Letter from the Desk Captain
Welcome to McCormick Hall! We are very happy that you chose to live in McCormick this year, and we hope you enjoy being a part of our community. To make living here easier for you, we have written a few useful guidelines that will help you adjust to our dorm

SAFETY

- **You must** tap your MIT ID when you enter the building, even if the security worker has already opened to door for someone else. If you forgot your ID, the security workers may ask you some questions to verify that you are a resident. These are important steps for ensuring sure that our building and community is safe.
- Non-McCormick residents are allowed into the dorm unaccompanied **ONLY** if they are on a guest list AND have some form of photo ID (exceptions can be made for young minors). You may add up to 10 guests, plus family members, to your guest list which you can make and update at front desk. Guest lists may only be made or update in person at the front desk. If someone comes to visit you and they are not on a guest list, you must be there to escort them into the building (you will use your ID). You cannot simply call the desk worker and tell them that it’s okay for the person to visit you. **YOU MUST PHYSICALLY COME DOWN TO GET THEM.**
- If you are ever locked out of your room, the security worker has one spare key. Only YOU are able to check out these keys and they must be returned to desk.
- Mailboxes are kept shut to prevent identity theft. You can ask for your mailbox combination at desk. You should all make sure that the combination you are issued works, if it does not, let desk know and you will be issued a new combination.

COMMUNITY

- As a McCormick resident you are a part of a community. With that in mind, please be courteous and respectful of others. Below are some examples that promote a positive community.
  - Return movies, date room keys, and seminar room keys on time.
  - Abide by the rules your floor has voted on in terms of restroom usage and quiet hours.
  - Wash your dishes to ensure a clean, mouse and maggot free environment.
  - Be friendly and gracious to the desk workers.
  - Send larger print jobs to the Athena cluster in the student center.
- Please promote a safe and orderly environment by reporting repairs, maintenance, and emergencies that require an immediate response:
  - **For pest control, temperature issues, and repair and installations, please fill out the appropriate form at this website:** [http://web.mit.edu/facilities/services/index.html](http://web.mit.edu/facilities/services/index.html). The completed form will be automatically sent to the House Manager, Jonathan Nolan, who will process the request.
  - **For emergencies, please see Jonathan Nolan, whose office is in W7. His work hours are Monday – Friday from 7:30am-3:30pm. If there are**
any problems after 3:30pm or during weekends or holidays, you need to call FIXIT (3-1500). They will come and help you within half an hour.

- Here is a list of things that are available for you at desk
  - Movies (VCR and DVDs)
  - Board Games and Wii Games
  - Vacuums
  - Dollies
  - Keys for date rooms & seminar rooms
  - Extra paper and staplers for the Athena Cluster

If you want to reserve any room (e.g. Brown or Green Living Room, Country Kitchen, Penthouse, etc.) in McCormick you must visit the McCormick Website (http://web.mit.edu/mccormick/www/roomreservation.htmlhttp://mccormick.scripts.mit.edu/www/room-reservations/) and fill out the room reservation form. You can email the room reservations chair (email is on the websitemreservations@gmail.com) if you have questions. DESK HAS NOTHING TO DO WITH RESERVING ROOMS.

The number one job of a desk worker is to make McCormick more secure and safe for all residents. We are also here to answer your questions and help make your life easier. You can help make life easier for us by returning keys in a timely manner and by letting your guests know about the guest list policy. If you have any questions or concerns pertaining to desk, feel free to email me. Thank you.

Sincerely,
Rebecca Gallivan
McCormick Desk Captain

Please use mccormick-deskcaptain@mit.edu to contact the desk captain
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McCormick Dictionary

This book has been organized like a dictionary (alphabetically) to allow you to find information quickly without having to dissect every paragraph. Read a little here and there now just to familiarize yourself with the way McCormick is run. Come back later for specific information about topics that concern you.

Alumni Chair
The Alumni Chair is responsible for organizing an Alumni dinner each semester for current and former McCormick residents.

Annex
Until nineteen years ago, McCormick consisted of the West Tower and the East Tower. In the summer of 1994 the building between McCormick and Maseeh was hulled out and remodeled to create more rooms for McCormick. The Annex has the newest rooms in McCormick—mostly doubles and triples with three singles among three floors. 
Also see Rooms.

Annex Singles
There are only three singles in the Annex; one is on each floor. The single on the first floor is the largest single in the entire dorm. This room is also the only handicapped-accessible room.

Area Director
An Area Director (AD), or a Residential Life Area Director (RLAD), is a full-time professional employee of the Residential Life Programs office. As a live-in member of the House Team, the AD provides individual assistance to students through personal advising, counseling and crisis intervention. McCormick Hall welcomes Topher Nelson into his second year as our RLAD. His office is located on the first floor next to the dance studio and his apartment is room 227.

