

MIT STUDENT ORG HANDBOOK

2026–2027



617-253-6777



sole@mit.edu



mit_sole



Table of Contents

1. Welcome
 - a. [Supporting Student Organizations](#)
 - b. [Privileges and Responsibilities](#)
 - c. [Recognized Student Organizations](#)
 - d. [Student Organization Policies](#)
2. Events
 - a. [Event Planning at MIT: Five Simple Steps](#)
 - b. [Event Categories](#)
 - c. [Event Policies](#)
3. Campus Spaces and Equipment
 - a. [Event Spaces](#)
 - b. [ASA-Allocated Spaces](#)
 - c. [Campus Space and Equipment Policies](#)
4. Promotion and Publicity
 - a. [Advertising Events](#)
 - b. [Using Social Media](#)
 - c. [Promotion and Publicity Policies](#)
5. Travel
 - a. [Travel Policies](#)
 - b. [Paying for Travel](#)
6. Finances and Funding
 - a. [Financial Stewardship](#)
 - b. [Financial Access and Signatories](#)
 - c. [Funding Sources](#)
 - d. [Spending Student Organization Funds](#)
7. Appendices
 - a. [Appendix A: MIT Policies](#)
 - b. [Appendix B: Important Definitions](#)
 - c. [Appendix C: MIT Systems, Online Resources, and Forms](#)

Welcome!

At MIT, learning goes far beyond the classroom. Student organizations are a vital part of campus life, offering opportunities to explore interests, find community, build meaningful relationships, and put ideas into action. Through involvement, students can develop skills and experiences that complement their education while contributing to the life of the Institute.

Whether you are joining a group, contributing to a community, or stepping into a leadership role, being part of a student organization can be an important part of your MIT experience. With these opportunities come responsibilities. Recognized student organizations must comply with the law, adhere to MIT policies and guidelines, uphold inclusive and respectful practices, and operate with integrity.

Recognition brings privileges—such as access to funding, space, and resources—and it carries responsibilities for accountability, risk management, upholding Institute standards, and building community. Groups and their individual members may hold their own views separate from the Institute, but all of us are members of the MIT community. Our decisions and actions should reflect a shared commitment to MIT's [mission](#) and its [values](#).

In the pages that follow, you'll find key information about the privileges and responsibilities of being part of a student organization, along with the policies and expectations that help keep our community strong, inclusive, and accountable.

Supporting Student Organizations

The [Division of Student Life \(DSL\)](#) supports students in every aspect of their journey at MIT: intellectually, physically, personally, and spiritually. One of their guiding principles is that being part of a student organization can be a powerful part of the college experience. These groups offer opportunities to grow, connect, and contribute to campus life. They also help students learn, lead, collaborate, and innovate as they develop the skills to make a meaningful impact on the world. DSL helps students create spaces and experiences that promote well-being, independence, and accountability, all while reinforcing MIT's [mission](#) and [values](#).

[Student Organizations, Leadership, and Engagement \(SOLE\)](#) is a central resource for MIT's student community, supporting more than 400 student organizations. From leading a student organization to planning an event or developing your leadership skills, SOLE connects students with the resources, guidance, and opportunities they need to get involved and make an impact at MIT.

SOLE doesn't work alone. It collaborates with offices across campus and works closely with the [Association of Student Activities \(ASA\)](#), a joint committee of both the [Undergraduate Association \(UA\)](#) and the [Graduate Student Council \(GSC\)](#) that governs recognized student organizations at MIT.

In collaboration with SOLE, ASA oversees student group activities, advocates for resources, allocates funding, helps student leaders navigate procedures, and arbitrates disputes to build sustainable student organizations at MIT.

While SOLE provides support to most recognized student organizations at MIT, there are a number of student groups that operate beyond its direct scope. Some teams and clubs receive guidance from the [Edgerton Center](#), others are connected to the [MIT Sloan School of Management](#), and [club sports](#) fall under the [Department of Athletics](#). Additionally, many groups are rooted in academic departments or emerge within MIT's [residential communities](#) and its [fraternities, sororities, and independent living groups](#) (FSILG).

Privileges and Responsibilities

Being part of a student organization at MIT provides access to resources—funding, space, advising, training, and more—that help organizations thrive. With these resources comes the responsibility to comply with applicable laws and MIT policies and guidelines, uphold community standards, and contribute to a culture of accountability and respect.

Along with these expectations, every student organization has the privilege and responsibility to build and sustain a sense of community within their group and across MIT.

Privileges—all student organizations are entitled to:

1. [Request funding](#) from the Student Group Funding Council (SGFC).
2. [Reserve spaces](#) on campus to host events and activities.
3. [Leadership development and advising](#) from DSL staff.
4. [Representation on the ASA](#) with regular attendance and voting privileges.
5. [Participation in the ASA Activities Midway](#), held every fall (Orientation) and spring (Campus Preview Weekend).
6. [Use MIT's name](#) and [graphic identity](#) for promotional purposes.
7. [Apply for office or storage space](#).
8. [Advertise via poster](#), in compliance with the [ASA](#) and [Institute](#) poster policies; groups may also apply for a private bulletin board.
9. [Access Engage](#), MIT's online student organization management platform.
10. [Financial advising](#) and support provided by SOLE.
11. [Access to an Athena locker](#), digital storage space provided by MIT IS&T.

Responsibilities—all student organizations are obligated to:

1. Remain in [good standing](#) with the Institute and the ASA.
2. Comply with the law and adhere to all existing MIT policies and guidelines.

3. Ensure all current MIT students are eligible for membership and that participation is not restricted according to MIT's [nondiscrimination](#) policy.
4. Treat all MIT students, staff, and faculty with respect.
5. [Complete annual re-registration](#) at the appropriate time in the academic year.
6. Manage their group's fiscal activities according to the organization's constitution and budget as approved by the ASA.
7. [Actively participate in ASA General Body Meetings](#).

Members may not always agree with each other or with their group's leadership on how to make the best use of their privileges or meet their responsibilities, and sometimes leaders express collective positions that don't reflect the views of every member of an organization. It is important that all members feel empowered to share their opinions openly and are consulted before actions, decisions, or collective statements are made.

Student organization leaders and members who do not meet these expectations may be subject to disciplinary action.

Recognized Student Organizations

MIT student organizations may only be initiated, organized, and led by MIT students. Recognized student organizations exist to support educational, cultural, recreational, and community life at MIT. They are expected to conduct activities that primarily benefit the MIT community. In doing so, organizations must comply with all applicable laws and adhere to MIT policies, guidelines, and values.

As part of the annual student organization re-registration process, a core executive officer of each recognized group must acknowledge the responsibilities and expectations associated with their leadership role. Through this attestation, leaders confirm their commitment to comply with MIT policies, lead their organizations responsibly, and foster a safe, inclusive, and respectful environment. Failure to uphold these responsibilities may result in disciplinary action or loss of recognition for the organization.

New Organizations

The ASA is responsible for recognizing new and existing student organizations and manages the timing and processes for all approvals. Each academic year includes two recognition cycles, one in the fall and one in the spring. Dates and details for each cycle are posted on the [ASA website](#).

Each application is required to identify a president and treasurer—the organization's core executive officers—who are encouraged to collaborate with the other members of their group to complete the following application requirements:

1. A roster of at least 10 current MIT students (graduate or undergraduate), including a president and a treasurer.
2. A student organization constitution, including a mission statement that distinguishes the group from [other existing recognized student organizations](#) at MIT. The constitution must include all [clauses required by the ASA](#); a [sample constitution](#) is available to potential applicants.
3. A draft budget that demonstrates how the organization intends to acquire and expend funds annually.

Annual Re-Registration

All student organizations must re-register for recognition every year. Organizations are assigned an annual re-registration deadline that aligns with ASA processes and with organizations' reported annual executive leadership transitions (fall or spring). Organizations may request an exemption for off-cycle re-registrations if there are significant changes to their purpose, leadership, or structure.

The organization's core executive officers (president and treasurer) are encouraged to collaborate with the other members of their group to complete the following re-registration requirements:

- Note names of student organization core executive officers (president and treasurer), who are required to sign and submit a copy of the Student Organization Leadership Attestation & Responsibility Agreement.
- Confirm distribution of 2026-27 [Student Organization Handbook](#) to organization members.
- Read and sign MIT Student Organization Nondiscrimination Policy Acknowledgment.
- Read, distribute, and sign MIT Student Organization Hazing Acknowledgment.
- Read and distribute the link to the General Liability Waiver.
- Report any changes to:
 - Name (requires ASA and SOLE approval)
 - Mission (requires ASA and SOLE approval)
 - Constitution (requires ASA and SOLE approval)
 - Category (requires ASA and SOLE approval)
 - Membership Tags (report)
 - Activity Tags (requires ASA and SOLE approval)
 - Logo (requires MIT Office of Institute Communications approval)
 - Executive Leadership Transitions Timeframe (requires ASA and SOLE approval)
- Confirm the organization's meeting schedule
- Confirm group officer mailing list on [Engage](#)
- Confirm active members roster on [Engage](#)
- Confirm officer roster on [Engage](#)
- Upload current active participant and advisor roster to [Engage](#)

- Confirm student organization office access tags on [Engage](#) (if applicable)

SOLE staff and the ASA will confirm these conditions are met before a group is re-registered as a recognized student organization in good standing.

Training for Core Officers

As part of recognition or re-recognition, core executive officers (president and treasurer) must complete a required training module to gain access to MIT systems and keep their organization in good standing. The training covers leadership, event planning, campus activism, finances, and Title VI/Title IX policies. It equips leaders to manage their group's activities, membership, and resources while sharing this knowledge with their teams.

Student Organization Policies

Good Standing

A recognized student organization remains in good standing as long as it continues to meet all SOLE and ASA requirements. Organizations in good standing maintain access to campus spaces, resources, funding, and other privileges that support their mission and activities.

Organizations in good standing demonstrate the following:

- Timely completion of annual registration and officer attestation through appropriate processes.
- Participation in required trainings, including those related to safety, risk management, finances, and event planning.
- Compliance with the law and all existing MIT policies and guidelines, including those governing [nondiscrimination](#), [hazing](#), [freedom of expression](#), and the [use of the Institute's name](#).
- Transparency in financial management and maintenance of accurate officer and account records.
- The responsible use of Institute resources, including funding, space, and equipment.
- Activities and operations that are in alignment with their constitution as approved by the ASA.
- Attendance at both the fall and spring ASA General Body Meetings.
- Timely and respectful communication with SOLE, as well as other Institute offices and governing bodies.

Co-sponsorships and Fronting

MIT supports collaborations between student organizations and external partners. These collaborations must be student-led, comply with Institute policies, and ensure the appropriate use of MIT resources while reinforcing transparency, student autonomy, and responsibility.

To ensure collaborations with external partners reflect MIT's mission, values, and policies, student organizations are encouraged to reach out to SOLE before entering into any external collaborations.

What is Fronting?

Fronting occurs when a non-MIT individual, group, or organization gains access to MIT resources (such as space, services, or funding) through a recognized student organization without the full knowledge, consent, active involvement, and control of that organization and/or MIT. Allowing an external entity to direct, manage, or operate an event on behalf of a student organization may constitute fronting, is a violation of MIT policy, and may result in disciplinary action. Student organizations must retain primary responsibility for planning, managing, and conducting their events and activities.

Co-Sponsorship Guidelines

To ensure that all events are genuinely student-driven and compliant with MIT policies, co-sponsored events must meet the following criteria:

- **Student Leadership and Oversight**
 - Events must be planned and directed by MIT student leaders.
 - Students must be actively involved in all aspects of the event, including planning, promotion, logistics, and on-site execution.
 - The sponsoring student organization must serve as the primary point of contact for all MIT communications.
 - Student leaders must be present from setup through conclusion and cleanup.
- **Financial Responsibility**
 - All event-related financial transactions (e.g., ticket sales, vendor payments, reimbursements) must be managed through the student organization's MIT account.
 - Non-MIT entities may not collect funds, sign contracts, or make financial commitments on behalf of MIT.
 - All proceeds from events, including online ticket sales, must be processed through the MIT student organization account.
- **Event Logistics**
 - Prior to reserving space for an event with an external cosponsor, student leaders must consult with SOLE to discuss the details of their collaboration and to ensure appropriate event-planning support.

- Events must comply with all MIT policies.
- **Marketing and Publicity**
 - All promotional materials must clearly identify the MIT student organization as the host or primary sponsor.
 - Non-MIT partners may be acknowledged as co-sponsors, but they may not be presented as the lead or primary host.
 - All non-MIT partners must comply with MIT's [use of Institute name policy](#).
- **Use of MIT Facilities**
 - Non-MIT groups may only use MIT facilities by partnering with a student organization under the following conditions:
 - The event meets all co-sponsorship criteria listed above.
 - The collaboration receives prior written approval from SOLE. SOLE may consult with other campus stakeholders, as appropriate.

