

East Campus Guest Policy

Last Updated: April 2026

GUEST POLICY AND PROCEDURES

Guest List Visitor: East Campus permits each resident to place up to five (5) people on their express guest list and 5 additional people on the non-express guest list. The individuals on the express guest list must be current MIT undergraduate or graduate students only, but individuals on the non-express guest list do not need to be students or MIT-affiliated. Guest list visitors are allowed unaccompanied access to the areas they have been invited to between the hours of 8:01 am and 11:59 pm daily, in accordance with existing policy prohibiting unaccompanied guests during the Nightwatch shift. After 11:59 pm, all guests must be met by a host and signed in at the front desk or at the entrance they wish to access via the intercom. The guest list will be active each academic year after the end of REX and before commencement.

Express Guest List Admittance Procedures: Upon arriving at the residence hall, each individual on the express guest list must tap their MIT ID on the card reader to enter the residence hall. All express guests must tap upon entering, regardless of whether they are with a resident host. Express Guests cannot bring in any other guests with them when they tap into the building.

Non-Express Guest List Admittance Procedures: Upon arriving at the residence hall, each individual on the non-express guest list must display a valid MIT, university, or government-issued photo ID to the front desk staff to be let into the building. Guests on the non-express guest list cannot let other guests in without a resident host. Anyone not on a guest list must be checked in using the procedures below.

Procedures for Visitors not on a Guest List: Upon entering the residence hall, each individual will report to the front desk to meet their resident host and be signed in. All visitors are required to present a valid MIT, university, or government-issued photo ID. Once the desk attendant has registered the guest, they may proceed into the building with their resident host. Visitors not on a guest list will not be permitted to enter the residence hall without a resident host.

Guest List Updates: Names may be added to the express guest list at the start of each semester and 30 days after the start of the semester. Names can be removed from the express guest list by talking to the Area Director or by emailing housingsecurity@mit.edu for the fastest response.

Names may be added to or removed from the non-express guest list at any time through the non-express guest list form.

Visitor Responsibilities: All East Campus guests shall abide by all MIT and Residence Hall Guidelines, Regulations, Policies and Procedures as stated in the Housing Agreement. If a guest is disruptive, they will be asked to adjust their behavior. But if it continues, they may be asked to leave. Guests who are threatening, unsafe to others, or damaging property may be required to leave immediately.

Complaints Regarding Visitors: Residents may file a complaint with the Area Director, EC Exec, or Undergraduate Residential Life.

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

EVENT GUESTS POLICY AND PROCEDURES

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 (e.g., due to capacity or event requirements).

- 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 the residence hall, each event visitor is required to report to the front desk. The following process will occur:

- a. The visitor informs the Desk Attendant of the event or gathering they wish to attend.
- b. The visitor presents a valid MIT or a government-issued photo ID.
- c. The 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 East Campus Resident Hosts to events held in common dorm spaces.