Athena Cluster
Located on the first floor in the East Tower is McCormick’s Athena Cluster. There are 7 computer stations and 1 printer.

Athletic Chair
The Athletic chair is responsible for promoting athletics in McCormick. The Athletic chair organizes Intramural (IM) teams and games and provides the upkeep of the Gym. 
Also see Chairs, Gym.

Basement
In the basement you can find our laundry room, luggage room, storage rooms, and recently renovated Game Room. There are also vending machines that sell drinks and snacks. 
Also see Laundry Room, Luggage Room, Game Room, Senior Storage, Vending Machines.
**Bathrooms**
Until a floor reaches a unanimous vote at a floor meeting, the bathrooms for the suite are single sex (women only). Even if a bathroom has been declared coed by the members of a suite, that bathroom is only to be used by guests of that suite’s residents. The bathroom is not available for guests of residents who do not live in the suite. There are restrooms (for both sexes) on the first floor and in the penthouses. *Also see Floor Meetings, Men.*

**Big/Lil Sis Chair**
The Big/Lil sis chairs assist in the acclimation and adjustment of first year students by matching them with a “Big sister” who is a current McCormick resident and acts in a mentor role for the year. The matching process is facilitated by surveying first year students and current residents to find common interests. The Big/Lil sis chair is responsible for organizing events, activities, study breaks and with the overall purpose to assure students are transitioning into McCormick and MIT.

**Bikes**
Bikes are to be locked to one of the two blue bike racks outside the front door. There is also a bike rack in McCormick’s basement. Please do not store them in the hallways, in laundry rooms, bathrooms, or kitchens. Any bikes found in any public area within the dorm will be confiscated. Also, make sure you have your bike registered with the MIT police.

**Box**
A “box” is the second-largest type of single room in the East Tower. Room numbers x24, x25, x26, x27, x34, x36, and x37 (where ‘x” denotes the floor number) are boxes. *Also see Rooms*

**Cabs**
Cabs can be called at x3-2301, 617-492-1100, and 617-536-7000. More numbers are available at desk. Please say that you are at MIT, 320 Memorial Drive on the alley side. The “alley side” information helps the cab driver understand that the entrance to McCormick is on Amherst Alley, not Memorial Drive.

**Chairwomen/Chairs**
These are McCormick residents who serve the dorm in various positions, draft policies for their positions, purchase items for the dorm to use, and plan events for the dorm to enjoy. Nominations are generally taken in November and ballot voting is held the first week of December. This schedule allows the new officers time to adjust to their new duties during IAP.

**Community Service Chair**
The Community Service chair helps direct McCormick’s kind-hearted residents toward community issues in need of service. The Community Service Chair plans events and activities to promote community service amongst residents.
Composting
McCormick has composting bins in the Dining Hall and outside by the loading dock. Residents are free to put any food scraps such as vegetables, dairy, meat, etc. into these bins. However, the custodians will not bring down any composting from floor kitchens or any of the other rooms in McCormick. If you would like to compost, please bring it down yourself.

Constitution
These are the rules by which McCormick operates. The Constitution appears later in this booklet. Requests for Constitutional changes can be made by gathering signatures on a petition. The exact number of signatures needed is detailed in the constitution.

Corners
These rooms are the second-smallest singles in the dorm and found in the East Tower. Corner rooms have the following numbers: x22, x29, x32, and x39 (where ‘x’ denotes the floor number).
*Also see Rooms.*

Cots
Cots may be rented to be placed in your room or a guest room. The cots cost $5 the first three nights and $1 for each night thereafter. Cots must be reserved at least 48 hours in advance through the front desk.
*Also see Guest Room, McCormick Desk Services and Policies.*

Country Kitchen
This kitchen is located on the first floor before you reach the annex. This large area is filled with tables, chairs, stoves and a refrigerator. You may reserve the Country Kitchen from the Room Reservations Chair. If your belongings remain in the Country Kitchen after your event, they may be removed at any time by someone else who uses the space or the housekeeping staff.
*Also see Room Reservations.*

Courtyard
It's the open patio found between the two towers of our dorm. You can use it to do homework, spend time with friends, or anything else. We also have some fun events in the Courtyard when the weather is nice.

CPW Chair
The CPW chair is responsible for planning all McCormick events during CPW. These events are aimed towards giving prospective students an idea of what McCormick and MIT are like. The CPW chair must communicate ideas for events with the President and Residential Life Area Director ahead of time. The CPW chair is responsible for communicating the events that are taking place with current McCormick residents through advertisement and via email.
Custodial Staff
The custodial staff works Monday thru Friday, 7:30 am -3:30 pm. They clean the bathrooms and common living areas (i.e. living rooms, date rooms, hallways, and the lobby). However, this does not mean you can leave your garbage anywhere. Be considerate. If you have a big party or meeting, dispose of your trash properly in garbage cans. Do not leave garbage lying around. Remember, you share McCormick with others.
Also see Kitchens, Repair Requests.