Internal Partnerships

MIT also supports collaborations between student organizations and faculty, staff, and DLCIs, but these partnerships are subject to the same conditions as any collaboration with an external organization. All events, programs, and other activities resulting from an internal collaboration must remain student-led, comply with Institute policies, and ensure appropriate use of Institute resources. Internal partners may not direct or control student organization operations, leadership, or decisions.

MIT faculty, staff, and DLCIs are expected to use their own resources (e.g., space, funding, staffing, communications) to support the goals and objectives of any student organization with whom they partner.

Student organizations are encouraged to consult with SOLE before entering into any internal or external collaboration, especially when questions arise about sponsorship, student leadership, event ownership, or resource utilization.

Umbrella Organizations

To maintain transparency, accountability, and clarity, MIT requires all student organizations to operate as separate, independent entities. While we encourage collaboration on shared interests, formal “umbrella organizations”—distinct groups that attempt to coordinate, represent, or support multiple student organizations—are not permitted. This applies regardless of the recognition status of any collaborating organizations.

Only student organizations officially recognized by the ASA are authorized to reserve campus space, sponsor events, or access Institute resources. Each recognized student organization must:

- Operate under its own name when reserving space, promoting events, or managing finances.

- Take full responsibility for its activities and operations.
- Not act on behalf of, or under the name of any other organization or collective body.

Collaborations

Recognized student organizations that would like to collaborate or co-sponsor an event or activity should reach out to SOLE early in the planning process. SOLE staff can help determine how different organizations can share costs, effort, logistics, and other planning details. Each participating group will:

- Be clearly identified by name in all promotional materials and event documentation.
- Be individually accountable for its role in the event.

Nondiscrimination and Membership Access

The ASA, in partnership with SOLE and DSL, supports the efforts of student organizations to promote environments where everyone feels welcome and respected. All student organizations, as well as their programs and events, must adhere to MIT's [nondiscrimination policies](#) and be open to all participants regardless of race, color, sex, sexual orientation, gender identity, pregnancy, religion, disability, age, genetic information, veteran status, or national or ethnic origin.

Student organizations should update constitutions, webpages, and social media to state that groups and events are open to all MIT community members. If there are eligibility requirements (e.g., limited to undergraduates, certain majors), they must not be based on race, sex, or other [protected characteristics](#).

Collecting and Handling Personal Information

Student organizations collecting personal information for any events or programs—such as names, email addresses, phone numbers, or other identifying and sensitive details (e.g., grades, health information, etc.)—must handle this data responsibly and according to [MIT policies](#). Before collection, you should prepare a clear privacy statement that explains what information you are gathering and how it will be used; a template privacy statement is available [here](#). For all collection of personal information, you should adhere to the following guidelines:

- Collect only the minimum personal information necessary for your specific event or purpose.
- Store and secure all personal data exclusively on MIT-supported servers and applications; do not use personal devices or non-MIT platforms.
- Once the event concludes and the data is no longer needed, securely delete all records.

For guidance on data handling practices, privacy statements, or compliance questions, contact MIT's [Risk Management and Compliance Services](#) (RMCS) or the [Office of the General Counsel](#) (OGC). Promptly report any data incident(s) to infoprotect@mit.edu.

Student Organization Accountability

Recognized student organizations are expected to comply with the law and all existing MIT policies, remain in good standing with the Institute and the ASA, and manage their leadership, membership, operations, finances, and activities responsibly while upholding community standards and fostering a culture of accountability and respect.

Student organizations are accountable for the actions of their officers, members, guests, as well as for the actions of participants at their sponsored events. When behavior that does not comply with existing law and policy occurs in connection with an organization's activities, operations, or use of Institute resources, the actions of a single individual can result in accountability actions against an organization, particularly when leadership, oversight, risk management, or compliance responsibilities are not met.

SOLE, in collaboration with DSL, ASA, the Office of Student Conduct and Community Standards (OSCCS), the Committee on Discipline (COD), and other Institute offices as appropriate, may take administrative or disciplinary action when a student organization fails to meet expectations. These actions help protect the MIT community, address misconduct or operational concerns, ensure compliance with Institute requirements, and preserve the integrity of the student organization recognition process.

Depending on the nature and severity of the concern, accountability action may include Interim Action, Frozen Status, Suspension, or De-recognition.

Concerns that may result in administrative or disciplinary action include, but are not limited to:

- Failure to complete required MIT or ASA processes.
- Failure to comply with the law or MIT policies, procedures, and directives.
- Unsafe or prohibited events, activities, or travel.
- Hazing or other prohibited new-member practices.
- Harassment or discrimination.
- Retaliation, including adverse action against an individual for reporting a concern, participating in an Institute accountability process, or assisting in the review of possible misconduct.
- Misuse of student organization funds or other Institute resources.
- Failure to comply with event, safety, or risk management requirements.
- Repeated policy violations or noncompliance.

- Significant leadership or operational breakdowns affecting the organization's ability to function responsibly.

In responding to such concerns, SOLE or DSL may require meetings with core executive officers, request records or other relevant information, impose conditions or restrictions, and refer matters to other Institute offices or processes as appropriate.

Interim Action

Interim Action is a temporary precautionary measure that may be issued by SOLE, OSCCS, or DSL leadership when there is a reasonable basis to conclude that a student organization's continued operations, activities, or access to Institute resources may:

- Pose a risk to health or safety.
- Pose a risk to Institute property.
- Interfere with an Institute review or process.
- Involve serious or repeated noncompliance with Institute policy or directives.
- Otherwise warrant immediate restriction pending further review.

Interim Action is not a final determination. Its purpose is to temporarily pause or limit a student organization's activity while MIT assesses the circumstances and determines an appropriate response.

Interim Action may include temporary restrictions on:

- Hosting, sponsoring, or participating in events or activities.
- Recruitment, intake, travel, or social activity.
- Reserving or using Institute space.
- Access to student organization funds and spending authority.
- Access to the organization's Engage page or other organization-related systems.
- Other student organization privileges.

Interim Action may also include required meetings with SOLE, submission of records or event-related materials, or other temporary conditions reasonably related to the concern.

Failure to comply with Interim Action may result in additional restrictions, Suspension, De-recognition, and referral to another Institute process.

Frozen Status

Frozen Status is an administrative restriction related to recognition requirements and is not, by itself, a disciplinary finding.

Student organizations that do not complete required re-registration processes by the communicated deadline, for example, will be placed in Frozen Status. To be unfrozen, core executive officers must schedule and attend a meeting with a designated SOLE staff member and/or submit required corrections within the communicated grace period.

Frozen student organizations may not:

- Reserve or using Institute space.
- Access student organization funds and spending authority.
- Access the organization's Engage page or other organization-related systems.

Student organizations that do not complete the unfreezing process by the end of the communicated grace period will be automatically de-recognized on the following business day.

Suspension

Suspension is a temporary status assigned by DSL, OSCCS, and/or the COD. Suspension applies to student organizations that have failed to demonstrate consistent, successful management of their group's leadership, membership, operations, resources, or activities. Suspended student groups lose access to privileges reserved for recognized student organizations. DSL, OSCCS, and/or the COD determines the terms of suspension and the conditions for an organization's reinstatement on a case-by-case basis. Interim Action may precede Suspension.

Suspended student organizations lose access to many privileges; restrictions may include:

- Hosting, sponsoring, or participating in events as a recognized student organization.
- Recruiting or conducting intake activities.
- Reserving or using Institute space.
- Access to student organization funds and spending authority.
- Access to the organization's Engage page or other organization-related systems.
- Other student organization privileges.

DSL, OSCCS, and/or the COD will determine the terms of Suspension and reinstatement conditions on a case-by-case basis.

De-recognition

Sometimes the interests or issues leading to the formation of a student organization fade. MIT needs a process for de-recognizing organizations that are no longer active. It also needs a process for managing cases where an organization is not being appropriately led or managed. These processes are identical.

A student organization may be de-recognized when it is not re-registered by the communicated deadline or for administrative or conduct-related reasons, including:

- Conduct that violates the law or MIT policies with a severity or persistence that warrants loss of recognition.
- Failure to meet required administrative obligations.
- Inactivity or loss of organizational capacity.
- Non-completion of the unfreezing process by the end of the grace period.

Notice of De-recognition

Upon de-recognition, an email will be sent to the student organization's group officer mailing list, as listed in Engage, providing formal notice of de-recognition, guidance from the ASA and SOLE regarding the de-recognition process, and information about re-recognition should the group intend to remain active. If there is no response, the student organization will be automatically de-recognized on the working day following the grace period deadline specified in the notice.

Effects of De-recognition

De-recognition results in immediate:

- Loss of all student organization privileges.
- Cancellation of all scheduled or pending events.
- Resolution and payment of any pending financial commitments; no new transactions will be accepted.
- Frozen financial accounts; any remaining funds will be reallocated after three years if the organization is not re-recognized.
- Loss of access to ASA-allocated space and removal of items by the communicated deadline; organizations will have one month to remove belongings, after which any remaining items will be donated to other student organizations or disposed of.

Property of De-recognized Organizations

There is a one-month deadline to remove belongings from ASA-allocated spaces; after one month, all remaining items will be donated to other student organizations or disposed of. Student organizations de-recognized as part of the spring re-registration cycle will have until the final week of September of the same year to collect items from their ASA-allocated space.

All student organization property purchased with Institute funds is owned by MIT. The ASA executive board and the funding boards of the UA and GSC are responsible for the allocation of property to other student organizations.

Finances

All student organization funds are Institute funds. Student organizations are responsible for managing these funds in accordance with Institute policies and procedures. Upon de-recognition, any remaining funds in a student organization's account will remain inactive for three years. During

this period, former members may seek re-recognition in accordance with Institute procedures. If the organization is not re-recognized within three years, any remaining funds will be returned to the Institute's general fund.

Event Planning at MIT: Five Simple Steps

Planning a successful event requires creativity, coordination, and attention to detail. Starting early is key, and you don't have to do it alone. SOLE is here to help you bring your event ideas to life by following these five steps:

Step 1 – Check It: Choose Your Date Wisely

Timing matters. Choose the date that best suits your event and start looking into the details. You'll need to review space-reservation rules and registration requirements and consider any needed approvals. Depending on the event's size, location, or other details, advanced coordination with SOLE and other MIT offices may be required.

Consider

- Minimum advance notice for space requests and registration.
- Campus space availability and participant schedules.
- Be mindful of the dates and times of [religious holidays](#), major Institute events, and peak [academic periods](#) such as midterms and finals, unless your event supports wellness or stress relief.
- No events are allowed from the start of [Orientation](#) through [ASA Activities Midway](#) (end of Orientation).

Step 2 – Book It: Secure Your Space

Reserve your event space early and learn the specific requirements, timelines, and procedures for each venue your organization plans to use.

General Guidelines

- Events should typically run between 7:00 a.m. and 1:00 a.m.
- Student groups cannot reserve spaces or services for non-MIT or commercial entities.

Key Roles

- Space Reservation Signatory: The person authorized to book spaces for your organization.
- Event Host: The person who completes the event registration, leads event planning, serves as the main contact, and is responsible for communicating with SOLE.

Key Spaces and Reservation Systems

Office	Reservation Systems
Campus Activities Complex (CAC)	Mazevo: CAC-DAPER Space Reservation System
Department of Athletics, Physical Education, and Recreation (DAPER)	
MIT Registrar's Office	MIT Classrooms Reservation System
MIT Institute Events	Atlas Event Planning Room Catalog
MIT Media Lab	MIT Media Lab Reservation System
MIT Open Space Programming	Contact openspace@mit.edu
SPXCE	SPXCE Reservation Form
Wellbeing Lab	Contact wellbeinglab@mit.edu

Step 3 – Plan It: Organize the Details

Once you have identified a date and reserved a space, develop a clear event plan. Successful events rely on thoughtful planning, early coordination, and proactive communication with the [SOLE Events](#) and [SOLE Finances](#) teams to help review requirements, timelines, venue considerations, budgeting, and ticketing needs.

Key Planning Tasks

As you develop your event plan, be prepared to address the following core areas:

- Following MIT policies and regulations
- Building and managing your budget
- Identifying logistical needs early (setups, AV, security, food, staffing, ticketing, deliveries, etc.)
- Maintaining consistent communication with partners and stakeholders
- Ensuring [accessibility](#) and [accommodations](#) for all participants

Budget and Financial Planning

Planning an event involves more than logistics. Effective budgeting and a clear understanding of MIT's financial requirements are essential to avoiding delays and ensuring that expenses are approved and processed smoothly. Student organizers are encouraged to meet with the [SOLE Finances](#) team early in the planning process to review funding eligibility, budgeting expectations, allowable expenses, and ticketing options.

