Upon entering residence hall, each event visitor is required to report to the front desk. The following process will occur:

- a. Visitor informs the Desk Attendant of the event or gathering they wish to attend.
- b. Visitor presents a valid MIT or a government-issued photo identification card.
- c. Desk Attendant shall conduct a visual verification of the identification and confirm their name is on the guest list.

**Resident Host Procedure for Events:** Event Visitors are not required to be accompanied by Baker House Resident Hosts to events held in common dorm spaces on the main floor of the building.