Dance Studio
The Dance Studio is the beautiful room which located on the first floor to the left when you walk in. It can be used for dance, yoga, or aerobics. It features skylights, a linoleum floor, floor-to-ceiling mirrors on one wall and a barre on the other three. No food or drink is allowed inside! Only McCormick residents may borrow the key for this room, and they may only borrow it to open the dance studio. The key must therefore be returned immediately. The dance studio may be reserved through the room reservations chairs.
Also see Room Reservations, McCormick Desk Services and Policies.

Date Rooms
These are the rooms along the north wall of McCormick’s first floor which are furnished with a couch and/or chairs and table. They can be used for study sessions, small meetings; etc. The rooms cannot be reserved. Date Rooms A, B, and C are often used for temporary storage (usually when people are moving in and out of McCormick).

Desk Captain
The desk captain is the McCormick resident who oversees the operations at desk and all of the desk workers. She is the second-in-command after the House Manager. Though she is a McCormick resident, she does not honor desk related calls after 9 pm or before 10 am. Email is always the preferred method of communication.

Desk Workers
These are the friendly women who work the front desk from 7:30 am until 12:45 am, seven days a week. They are in charge of check in guests, check out equipment, answer questions, mail and packages, and other such duties. However, they are not involved in operations regarding building access and security workers. For concerns regarding building access and security, please talk to McCormick’s Resident Life and Area Director (RLAD).
Also see Front Desk.
**Dining Chair**
The Dining chair acts as an advocate for residents on issues of dining. In this position, the Dining chair will be responsible for communicating concerns, updates and dining initiatives to the Hall Government board and the McCormick Community. This is done by attending dining committee meetings with Bon Appetit and Residential Life and Dining representatives. This chair may collaborate with the dining staff (and/or GRTs) to hold themed dinners in the Dining Hall.

**Dining Hall**
The McCormick Dining Room is located on the first floor, next to the Brown Living Room, in the West Tower. Breakfast is served Monday through Friday 8:00am-10:00am and dinner is served every day from 5:00pm-8:00pm. Brunch is served on weekends from 10:00am-1:00pm.

**Directors**
The four Directors, the Director of Programming, Director of Internal Activities, Director of External Activities, and Director of Facilities form a key part of “ExecComm” and each oversee between 3 and 6 chair positions, helping them to successfully plan their events, keep them on track, and assist when needed. 
*Also see Chairwomen/Chairs.*

**Dish Closet**
McCormick has a collection of dishes, bakeware, cookware, etc. that may be borrowed. The Dish Closet Chair is responsible for organizing the dish closet and purchasing new equipment. She is also in charge of borrowing of dishes from the closet by McCormick residents. If you would like to borrow items, please fill out the Dish Closet Check Out Form ([https://docs.google.com/forms/d/1Lzu41RUFOBdzIzck5apESCrT-1kdxDbO03Hrp5Ktzxs/viewform](https://docs.google.com/forms/d/1Lzu41RUFOBdzIzck5apESCrT-1kdxDbO03Hrp5Ktzxs/viewform)) in the Forms section of the McCormick Website at least 72 hours before you need the items. Desk does not have a key to the dish closet so you must contact the chairwoman.
*Also see Dish Closet Chair and Website*

**Dish Closet Chair**
The Dish Closet Chair is responsible for organizing the dish closet and purchasing new equipment. The Dish closet chair is in charge of rental of dishes from the closet by McCormick residents and informing residents of what equipment is available.

**Dollies**
These are wooden platforms on wheels helpful with moving in and out and they can be borrowed from the front desk with an ID. You will usually be able to borrow them for long periods of time except at the beginning of the year, the end of the year, and moving times after a room lottery. During these times, the time limit is three hours.
*Also see High Priority Season, McCormick Desk Services and Policies.*
East Tower
The East Tower is located to your left when you enter McCormick, has 6 floors of resident rooms (all singles), three GRTs associated with the floors, 6 guest rooms, and a penthouse. The East and West towers are only connected through the first floor and the basement.

Entertainment Chair
The Entertainment chair is responsible for managing the house’s magazine subscriptions, for ordering and maintaining McCormick’s DVD collection, and games collection. The Entertainment chair is also responsible for maintaining the Game Room.

Environmental Chair
The Environmental Chair ensures that residents are knowledgeable on recycling options, the floor reps are informed about recycling procedures, and that each kitchen has its share of bins. Sometimes the Environment Chair works with the GRTs or the House Manager to organize the planting of flowers outside the building or to maintain the herb garden in the East Penthouse.