When developing your event budget:

- Create a comprehensive budget that includes space rental fees, food, decoration and production needs, security, performers, and any other vendor costs.
- Identify your funding sources early to ensure that expenses align with available funds and MIT policies.

All financial activity must comply with MIT guidelines, including purchasing methods, vendor payments, and contract requirements:

- All contracts with non-MIT vendors or performers, including zero-dollar agreements, must be reviewed by SOLE. Students may not sign contracts on behalf of MIT.
- Payments to external vendors or performers may require a contract reviewed by SOLE before processing.
- Student groups may not collect funds through external platforms such as Venmo, Eventbrite, GoFundMe, or PayPal. All revenue must be processed through MIT-approved systems (see below).

Ticketing and Admissions

Ticketing decisions should be made early, as they affect budgeting, registration timelines, and compliance requirements. The [SOLE Finances](#) team can assist with choosing the appropriate ticketing method and ensuring that funds are processed correctly.

- Determine whether your event will require ticketing (free or paid).
- Student organizations must use [Engage](#) for ticketing.
- Events involving ticketing must be registered in [Atlas](#) at least 10 working days in advance.
- Paid ticketing requires an MIT cost object.
- When planning ticketing, consider your ticket release strategy, waitlists, accessibility needs, and venue capacity.

Step 4 – List It: Register Your Event in [Atlas](#)

Registering your event in [Atlas](#) connects your organization directly to the MIT resources and support you will need for a successful event. It notifies key MIT partners and helps them (and you) coordinate essential campus services. If you're unsure whether registration is required, please contact [SOLE](#).

Student organization events must be registered through [Atlas](#) if they include any of the following:

- Alcohol will be served
- Money will be collected (food, merchandise, etc.)
- Event will be ticketed (free or paid)
- Attendance of 100 or more people

- Event to take place in a residence hall
- Non-MIT Involvement, including:
 - Visitors (non-MIT community members) attending
 - Non-MIT speakers or presenters
 - Co-sponsorship with non-MIT groups
 - Unaccompanied minors (non-MIT students under age 18)
 - Dignitaries, VIPs, or special guests
 - Career fairs
 - Conferences, case competitions, hackathons, or similar large events
- Coordination with other MIT offices
 - Collaboration with MIT service departments such as Police, Dining, or Environmental Health and Safety
 - Exhibits, displays, or special installations
- Contracts and licensing
 - Contracts, agreements, or payments to outside vendors (including zero-dollar agreements)
 - Special licensing or permits are required (e.g., alcohol, live music or other entertainment, film screenings, or City of Cambridge permits)

Event Registration Timelines

The registration timeline depends on the size, scope, and complexity of your event. Please review the [Registration Criteria and Event Categories](#) page for specific requirements to ensure your event is properly planned and approved:

- Simple meetings or small events (Category I): No event registration required.
- Standard events (Category II): Register at least 10 working days in advance.
- Significant or complex events (Category III): Register at least 30 working days in advance.

Resources

- Watch this tutorial on registering in Atlas: [Atlas Event Registration System Video](#)
- MIT's policy on [use of facilities](#)
- Email sole-events@mit.edu with questions

Step 5 – Share It: Spread the Word, Responsibly

The final step is to spread the word about your event.

General Guidelines

- Your organization must have a confirmed date and space reservation before any promotional activity.

- Actively engage with group members to make sure all promotional materials reflect the organization's collective voice.
- For ordering merchandise using the MIT name, logo, or seal, or Tim the Beaver, contact student-merch@mit.edu.

Key MIT Policies

- [MIT Statement on Freedom of Expression and Academic Freedom](#)
- [Institute Bulletin Boards, Postering, and Display Spaces Policy](#)
- [Use of MIT Name](#)

Advertising Channels

- Physical Advertising Spaces
 - [ASA Bulletin Boards](#)
 - [Infinite Corridor Digital Displays](#)
 - [DAPER Digital Displays](#)
 - [CAC Promotional Tables](#)
 - [CAC Infinite Corridor Poster Display Program](#)
- Event Calendars
 - [Engage Events Calendar](#)
 - [MIT Events Calendar](#)
- Newsletters & Publications
 - [UA Byte](#)
 - [GSC Anno](#)
 - [The Tech Ads](#)

Event Categories

To help guide your planning and registration, events are grouped by size, scope, and complexity. Each category has its own requirements and timelines for consultation and registration.

Category I: Simple Meetings or Small Events

No SOLE consultation or event registration required:

- Fewer than 100 attendees
- Limited to student organization members
- No event features from Categories II or III

Category II: Standard Events

Require SOLE consultation ([email](#) or in-person) and [Atlas](#) registration at least 10 working days in advance if any of the following conditions apply:

- 100 or more attendees
- Visitors from outside the MIT community
- Held in a residence hall
- Event will be ticketed (free or paid)
- Non-MIT speakers or presenters
- Money collected during the event
- Coordination with MIT service departments (e.g., Police, Dining, Environmental Health & Safety)

Category III: Significant Events

Require **in-person SOLE consultations 1 to 6 months in advance** depending on event complexity, plus **registration at least 30 working days before** the event.

6 months in advance if any apply:

- Career-related events or fairs
- First-time large events (conferences, hackathons, case competitions)

3 months in advance if any apply:

- Dignitaries, VIPs, or special guests
- Large annual recurring events (conferences, hackathons, case competitions)
- Unaccompanied minors under 18 (non-MIT students)

1 month in advance if any apply:

- Alcohol service
- Enhanced security and/or metal detectors
- Permits or licenses required (alcohol, entertainment, film, city permits)
- Contracts or vendor payments (including zero-dollar agreements)
- Co-sponsorship with non-MIT groups
- Public exhibits, displays, or special installations

Event Policies

General Event timing

- All events must end by the time listed in the space confirmation or [Atlas](#) registration.
- All attendees must vacate the venue by the designated end time.
- Events may not continue past 1:00 a.m. without prior written approval from SOLE.

Early Closure and Enforcement

MIT reserves the right to end an event early if:

- There are safety concerns or credible risks to attendees or property.
- The event violates MIT policy, city ordinances, or state law.
- Required registration or appropriate MIT Police approvals were not completed.
- The event elicits complaints or there is significant disruption to the campus community.

Events Involving Alcohol

MIT requires that student organizations comply with the law and adhere to all existing MIT policies and guidelines for safe and responsible alcohol service. To comply, adhere to these deadlines and rules for any event involving alcohol:

Deadlines

- Space reservation confirmed 30 working days before the event
- [Atlas](#) registration submitted with completed Alcohol Proposal Form 10 working days before the event
- [One-Day Alcohol License](#) application to the City of Cambridge 10 working days before the event

Key Guidelines and Policies

- Event hosts should review [MIT Police Presence, Metal Detectors, and Public Safety](#) for detailed requirements and contact SOLE early in the planning process if security support may be needed.
- It is the responsibility of the event host/s to ensure that guests who are intoxicated are not allowed to enter the event and are provided with medical attention.
- MIT students may not distribute alcohol at student organization events. Only a third-party bartending service may handle and distribute alcohol; vendors are also required to check IDs.
- Alcohol may not be served to any individual under 21 years of age. Violation of this section may result in a fine of \$1,000, 6 months of imprisonment, or both (M.G.L. c138 s34).

- Proof of age must be checked at all entrances to an event. Guests must wear a wristband or other non-duplicable proof of legal drinking age, and the student organization is responsible for purchasing the wristbands. Proof of age should be checked again by the bartender when alcohol is served. Event hosts are required to make sure attendees wear wristbands confirming their age at all times during the event.
- If admission is charged at the door, alcohol, if provided, must be dispensed from a cash bar. Massachusetts General laws prohibit free drinks at licensed events.
- Alcohol must be attended at all times. Guests must never be able to help themselves to drinks. Servers may not consume alcohol immediately before or during the event.
- A bartender may not serve more than two drinks to one person at one time. Pitchers may not be served. Alcohol may not be served from quantity dispensing sources (e.g. kegs, punch bowls, water coolers, etc.).
- Non-alcoholic beverages and food must be available throughout the event.
- “Last call” must occur no later than 12:30 a.m. or 30 minutes before the scheduled end time, whichever is earlier.
- Advertising of events involving alcohol must focus on the event, not the alcohol. Phrases such as “Beverages Available” and “Positive ID required” are acceptable, while phrases such as “Wine & Cheese Party” and “Beer Bash” are not. Advertising may not offer free alcohol, provide details on the type or brand of alcohol to be served, or include phrases such as “All you can drink.”
- Student organizations may not use Institute funds, including “house taxes” or student activities fees to purchase alcohol, though these funds may be used to hire third-party bartenders.
- Student organizations that wish to use departmental funds for purchasing alcohol must register their program as a “Departmental Event,” not a “Student Org Event” in their [Atlas](#) registration form. The departmental cost object must be entered in the police detail field.
- Per state law and MIT policy, alcohol donations are not allowed, and no donated funds can be used to cover the cost of alcohol purchases. If a sponsor wishes to directly cover the costs of alcohol, please contact SOLE.

Institute Alcohol Policies

- [MIT’s Alcohol and Other Drugs Policies](#)
- [MIT’s Help-Seeking \(Good Samaritan\) Amnesty Policy](#)

Cambridge Alcohol License Requirements

- A [One-Day Alcohol License](#) is required from the City of Cambridge for all events where a cash bar is present (even those operated by MIT Catering) or where there is an admission charge at the door if alcohol is available at the event. The license must be posted in a location visible to all attendees.

- All event hosts must be 21 years of age with a valid form of identification.
- All event hosts and servers must remain present and may not consume alcohol immediately before or during the event.
- All event hosts must confirm the third-party bartending service's ABC license.
- Criteria for One-Day Alcohol License exceptions:
 - The event involving alcohol is on private property (indoor or outdoor); AND
 - The event involving alcohol is closed to the public and is not advertised or publicly promoted, including on social media; AND
 - The event involving alcohol does not require an admission fee.

MIT Police Presence, Metal Detectors, and Public Safety

MIT is committed to fostering a campus environment where student organizations can safely host meaningful and engaging events. Though some events welcome non-affiliated guests, student organization events are primarily intended to serve the MIT community. Security decisions are based on the anticipated audience and other event-specific risk factors, including expected attendance by individuals who are not affiliated with MIT.

To support this goal, SOLE may require consultation and partnership between student organizations and MIT Police and other public safety offices to ensure the safety and well-being of event hosts, attendees, and the MIT community.

Upon review of an event proposal or application, SOLE staff may request input from MIT Police to determine the appropriate level of security support for an event. In some cases, for example, this may result in a determination that metal detectors are needed at an event's points of entry (see below).

Once appropriate safety and security recommendations have been made by MIT Police for an event, SOLE will work closely with the sponsoring student organizations to ensure smooth implementation.

Criteria for MIT Police Presence

MIT Police presence may be required at an event in, but not limited to, the following scenarios:

- When a sponsoring student organization requests police presence.
- When MIT Police, in collaboration with SOLE and the sponsoring student organization, determine that police presence is necessary based on information submitted during an event's proposal and approval process. Events with certain characteristics typically require additional security measures, including:
 - Alcohol service
 - On-site sales and cash handling
 - The use of metal detectors (see below)

- Attendance by dignitaries, VIPs, or special guests
- Anticipated attendance of 250 or more attendees, or a significant likelihood of that number
- Anticipated attendance of significant numbers of people who are not affiliated with MIT
- Live music, DJs, or other amplified entertainment
- Other risk factors as determined by MIT Police or SOLE (e.g., prior incidents, or relevant security intelligence)
- MIT Police, as well as other law enforcement and public safety officials, may be required to respond to unplanned incidents such as medical emergencies, disruptions, or potential security threats at any campus event, regardless of any prior planning.

Metal Detectors

The use of metal detectors at student-led, in-person events held on MIT's campus is determined jointly by MIT Police and SOLE staff. When a determination is made that metal detectors are required, event organizers will be informed directly, and MIT Police will work with them to ensure a safe and respectful screening process.

Criteria for Metal Detector Use

Metal detectors are required for student organization events held on campus that meet the following criteria:

- Anticipated attendance of 250 or more attendees, or if MIT Police determine there is a significant likelihood of reaching that number
- The event includes non-MIT attendees
- The event features one or more of the following:
 - Alcohol service
 - Live music, a DJ, or other amplified entertainment
 - Other elevated-risk factors as determined by MIT Police (e.g., prior incidents, or relevant security intelligence)

Screening Procedures

MIT Police will manage and conduct all metal-detector screening processes. Procedures include:

- All attendees must pass through a walk-through metal detector upon entry.
- If the detector is triggered, attendees will be asked to remove personal items (e.g., keys, jewelry) and walk through again.
- If the alarm is triggered a second time, MIT Police will screen the individual with a handheld device.

