



# **Community Standards**

*2017 - 2018*

## **MIT Housing Mission Statement**

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“At the core of the MIT housing experience is a powerful sense of community. Every undergraduate and graduate residence offers its own rich social network, a distinct culture, lifestyle, and perspective. The goal of the MIT Housing Office is to keep those residences functioning and the communities within them thriving.” – MIT Housing

Community Standards for:  
Next House (W71)  
500 Memorial Dr.  
Cambridge, MA 02139

## Table of Contents

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<b>MIT HOUSING MISSION STATEMENT</b>	<b>2</b>
<b>GENERAL NEXT HOUSE INFORMATION</b>	<b>4</b>
INTRODUCTORY OVERVIEW	4
FACILITIES OVERVIEW	4
NEXT HOUSE STUDENT GROUPS	4
SOCIAL EVENTS	4
GUEST LIST POLICY	5
<b>PEOPLE IN NEXT HOUSE</b>	<b>6</b>
HOUSE TEAM	5
NEXT EXEC	6
RESIDENTIAL PEER MENTORS	7
OTHER IMPORTANT CONTACTS	7
IMPORTANT MAILING LISTS AND RULES	7
<b>COMMUNITY STANDARDS</b>	<b>8</b>
GENERAL MIT HOUSING RULES AND RESIDENCE POLICIES	8
WHAT NEXT ISN'T RESPONSIBLE FOR:	8
GENERAL DINING POLICIES	8
PUBLIC SPACE USE	9
Space Reservations	9
ROOM REGULATIONS AND FURNITURE	14
FIRE DRILLS/EMERGENCY EVACUATIONS INFO	16
BIKES/PARKING	16
DESK POLICIES	17
TRASH/RECYCLING	17
MAILING LIST REGULATIONS	18
PRINTERS	18
<b>REPORTING PROBLEMS</b>	<b>21</b>
ROOM PROBLEMS	21
BATHROOM OR LOUNGE PROBLEMS	21
NETWORK/INTERNET PROBLEMS	21
LOCKED OUT?	21
CHECK OUT	22
OTHER USEFUL REFERENCE SITES	22
<b>APPENDIX A: MIT POLICIES &amp; PROCEDURES FOR RESIDENCES</b>	<b>23</b>
<b>APPENDIX B: IMPORTANT/USEFUL PHONE NUMBERS</b>	<b>24</b>

## **General Next House Information**

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### **Introductory Overview**

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Next House is one of the largest and friendliest dorms on campus, a welcoming environment open to all with diversity, bonds, and close friendships. No matter what your interests are, there is a place for you at Next House, your home away from home.

### **Facilities Overview**

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Next House has the following facilities: bike room/lounges/racks, an Athena cluster with commercial color scanner/copier/printer, vending machines and an ice machine, a weight room, a cardio exercise room, an expansive main lounge (the Tastefully Furnished Lounge), a large courtyard with four grills, a music practice room, a dining hall, ten washers and twelve dryers, a Country Kitchen with five stoves and five fridges, two conference rooms, a full basement recreation center, and elevators. In each of our eight wings, we have single, double, and triple rooms, at least one mini-lounge and large lounge, and multiple bathrooms.

### **Next House Student Groups**

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Next House provides funding for people to start their own interest groups, some of which currently include: Next Act, Next Art, Next Bake, Next Big Thing, Next Code, Next Football Club, Next Gamers, Next Haunt, Next Make, Next Quest, Next Service, Next Sustain, and Next Video Game Orchestra. We encourage other people to develop their own interest groups and propose them to Next Exec for recognition, which can result in funding and space for your group.

### **Social Events**

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Next House holds many social events for its residents, ranging from restaurant trips to coffee houses, our Fall Formal, and many more.

Next House events are advertised primarily through emails and posters in and around Next House. Contact the Social Chair if you have any questions about events or have an idea of your own!

## Guest List Policy

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All residents and guests/visitors will need to "tap" their MIT ID or present a valid school or government-issued photo ID at the front desk to enter a residence hall. Guests will be signed into a visitor log.

Next House residents may assign MIT undergraduate students to one of two Guest Lists. **Guest lists are only effective when there is a Next House student Desk Worker at the desk.** Allied Universal staff do not have access to the Next House Guest List Database.