Ethernet Drops
Ethernet drops have been added to several rooms on the first floor of McCormick. Those rooms are date rooms A, B, and C, plus the one located across from the west tower elevator and one each in seminar room A and B. 
*Also see Wireless Access.*

Executive Committee
“Exec” is composed of the House President, Vice President/ Treasurer, Secretary, and the Directors.
*Also see President, Vice President/Treasurer, Secretary, various chair positions.*

Family
Your parents are NOT automatically on your guest list, so they need to be added. Other relatives must also be included on your guest list to be admitted into the dorm. You are allowed to put unlimited numbers of family members on your guest list. If your family comes to visit, you can reserve a guest room or a cot from the front desk. 
*Also see Guest List, Parents, Guest Rooms, Cots*

Floor Meetings
Floor meetings are a time when the whole floor can get together and discuss issues related to communal living, such as cleaning the kitchen and the bathroom policy. The first floor meeting is usually called by the floor tutor at the beginning of the Fall Semester. At this meeting, the floor/suite representative(s) will be determined. After this first meeting, additional floor or suite meetings may be called for any reason pertaining to the floor. The floor/suite rep or floor tutor will usually call the meeting, but a resident may ask the rep or tutor to call one. 
*Also see Floor Tutors, Floor/Suite Representatives, and Suites.*
**Floor Money**
Each floor or suite is given $5 per person to spend however they see fit if floor/suite representatives attend a certain minimum number of house meetings. The money is often used to purchase kitchen supplies (paper towels, sponges) or appliances (microwave, blender) or saved for a party at the end.

*Also see Floor/Suite Representatives, House Meetings*

**Floor/Suite Representatives**
Floor/Suite Representatives work with the tutors to make sure the floor/suite lives together smoothly. They are elected by the other women living on the floor or in the suite. Representatives are also required to attend house meetings.

*Also see House Meetings, Floor Meetings, Floor Tutors, and Suites.*

**Friends**
If you would like your non-McCormick friends to have free entrance to the dorm, you must put them on your guest list. This includes both MIT students and non-MIT students. Friends cannot check out the key to your room, nor can non-McCormick friends check out any items for you at desk. You must be there and you must present your ID for collateral.

**Front Desk**
The desk is staffed, usually by McCormick residents, from 7:30 am to 12:45 am, seven days per week. Some of the many things you can obtain at desk include keys, equipment, guest list forms, packages, and information. Please, never return items when a desk worker is not present and make sure you always get your ID back immediately after returning an item.

*Also see Desk Captain, Desk Workers, McCormick Desk Services and Policies*

**Game Room**
The Game Room is in the basement, below the East Tower. It includes a pool table, a ping pong table, a piano, a Wii, and a large TV. Wii remotes and games, ping pong balls and paddles, and DVDs can all be checked out at desk.

*Also see McCormick Desk Services and Policies.*

**Games**
There are several board games that are kept behind desk, including Monopoly, Trivial Pursuit, Othello, and Pictionary. A full list of games can be found on the McCormick website (http://mccormickscripts.mit.edu/www/residents/games-list/). There are also several Wii games that can be checked out. An ID must be left at desk for each game.

*Also see McCormick Desk Services and Policies and Game Room.*

**Glass Walkway**
This is the slate hallway between the Brown Living Room and the courtyard on the first floor.
Graduate Resident Tutors
Graduate Resident Tutors (GRTs) are not academic tutors. GRTs are available for dormitory/living reasons. They host regular study breaks and are a source of help and advice. Having problems with your roommate(s)? Has the kitchen not been cleaned in a while? Try to work through difficulties as a room or a suite first, but go to your floor tutor if you are unable to resolve the situation. They will help you solve your problems.

Guest Lists
Anyone who does not live in McCormick, must be escorted in the building unless they are on a guest list. Each resident is permitted one guest list with a maximum of ten names of friends. Unlimited family members are allowed to be on the guest list. First and last names of each guest must be provided. Persons on the guest list will be permitted entrance to the dorm after they present the security worker with a picture ID. Please alert your guests to this policy. If guests fail to show ID they will not be allowed into the building. Guest lists are available at the front desk. See McCormick Desk Services and Policies.