- Guests with medical devices or accessibility needs may request alternate screening, such as a same-gender pat-down or other reasonable accommodations.
- Attendees who are unable or unwilling to complete the screening process may not be permitted to enter.
- If a guest is denied entry and refuses to leave, MIT Police and DSL staff will assist with de-escalation and removal if necessary.

Signage

All events requiring metal detectors require clear signage at each point of entry. Signs must include the following statements:

- “Metal detectors in use for safety”
- “No bags and no cameras”
- Any additional screening expectations or notifications determined by MIT Police, SOLE, CAC, or event organizers

Venue staff (e.g., CAC manager) will ensure that signage is posted at all entrances and screening areas.

Attendee Communication

For events requiring metal detectors, all promotional materials and tickets must include notifications that screening will be occurring and inform all registered guests of screening expectations. This information can be provided via email, social media, RSVP confirmations, or event websites to minimize confusion and delays at entry.

Event Scheduling and Venue Use

Because of the additional burden metal detectors impose on staff and spaces, only one event requiring metal detectors may be scheduled per night in a CAC space. Some venues (e.g., Building 50) may not be suitable due to layout or access concerns. SOLE and CAC staff will work with student organizers during planning to manage scheduling and space concerns.

Accessibility and Special Accommodations

MIT is committed to inclusive and respectful screening practices. Attendees with disabilities or medical conditions that may affect screening should be encouraged to notify event organizers or staff in advance. MIT Police will provide reasonable accommodations, including handheld screening or same-gender pat-downs.

After Action

After the event, SOLE, CAC, and/or MIT Police may ask event organizers to attend a debrief to evaluate how the screening process was implemented and help identify opportunities for improvement.

Cost

DSL covers all costs associated with metal detector services.

Pre-event Planning for Police Presence and/or Metal Detectors

When MIT Police and SOLE determine there is a need for police presence and/or metal detectors at an event, SOLE coordinates a pre-event planning meeting with key stakeholders. This meeting is typically scheduled at least 10 working days prior to the event. Participants include:

- MIT Police
- Event hosts and/or leaders from student organization/s
- SOLE Advisor
- Venue managers (e.g., CAC staff)
- Additional stakeholders as needed (e.g., DSL staff, organization advisors)

Topics covered in the planning meeting will include:

- Rationale for MIT Police presence and/or metal detector use
- Roles and responsibilities of involved parties
- Event timeline and logistics
- Entry, exit, and re-entry procedures
- Emergency planning and EMS coordination
- Communication plans for attendees and staff
- Coordination and preparation of volunteers and staff, ensuring they understand their roles in guest flow, safety, and communication
- Designation of a primary point of contact for the venue manager and MIT Police before and during the event
- Scheduling a pre-event huddle to review final logistics and safety procedures

Events Involving Minors

MIT is committed to providing a safe and supportive environment for all members of its community, including visiting, unaccompanied minors—individuals under the age of 18 who are not enrolled at MIT and are not accompanied by a parent, guardian, or designated adult chaperone. Student organizations that plan events involving minors must comply with [Institute policies designed to protect minors](#) and ensure a positive experience.

Events that involve unaccompanied minors require additional planning and supervision in accordance with MIT's Protection of Minors policies. Student organizations planning an event involving minors must consult with SOLE well in advance to discuss the application and approval process.

Step-by-Step Timeline

At least three months before the program:

- Review guidelines and requirements: minors.mit.edu has comprehensive guidance on planning in-person programs involving K–12 students and minors at MIT.
- Reserve program spaces: Ensure that all classrooms, event spaces, dining areas, etc., needed for the event are reserved in advance through the appropriate channels.
- Complete and submit the [MIT Programs Involving Minors Risk Assessment Form](#).
- Email [SOLE](#) to schedule a Meeting to review your program plans, compliance steps, and required documentation.
 - All required documentation must be submitted via the DocuSign workflow; these may include:
 - i. Parent Consent and Liability Waiver – required for all participating minors.
 - ii. Photo/Media Release Form – required only if photos or videos will be taken during the program.

At least two months before the program:

- Ensure completion of required training: All MIT faculty, staff, and students involved in the program must complete the [Protection of Minors at MIT](#) training.
- Begin background check process. Background checks are required for all individuals, including both MIT and non-MIT participants, including those in virtual-only roles, who will interact with minors over more than a one-day period.

At least one month before the program:

- Volunteer compliance forms: all MIT volunteers interacting with minors must complete the [Minors Code of Conduct](#) form.

Mandatory Reporting Responsibilities

Any program participant who knows, suspects, or receives information about abuse or neglect of a minor must:

- Report the concern immediately to their supervisor.
- Email details to minors@mit.edu.
- In an emergency, call 911 or MIT Police at 617-253-1212.

Some individuals may be mandated reporters under Massachusetts law and have additional legal responsibilities. For guidance, contact the SOLE Office or email minors@mit.edu.

Events Eligible for Modified Requirements

Some events may be eligible for modified requirements and may not need to meet the full criteria outlined above. Event hosts must still consult with SOLE in advance to confirm whether their event qualifies.

- Events with parent/guardian attendance: Events where each participating minor is accompanied by their parent or legal guardian for the full duration of the event.
- Events with external chaperones: Events where external organizations (e.g., schools, camps) bring minors to campus and provide their own adult chaperones. Chaperone ratios can be found at minors.mit.edu.
 - MIT event hosts must still register the event and coordinate with SOLE to ensure appropriate oversight and communication protocols.
- One-day events with supervision by MIT adults: A single-day event where at least two MIT-affiliated adults are always present with each group of minors. Examples include guest lectures, presentations, or demonstrations; this applies to both in-person and online formats.
 - This exception does not apply to multiple one-day events within the same academic year involving the same adults and minors.
 - All supervising adults must complete [MIT's Protection of Minors](#) training in advance.

International Dignitaries or Domestic VIPs

SOLE requires student organizations to begin planning visits from international dignitaries at least **3 months in advance**. To ensure proper coordination and compliance, students should:

- Review the [Guidelines for Hosting International Dignitaries](#).
- Contact the [Office of the Provost for International Activities](#) (OPIA) at least 30 working days before the event.
- Submit the [International Dignitary or VIP Invitation Request Form](#) at least 30 working days prior to the event.
- Confirm event space reservation at least 30 working days before the event.

Submit [Atlas](#) registration at least 10 working days before the event.

Career-Related Events

Career-related events organized by students, such as career fairs, and networking receptions, are a valuable part of MIT's career exploration ecosystem.

To help ensure the success of these events and maintain strong relationships with employers, student organizations must receive written approval from both SOLE and [Career Advising & Professional Development \(CAPD\)](#) at least 6 months before the proposed event date.

Request and Approval Process

Before initiating conversations or entering negotiations with any external employers, student organizations must first consult with CAPD and SOLE. These offices can provide early guidance, ensure alignment with Institute policies, and help avoid missteps that could affect MIT's relationships with recruiters.

To formally begin the planning process, a [Career Fair/Career Event Request Form](#) must be submitted to CAPD at least six months in advance. Proposals will be evaluated based on the following criteria:

- How the event addresses a gap in existing career exploration opportunities.
- Clear and specific plans for how sponsorship funds will directly support career-related programming.
- Compliance with all applicable MIT policies, including those from SOLE, CAPD, and the National Association of Colleges and Employers (NACE).
- Opportunities for collaboration with academic departments or other student organizations.

Student organizations must receive final approval from CAPD and SOLE before issuing invitations to employers or confirming event details.

Event Proceeds

Any revenue generated beyond the cost of running the event and meeting sponsors' needs must be used for career exploration and professional development activities. For example:

- Support for experiential learning opportunities
- Funding attendance at professional conferences
- Hosting additional career-related programming

Funds raised from career-related events may not be used to support other, unrelated student group operations or activities.

Admission Fees for Events

Events that charge admission fees must follow MIT policies and guidelines to ensure proper approval, ticketing processes, and handling of the proceeds.

Deadlines

- Event space reservation confirmed at least 10 working days before the event.
- Student organizations are required to use [Engage](#) for all ticketed events (free or paid).

- [Atlas](#) registration must be submitted at least 10 working days before the event.

Policies

- Tickets are required for all events charging admission (in advance or at the door).
- Ticket sales cannot begin until the event is formally approved by SOLE.
- Tickets may only be sold through [Engage](#); third-party platforms (e.g., Eventbrite, Venmo, Cash App, Zelle) are prohibited.
- All ticket revenue must be deposited into the student organization's MIT account.

Entertainment Licenses

Events featuring live entertainment that are open to the public must follow licensing requirements to comply with City of Cambridge regulations, including obtaining a [One-Day Entertainment License](#).

Deadlines

- Confirm event space reservation at least 30 working days before the event.
- Submit application for a One-Day Entertainment License from the City of Cambridge at least 10 working days before the event (if applicable).
- Submit [Atlas](#) registration at least 10 working days before the event.

Policies

- A One-Day Entertainment License is required for events open to non-MIT attendees where entertainment (e.g., music, dancing) is the main focus; the license fee is \$50.
- The license must be visibly posted at the event.

Film Screenings and Public Performance Licenses

Screenings of films or TV shows require licensing to comply with laws governing copyright.

Deadlines

- Confirm event space reservation at least 30 working days before the event.
- Submit [Atlas](#) registration at least 10 working days before the event.
- Send proof of Public Performance License to sole-events@mit.edu at least 5 working days before the event (if applicable).

Policies

- Public Performance Licenses are required for all film and TV screenings.
- Commercial content is copyright-protected and cannot be shown publicly without a license.
- Licenses are required even for restricted screenings within student groups.
- Violations may lead to disciplinary and legal action.

Preferred Vendors

- [Kanopy](#): Access films with Public Performance Rights (PPR)—no additional license needed.
- [Swank Motion Pictures](#) and [Criterion Pictures](#) provide Public Performance Licenses for screenings of films and television programs. If the copyright owner of the requested film or program grants your request for a screening, there is generally a fee of \$300-\$1,000 to obtain the Public Performance License required to screen the film. If the copyright owner denies your request, you will not be able to screen the film.

Conferences, Case Competitions, and Hackathons

Large-scale conferences, case competitions, hackathons, and other student events require advance planning and coordination.

Deadlines

- Schedule a funding confirmation meeting with SOLE at least 3 months prior.
- Confirm event space reservation at least 30 working days before the event.
- Submit [Atlas](#) registration at least 10 working days before the event.

Policies

- Classified as [Category III](#) events regardless of size.
- Approved events may use MIT facilities and branding for sponsorship/marketing.
- Faculty or staff advising is strongly recommended.
- Contact MIT IS&T for wifi or other IT needs at least 20 working days before the event.
- Request additional AV support or equipment from [MIT AV Services](#) at least 20 working days before the event.

Raffles

Raffles require official permits, and this section outlines the deadlines and policies for hosting them.

Deadlines

- Confirm event space reservation at least 30 working days before the event.
- Submit application for a [One-Day Raffle Bazaar Permit](#) at least 10 working days before the event.
- Submit [Atlas](#) registration at least 10 working days before the event.

Policies

- Raffle permits must be visibly posted at the event.

Campus Spaces and Equipment

MIT's main campus occupies about 166 acres in Cambridge, and it is densely packed with academic, research, athletic, residential, performance, and administrative spaces, along with other kinds of facilities. DSL—especially the CAC—works with student organizations to help them navigate the complicated world of spaces, reservations, and policies. SOLE, in collaboration with the ASA, also helps qualifying student organizations manage the allocation of spaces dedicated to their groups.

Event Spaces

Classrooms

MIT classrooms are designed for and dedicated to the Institute's educational mission and objectives. While they are available for use by student organizations, classroom uses are limited and all users must abide by the Registrar's policies when using them.

Student organizations can reserve classrooms through the Registrar's office on an ad-hoc basis throughout the academic year using [Classrooms@MIT](#). The [QuickRoom](#) function provides access to open classrooms for impromptu meetings or study sessions.

The Registrar's classroom-use policies are on their [website](#) and copied below for reference.

What you need to know

By requesting access to an MIT classroom, you agree to abide by the following rules. Failure to comply may jeopardize your ability to reserve space in the future.

