This summary provides an overview of the Guest Policy for Undergraduate Houses. The Director of Housing Operations is responsible for proper implementation of the Guest Policy. The Housemasters are responsible for ensuring that their own local policies meet the minimum standards set forth in this policy.

UPDATE: Prior to July 1 of each year, this plan will be reviewed by the Director of Housing Operations for relevance and validity with key stakeholders.

CONTENT: The following sections will be addressed within each Residence Hall’s Guest Policy.

1. Guest Sign-In Procedure
2. Visitor Escort Procedure
3. Overnight Visitor Policy and Roommate Rights
4. Resident Host Responsibilities
5. Visitor Responsibilities
6. Complaints Regarding Visitors
7. Visitor Log Archive Procedure
Minimum Operating Standards

There are three visitor categories:

1. Guest List Visitors
2. Non-Guest List Visitors
3. Event Visitors

**Guest List:** The guest list is restricted to MIT students only and residents are allowed to place up to ten MIT students on their list. The guest list is established and maintained by the House Desk Captain or the person designated by their building to monitor the list.

The Housemaster, in collaboration with student leadership, has the discretion to do the following:
   a. permit non-MIT individuals on their house’s guest lists
   b. limit lists to less than ten people
   c. not permit a guest list at all

Adjustments may be made during the course of the semester. The Housemaster will notify the Senior Associate Dean in writing of any adjustments for their house.

The guest policy is only applicable to undergraduate students. The names on individual lists may be altered by the resident host at any point during the year. Visitors on a guest list are only allowed unescorted access between the hours of 8:00am and 12:00am daily, in accordance with existing policy prohibiting unescorted guests during the Nightwatch shift.

1. **Guest List Sign-in Procedure:** Upon entering residence hall, each individual listed on a guest list shall be required to report to the front desk. The following process shall occur:
   a. Guest informs the staff that they are on the resident host’s guest list.
   b. Guest presents a valid MIT identification card or other government-issued photo ID if guests not affiliated with MIT are permitted by the housemaster.
   c. Front desk personnel shall conduct a visual verification of the identification and have the guest 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
   d. Once verified, the staff shall permit the guest to enter the residence hall.

2. **Visitor Escort Procedure:** Guest list visitors are not required to be escorted by Resident Hosts and may enter the residence hall at any time between the hours of 8:00 am and 12:00 am, provided they follow the Guest List Sign-In Procedure outlined above.

3. **Resident Host Responsibilities:** Resident Hosts are responsible for the conduct of their guests for the duration of their stay.
4. **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.

5. **Visitor Responsibilities:** 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

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

7. **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.
Guest Policy for Undergraduate Houses
August 2013

Non-Guest List Visitor: Residents are permitted to host visitors who are not on a guest list by following the procedures below:

1. 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 staff 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. Guest Phone Number
      v. Resident Host’s Name
      vi. Overnight Guest – Y/N (data is only kept for emergency situations)
   e. The guest waits in the lobby area for the Resident Host to escort them into the building.

2. Visitor Escort Procedure: While in the residence hall, all non-guest list visitors must be escorted by a 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.

3. Resident Host Responsibilities: Resident Hosts are responsible for the conduct of their guests for the duration of their stay.

4. 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.

5. Visitor Responsibilities: 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

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

7. 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

1. Event Visitor Sign-in: Upon entering residence hall, each event visitor is required to report to the front desk. The following process will occur:
   a. Visitor informs the staff of the event or gathering they wish to attend.
   b. Visitor presents a valid MIT or a government-issued photo identification card.
   c. Front desk personnel shall conduct a visual verification of the identification and have the guest fill out the visitor registration log.

2. Event Visitor Escort Procedure: Event Visitors are not required to be escorted by Resident Hosts to events held in common dorm spaces on the main floor of the building.