Guest Rooms
There are six guest rooms that can be reserved by McCormick or Green Hall residents. The rules are as follows:

1. A resident can reserve a maximum of seven days per month, but only five consecutive days at a time, and over no more than two weekends.
2. Two guest rooms may be reserved at the same time, but the total number of days count toward rule #1.
3. Rooms cost $15 per night. Payment must be made at the TIME OF RESERVATION. No money, no reservation. Therefore, reservations must be made in person and NEVER over the phone. Checks or MIT bursar’s account numbers (aka MIT ID numbers) are accepted.
4. Rooms reserved for the weekends (Saturdays or Sundays) or on Institute holidays will not be serviced because there is no cleaning staff on those days. Do not expect a clean bed if you reserve a room during these times. Clean linens are provided in the drawers of the bureau.
5. Guests should be notified by their hostess that the rooms have a half-bath that does not include a shower. Guests are not permitted to use the facilities on the floors, including the kitchens and the bathrooms.
6. Each room has a twin sized bed. If a hostess is expecting two people she should reserve a cot in addition to the room reservation. Cots may be reserved to be placed in a guest room or a resident’s own room. The cots are $5 for the first three nights and $1 for each night thereafter.
7. Cancellations must be made at least 24 hours in advance or the first night’s charge is non-refundable.
Also see Cots, McCormick Desk Services and Policies.
Gym
It is a room in the East Penthouse overlooking the western parts of campus. There are two ellipticals, a treadmill, a stationary bike, an erg, weights, a TV, a workout mat, and exercise balls. These pieces of equipment are available only to McCormick residents and are occasionally updated with new pieces. The Athletic Chair maintains the gym.
*Also see Athletic Chair*

High Priority Season
This is a period of time when certain equipment can only be checked out for a very short amount of time due to high demand. For example, high priority season for dollies and shopping carts is the beginning of fall term, the end of spring term, and the times immediately following a room lottery.
*See McCormick Desk Services and Policies.*

Historian
The Historian is responsible for keeping a running track of the events/activities of McCormick. This is done by taking photos/video at social events, study breaks, CPW, and other major programs; utilizing the front lobby boards by updating photos of McCormick residents or successful programs/people/alumni/etc.; and maintaining the online photo site with up to date pictures to share with the McCormick Community and Residential Life Area Director for newsletter purposes.

House Manager
The house manager is responsible for the operational aspects of the dormitory. He oversees front desk operations as well as custodial and maintenance staff. He works with the Residential Life Office, Campus Police, the Safety Office, Facilities, the Dean’s Office, house government, GRTs and the Housemasters. His goal is to make McCormick a safe, secure, and pleasant place to live. McCormick welcomes back Jon Nolan as our House Manager this year. His office is on the first floor to the right when you walk in. The house manager’s hours are Monday-Friday, 7:30am to 3:30pm.

Housemasters
At MIT, Housemasters are members of the MIT community, usually faculty, and their spouses. McCormick's Housemasters are Prof. Raul Radovitzky and his wife, Flavia Cardarelli. They also have two sons, Ben and Filipe Radovitzky. They are appointed by the President of MIT upon the recommendation of the Dean for Student Life. Housemasters are broadly responsible for providing leadership within the Houses so that residential life will reinforce the Institute's educational mission. The Housemasters in all residences work with a wide variety of individuals, including students, Graduate Resident Tutors, Housemasters, and the staffs of various Institute offices and departments. The McCormick Housemasters are located on the 2nd floor of the west tower. Phone number: 5-8106.
House Meetings
House meetings usually occur on the first Saturday afternoon of each month. The meetings are open to all McCormick residents; all chairs and floor representatives are required to attend. Important house issues are discussed and voted on at these meetings.

IAP Chair
The IAP chair is responsible for planning, advertising, and hosting all events during IAP for McCormick Hall residents. Past IAP events have included a dorm-wide potluck, a Super Bowl party, etc.

I3 Chair
The I3 chair is responsible for creating the I3 video about McCormick Hall that will be sent out to incoming freshmen for the Freshman Housing Lottery. The I3 chair must communicate their ideas with and get approval from the Hall Government in order to effectively represent the McCormick community.

Judicial Committee (JudComm)
JudComm is responsible for making judicial decisions which affect the dorm and require interpretation of any rules set out by McCormick government. Often, any problems such as violation of room reservation rules, guest policy, noise complaints, concerned residents may be presented to JudComm. There are five JudComm members (including the JudComm Chair) and one alternate. This position works closely with the Residential Life Area Director and the Housemasters.

Keys
Every room has at least one entrance key and one red (spare) key. Each resident is issued a single entrance key. The red key can be checked out only by the resident. Parents, friends, boyfriends, and anyone besides the resident cannot check out the red key. Residents must provide their ID or ID number to the desk worker to acquire the red key. The red key cannot be kept for more than an hour without incurring fines. The fine schedule is $5 per day, not to exceed $25. If the resident loses her red key it is her responsibility to inform the desk and pay $25 to purchase a new red key. If a resident is locked out of their room after desk hours, the night watch security worker at desk can unlock your for you if you provide them with your ID or ID number.
See McCormick Desk Services and Policies.