- Food and beverages are not permitted in MIT classrooms.
- MIT classrooms may not be used for religious ceremonies, dramatic performances, or anything that requires the use of platforms, scenery, and/or a stage and additional lighting.
- You may not hold public showings of movies and other copyrighted material without permission from the copyright holder. (See [Film Screenings and Public Performances](#) for more information)
- You are responsible for all logistical arrangements including audio-visual, facilities, and other services.
- You must adhere to our equipment policies and clean up after your event.

What you need to do

Arriving for your event:

- Bring a copy of your reservation confirmation or access it at [Classrooms@MIT](#) under “My Requests.”
- If the classroom is locked:
 - During normal working hours (Monday through Friday, 9:00 a.m. to 5:00 p.m.) call (617) 253-4788 or email schedules@mit.edu.
 - After 5 p.m. or on weekends or holidays — contact the Department of Facilities at (617) 253-1500.

When your event is over:

- Return the furnishings to their original setup. Chairs should be arranged in rows, facing the front.
- Return any borrowed chairs or other furniture to their original location/s.
- Erase the whiteboards.
- Put all trash in the appropriate receptacles.
- Leave the classroom unlocked.
- The Registrar reserves the right to charge a fee for cleanup after an event.

Campus Activities Complex

The CAC provides safe, accessible, and versatile meeting, event, lounge, and office spaces that support gatherings for students, faculty, staff, and alumni. CAC staff provide logistical and production support, including scheduling and on-site management, during lectures, performances, social events, and other gatherings.

The CAC manages many spaces on campus, including Lobby 13, Kresge Auditorium, MIT Chapel, and rooms in Walker Memorial and the Stratton Student Center, among others. CAC also manages the outdoor spaces such as the Dertouzos Amphitheater, Kresge Barbecue Pits, Kresge Oval, Kresge Lawn, the Stratton Student Center Plaza, and the Stratton Student Center Steps.

The DSL [website](#) provides a comprehensive guide for making reservations and managing events along with other helpful guidance.

MIT Institute Events

Institute Events [maintains a list](#) of recommended independently managed, large-event, and conference spaces, both on and off campus. In addition, Institute Events schedules the Samberg Conference Center and the Bush Room, and is responsible for a number of community spaces, including:

- **Lobby 7 (77 Massachusetts Ave.)**—The main entrance to MIT and the gateway to the Infinite Corridor. Lobby 7 is generally not reservable; rare uses are subject to special guidelines.
- **Killian Court**—The historic green between the Great Dome and the Charles River. Reserved primarily for Institute-level ceremonies and large-scale events, its use is restricted and requires special approval.

For more information about Lobby 7 and Killian Court, or details on other spaces managed by Institute Events, please visit [their website](#).

ASA-Allocated Spaces

The ASA is responsible for allocating dedicated spaces for student organizations. They make a good-faith effort to allocate space fairly and to ensure that the most active organizations and those with the highest demonstrated need receive space.

The ASA's space allocation cycle is generally every two years. Application deadlines are set before the end of the fall semester, and decisions are announced within six weeks of the application deadline. During their deliberations, the ASA considers a number of factors: whether an organization already has space and/or adjustments to the amount of requested space, and an organization's needs (group activities, administration, storage, etc.). Appeals to space assignments are handled on a case-by-case basis. New space assignments take effect during IAP.

Applications

Applications for space allocation must include the following:

1. Whether a student organization currently has allocated space.
2. An individual contact for the organization.
3. Organization membership numbers.
4. Descriptions of the organization's space needs (e.g., size, for only one group or shared, storage or locker space, etc.), how the space will be used, and why it is needed.
5. Type, number, size, and intended audience/s of sponsored activities for each year.
6. Anticipated frequency of usage of the space.
7. The names of potential collaborating organizations with which the group would be willing to share space.
8. Organizations seeking a renewal should include what they have done in the space since their prior application and if they are interested in a voluntary space change.

The ASA does not allocate office space outside of its official allocations period, but organizations may request an out-of-cycle storage space allocation. The ASA can revoke an organization's room allocation if their activity violates any of the provisions outlined in their operating guidelines or as a disciplinary measure.

For detailed information about allocations, the application process, and the terms of ASA-controlled spaces, please see the [ASA Operating Guidelines](#).

Campus Space and Equipment Policies

Use of Classroom Equipment

MIT classrooms are designed for and dedicated to the Institute's educational mission and objectives. While they are available for use by student organizations, these uses are limited and all users must abide by all Registrar's Office equipment policies when using classrooms.

Sound

- Contact [MIT AV Services](#) to use the classroom's sound system.
- Submit a plan for approval to the Schedules Office at schedules@mit.edu if you will be recording the program or using sound equipment including, but not limited to, main speaker arrays, monitor speakers, mixing consoles, and/or cables for connecting the system.
- If you intend to use a mixing console in the seating area, you must protect the seats with quilted material, moving pads, or similar.
- You may not hang microphones from pipes or ceiling fixtures, and you may not secure microphone stands by attaching cables to adjacent chairs.
- Secure all cables using nonstick gaffer's tape to ensure safety of participants and to avoid damaging surfaces or leaving residue.

Lighting

- Only the classroom lighting is allowed. You may not introduce additional lighting, including trees, spotlights, hanging lights, or similar.
- If your program requires a lighting scheme, please contact the CAC for a more appropriate venue.

Staging

- Staging (e.g. platforms, risers, flats) and hanging materials are not allowed.
- You may use easels or a freestanding poster system to display information inside the room or at the entrance.

Exhibits and Displays

Exhibits and displays are temporary installations designed to engage the MIT community, spark conversation, raise awareness, or showcase creative expression. These may take many forms, including art installations, banners, murals, posters, or interactive exhibits.

Staff in SOLE are available to support recognized student organizations throughout the planning process for exhibits and displays. This includes guidance on reservations, proposals, safety reviews, timelines, application requirements, and available resources.

Key Requirements Before You Begin

All exhibits and displays must:

- Have written approval in advance by SOLE.
- Comply with the law and adhere to all existing MIT policies and guidelines.
- Clearly identify the sponsoring organization.
- Not obstruct walkways, exits, or accessibility routes and comply with all fire and safety regulations.
- Be installed, monitored, and removed on the approved dates.
- Remain unchanged during the approved period unless SOLE grants written approval.
- Be inspected daily by the sponsoring organization.
- Be removed at the end of each day unless overnight installation is explicitly approved.
- Be scheduled for installation and removal during daylight hours.

On a limited basis, SOLE may assist with temporary storage of exhibition materials for a maximum 48 hours before or after installation. Materials left beyond this period may be discarded.

Exhibits and displays may generally remain in place for a maximum of 3 consecutive days, including setup and breakdown. SOLE typically does not approve overnight, evening, weekend, or holiday installations. Displays may need to be removed or paused during these times.

SOLE reserves the right to remove or modify any exhibit or display that violates these guidelines or presents a safety or community concern. Unauthorized installations will be subject to immediate removal and potential loss of reservation privileges.

Prohibited Activities

To maintain a safe, respectful, and accessible campus environment, the following activities are not permitted as part of any exhibit or display:

- Use of amplified sound without prior written approval and in accordance with the sound amplification policy.
- Obstruction of walkways, emergency exits, or accessibility routes.
- Attaching materials to buildings, trees, or permanent infrastructure.
- Use of open flames or hazardous materials, or equipment not reviewed by EHS.

Related Events

- Any events or gatherings associated with an exhibit or display must be separately registered and approved by SOLE.

Step-by-Step Process for Exhibition Planning

Step 1: Space Reservation

The [Kresge Triangle](#) is the preferred location for exhibits and displays on the MIT campus. Other locations may be considered on a case-by-case basis. Sponsoring organizations should ensure that exhibits and displays are designed to withstand weather conditions, including wind, rain, sun exposure, and, during colder months, challenges such as frozen ground that may affect setup and stability. Exhibits and displays may remain in place for a maximum of 3 consecutive days, including setup and breakdown.

Space can be requested through [Mazevo](#). Each sponsoring organization may request one exhibit or display per academic semester. Requests remain pending until approved. Reservations may only be made for the current semester. Availability may be affected by scheduling conflicts, nearby events, construction, or weather. Sponsoring organizations are encouraged to propose alternate dates.

Step 2: Proposal Planning and Submission

To host an exhibit or display, sponsoring organizations must submit a written proposal to [SOLE](#) at least 10 working days prior to the intended installation date. For exhibits or displays involving the erection of structures, or ones that require electricity or the use of specialized equipment or machinery, applications must include a safety review (see below) and be made at least 30 days in advance to allow sufficient time for review and approval. SOLE staff will consult with the CAC to review all proposals.

Proposals should include:

- A description of the exhibit or display, including its purpose and content.
- A daily setup and breakdown plan unless the exhibit or display is approved for overnight installation.
- Images or renderings of the exhibit or display to be reviewed by CAC and Environmental Health and Safety (EHS). If the materials are not available at the time of submission, please provide a description in the proposal. Final images or renderings must be provided at least three working days prior to installation.
- A plan to prevent damage to the lawn, irrigation systems, or other infrastructure.
- Staffing plan for monitoring and maintenance of the exhibit or display.
- When appropriate, a safety plan based on guidance provided by MIT Environmental Health and Safety (see below).

Step 3: Safety Review

Larger exhibits or displays involving safety risks (e.g., structures, electricity, or specialized equipment or machinery) require a written safety plan reviewed by EHS, the Insurance Office, MIT Police, and other relevant departments. SOLE can help you determine if a safety plan is necessary.

Exhibit or display proposals that require safety plans must be submitted to EHS at least 30 days in advance of installation to ensure that the final proposal from the sponsoring organization accommodates guidance and recommendations from EHS. Sponsoring organizations are responsible for implementing all recommended safety measures.

Safety review proposals must include a completed EHS [project/exhibit review form](#). If an exhibit or display changes before installation and introduces new safety risks, the form must be resubmitted. Refer to the “[EHS projects in public spaces](#)” section for more details.

Step 4: Confirmation and Registration

After the proposal and (when appropriate) safety plan are complete, SOLE will confirm final approval of the exhibit or display to the organization via email. Approval is contingent on compliance with MIT policies, a safety review, and community expectations.

Upon receipt of confirmation, sponsoring organizations must register their event in [Atlas](#). Once registered, the organization may proceed as outlined in the approval email. SOLE will maintain communication throughout the installation period.

Once approval is granted, no changes may be made to the exhibit or display without prior written consent from SOLE. Any modifications must be reported immediately, as they may require additional safety review by EHS.

Step 5: Installation Period, Wrap-Up, and Space Restoration

For exhibits or displays in CAC-managed spaces, the CAC will confirm the installation time. Staff will also attend both the installation and removal to help coordinate setup and breakdown.

During the display period, organizers must respond promptly to inquiries and ensure the display remains safe and secure.

At the conclusion of the exhibit or display, all materials must be completely removed, and the space must be restored to its original condition. Failure to do so may result in the loss of future reservation privileges or charges for cleanup or repairs.

Promotional Booths and Tables

Promotional tables and booths are available for use by recognized student organizations to share information and engage with the community. “Tabling” is ideal for recruiting new members,

showcasing ongoing projects and activities, fundraising, and promoting events. All promotional tables and booths must conform to MIT policies and reflect the Institute's mission, values, and culture.

Eligibility

Tabling is permitted for recognized student organizations and other academic, research, and administrative offices at MIT. Reservations must be made individually and are non-transferable between organizations.

Approved Locations

Tabling is permitted in the following locations:

- Memorial Lobby, Building 10 (during the academic year only)
- Charles Vest Student Street, Building 32/Stata Center
- Other locations as approved by CAC on a case-by-case basis

Representative Presence

Tables must be staffed at all times by a currently enrolled member of the requesting student organization or any affiliate of the requesting office. Individuals representing the requesting organization or office are responsible for managing table operations and ensuring compliance with all applicable policies.

Conduct and Engagement

Representatives must comply with the law, adhere to all existing MIT policies and guidelines, and conduct themselves in a manner consistent with MIT's mission, values, and culture. Specifically:

- Interactions must be courteous and non-disruptive.
- Representatives must be prepared to respond to all inquiries in a civil and respectful manner.

Setup and Safety Guidelines

Tables and booths must not obstruct walkways, doorways, or emergency exits and may not be moved without prior approval from the CAC. If using electrical outlets, all cords must be securely taped to the floor to prevent tripping hazards. Tables must also be fully accessible, with promotional materials positioned within reach for all community members. All tables must comply with [MIT Environmental Health & Safety \(EHS\)](#) guidelines; unsafe or restricted items, including open flames or other hazardous materials, are not permitted.

Group Identification

Signage at tables must be clear and legible, and the name of the sponsoring organization must be prominently displayed at all times.

