MacGregor House Security Overview

RESIDENT POLICY AND PROCEDURES

All residents must tap their ID after entering the Macgregor grounds and before entering the building. Card readers are located at the main entrance, courtyard entrances, and Memorial Drive entrance. Residents do not have to tap their ID when moving between courtyard facing entrances, for example, between the Fentry and laundry room low rise doors.

GUEST POLICY AND PROCEDURES

Guest List Visitor: MacGregor House permits each resident to place up to eight (8) people on their guest list. These eight 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 online system currently in use by Macgregor . The names on individual lists may be altered by the resident host at any point during the ayear.

> **Guest List Sign-in Procedure:** Each individual listed on a guest list shall be required to check in with security before entrance. All guests may check in at the front desk. MIT-affiliated guests on a guest list may proceed directly to the entry they wish to access and have verification and sign-in occur via the intercom. The resident host does not need to be present. 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

Non-Guest List Visitor: MacGregor House residents are permitted to host guests not on their guest list by following the procedures below:

> **Guest Sign-in Procedure:** Macgregor, each visitor is required to check in with security before entrance. MIT-affiliated guests not on a guest list may proceed directly to the entry they wish to access and have verification and sign-in occur via the intercom as long as their host is present at the intercom. 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

The guest waits in the lobby area for the Resident Host to accompany them into the building.

Guest Access Privileges: Once verified, guests may move freely through the house. To access the low rise doors guests may buzz the Desk Attendant via the intercom, and wait for the Desk Attendant to unlock the door. When with a resident, guests do not have to tap their ID when moving between courtyard facing entrances, for example, between the Gentry and Hentry low rise doors. This ability is only granted for the duration of the guest's time on Macgregor grounds.

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 Team.. With the approval of the House Team, participants of events outside and in common areas on the first floor will not be required to check in.
- Hosts for closed events shall submit a list of attendees to the front desk prior to the scheduled event or gathering.
- The following events must be registered in accordance with the Guidelines for Event Registration for Events Sponsored by MIT Students or Student Groups:
  o Events where alcohol will be served
  o Events where money will be collected
  o Non-academic / non-educational events where the attendance will exceed 100 people
  o Events open to non-residents where the attendance will exceed 100 people OR any event closed to non-residents where the attendance will exceed 250 people
  o ALL events where more than 20% of the audience is expected to be non-MIT community members, including conferences
  o ALL events that involve working with a non-MIT organization
  o ALL events that involve working with minors
  o Other events when required by an appropriate campus department or under special circumstances

Event Visitor Sign-in Procedure: Upon entering residence hall, each event visitor is required to report to the front desk. The following process will occur:
- Visitor informs the Desk Attendant of the event or gathering they wish to attend.
- Visitor presents a valid MIT or a government-issued photo ID.
- 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 MacGregor House Resident Hosts to events held outside or in common dorm spaces on the main floor of the building.

Visitor Responsibilities: All MacGregor House guests and visitors 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 Student Government or with their Residential Life Area Director.

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.

GENERAL EXPECTATIONS AND CLARIFICATIONS

- If a 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.
- All non-MIT affiliated guests on a guest list must report to the front desk to sign in before proceeding to the entry they wish to access.
- All MacGregor House Resident Hosts are responsible for the conduct of their guests for the duration of their stay.
- As stated in the Housing Agreement, residents may not have overnight guests for more than three nights in a seven-day period.
- Residence Hall Staff may restrict or prohibit overnight guests if roommates cannot amicably agree on visitations.