Kitchen in the Clouds
This kitchen is located in the East Penthouse. It has a great view and is equipped with tables, chairs, a refrigerator, and stove. The Kitchen in the Clouds may be reserved through the Room Reservation Chair. Residents may not store things in this kitchen. All items left in the kitchen are at your own risk of loss. They may be tossed by the housekeeping staff.
Also see Room Reservations.
Kitchens
Each floor/suite is responsible for the cleanliness of its kitchen. The custodial staff removes the trash daily, the recycling weekly, and scrubs the floors weekly. All cleaning beyond this falls to the residents. The floor/suite representative is responsible for organizing and enforcing a schedule to clean the kitchen. The GRT may be asked to step in if it is difficult to get someone to do her job. After that, failure to perform one's kitchen duties may be enforced by JudComm.

L
An “L” is the largest single room in the East Tower of McCormick. These are rooms numbered x23, x28, x33, and x38 (where ‘x’ denotes the floor number).
Also see Rooms.

Laundry Room
The laundry room is in the basement below the West Tower and it contains washers, dryers, and a sink. The machines cost $1.00 for each operation and payment can be made with quarters or a TechCASH account. The washers run for about 25 minutes while the dryers run for 54 minutes.

Living Rooms
There are two living rooms found on the first floor called the Brown Living Room and the Green Living Room, named according to the color of the carpet in each room. The Brown Living Room now has a red carpet, but the old name has stuck. Both rooms have a grand piano and comfortable furniture. Both can be reserved for group meetings, but are also great for studying or relaxing.

Lost and Found
The front desk has a small Lost and Found. If you’ve lost or found something in McCormick, tell us and we’ll try to get the item back to its owner. If a significant amount of time (over a week) passes and a found item has not been claimed we will either throw it out or donate it to charity.

Luggage Room
See Storage.

Magazines
Occasionally, old residents with no forwarding addresses receive magazines at McCormick. We keep these for use by any interested McCormick resident. Entertainment Chairs also subscribe to several magazines during the year, such as *Time* and *National Geographic*. They are kept next to the couches and the lobby. They can be read anytime, but must be returned to allow other residents to enjoy them too.

Mailboxes
Each resident receives her own mailbox. Residents who leave their mailboxes open should expect for them to be closed by the desk workers. Combinations for the locks may be obtained at desk.
Men
Although McCormick is an all-female dorm, men are welcome in McCormick. There is a men’s restroom on the first floor of the East Tower, and they can use the restrooms in the penthouse. Men cannot use the restrooms on the other floors unless the floor has voted to have a coed restroom. Residents and guests should be aware of the policies regarding coed restrooms. For example, some floors have specific time periods when no males are allowed in the bathroom and some floors require that males be escorted into the bathroom. All floor rules concerning rest rooms must be followed. If your guests violate them, you are responsible for their behavior.

MIT ID card
Your MIT ID card has a color photograph of you and it can be used for identification, dorm access, food service purchases, library loans, campus vending machines, laundry machines, lab supplies, and discounts at many businesses; If your card is lost or stolen report it to the Card Office (E32-200) immediately by calling x3-3475. You can replace a lost or stolen card by going to W20 and paying the replacement fee. If you have a meal plan and/or auxiliary account, report the lost card to the Meal Plan Office (E32-200) as well by calling x3-2815. You may not allow anyone else to use your card to gain admittance to McCormick.

Newspapers
The Housemasters arrange for McCormick to receive copies of the New York Times and the Boston Globe. McCormick’s copies of these papers are placed in the lobby seating area daily for you to enjoy. You may contact these newspapers for your own subscriptions, if you like. Other copies of these newspapers that are at desk are the property of McCormick residents who are subscribers. Do not read newspapers that are not yours.

Orientation Chair
The Orientation chair is responsible for planning all McCormick events for incoming first years during Orientation week to help with their adjustment to MIT. The Orientation chair must communicate ideas for events with the President and Residential Life Area Director ahead of time. The Orientation chair is responsible for communicating the events that are taking place with current McCormick residents through advertisement and via email.