The guest list is established and maintained by Next Exec and accessed by the Front Desk staff. The names on individual lists may be altered by the resident host at any point during the year.

Next House Guest Lists are maintained on [nextres.mit.edu](https://nextres.mit.edu). All students will receive an email with their login information to NextRes from the Technology Chair.

### Semester Guest List

- Each Next House resident is permitted to place 5 permanent MIT undergraduate students on their guest list for the semester.
- Semester guest lists may be emptied at the end of each semester. Residents may begin adding guests to their lists at the start of each semester.
- Guest list visitors are allowed unescorted access between the hours of 8:00 am and 12:00 am daily.

### Temporary Guest List

- Each Next House resident is permitted to place up to 5 MIT undergraduate students on a temporary guest list for 24 hours.
- At 7 am each day, the temporary guest list becomes empty and all guests on this list are automatically deleted.
- Once verified by a Desk Worker, the guest is allowed unescorted access past the Front Desk.

## People in Next House

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### House Team

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- Head of House: Pablo Jarillo-Herrero (pjarillo@mit.edu)
- Head of House: Empar Rollano-Hijarrubia (empar@mit.edu)
- Area Director: Topher Nelson (tophern@mit.edu)
- House Manager: David Paula Nunez (dapaula@mit.edu)
- Graduate Resident Tutors (GRTs):
  - o 2E: Jennifer Schall (schall@mit.edu) and Daniel Schall (dschall@mit.edu)
  - o 2W: Andrea Lehn (lehn@mit.edu)
  - o 3E: Allison Hamilos (ahamilos@mit.edu)
  - o 3W: TBA
  - o 4E: Raichelle Aniceto (raniceto@mit.edu) and Michael Lin (mclin3@mit.edu)
  - o 4W: Kevin Montes (kmontes@mit.edu)
  - o 5E: Kwadwo Owusu-Boaitey (kwadwo1@mit.edu)
  - o 5W: Tobias Kaiser (tkaiser@mit.edu)

### Next Exec (next-exec@mit.edu) - February 2017-February 2018

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- President: Cynthia Lo (next-president@mit.edu)
- VP Relations: Nora Enright (next-vprel@mit.edu)
- VP Facilities: Matt Farejowicz (next-vpfacilities@mit.edu)
- Treasurer: Brandon Barajas (next-treasurer@mit.edu)
- Secretary: Nia Myrie (next-secretary@mit.edu)
- Tech Chair: Cory Lynch (next-techchair@mit.edu)
- Social Chair: Shavina Chau (next-social@mit.edu)
- Alumni Chair: Bill Pinney (next-alumni@mit.edu)
- Athletics Chair: Kevin Zheng and Mitchell Hwang (next-athletics@mit.edu)
- Housing Chair: Jessica Tang (next-housing@mit.edu)
- Dining Chair: PJ Hernandez (next-dining@mit.edu)
- JudComm Chair: Justina Yang (next-judcomm@mit.edu)

Next Exec members are elected at the end of each calendar year and serve in their positions from the start of the spring semester until the end of IAP (January).

## Residential Peer Mentors (next-peermentors@mit.edu)

Next House is one of four dorms that has Residential Peer Mentors (RPMs), upper-class students who live in Next House and serve as advisors and mentors to first-year students. Peer Mentors work to strengthen the support network for first-year students and enrich the community within Next House. First-year students are assigned their Peer Mentor according to the wing that they live in, but should feel free to contact any of the 15 Peer Mentors if they need help or assistance.

Peer Mentors can be contacted by emailing [next-peermentors@mit.edu](mailto:next-peermentors@mit.edu).

## Other Important Contacts

- Wing Reps: up to 3 representatives for each wing who work with their GRTs and use the wing budget to plan wing events and study breaks.
- MedLinks: To find the MedLinks in Next House, visit <http://medlinks.mit.edu>. You can contact the MedLinks by emailing [next-medlinks@mit.edu](mailto:next-medlinks@mit.edu).

