

MacGregor House Guest Policy and Entry Procedures
Written April 1, 2000 (Revised April 12, 2000)
Approved unanimously by Mac Gregor HouseComm September 6, 2000

Each resident, including tutors and housemasters, must fill out and sign the form indicating that they understand this policy. The following is the policy for letting people into Mac Gregor. This policy is meant to protect the residents. First, please note the following sections from MIT's policies.

MIT Policies and Procedures Section 9.7 (<http://web.mit.edu/policies/9.7.html>)
“Improper use of Institute property or facilities, including keys, computers, telephones, and so forth; misuse of MIT's name; or violation of Institute regulations may result in disciplinary proceedings within the Institute, legal proceedings outside MIT, or both.”

MIT Housing Policies (<http://web.mit.edu/rlslp/standards/housing.html#keys>)
“Residents are not permitted to duplicate room, apartment or house keys, or to possess a master key. Unauthorized use of keys may result in disciplinary action up to and including separation from the Institute. You will be charged for the loss of keys and lock change by the House Manager. All keys must be returned to the House Manager upon check-out.

Student MIT Cards are used for residence access. Each residence outside door is equipped with electronic readers to replace the outside door key system, thus enhancing security in the housing system. If you lose your Student I.D. Card, contact your House Manager and report the loss immediately.”

Residence Desk Manual (<http://web.mit.edu/rlslp/programs/desks.html#security>)
“The Desk serves as the "front line" of defense in the security of the House. All Desk Workers are expected to be alert and aware of possible intrusion into the House by unauthorized persons.

All non-residents wishing to gain entrance into the House must report to the Desk with proper identification and their request to enter.”

Here are the Mac Gregor House Guidelines:

- 1) Residents should have their MIT ID with them at all times.
- 2) Residents should not expect to be let into Mac Gregor by the desk workers; they should use their MIT ID (do not be lazy!).
- 3) If asked to show your id, you must do so.
- 4) Do NOT let people follow you inside at any of the entrances. People should use their MIT IDs to gain access into the building. If you don't know someone, ask to see his or her MIT ID. We need everyone's help to maintain the security of the building.
- 5) All guests and visitors should be referred to the front desk.
- 6) Residents should fill out the attached guest list. These are the people that will be allowed into the building to see you without you having to come to desk to get them.

- 7) When a guest (a guest is any non-resident) arrives, they should go to the front desk. They must present a photo id (MIT ID if they are an MIT student) and state who they are visiting. If they are on that person's guest list, they may enter. Otherwise the person they are visiting must be called and must come down and pick up the visitor at the front desk. This policy applies to anyone who is not a resident, including MIT students.
- 8) If it is after midnight guests must sign in at the front desk.
- 9) To change who is on your guest list, you must present your MIT ID to the desk worker and tell them who you wish to add or remove.
- 10) If you need to remove someone from your list (you do not want them let into the building anymore) then you should present the desk workers with a picture of the individual so the desk workers can recognize the person at question. The desk workers can also inform each other about the situation. Residents should realize that the desk workers may automatically recognize the individual from seeing them in the past, and a picture will help them identify the individual.
- 11) When an individual is removed or added to the list, the person adding or removing them must email (macgregor-guestlist@mit.edu) and go to desk and have them removed from the desk list. The email is so that the backup copy of the list can be updated as well.
- 12) Desk Workers will make their best effort to keep unwanted persons out of the building. However, please remember there are other entrances. A picture will help the desk workers identify the unwanted people.
- 13) The Mac Gregor Judicial Committee and the Mac Gregor House Committee has the authority to remove any individual from the guest list. This will be done only when the safety or security of an individual or individuals is at risk. Individuals who are prohibited from the premises by the Campus Police are also not allowed on Guest Lists.
- 14) This is NOT a list of who may have your room key.
- 15) Unaccompanied Guests are NOT allowed to use the house facilities. House equipment and rooms must be checked out with an ID of a resident.
- 16) This guest list will not be in effect over the summer, but it will be during the rest of the year.
- 17) The Entry Chairs will help start the list, which will be kept in a binder at desk, and a second copy will be kept in a secure location (the student office).
- 18) Each person will have a page in the book, with their name, room number, and phone number, and their guest's name and whether or not the guest is an MIT student.
- 19) Each resident must sign a statement saying that they understand these rules and procedures.
- 20) This policy will go into effect September 18, 2000.