Outside Groups
Outside groups are those which are not composed uniquely of McCormick residents. A McCormick resident may reserve a room for an outside group, so long as she is a member of the outside group, she will attend the event for which the room is reserved, and the reservation complies with all the regulations set forth in the McCormick Hall Constitution, Code of Rules, and Bylaws. Also see JudComm, Room Reservations.
Packages
Sometimes residents receive mail which cannot fit into their mailbox. When this happens, a resident will receive an email letting them know that a package has arrived. The resident should then come down to desk and inform the desk worker that they have a package. Since desk workers may not know every resident, please be sure to give your last name as well. It is also very important that you sign out packages, so that we can ensure that everyone has received their package. 
*Also see Personal Packages, McCormick Desk Services and Policies.*

Parents
Parents are not automatically on your guest list and therefore need to be placed on the list. You should warn your parents that they may be asked to present a picture ID to gain entrance.  
*Also see Guest Lists*

Party Kitchen
The Party Kitchen, also known as the GRT Pantry, is connected to the McCormick Dining Room (not to be confused with the Private Dining Room down the hall from the manager’s office). The Party Kitchen is located on the first floor by the West Tower and can be reserved with the room reservations chair.  
*Also see Room Reservations, Private Dining Room, and Dining Room*

Penthouses
There are two penthouses: the East Penthouse and the West Penthouse. Each has furniture and an amazing view of Boston and the Charles River. The East Penthouse also has a TV with a DVD player and houses the Music Room and the gym. These rooms can be reserved through the Room Reservation Chair. To get to the West Penthouse you must take the stairs from 7W, but you can reach the East Penthouse with the East Tower elevator.  
*Also see Room Reservations.*

Personal Packages
McCormick residents may leave packages for people and packages can be left for McCormick residents at the desk. This service is not meant for non-residents to leave packages for other non-residents; either the receiver or the sender must be a resident. The desk is not responsible for contacting the resident or recipient in order to let them know that their package has arrive. The desk is also not responsible for any package breaking or disappearing and the sender tacitly acknowledges this when he or she leaves the package. Packages must be claimed within 24 hours of when they are left at desk. *See McCormick Desk Services and Policies.*

Pianos
We have five pianos: one in each living room, one in the Dance Studio, one in the Music Room, and one in the Game Room.
Postings
Posting notices of any nature on any house wall or elevator without permission of the house manager, house president, vice president/treasurer, secretary, desk captain, or housemasters is prohibited. People may use the bulletin boards by the two elevators for advertisements related to McCormick or MIT.

President
The President of McCormick Hall Government provides leadership and vision for McCormick Hall. Specific responsibilities include leading executive committee meetings and general hall council meetings, attending DormCon meetings and UA meetings and updating Hall Government, assuring activities & program execution, retaining McCormick community, and meeting weekly with the Residential Life Area Director to set agendas and discuss hall government progress and issues. The President serves as the main liaison to other executive board members and general members. The President meets with the Vice President/Treasurer and the other executive council members to discuss each council members role and participation relative to job description.

Private Dining Room
The Private Dining Room, or PDR, is located opposite the West Tower elevator on the first floor. It is a room with a long table and many chairs, and an air conditioner. It can be reserved through the room reservation process. The room cannot be used unless it is reserved. The key can be checked out at desk with a valid ID. Also see Room Reservations

Recycling
McCormick recycles paper (white, colored, post-it notes, etc.), glass, plastic, cardboard, and aluminum. There are recycling bins in every kitchen, so make sure you dispose of recyclables there. There are also recycling bins for electronics in addition to all the above mentioned materials outside of both elevators on the first floor. The custodian in your area brings the bins down to the loading dock each Tuesday for a Wednesday pick up.

Repair Requests
Please fill out online repair forms if you notice leaky sinks, burnt out lights, or other maintenance concerns involving the dorm. The website is: https://adminapps.mit.edu/apps/facilities/CreateRequest.action?sapSystemId=PS1. McCormick's maintenance mechanic or another appropriate individual will respond to the request during regular working hours (7:30~3:30 M-F). For something needing more immediate attention during off hours, please dial 3-1500 (F-IXIT).

Residential Associate Advisors (RAAs)
These are undergraduates who are associated with all the freshman advising groups that are a part of the McCormick Residence-Based Advising Program. They spend most of their time, especially in the fall, working with their advising group, but they also are responsible for helping with programming about academics and health.
Residential Computing Consultant (RCC)
The RCC is the person to find when you would like to connect your personal computer to Athena. The RCC can provide the necessary cables and provide information and advice on how to link to the computing services here at MIT. The RCC advertises her contact information around McCormick. The URL for residential computing is http://rcc.mit.edu/.

Room Assignments Chair(s)
The Room Assignments Chair is responsible for conducting the room lotteries which determine where people room and assigning first year students to their rooms over the summer. The Room Assignments Policy, determined by a house vote, outlines the point system that determines each person's chances for a particular room. Room lotteries occur throughout the Fall and Spring terms.
Also see Rooming Lottery.

Room Fines
McCormick has a policy which fines residents who do not return certain room keys on time (after three hours unless a longer reservation has been approved). Rooms under this policy include study rooms, kitchens, the Gym, the Music Room, and others. Always remember to turn in your keys on time.
See also McCormick Desk Services and Policies.