Display Guidelines

All tables must be maintained in an orderly and inviting condition, and groups may display materials on or directly behind their assigned locations. All materials must:

- Promote MIT-affiliated events or opportunities
- Clearly show the sponsoring group's name and contact information
- Not be hung from walls, columns, or railings without prior permission from the CAC; when items are affixed to any surface, non-damaging adhesives (e.g., painter's tape) are required
- Not include prohibited content (e.g., harassment, defamation, targeted messaging)
- Be within the 18" × 24" size limit:
 - Larger posters, banners, flags, or images of flags require prior approval from the CAC.
 - All large-format materials must be reviewed and approved in advance to ensure compliance with Institute guidelines and space-use policies.

Solicitation and Sound Restrictions

To maintain a respectful, accessible, and non-disruptive environment, organizations tabling on campus must remain behind their assigned tables and may not actively solicit passersby.

Active solicitation is prohibited, including:

- Calling out to or vocally engaging with individuals passing by
- Leaving the table to approach individuals
- Distributing materials or items to anyone who has not voluntarily approached the table

Amplified sound and disruptive noise are not permitted during tabling activities. This includes, but is not limited to, music, shouting, electronic instruments, portable speakers, and other sound-amplification devices.

Clean-Up and Area Maintenance

Sponsoring groups are responsible for maintaining the cleanliness and condition of their assigned tabling area. Reserved spaces must be returned to their original condition. At the conclusion of the reservation:

- All materials, signage, and personal items associated with the display must be removed.
- Trash and debris must be properly disposed of.

Food Preparation and Safety Guidelines

To reduce the risk of foodborne illness, recognized student organizations must comply with applicable health and safety requirements whenever they serve, share, or sell food or beverages as

part of an event, program, or activity. They must ensure all food-related activities comply with MIT financial policies.

For events open to the general public, organizations must register their event in [Atlas](#) at least 10 working days in advance and are encouraged to obtain food and beverages from MIT Dining, an MIT-preferred caterer, or another licensed and insured food vendor whenever practical. Engaging with vendors or professionals who are familiar with applicable health and safety requirements helps reduce food-safety risks for event participants

These guidelines do not apply to private gatherings within residence halls.

Minimum Standards

Whenever a student organization serves, shares, or sells food, the following requirements apply:

- Student organizations are encouraged to offer items that do not require temperature control to maintain food safety. Examples include candy, chips, cookies, whole fruit, non-cream-filled baked goods, chocolate, and commercially packaged canned or bottled beverages.
- Food requiring temperature control must be [maintained at safe temperatures](#): 140 °F or warmer for hot food and 40 °F or colder for cold food.
- Perishable food must not be left at room temperature for more than two hours (or one hour when the ambient temperature is above 90 °F). Food that has been outside safe temperature control for longer than the applicable time limit must be discarded.
- When serving food buffet-style, organizations must maintain safe food temperatures. Hot food should be kept hot using chafing dishes, slow cookers, warming trays, or similar equipment. Cold food should be kept cold using ice, refrigeration equipment, or other appropriate cooling methods. Organizations should use smaller serving containers and replace them as needed to limit the amount of food exposed at one time.
- Organizations should use a food thermometer to verify that food requiring temperature control is being held at safe temperatures.
- Organizations should make reasonable efforts to identify ingredients and known allergens for food that is prepared, shared, or sold.
- Food must be wrapped, covered, or otherwise protected from contamination until it is consumed or distributed.
- Perishable food must be stored, transported, and handled in a manner that prevents spoilage and contamination.
- Appropriate serving utensils must be provided, and attendees should not use their hands to serve themselves from shared food containers.
- Clean, food-specific utensils, equipment, and surfaces must be used to minimize the risk of cross-contamination.

- Appropriate food handling practices, including [proper hand hygiene](#) and the use of gloves or utensils when appropriate, must be followed when handling ready-to-eat foods.
- Organizations are responsible for the proper cleanup, storage, and disposal of all food and related materials at any non-catered event or activity.

Shared Food Gatherings (Potlucks)

A shared food gathering is an event where attendees bring food or beverages to share with the group. Student organizations may host shared food gatherings that are limited to organization members. Shared food is not permitted for public events. Food brought to the gathering must comply with these guidelines.

External Food Providers

When working with an [external caterer](#), food vendor, or [food truck](#), organizations are responsible for making sure the provider meets all applicable licensing, insurance, permitting, and other MIT requirements. Student organizations should connect with SOLE early in the planning process to review the requirements that apply to their event. Organizations must also register the event in [Atlas](#) and provide the caterer's certificate of insurance, when required.

For low-risk food orders or deliveries, such as pizza, bakery or deli trays, grocery orders, and similar purchases from restaurants, bakeries, grocery stores, or other food providers, a certificate of insurance and event registration are generally not required. This includes orders placed through third-party delivery services.

Bake Sales and Food-Related Fundraisers

Organizations may conduct food-related fundraisers, such as bake sales, in accordance with Institute policies, these guidelines, and applicable health and safety requirements. Bake sales and other food-related fundraising activities must be registered in [Atlas](#).

Organizations are responsible for ensuring that all food sold or distributed through a fundraiser is handled safely and complies with these guidelines. Ingredients and known allergens should be identified whenever possible.

Student-prepared foods sold or distributed through fundraisers should be limited to items that do not require time or temperature control for safety. Examples include:

- Cookies, brownies, blondies, and Rice Krispies treats
- Most cakes and cupcakes without fillings or frostings that require refrigeration
- Muffins, breads, and scones
- Donuts and similar baked goods without cream or custard fillings
- Pies that do not require refrigeration
- Candy, fudge, chocolate, and brittle

- Packaged snacks, chips, pretzels, and popcorn
- Whole fruit
- Commercially packaged beverages

Temperature-controlled foods require refrigeration or other time or temperature controls for safe handling. Examples include cream- or custard-filled baked goods, cheesecakes, dairy-based desserts, and meat-filled pastries. Organizations planning to sell or distribute temperature-controlled foods should consult SOLE to determine whether the activity can meet applicable health and safety requirements.

All revenue generated through bake sales and other food-related fundraising activities must be deposited into the organization's MIT account no later than one business day after collection. The use of third-party financial platforms (e.g., Eventbrite, Venmo, Cash App, Zelle), to collect funds is prohibited.

Food sales and fundraising activities must comply with applicable MIT dining, space-use, and contractual requirements. Organizations should consult SOLE early in the planning process with questions about a proposed fundraiser.

Food Trucks

Only [food trucks](#) that have been approved by the City of Cambridge are permitted to operate on the MIT campus. Event organizers must consult with space owners to confirm the appropriate location for any invited food truck. All events featuring food trucks must be registered in [Atlas](#), and organizers should include the truck's name when registering. For support in handling food truck requests, please contact foodstuff@mit.edu.

Approved food trucks may operate only in designated CAC Outdoor Event Spaces, including the Stratton Student Center Plaza, Dertouzos Amphitheater, and Walker Lawn.

Organizations planning to host a food truck must:

- Consult with the appropriate space owner or event administrator regarding location and operational requirements at least 10 working days prior to the event.
- Submit [Atlas](#) registration at least 10 working days before the event.
- Include the name of the food truck in the Atlas registration.

The sponsoring organization is responsible for ensuring that all required approvals have been obtained before the food truck arrives on campus.

Organizations should consult SOLE early in the planning process when considering a food truck for an event.

For assistance with food truck requests, contact foodstuff@mit.edu.

Prohibited Commercial Activity

Student organizations may not operate as restaurants, cafés, catering businesses, or other food-service enterprises. Student organizations may not operate as food establishments or engage in ongoing food preparation, sales, or operations that function as a commercial food business.

Fundraising, Sales, and Sponsorships at Promotional Tables

Promotional tables may be used for fundraising, the sale of items, or activities associated with approved sponsorships, provided all Institute policies and approval requirements are met.

Fundraising at tables

- Student organizations may fundraise at promotional tables in support of their organization's activities.
- Fundraising activities must comply with MIT [event planning](#) and [financial policies](#).
- Events involving fundraising must be planned in coordination with SOLE at least 30 days in advance, and they must be registered in [Atlas](#) at least 10 working days before.
- All fundraising proceeds are considered Institute funds and must remain within MIT's financial system, conform to MIT accounting procedures, and are subject to audit. Funds may not be deposited into non-MIT accounts or collected using unauthorized platforms (e.g., Venmo, Cash App, GoFundMe).
- For fundraising that benefits an external organization, student organizations must email [SOLE Finances](#) and complete the [Donations to Charity Form](#) prior to the activity. The intended use of funds must be clearly communicated to donors in advance of any donations.

Sponsorships at tables

- Sponsorship-related tabling activities must comply with MIT [event planning](#) and [financial policies](#).
- Any tabling activity involving sponsors or sponsor recognition, whether their sponsorship involves financial or non-financial support, must be reviewed and approved by SOLE in advance.
- Sponsorship arrangements require submission of a [Sponsorship Packet Approval Form](#) at least 30 working days prior to the activity.
- Events involving sponsorships are classified as Complex Events and must be registered in [Atlas](#) at least 10 working days prior to the activity.
- Alcohol-related sponsorships are prohibited.
- Organizations planning to solicit sponsors or display sponsor recognition at a table must email [SOLE Finances](#) before finalizing solicitation language, sponsorship levels, or promotional materials.

Reservation guidelines

- Reservation requests must be made through [Mazevo](#).
- Reservations must be made individually and are non-transferable between organizations.
- If your tabling event involves collecting money, selling items, or distributing or displaying sponsor materials (for example, fundraising or sales), you must reserve the table through [Mazevo](#) and register the event in [Atlas](#) at least 10 working days in advance; all other table requests must be submitted at least 4 working days before the planned activity.
- Tables and booths may be reserved for use Monday through Friday, 9:00 a.m.–5:00 p.m. EST.
- A space confirmation from CAC is required before tabling.
- Each group may reserve a table for a maximum of 10 days per semester, per location.
- Only one location and one table or booth may be reserved at a time.

Failure to comply with any of these policies or guidelines may result in the immediate termination of the tabling activity, as well as denial of future space requests, and/or disciplinary action.

Amplified Sound

Amplified sound may only be used at approved events with prior approval from the CAC and SOLE.

CAC and SOLE staff are available to discuss where and when amplified sound is appropriate, how to manage events featuring amplified sounds, and how to ensure events remain considerate of others on campus.

This policy does not apply to official Institute Events (e.g., community events organized by Institute Events, graduation).

Expectations and restrictions

To maintain a respectful and inclusive campus environment:

- Sound must not disrupt the ability of others to hear, study, work, or engage in their activities, or interfere with other Institute functions.
- CAC, SOLE, or other Institute staff may request volume adjustments at any time.
- Repeated or ignored requests for adjustment may result in the shutdown of sound or the event.
- Amplified sound is not permitted at indoor or outdoor dining facilities.

Specific levels and decibel limits will vary by location. Organizers are encouraged to test sound levels in advance and adjust based on feedback from CAC, SOLE, or nearby community members.

Outdoor sound amplification

To balance the desire for public events featuring amplified sound with the academic and residential needs of the MIT campus, outdoor amplified sound is generally permitted only between 11:00 a.m. and sunset.

Amplified sound may be permitted in the following outdoor locations as part of a reserved and approved event coordinated with the CAC and SOLE:

- Stratton Student Center Steps
- Kresge Oval
- Kresge Lawn
- McDermott Court
- Student Center Plaza
- Walker Lawn
- Kresge Barbecue Pits
- Stata Center Dertouzos Amphitheater

Amplified sound must be reduced or discontinued immediately upon request.

Indoor sound amplification

Amplified sound may be allowed indoors in designated areas with prior written approval from SOLE and the CAC.

Sound levels must be appropriate for the building's use and must not interfere with nearby academic, research, and administrative activities, or other activities in adjacent areas. Sound must be reduced or discontinued immediately upon request.

Large-scale and weekend events

Events involving continuous or higher-volume sound, such as concerts, performances, fairs, or festivals, should be scheduled on Fridays or weekends to minimize disruption. These events will require:

- Detailed event and sound management plans reviewed and approved by the CAC and SOLE.
- Coordination with MIT Police, Facilities, and other campus departments.

ASA-Allocated Spaces

These policy terms are recorded in the [ASA Operating Guidelines](#), Article VII, §7. The appropriate section is copied below for reference.

1. No activity assigned to a space is authorized to grant permission for another activity not assigned to that space to have extended use of the space.