## Important Mailing Lists and Rules

- [next@mit.edu](mailto:next@mit.edu): House-related emails to all of Next. You cannot remove yourself from this list.
- [next-forum@mit.edu](mailto:next-forum@mit.edu): Casual emails to all of Next. You can filter these emails or unsubscribe from this list.
- [next2e@mit.edu](mailto:next2e@mit.edu), [next2w@mit.edu](mailto:next2w@mit.edu), [next3e@mit.edu](mailto:next3e@mit.edu), [next3w@mit.edu](mailto:next3w@mit.edu), [next-4e@mit.edu](mailto:next-4e@mit.edu), [next-4w@mit.edu](mailto:next-4w@mit.edu), [next5e@mit.edu](mailto:next5e@mit.edu), [next5w@mit.edu](mailto:next5w@mit.edu): Wing-related emails to relevant wing. You are only added to your wing's list.
- [next-exec@mit.edu](mailto:next-exec@mit.edu): Emails to all of Next Exec with questions/comments/concerns about Next House.

## Community Standards

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### General MIT Housing Rules and Residence Policies

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- Lock your doors when leaving your room, especially during extended periods of time (and especially vacation).
- Leaving items, especially laptops, in public areas, such as Dining, the TFL, or lounges, is at your own risk.
- Nightwatch patrols Next House twice throughout the night and is available at Desk from 1:00 am to 8:00 am.
- There is a Blue Light unit outside Next House to contact Campus Police.
- Many areas of Next require card access to gain entry, including the conference room, Country Kitchen, weight room, and cardio room.
- Card access is required for elevators and the main stairwell (on the first floor only) during large events (as determined by the Senior House Team).

### What Next Isn't Responsible For

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Next House does not take responsibility for some things. This includes, but is not limited to:

- Theft of property
- Lost packages or mail

If either of the above happens to you, you can contact a member of the House Team for help or MIT Police to fill out a report.

### General Dining Policies

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- Students can only enter Dining once per meal and cannot re-enter.
- Students studying in Dining before dining hours begin must exit and re-enter to continue eating/studying. Dining hours are as follows:
  - Breakfast: 8:00 am – 10:00 am Monday – Friday
  - Brunch: 10:00 am – 1:00 pm Saturday and Sunday
  - Dinner: 5:30 pm – 8:30 pm Daily
- Students can enter and exit Dining freely before food service starts and after food service has concluded.
- Clean up after working in Dining; remove any food, drinks, and trash and return plates to the dish drop. If you don't clean up after yourselves, Next House will be fined for the cleaning costs.



- The Private Dining Room (PDR) can be used during dining hours, but all people entering must swipe for a meal.
- You must clean up after using the PDR. Remove any trash or food and move chairs back to their places. Turn off the lights, projector, and speakers, if used.
- You are not allowed to take plates, bowls, utensils, etc. out of the dining hall. You may not bring your own storage container for food. The only take-out options are those described on [studentlife.mit.edu/dining](http://studentlife.mit.edu/dining).

## Public Space Use

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### Space Reservations

- To reserve a space, go to [nextres.mit.edu](http://nextres.mit.edu) and click on the “Room Reservations” tab.
- Spaces reservations with fewer than 10 attendees require 2 residents to be signatories for the space. Space reservations with 10 or more attendees require 3 Next House residents to be signatories for the space. A signatory is responsible for the space during the reservation time.
- Once you complete the form, you should receive a confirmation email from Sparky, the friendly NextRes roombot. If you do not receive a confirmation, email [nextres-dev@mit.edu](mailto:nextres-dev@mit.edu).
- Next Exec reserves the right to deny space reservations. If your reservation is denied, you will receive an email containing the reason for the denied reservation.
- Only Next House residents are allowed to reserve our facilities. The person reserving the space is responsible for guests visiting for the function and the cleanliness of the space after the event.
- Facilities that can be reserved include the Country Kitchen, conference room, TFL, the TFL TV area, grills, music room, and PDR.
- For large events with more than 20 attendees, and all events that include guests from outside of Next House, please contact the Area Director, Topher Nelson ([tophern@mit.edu](mailto:tophern@mit.edu)) at least 3 working days before the event.

### **Lounges**

- Lounge furniture does not belong in your room. You will be fined \$50 per item if lounge furniture is found in your room.

