# Random Hall Guest Policy Overview

**GUEST POLICY AND PROCEDURES**

**Guest List Visitor:**  Random Hall permits each resident to place up to 20 people on their guest list; up to five of these people may be placed on an "express" guest list. The individuals on the regular guest list can either be MIT-affiliated or non-MIT affiliated. The five people on the express guest list MUST be current MIT undergraduate or graduate students only. All guest list visitors are allowed unaccompanied access between the hours of 8:00 am and 12:30 am daily, in accordance with existing policy prohibiting unaccompanied guests during the Nightwatch shift. After 12:30 am, all guests must be met by a host and signed in at the front desk.

**Guest List Admittance Procedures:**
- **Express Guest List Visitors:** Upon arriving at the residence hall, each individual on an express guest list must tap their MIT ID on the card reader to enter the residence hall. All guests must tap upon entering regardless of whether they are with a resident host.

- **Regular Guest List Visitors:** Upon arriving at the residence hall, each individual will check in at the front desk and present a valid MIT ID or a government-issued, or university photo ID. Once the desk attendant has registered the guest, they may proceed into the building without a resident host.

**Procedures for Visitors not on a Guest List:** Upon entering the residence hall, each individual will report to the front desk to meet their resident host and be signed in. All visitors are required to present a valid government-issued, university or MIT photo ID. Once the desk attendant has registered the guest, they may proceed into the building with their resident host. Visitors not on a guest list will not be permitted to enter the residence hall without a resident host.

**Guest List Updates:** Residents may talk to the student desk worker to update their regular guest list and to the Area Director to update their express guest list. Names may be added to an express guest list once a semester. Requests to remove names from the express guest list require 24-hour notice. Names on regular guest lists may be altered at any time.

**Visitor Responsibilities:**  All Random Hall 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

**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 GUESTS POLICY AND PROCEDURES**

**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:
    o Events where alcohol will be served
    o Events where money will be collected
    o Non-academic / non-educational events where the attendance will exceed 100 people
    o 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
    o ALL events where more than 20% of the audience is expected to be non-MIT community members, including conferences
    o ALL events that involve working with a non-MIT organization
    o ALL events that involve working with minors
    o 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 ID.
   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 Random Hall Resident Hosts to events held in common dorm spaces.