

Burton Conner Guest Policy Overview

GUEST POLICY AND PROCEDURES

Guest List Visitor: Burton Conner permits each resident to place up to 10 people on their guest list. These ten individuals can either be MIT-affiliated or non-MIT affiliated. Guest list visitors are allowed unaccompanied access between the hours of 8:00 am and 12:30 am daily, in accordance with existing policy prohibiting unaccompanied guests during the Nightwatch shift.

Residents are able to place people on their guest list via the electronic guest list system currently in use by the house. The names on individual lists may be altered by the resident host at any point during the year.

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

- a. Guest informs the Desk Attendant that they are on the resident host's guest list.
- b. Guest presents a valid MIT or government-issued photo ID.
- c. Desk Attendant shall conduct a visual verification of the identification and fill out the visitor registration log. The following information will be included in the log:
 - i. Date
 - ii. Time
 - iii. Guest Name
 - iv. Resident Host's Name
- d. Once verified, the Desk Attendant shall permit the guest to enter the residence hall.

Non-Guest List Visitor: Burton Conner residents are also permitted to host guests by following the procedures below:

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

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

General Expectations for Burton Conner Guests and Resident Hosts:

Resident Host Procedure: Guest list visitors are not required to be accompanied by Burton Conner Resident Hosts and may enter the residence hall at any time between the hours of 8:00 am and 12:30 am, provided they follow the Guest List Sign-In Procedure outlined above.

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

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

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

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

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

Visitor Responsibilities: All Burton Conner guests shall abide by all MIT and Residence Hall Guidelines, Regulations, Policies and Procedures as stated in the Housing Agreement. For complete policy details, please visit http://housing.mit.edu/about/residential_housing_and_dining_policies - License Agreement

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

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

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

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

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

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

Resident Host Procedure for Events: Event Visitors are not required to be accompanied by Burton Conner Resident Hosts for events held in the Porter Room and TV Lounge only. Visitors for all other events must be escorted by a designated “runner” to the location of the event. The Burton Conner community may review and request revision to this policy at any time.