- Lounge furniture should not be moved from wing lounges to other wing lounges. The House Manager manages an inventory of all wing furniture and the wing will be charged if furniture is missing.
- Each wing has its own printer. If you jam it, fix it. Don't print huge documents that hog the queue. Be courteous: this is a shared resource and the printers are relatively new. If there's a problem, email [next-printer@mit.edu](mailto:next-printer@mit.edu).
- Keep in mind that the lounges are adjacent to rooms: keep the volume down when it gets late. Each wing has different quiet hours, so please respect which part of the dorm you are in.
- Clean up after large gatherings. Lounges are social and study spaces.
- Students and visiting friends are not permitted to sleep in lounges. Nightwatch workers will be walking around to check that this does not occur.
- For more information, please refer to your wing guidelines that are set at the beginning of every year.

### **Lounge Kitchens and Fridges**

- Hot plates, toaster ovens, toasters, coffee pots, and all other small appliances with a heating element are prohibited in lounges and dorm rooms.
- Label your food with a date and name or initials.
- Keep the fridges clean by throwing expired items away. Keep microwaves clean after use, especially if there is a spill.
- Don't leave dirty pots and dishes in the sink. They may be confiscated.
- Do not leave open food containers in lounges and public areas. This attracts rodents. Housekeeping staff will throw away all food left out.

### **Hallways/ "Mini" Wing Lounges**

All hallways should remain free and clear. Personal belongings outside your door and in the hallways are a safety issue and fire hazard. Items of concern include:

- Items, such as shoes, trash cans, research projects and supplies, and air conditioners cannot be left in the hall or outside your door.
- Electrical appliances may not be left in mini wing lounges and are not permitted in student rooms at any time.
- Personal refrigerators are not permitted in mini wing lounges. These will be tagged with a notice to place them inside your room.

- Broken TVs, refrigerators, computers, and other appliances/hardware/furniture cannot be stored or forgotten in any lounges or hallways. These will be tagged with a notice of removal, and you will be given an opportunity to place them inside your room.

### **Country Kitchen**

- Clean up after yourself.
- Label (owner's name and item's date of storage) food you store in the fridges and throw away old/expired items.
- Ensure all equipment and lights are turned off before you leave.
- If you have an event in the Country Kitchen, but aren't using the entire space, please share the open space.
- The Country Kitchen cabinet lottery will occur three times a year: at the start of every semester and shortly before IAP. Please clean out your cabinet before the next lottery begins. Next Exec provides locks for your cabinet.
- Do not prop open the doors of the Country Kitchen.
- Everyone using the Country Kitchen should tap in. This ensures that those using the kitchen can be held responsible if it is left untidy.
- Failure to comply with these standards will result in loss of access to the Country Kitchen.
- A custodian is assigned to clean the Country Kitchen regularly. However, it is expected that you wipe down counters, tables, and stove tops after each use. It is expected that you return the area to a neat and clean condition. Cleaning supplies are under the sink.
- Notify the House Manager if anything is in need of repair.

### **Game Tables**

- Do not move or attempt to move the pool table. It is made from one piece of slate and can be easily damaged if it is not moved by a professional.
- Equipment can be checked out at desk.
- Make sure to return any equipment (pool cues, ping pong balls, etc.) borrowed from desk.
- If equipment is broken or damaged when you return it, you will be held responsible.
- Do not sit, stand, lie, or dance on the tables.
- Keep noise down when people are working in the conference room or TFL.

## **Conference Room**

- Please keep it clean and remove all trash and food when you are done working.
- Keep noise and music to a respectful level if multiple groups are using the space.
- Only connect to cables that are marked as public cables. Do not disconnect cables from any equipment, or connect anything directly to the TV. Do not remove any cables or equipment from the conference room.
- Please turn off the air conditioner after use.

## **Laundry**

- Washers and Dryers cost \$1.00 per load.
- Get your clothes as soon as you can once the cycle is done. Wet clothes quickly become smelly and gross (and others need to use the machines!). Washer/dryer status can be checked online at [http://www.laundryview.com/laundry\\_room.php?lr=1364812](http://www.laundryview.com/laundry_room.php?lr=1364812) or by cell phone.
- If you are transferring someone else's clothes to make space for your own, make sure you don't lose any of it. Bins are available for laundry that has been left in the washers/dryers.
- Clean up spilled detergent and throw away dryer lint.
- Don't leave clothes in the sink.
- Clothes not picked up after a week will be removed by the housing staff.
- If you have a problem with a machine, please report it at <http://www.laundryview.com/lvs.php>.