2. Improvements or renovations made to a room at the expense of the organization occupying the room do not guarantee that the group will continue to have that room allocated to them. Such improvements may be presented in the group's application under Section 3 for consideration of the ASA Board.
3. The ASA is not responsible for providing, maintaining, or financing any equipment contained in any room allocation under this policy. If financial support and/or furniture is needed, it is recommended that groups contact the CAC and SOLE to submit an official request, as there are often relevant EHS guidelines on what is appropriate for campus spaces. There is also often surplus furniture available at the Institute that can be acquired for student group needs.
4. Groups must receive permission from the Board, the CAC, EHS and SOLE before making major modifications to their space.
5. Groups sharing space are required to submit a shared space agreement as requested by the Board. Such agreements shall outline the terms of use of the shared space.
6. At least once per year, every student group office space will be inspected by a representative from each of the ASA Board, the CAC, EHS, and SOLE to monitor the cleanliness and safety of these spaces. Groups will be notified of any EHS violations or other misuses of the space (ex. unsanitary or excessively cluttered spaces) and given no less than two weeks to address these violations, after which a group may have their space allocation revoked if violations are not corrected.
7. Groups that fail to maintain a clean and EHS compliant space are liable to have that space de-allocated and given to another group.
8. Spaces allocated to groups remain ASA spaces. ASA reserves the right of entry to any space. Groups with storage space shall either use the lock provided by ASA if one is available or provide ASA with a key to their storage space if they use their own lock. Whenever entry is necessary, ASA shall notify the occupants and other relevant parties at least 24 hours in advance, and shall always notify the group after the entry. There shall be at least two ASA Board members, or one ASA member and one MIT staff member, present when ASA enters a space.
9. The Department of Facilities, CAC, EHS, SOLE, and other MIT units, may enter a space at any time to carry out inspections, cleaning, repairs, and other activities to maintain the space. ASA will request these units to notify the occupants.

Promotion and Publicity

Student organizations seeking to recruit new members, run successful events, make connections to other groups, or otherwise contribute to the MIT community will be faced with the task of promoting or publicizing content or ideas.

In all promotional and publicity activities, student organization leaders and members should strive to represent the collective voice of their group with integrity and respect. It is also their responsibility to make sure that their organization's advertising materials and methods are in compliance with Institute policies.

Advertising events

Organizations must have a confirmed space reservation before advertising any event with a specific date or location. The principle methods to advertise on-campus events include:

- Advertising spaces:
 - [ASA Bulletin Boards](#)
 - [Infinite Corridor Digital Displays](#)
 - [DAPER Digital Displays](#)
 - [CAC Promotional Tables](#)
 - [CAC Infinite Corridor Poster Display Program](#)
- Events calendars:
 - [Engage Events Calendar](#)
 - [MIT Events Calendar](#)
- Newsletters and publications:
 - [UA Byte](#)
 - [GSC Anno](#)
 - [The Tech Ads](#)

Using Social Media

When using social media on behalf of a student organization, we recommend that you follow these best practices (adapted from [Social Media Best Practices](#) from the Institute Office of Communications):

- **Be transparent.** Don't post anonymously or use pseudonyms or false screen names when posting or creating content on behalf of your organization.
- **Think carefully when you "friend," "like," or "follow."** Is it an appropriate relationship? Is there a chance for misinterpretation by your audience?

- **Slow down—think before you post.** Consider the content carefully and be cautious about disclosing personal details or making statements that you may regret later.
- **Respect the privacy of others.** It is not okay to disclose personal, confidential, or proprietary information concerning the Institute, other students, faculty, or staff in any form of media.
- **Respect the intellectual property of others.** Remember that copyright, trademark, patent, and fair-use laws apply to social media and other electronic content, as do MIT's policies regarding the use and ownership of intellectual property. *When using music in promotional social media content, use only music that is appropriately licensed for that use.* Music available through TikTok, Instagram, Spotify, or a personal account is likely to be limited to personal use only and may not be cleared for promotional content. Use music from a commercial-use library or another source that provides the appropriate rights.
- **Respect your audience and the MIT community.** MIT reflects a diverse range of customs, values. When speaking on behalf of your organization, be yourself, but respectfully and with good judgment.
- **Be the first to respond to your own mistakes.** If you make an error, be up front about your mistake and correct it quickly. If you choose to modify an earlier post, make it clear that you have done so.
- **Use discretion when deleting comments.** MIT's policy for its main social media accounts is to only delete comments if they are off topic and include marketing spam or hate speech, or if they're obscene, profane, or contain someone's personal or private information. Feel free to adopt the same principles.
- **Comply with the terms of service of third-party entities.** Most social networking sites have their own rules, policies, and procedures, and you will likely be required to accept their terms of service before you can begin to use them.

Promotion and Publicity Policies

Freedom of Expression and Academic Freedom

MIT has a long tradition of celebrating provocative thinking and nonconformity. We believe that a commitment to freedom of expression is integral to our mission and community. At the same time, we deeply value a culture of civility, mutual respect, and compassion alongside the robust exchange of views. In this spirit, we celebrate the open exploration of scientific, social, and ethical truths that advance human understanding.

MIT has [a website dedicated to helping the community](#) understand what freedom of expression means for the Institute. For more detail, the [Report of the MIT Ad Hoc Working Group on Free Expression](#) is also a useful resource.

Posting

There are various ways for groups to advertise themselves and their events at MIT. These include posting on bulletin boards, digital signage around the Institute, and advertising in some newsletters and calendars.

Public Posting Boards

The ASA manages a number of posting boards around campus, including in the Infinite Corridor, Stata Center, and other buildings. Student organizations may poster on these [public boards](#) to publicize their events. When posting, student organizations must follow the [MIT bulletin boards, posting, and display spaces policy](#) and the [ASA posting policy](#), the key points of which are:

- One poster per group per board.
- Up to 22" x 17" poster area per group per board.
- Poster only in designated spaces.
- You must include the sponsoring party and an MIT email address as contact information.
- You must date your posters:
 - If you are posting for an event, include the date of the event.
 - If you are providing general information about your group, include a date 2 weeks after you put up the poster.
- Facilities reserves the right to take down posters, especially if they have been up for multiple weeks.

Private Posting Boards

The ASA may allocate dedicated posting boards to recognized student organizations for use as group advertising and information spaces. Applications for private posting boards are typically opened annually.

Organizations assigned a [private posting board](#) are responsible for maintaining their assigned space. Groups must:

- Keep the board active, neat, and up to date.
- Clearly display the organization's name and MIT contact information.
- Use the board to share information about the organization, its activities, events, or relevant issues.
- Maintain the condition of all posted materials.
- Remove or replace outdated, damaged, or fallen materials.
- Monitor the board regularly and remove unauthorized posters placed by others.
- Notify the ASA of vandalism, damage, or repeated unauthorized use of the board.

- Obtain permission from the ASA before permanently modifying the board or adding materials beyond standard paper or poster-board displays, including display cases, plexiglass, or protruding objects.

Private posting boards are assigned to specific organizations and are not available for general public posting. Groups may only post on private boards assigned to them unless they have permission from the assigned organization or the ASA.

Posters placed on another group's private board may be removed by the organization assigned to that board and may be referred to the ASA for follow-up.

Facilities generally clears public bulletin boards on a regular schedule, while private boards are maintained by the organizations assigned to them. Groups should not assume that Facilities will remove outdated or unauthorized materials from private boards.

Use of MIT Name and Brand

Any use of MIT's name logos, and seal in advertising and other promotional material must be approved by the Institute Office of Communications in accordance with MIT's [use of name guidelines](#) and the Institute's [use of name policy](#).

MIT has posted guidelines on how the community can use the [MIT logo](#), including specific guidance for student organizations. In particular, the MIT logo can't be altered or combined with other graphics or text, nor can it be used as your student organization's social media icon.

- Contact mit-brand@mit.edu if you have questions about whether your student organization's logo needs to be modified and/or to submit proposed updates for review and approval.
- Contact student-merch@mit.edu for questions on how to order merchandise for your student organization. This includes new or reordered items that will use the MIT logo, MIT seal, Tim the Beaver, or MIT acronym.

Website Domain Names

Recognized student organizations may be eligible to request an official mit.edu website domain.

Organizations requesting an MIT domain must comply with the Institute's [Website Domain Name Policy](#) governing eligibility criteria, standards, naming, accessibility, branding, website maintenance, and other requirements.

Travel

Student organization travel includes travel to an off-campus event where MIT resources, financial or otherwise, subsidize or support the cost of representing a recognized student organization. It can also include support for attending an event that furthers the mission or purpose of a recognized student organization.

Travel Policies

- Recognized student organizations traveling on behalf of MIT must consult with SOLE prior to any travel and follow all MIT policies, including those outlined in the [Mind and Hand Book](#).
- Failure to register your trip with SOLE could result in loss of group privileges and/or reimbursements for group travel.
- Trips within 25 miles of the greater Cambridge/Boston area and/or inside of the Interstate 95 Corridor (within the Boston and surrounding area) do not need to be reported.

Car Travel

- Drivers must have a valid driver's license and proof of comprehensive automobile insurance.
- Drivers must comply with all traffic and safety laws.
- In case of a car accident:
 - Contact the [Dean on Call](#) and local authorities as needed.
 - Review the [MIT Office of Insurance](#) coverage policies.
- For car rentals:
 - Complete the [Car Rental Form](#) 5 working days prior to departure.
 - Renting 12-passenger vans and/or moving trucks for student organization travel is prohibited.

Domestic Travel

Domestic travel is defined as any student organization travel that is more than 25 miles from the greater Cambridge/Boston area and/or inside of the Interstate 95 Corridor (within the Boston and surrounding area).

Deadlines

- Trip leaders must submit the [Domestic Travel Form](#) at least 10 working days prior to departure.

Policies

- Trip leaders must have a list of all trip participants traveling with them, as well as all driver names, phone numbers, and any other car occupants.
- Trip leaders must have a general trip itinerary while traveling.
- Trip leaders must have contact information for the [Dean on Call](#) and MIT Police while traveling.

International Travel

Deadlines

- Trip leaders must submit an [International Travel Form](#) at least 2 months prior to the trip departure date.
- Trip leaders must meet with SOLE at least 1 month prior to the trip departure date.
- Trip leaders must ensure each trip participant registers via the [MIT Travel Registry](#). SOLE will work with the trip leaders to determine an appropriate deadline.
- Trip leaders must ensure all trip participants review the [International Travel Risk Policy](#) and [Steps for Safe Travel](#) prior to trip departure.

Policies

- Trip leaders must have a list of all trip participants while traveling.
- Trip leaders must have a general trip itinerary while traveling.
- Trip leaders must have contact information for the [Dean on Call](#) and MIT Police while traveling.
- Trip leaders must have contact information for authorities local to the trip location while traveling.
- Trip leaders must have access to the [International Travel Risk Policy](#) and [Steps for Safe Travel](#) while traveling.

Paying for Travel

- **Payment for Hotels, Airfare, and Rental Cars:** Student organizations are encouraged to use the SOLE travel credit card to book and pay for hotels, airfare, and rental cars. To gain access to this card, contact SOLE. Additionally, students may pay for travel and be reimbursed following the completion of the trip.
- **Payment for Conference Registrations:** To pay for conference registrations students should use the RFP payment system that can be found on the [Atlas](#) portal.
- **Travel Reimbursement:** To be reimbursed for costs related to student organization travels, submit a travel report in [Concur](#). Travel report submissions must be completed by the

individual being reimbursed. Upload all receipts, invoices, and boarding passes in your travel report. Ensure your travel report submissions are approved by the group's financial signatory.

- For MIT Travelers: Complete the [Travel Signatory Authorization Form](#) and upload it in your travel report.
- For Non-MIT Travelers: Complete the [Travel Voucher Form](#) and upload it in your travel report.

Finances and Funding

Financial Stewardship

Student organizations recognized by MIT are given the autonomy and responsibility to spend their funds as they see fit, providing they comply with the law and adhere to all existing MIT policies and guidelines. The treasurer and financial signatories of any student organization have a responsibility to manage the accounts ethically and use funds in alignment with the organization's mission.

All funds associated with student organizations are considered Institute funds, including those raised through fundraising efforts, membership fees, or event revenues. These funds must remain within MIT's financial system and are subject to internal and external audits. Fundraising proceeds and any other revenue generated by a student organization cannot be deposited into non-MIT accounts.

General reminders:

- Do not sign contracts on behalf of your student organization or MIT. Only authorized signatories can represent the Institute.
- The use of unauthorized financial platforms like Venmo, Cash App, Eventbrite or GoFundMe for collecting funds is prohibited.
- Purchasing gift cards or reimbursing a member for the purchase of gift cards is prohibited.
- Designs for branded merchandise using MIT trademarks must be approved by student-merch@mit.edu before the merchandise can be purchased.

Financial Access and Signatories

A student organization's financial signatories are students who are authorized to access their organization's financial accounts and process financial transactions on its behalf. To gain signatory access, the current President or Treasurer of an organization must submit the [Financial Access Form](#) on behalf of the requesting officer annually on or after July 1.