## **TFL (Tastefully Furnished Lounge)**

- Please put furniture back in its original location if you move it, and throw away any trash or food. Do not remove furniture from the TFL.
- Report any broken furniture or torn upholstery via work order.
- When using the TV, keep in mind it is for public use and that studying may be going on nearby.
- Keep noise down when other events are going on in the TFL, such as Next Act rehearsal or House Meetings.
- The TFL Piano quiet hours are 11pm-7am. The piano in the practice room is usually open.

## **Weight Room and Cardio Room**

- Do not take weights from the weight room.
- Do not drop weights.
- Many of the machines are very new. Treat them with respect.
- Wipe down machines after use. Notify the House Manager if cleaning supplies are running low.
- Keep TV and music volume at an appropriate level.
- The weight room is off limits from 11pm-7am.

## **Mailboxes**

- There is one mailbox per person, and each one should be keyed to your room key.
- If you have trouble with your mailbox, ask the House Manager for help.

## **Athena Cluster**

- Log off when you're done.
- Clean up any food, drinks, or trash after use.
- Be mindful of speaker volume levels when other people are in the cluster.
- If you need to plug your laptop in, remove a monitor from the outlet.

## **Courtyard**

- Email the VP Facilities ([next-vpfacilities@mit.edu](mailto:next-vpfacilities@mit.edu)) to reserve the grill utensils and charcoal.
- Use the grill responsibly and clean after use. Store charcoal in the cabinet.
- Remember to close the Memorial Drive gate if you exit the courtyard.
- Be mindful of the noise level if you're doing something in the courtyard at night - a lot of rooms overlook the courtyard and noise carries easily.
- Email the Tech Chair ([next-techchair@mit.edu](mailto:next-techchair@mit.edu)) for access to the outdoor speakers.
- Remember that card access is required to regain entry to the building from the courtyard! Every person re-entering must tap their ID.

## **Off-Limits Areas**

- Do not go on the roof.

- Do not enter any unknown hallways in the basement.
- Do not exit or enter Next through emergency exits except in the event of an emergency. Do not prop any doors open.

## Room Regulations and Furniture

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### Furniture

These items are provided with your room:

- Twin bed, extra-long with mattress (39"x80")
- Dresser and closet for clothes
- Desk and chair
- Bookshelves
- Wastebasket

You are responsible for the furniture supplied in your room. If you wish to remove furniture from your room, contact the House Manager.

All Next House residents must abide by the rules of the Institute as outlined in the Mind and Hand Book as well as policies set by Residential Life & Dining. These policies include a list of items that are not allowed in residence hall rooms. You may find these policies here:

### Mind & Hand Book

<http://studentlife.mit.edu/mindandhandbook>

### Residential Life & Dining Policies

<http://studentlife.mit.edu/housing/housing-policies>

### Room Modifications

- Window air conditioner units are allowed. Please contact the House Manager for specifics on installation.
- You may be allowed to loft your bed, subject to safety restrictions. Contact the House Manager if you would like to loft your bed. You will either receive a loft kit or safety regulations to follow when building your loft. Do not attempt to loft your bed without contacting the House Manager first.
- You may mount things on your walls using 3M Command strips. If anything needs to be attached with screws or nails, fill out a work order and the Next House mechanic will help you out. You may be held responsible for any modifications that you do yourself.

- Painting is not allowed on any surfaces in room.
- DO NOT poke holes in your ceiling.

### **Safety/Fire Code Checklist**

This is a list of the most common safety hazards found during room inspections. Avoid these mistakes, and you'll probably pass your yearly room inspection:

- Illegal electrical appliances/devices
- Overloaded electrical receptacles
- Refrigerator not plugged directly into outlet or heavy-duty extension cord
- Improper flammable and combustible liquid storage
- Candles and/or oil lamps
- Excessive combustible items on walls/ceilings/doors/floor - must cover no more than ⅓ of available space
- Bed too close to ceiling (must have 36" from mattress to ceiling)
- Furniture directly against room heating elements
- Hazardous materials
- Obstructed egress (your door must open all the way)
- Halogen lamps without grates

Here are some other sites for your reference:

<http://studentlife.mit.edu/housing/housing-policies/fire-and-life-safety>  
<http://studentlife.mit.edu/housing/undergraduate-housing/incoming-first-year-students/what-bring>

### **Authorized Entry into Resident Rooms (From MIT Housing Policy)**

Although MIT will usually give reasonable advance notice prior to entry, the Housing Office, Area Director, House Manager, Housemaster, and their agents and contractors, as well the MIT Police, shall have the right to enter MIT student housing at any time when it is determined there might be risk to life, safety, health, or property, or as necessary to ensure compliance with applicable federal, state, and local laws, regulations, and ordinances, and without limitation, all applicable MIT Policies and Procedures and Residential Life and Dining policies. Entry without advance notice is also allowed for maintenance services requested by a resident of the room, as outlined on the maintenance request form.

The Housing Office, Area Director, House Manager or Housemaster reserve the right, with advance notice to the resident whenever reasonably possible, to inspect the condition of an MIT student housing unit generally and for fire and health hazards; to make repairs, installations, additions, or alterations to the MIT student housing unit or to the building; to remove placards, signs, fixtures, alterations or additions to the premises; and to respond to any other conditions which are in violation of the standards outlined in this Housing and Dining Agreement.

### Fire Drills/Emergency Evacuations Info

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- You must participate in fire drills/evacuations if you are in Next House at that time.
- The meeting point for Next is on Memorial Drive, behind the tennis courts and facing Tang Hall/Audrey Street.
- In inclement weather, the meeting place is inside the New House lobby.
- Be aware of the fire escape routes near your room.
- Do NOT hang anything from the fire sprinkler heads.
- Rooms will be inspected annually to check adherence to fire code.
- During a fire drill, you are allowed to use fire exits!

### Bikes/Parking

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Bicycles must be stored in one of the following locations:

- Outside on the bike racks
- In the lobby bike room
- In the designated bike storage areas on each wing

These storage areas are clearly marked, and carpeting/furniture has been removed. Bicycles left in the hallway or in other lounges will be removed immediately and placed in the nearest bike storage area. For repeat offenders, your bike will be stored and you may visit the House Manager during work hours, Monday through Friday, to reclaim your bike. A \$25/incident fine will be charged to your house account. This fine will rise for repeat offenders.



Hang up bikes on hooks in the bike room, and park as far to the end as possible in the racks and bike lounges to save space. Abandoned bikes will be marked and auctioned off at least once per year.

## Desk Policies

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- You are required to check in when you move into Next House and check out when you move out.
- There is limited space behind the desk, so pick up your packages promptly.
- Spare keys should be returned within 30 minutes to front desk, per MIT policy. Otherwise, a late fee of \$30 or more will be charged to your student account.
- There are many items that you can check out from desk, including
  - Kitchen supplies
  - Movies
  - Board games
  - Athletic equipment

You can view which items are available for checkout at [nextres.mit.edu](http://nextres.mit.edu). Please bring your MIT ID to check out items: they all must be signed out by a Next House resident and returned after use. NextRes will send you reminder emails about overdue items.

## Trash/Recycling

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### Trash

- You must dispose of your room's trash on your own. A trash can is provided with your room furniture, and trash bags are available next to the trash chute on every floor.
- Do not throw food trash in your bathroom.
- Trash bags may be thrown out in the trash chute on every floor. Trash chutes are located to the left of the elevators in each floor lobby.
- If you have heavy or sharp items, please double-bag your trash and don't make bags too heavy. Even though you just have to throw trash down the chute, our custodians have to unload the chute into the dumpster.

## Recycling

- There are containers for battery/technology recycling and plastic shopping bag recycling next to the front desk.
- Each floor has large paper/plastic recycling cans and a box room for larger cardboard boxes near the elevator.
- Each wing's main lounge also has recycling bins.
- Keep in mind that all recycling is single stream. All recyclable materials can be put in the same container.

## Compost

- In the Country Kitchen, there may be two small compost bins monitored by Next Sustain.
- Please follow the directions on the large posted sign and use bins for food waste that is NOT animal products.
- If these bins become full, please email [next-sustain-exec@mit.edu](mailto:next-sustain-exec@mit.edu).

## Dining Hall

- There is a recycling bin and a compost bin next to the conveyor belt where dishes are returned.
- Please do not throw non-food waste into the compost bin.
- Please do NOT throw napkins into either bin. Instead, put them neatly on the conveyor belt.