To become a financial signatory for a student organization, a student must be listed as an officer for that organization on [Engage](#) and earn a score of 100% on the Student Organization Finance Manager Quiz. SOLE staff will assign the Financial Signatory tag on [Engage](#) after the quiz has been reviewed and approved.

Funding Sources

Student Group Funding Council

The Student Group Funding Council (SGFC) oversees the distribution of financial support to all ASA-recognized student organizations, as well as to club sports, FSILGs, and residence hall student governments at MIT. The SGFC is responsible for:

- In collaboration with SOLE, establishing funding guidelines and priorities that ensure equitable distribution of resources
- Reviewing applications from ASA-recognized student organizations, club sports, FSILGs, and residence hall student governments for funding for events and programs
- Determining appropriate allocations of funding

While the Institute retains ultimate authority over student organizations' financial and space resources, the allocation and management of these resources is a collaborative process involving student organizations, their governing boards, and Institute staff.

For additional information, please email sgfc-exec@mit.edu.

Donations

Donations to student organizations are tax-deductible and must be processed through MIT's Office of the Recording Secretary (RSO), which provides receipts to donors. All donations accepted and acknowledged by MIT are for student organization events and program expenses and may not be used for donations to external organizations.

Donations to student groups can be made in three ways:

1. Online, using giving.mit.edu.
 - Organizations that wish to receive gifts via the [Giving@MIT portal](#) must complete the [Giving Page Setup Request Form](#).
2. With a physical check.
 - If the donor is writing a check, students should instruct the donor to make their checks payable to "MIT <student group name>" and include an [MIT Contribution Form](#) with their check.
 - Students will be required to provide their student organization's main account number to the donors.
3. Through the MIT Alumni Association.
 - Donations of single gifts less than \$2,000 from MIT alumni should be directed to and processed by the MIT Alumni Association. The RSO processes all gifts greater than \$2,000.

- Students should contact the MIT Alumni Association at aa-students-services@mit.edu before soliciting donations from alumni.

If a student anticipates receiving a “gift-in-kind” from a donor for their student organization, they must notify [SOLE by email](#). Gifts-in-kind are donations of goods, including equipment, art, or historical items. Gifts of services do not count as gifts to MIT for tax purposes. Upon receiving notice, SOLE staff will provide additional instructions for reporting a “gift-in-kind.”

Dues

Student organizations may charge membership dues. However, they must waive dues for members who cannot afford them (in order to comply with the inclusivity requirements for being a student organization).

Fundraising Events

Student organizations may host fundraising events in support of their organization’s activities. All fundraising events must comply with MIT event planning policies, be planned with SOLE at least 30 days in advance, and get registered in [Atlas](#) at least 10 working days before the event. Funds raised by student organizations are for the benefit of the organization itself. If there is an expectation that funds will be donated to an external organization, the following conditions apply:

1. The funds are raised independently by the student organization.
2. The organization clearly communicates the intended use of funds to all participants and donors in advance.

If officers of a student organization are interested in hosting a fundraising event for, and/or making a donation to, an external organization, they must:

- Email SOLE Finances at sole-finances@mit.edu, and
- Complete the [Donations to Charity Form](#).

All fundraising proceeds are considered Institute funds and must remain within MIT’s financial system.

Sponsorships

Sponsorships involve financial or non-financial support provided by an external organization (outside of MIT) to a student organization, typically in exchange for benefits provided by the student organization. Sponsorships are distinct from fundraising and follow a separate approval process to a student organization, typically in exchange for recognition or visibility. Sponsorships are distinct from fundraising and follow a separate approval process.

Student organizations seeking sponsorships must submit a [Sponsorship Packet Approval Form](#) at least 30 working days prior to the event. All sponsorship agreements must be formally reviewed and approved by SOLE before funds or materials may be accepted. Approval authority rests with the Institute, and not all sponsorships will be approved.

The following apply to sponsorships:

- Alcohol-related sponsorships are prohibited.
- Events involving sponsorships are classified as Complex Events.
- An [Atlas](#) registration must be submitted at least 10 working days prior to the event.
- Events must comply with all MIT event planning policies.

Organizations planning to solicit sponsors or include sponsorship recognition in event materials should email sole-finances@mit.edu prior to finalizing solicitation language, sponsorship levels, or promotional materials.

Events involving sponsorships should be planned with SOLE at least 30 days in advance and registered in [Atlas](#) at least 10 working days before the event.

Ticketed Events

Student organizations may charge admission fees for their events. Any events with an admission fee must be ticketed, and organizations are required to use [Engage](#) for processing. For more information regarding the policies for such events, see [Admission Fees for Events](#).

Making Deposits

Students can deposit money from ticketed events, the collection of dues, donations, and any other source of student organization revenue. To make a deposit for their student organization, students can pick-up a Bank of America deposit slip from SOLE (W20-500). All checks and cash should be deposited immediately upon receipt. Deposits can be made at any Bank of America branch. Deposited funds will show up in the student organization's account within two working days. Students must return to SOLE the yellow copy of the deposit slip and the white deposit transaction confirmation issued by Bank of America staff.

Spending Student Organization Funds

Requests for Payment (RFPs)

RFP reimbursements allow organization members to recover personal funds used for organization expenses. All RFPs must be submitted within 60 working days of purchase. Late submissions may

result in delays or denial of reimbursement. RFPs are not used for travel expenses, which are instead handled using [Concur](#).

Note regarding sales tax: MIT does not reimburse sales tax in states where tax exemption is recognized. Inform vendors of MIT's tax-exempt status before purchases. Access MIT's tax exemption forms ([ST-2](#) and [ST-5](#)) on the [VPF website](#).

Buy-to-Pay (B2P) and Purchase Orders

The B2P platform is used for purchasing goods or services via purchase orders (POs). Submit requisitions through B2P, which are reviewed by SOLE and Office of the Vice President for Finance (VPF) before generating a PO for the vendor. Depending on the level of complexity in the PO, it could take anywhere from 15 working days to more than 45 working days for it to be processed and approved. Students are required to meet with SOLE if a PO involves contracts, liability forms, or other specialized paperwork.

Purchase orders are used when any of the following conditions apply:

- The total payment exceeds \$5,000
- Purchasing a computer in excess of \$1,000
- Purchasing equipment in excess of \$3,000
- Contracts need to be reviewed

Required documents:

- [Selection of Source Form](#) and competitive bids, if payment is greater than \$10,000
- A formal invoice (not a quote/estimate)
- Contracts or statements of work, if applicable

Contracts

Please email [SOLE](#) before initiating any contracts. Contracts protect organizations and MIT from liability and clarify expectations for services. The contracts team in VPF advises, reviews, drafts, negotiates, and executes commercial agreements for the procurement of goods and services at the Institute. Student organizations should use the [MIT Student Group Contract](#) for external services.

Guidelines

- Only MIT [authorized personnel](#) may sign contracts
- Contracts involving payments must go through B2P
- Non-payment contracts must be reviewed by SOLE
- Allow at least 30 working days for review of external contracts

Controlled Value Cards (CVCs)

A CVC functions like a debit card for purchases of up to \$3,000, excluding travel and vendor services. Each student organization may apply for one CVC through the [Control Value Card Form](#). If your application for a CVC is approved, you will be required to complete additional training as having a CVC necessitates additional financial responsibilities.

Internal Transfers

The internal transfer process allows student organizations to transfer money to other student organizations and other MIT departments for specific expenses. Transfers may be used to correct an accounting error when allocating expenses to a particular account, or when sharing revenues and/or expenses when collaborating with another student group. This process is facilitated by completing an [Internal Transfer Form](#). Student organizations can only transfer funds into their main cost objects. Student organizations cannot transfer funds into funding cost objects, as those will reset at the end of the semester.

Employment

Student organizations can hire both student and non-student employees to provide services for the organization.

To employ students

1. Student employees being hired must complete the [MIT I-9 process](#).
2. Financial Signatories are responsible for hiring student employees on behalf of the student organization and must complete the [Student Employment Form](#) prior to the employee's start date.

To employ non-MIT- students

1. Financial Signatories are responsible for hiring student employees on behalf of the student organization. They must confirm:
 - a. That the individual is not a student.
 - b. The details of the position description
 - c. The desired rate of pay (include the amount in the "total financial commitment" field)

The financial signatory must submit an [Employment Agreement Form](#).

2. Once the forms have been approved by SOLE, they are sent to DSL for review and approval.
3. Once the forms have been approved by DSL, the non-student individual being hired must then complete the [MIT I-9 process](#) and provide background information, if they have not done so before, then payment can begin. This process can take up to 1 month.

Individual suppliers

Sometimes student organizations need to pay a non-student individual for a service provided, such as being a DJ or performing. This type of non-student individual is considered an individual supplier, not a non-student employee, and payment for their services must be processed through the B2P system.

Appendices

Appendix A: MIT policies

1. [Nondiscrimination](#)
2. [Hazing](#)
3. [Freedom of Expression](#)
4. [Use of Institute Name](#)
5. [Protests and Demonstrations](#)
6. [Use of Facilities](#)
7. [Bulletin Boards, Postering, and Display Spaces](#)

Appendix B: Important Definitions

To ensure clarity and understanding across the MIT community, definitions are provided below for specific student organization terms.

Individual Status

- **Student:** An individual with [regular student status](#) at MIT. During the fall and spring terms, undergraduate and graduate students must be properly registered with no registration holds. Undergraduate students are not required to register for the Independent Activities Period (IAP) or summer term. Graduate students are not required to register for IAP, but those engaged in research or thesis work during the summer must register for the summer session, per [Graduate Policies and Procedures](#).
- **Non-Student Individual:** Any person who is not an MIT student. Examples include [students on leave](#), non-student Institute employees, alumni, donors, guests, collaborators, K-12 groups, cross-registered students from other institutions, performers, event attendees, and contractors. Non-student individuals are not eligible for privileges reserved for MIT students and student organizations. All non-student individuals, with the exception of non-student Institute employees, are considered “visitors” of the Institute and must abide by the [MIT Campus Visitor Guidelines](#).

Student Organization Roles

- **Core Executive Officer:** An MIT student that serves in either the president role or the treasurer role in a student organization. These roles must be held by separate individuals for the same organization.
- **Officer:** An MIT student that serves in a leadership role in a student organization.

- **Member:** An MIT student involved in a student organization who regularly participates in meetings or organizational operations.
- **Student Organization Advisor:** A non-student individual who provides guidance, support, and perspective to a student organization, complementing the guidance and support provided by SOLE staff advisors.
- **Participant:** A non-student individual involved in a student organization who regularly participates in meetings or organizational operations.
- **Attendee:** Any individual, MIT student or non-student, who attends organization events or activities but is not otherwise involved in the student organization.

Student Organization Processes

- **Recognition:** The process by which a student group gains status as a recognized student organization, granting access to special Institute privileges. Recognition is maintained through completion of the annual re-registration process and by remaining in good standing with the ASA and SOLE.
- **Re-Registration:** The annual process by which all recognized student organizations submit updated information and complete required training to maintain their recognized status.
- **Temporary Recognition:** A short-term status granted to a student group by the Institute in exceptional circumstances, providing access to certain student organization privileges. Groups with this status must complete the full recognition process for long-term access to all student organization privileges.
- **Re-Registration Review:** A designated period after the re-registration deadline during which ASA officers and SOLE staff review re-registration submissions for accuracy and completeness.

Student Organization Statuses

- **Recognized:** A group, directed and controlled by MIT students, that has been granted access to special Institute privileges by the ASA and SOLE.
- **Good Standing:** A student organization has met the Institute's requirements to stay active and recognized.
- **Frozen:** A temporary status for recognized student organizations, assigned by the ASA and SOLE, that includes the removal of certain student organization privileges (e.g., reserving space, accessing funding) due to incomplete or late re-registration.
- **Suspended:** A temporary status assigned by DSL or the MIT Committee on Discipline (COD), removing all student organization privileges. DSL or the COD determines the specifics of this status, including onset, duration, reasons, and required steps for reinstatement.
- **De-recognized:** A student organization that has lost its recognized status and associated privileges, typically due to failure to complete annual re-registration or maintain good standing with the ASA, SOLE, or the Institute.

Appendix C: MIT Systems, Online Resources, and Forms

Online systems used by student organizations:

- [Atlas](#): where student organization event planners register their upcoming events.
- [Concur](#): where student organization leaders can report and get reimbursed for student organization travel.
- [Engage](#): where student organization core executive officers can add and update important information about their student organization.
- [Mazevo](#): where student organization space reservation signatories can request to reserve select campus spaces.
- [MIT Classrooms Reservation System](#): where student organizations can request to reserve MIT classrooms.