## Mailing List Regulations

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- All emails directed to [next@mit.edu](mailto:next@mit.edu) will be moderated by Next Exec and/or the Heads of House before being sent to the rest of the house. [next@mit.edu](mailto:next@mit.edu) is for official emails only.
- [next-forum@mit.edu](mailto:next-forum@mit.edu) is not moderated.
- Be considerate when advertising non-Next events on [next-forum@mit.edu](mailto:next-forum@mit.edu).

## Printers

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Next House has many public printers. They are here for you to use as much as you need for free, but please be respectful and don't abuse them.

## Tree-Eater

- Use Tree-Eater (Athena cluster printer) to print large documents.

- If the printer jams, unjam it. If it runs out of paper, refill it. Call the IS&T number on the sticker on the printer for any major problems.
- Tree-Eater is an IS&T Athena printer. Follow IS&T's instructions for installing Athena printers.

### **Color Copier/Printer/Scanner**

- Instructions are available in the Athena cluster and on the Next House website.
- Do not print color textbooks or other very large color documents on the printer.
- Contact the Technology Chair if you have questions about your accounts.

### **Wing printers**

- Each wing in Next House has its own printer. These are owned by Next House and not IS&T, so we maintain them.
- Next Exec provides all paper and toner for the printers. If you need more paper, you can get it in the Athena cluster. For toner or any other problems, email [next-printer@mit.edu](mailto:next-printer@mit.edu).
- Printer names:
 

2E: <a href="http://justinbieber.mit.edu">justinbieber.mit.edu</a>	2W: <a href="http://next2w.mit.edu">next2w.mit.edu</a>
3E: <a href="http://nalgas.mit.edu">nalgas.mit.edu</a>	3W: <a href="http://printerbena.mit.edu">printerbena.mit.edu</a>
4E: <a href="http://fourest.mit.edu">fourest.mit.edu</a>	4W: <a href="http://derp.mit.edu">derp.mit.edu</a>
5E: <a href="http://stirfry.mit.edu">stirfry.mit.edu</a>	5W: <a href="http://page-fault.mit.edu">page-fault.mit.edu</a>

### **Wing Printer setup instructions:**

Note: You must be connected to MIT/ MIT SECURE for wireless. MIT GUEST does not have access to printers.

Your computer may automatically install the driver for a wing printer the first time you connect to it. If it doesn't, the Next House website may have a compatible driver for you to download.

### **Windows:**

64 bit Windows: <http://next.mit.edu/drivers/wp/Win64.zip>

- Open the zip file, run the .exe file and it will extract the file to the c:\ drive
- Go to start -> Devices and Printers -> Add a printer

- Add a network printer -> The printer that I want isn't listed
- "Add a printer using a TCP/IP address or hostname"
- Put in printer address for your wing (See above), uncheck the box that says saying "query the printer...", press next
- When the next screen shows up, press "Have Disk"
- Browse to c:\HP\_laserjet\_enterprise{really long folder name}\ and then press open. Press OK. Press Next.
- Change the printer name to something meaningful, such as "Next 1W - Printername" and press Next.
- Do not share the printer. Set as the default printer if you wish.

## Mac

- Download <http://next.mit.edu/drivers/wp/Mac.dmg>
- Open the file
- Select "Continue", "Continue", "Agree", and then "Install"
- Wait for installation to finish, and then press "Add Printer..."
- Choose IP at the top of the window, and then enter your printer address (see above), and press add.
- Press continue.

If you have problems with setup, toner, or anything else with the printer, email [next-printer@mit.edu](mailto:next-printer@mit.edu).

Note: These printers belong to Next House, not IS&T. If you have problems, contact [next-printer@mit.edu](mailto:next-printer@mit.edu). IS&T will not help you.

## Reporting Problems

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### Room Problems

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Having issues with the heat in your room? Are your light bulbs burnt out? In order to get these room problems dealt with quickly and effectively you should take the following steps:

1. Go to [atlas.mit.edu](http://atlas.mit.edu) (Requires Certificates) and click on “Service Requests,” then “Create Request.” Complete the form entirely.
2. If no progress is made, file another work order and contact the House Manager to follow up.
3. For immediate facilities issues (leaks, loss of power, etc.), call 617-253-1500 right away and ask to speak with Unit 12. This will put you in touch with members of the MIT Facilities department, who work 24/7 and can handle emergencies as they happen.

### Bathroom or Lounge Problems

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- Follow the same process as a room problem.
- For immediate facilities issues (leaks, loss of power, etc.), call 617-253-1500 right away and ask to speak with Unit 12. This will put you in touch with members of the MIT Facilities department, who work 24/7 and can handle emergencies as they happen.

### Network/Internet Problems

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For computer/internet/network problems, contact the IS&T Service Desk at <http://ist.mit.edu/help>.

### Locked Out?

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We’ve all been there – it’s midnight and you’ve just gotten back from writing that massive essay, only to realize that you left your room key IN the room. Don’t Panic, it will work out! Instead, just follow these quick and easy steps to get back in your room.

- Go to front desk and check out your spare key - make sure you return this promptly.
- If it’s late enough at night, you can track down a Nightwatch worker to let you back into your room.
- If all else fails, you can contact the House Manager (weekdays) or 617-253-1500 (weekends and holidays).

## Check Out

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If a room is left messy or damaged, the House Manager reserves the right to fine the room occupants as he sees fit. Please leave your room in the state in which you found it.

## Other Useful Reference Sites

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**Next House Website:** [next.mit.edu](http://next.mit.edu)

**Guest List and Item Check Out:** [nextres.mit.edu](http://nextres.mit.edu)

**Academic Calendar:** <http://web.mit.edu/registrar/www/calendar.html>

**Athletics:** <http://web.mit.edu/athletics/www>

**Bicycle Registration:**

<http://web.mit.edu/facilities/transportation/bicycling.html>

**Campus Activities Complex:** <http://studentlife.mit.edu/cac>

**Campus Map:** <http://whereis.mit.edu>

**Computing Services:** <http://ist.mit.edu>

**Dining:** <http://studentlife.mit.edu/dining>

**Tech Cash:** <http://techcash.mit.edu>

**Disabilities Services:** <http://studentlife.mit.edu/sds>

**Division of Student Life:** <http://studentlife.mit.edu>

**Financial Aid:** <http://sfs.mit.edu/financial-aid-mit>

**Housing/Dining Calendar:** <https://studentlife.mit.edu/dates-deadlines>

**International Students Office:** <http://web.mit.edu/iso>

**Mind & Hand Book:** <http://web.mit.edu/mindandhandbook>

**MIT Card Office:** <http://web.mit.edu/mitcard>

**MIT Medical:** <http://medweb.mit.edu>

**Parking & Transportation:**

<http://web.mit.edu/facilities/transportation/index.html>

**Room Repair Requests:** <http://atlas.mit.edu>

**Student Accounts & Billing:** <http://sfs.mit.edu/billing-repayment>

**Student Services:** <http://atlas.mit.edu>

## **Appendix A: MIT Policies & Procedures for Residences**

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All Next House residents abide by the rules of the Institute as outlined in the Mind and Hand Book as well as policies set by Residential Life & Dining. For more information on these policies, visit the links below:

### **Mind & Hand Book**

*Includes the Institute policy on Alcohol and Other Drugs, possession of Hazardous Materials and Weapons, Stalking, Intimate Partner Violence, Hazing, and Sexual Misconduct.*

<http://studentlife.mit.edu/mindandhandbook>

### **Residential Life & Dining Policies**

<http://studentlife.mit.edu/housing/housing-policies>

<http://studentlife.mit.edu/housing/housing-policies/housing-and-dining-agreement-ug>

## **Appendix B: Important/Useful Phone Numbers**

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**Next House Front Desk: 617-253-8761**

### **Emergency Numbers**

Emergency from Off-Campus Phone (Campus Police, Ambulance, Fire,  
Dean On-Call): 617-253-1212

Emergency from Campus Phone: 100

### **MIT Medical Numbers**

24-Hour Urgent Care: 617-253-4481

Mental Health (Day): 617-253-2916

Mental Health (Night/Weekend): 617-253-4481

Violence Prevention and Response: 617-253-2300

### **Facilities**

Unit 12 (for emergency facilities needs after hours): 617-253-1500

### **Academic Needs**

Student Support Services (S3): 617-253-4861

### **Taxis**

Ambassador Brattle Cab: 617-492-1100

Yellow Cab of Cambridge: 617-547-3000

MetroCab of Boston: 617-782-5500

Uber ([www.uber.com](http://www.uber.com))