Room Lottery
There are three types of rooming lotteries. Registration Day Lotteries are held at the beginning of each semester. All McCormick residents with a permanent assignment can choose to enter the Registration Day Lottery; all McCormick residents with a temporary assignment must enter the Registration Day lottery following their assignment. Mid-Semester Moving Lotteries are held weekly throughout the semester. A list of available rooms and a lottery entry form can be found on the McCormick website. All students living in McCormick for the Fall semester should enter the End of Year Lottery during the spring semester of the previous academic year. The End of Year Lottery is held to determine the room assignments for the upcoming academic year.
Also see Room Assignments Chair.

Room Reservations
Many of the general-use rooms in McCormick can be reserved for pre-planned events. There are many rules which are outlined on the McCormick website and in a binder at desk. They should be read in their entirety before a reservation request is submitted. In addition, there are MIT rules about event registration that might apply to an event you are planning. Visit the following URL to see if those rules apply to your event: http://web.mit.edu/mccormick/www/roomreservation.html. No reservation will be confirmed until a numbered, typed, and alphabetized guest list is submitted along with contact information for the McCormick resident making the request. Rooms must be reserved at least 72 hours before they are needed by submitting the completed form to the room assignment chair. Breaking any of these rules can lead to the removal of reservation privileges. Violations should be reported to JudComm.
See also McCormick Desk Services and Policies, Room Reservations Chair, Website.

Room Reservations Chair
The Room Reservations chair reserves rooms for residents who’ve filled out the appropriate forms (which are online). Forms must be submitted at least 3 days in advance. The Room Reservations chair does not handle guest room reservations, which are taken care of by desk workers.

Room 217
Room 217 is a study room on the second floor of the West Tower just opposite the elevator.

Rooms
There are singles, doubles, and triples in McCormick, though the dorm is predominantly singles. The relative sizes are listed here; floor plans are available in the back of the Dictionary.

<table>
<thead>
<tr>
<th>Largest</th>
<th>First Floor Annex single, Room 155</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Third floor annex single, East Tower Ls, all West Tower singles</td>
</tr>
<tr>
<td></td>
<td>Box</td>
</tr>
<tr>
<td></td>
<td>Corner</td>
</tr>
<tr>
<td>Smallest</td>
<td>Shoebox</td>
</tr>
</tbody>
</table>

Secretary
The Secretary keeps records of McCormick Hall and works with the President to assure Hall Government updates are shared with the board and community. Specific responsibilities include taking minutes and attendance at hall government meetings and posting them weekly; maintaining notes to share with the President; and generating other written materials as needed. The secretary is also in charge of updating the calendar of events for McCormick, including Hall government events and other McC leadership events (i.e. RAAs, GRTs, and MedLinks).

Senior Storage
At the end of the school year, seniors must completely empty their bins in the Luggage Room to make space for their new occupants. However, seniors stay in McCormick an extra two weeks after spring semester ends, so the Senior Storage Rooms are places where they can temporarily keep their things until they permanently move out of McCormick. Once you have moved out, your things may be removed and discarded if more space is needed.

Sewing Room
There are three sewing machines in this room, which is in the East Tower penthouse. The key may be checked out at the front desk. The Sewing Room Chair makes sure that the sewing room is stocked and in good condition.
Also see Sewing Room Chair

Shoebox
A shoebox is the smallest single in McCormick and is found in the East Tower. Room numbers of shoeboxes are x21, x30, x31, and x40 (where “x” denotes the floor number).

*Also see Rooms.*

**Social Chair**
The Social chairs are responsible for providing a social atmosphere in the dorm through sponsoring and organizing various events such as trips to Boston/Cambridge (i.e. Boston Holiday Pops, Skywalk Observatory at the Prudential Center, Taza Chocolate Factory, etc.), community outings (i.e. bowling, laser tag, etc.), and joint events with other dorms (i.e. annual formal with Next House and Simmons Hall, picnic with multiple dorms, etc.). Social events can be both on and off campus.

**Spirit Chair**
The Spirit chair is responsible for promoting spirit and morale amongst McCormick residents. This can be done by creating and ordering McCormick spirit gear for residents, posting good luck posters for IM team players, advertising events that McCormick residents are a part of (i.e. MITSO, dance troupe, A Capella concerts, etc.), encouraging McCormick residents to participate in Hall Government events, etc.

**Storage**
The Main Storage room is located in the basement below the east tower (turn left from the east tower elevator). Email the storage manager (maurah@mit.edu) if you need to access storage outside of the posted open storage times. The key can be checked out at front desk with a valid ID. This is a large room with floor-to-ceiling shelves spaced several feet apart and allows residents to store some non-valuable items over the summer, or during the school year. Bins are approximately 57”H x 55”W x 45” D. They are numbered 1-54 modified by a 1’ for top and a B for bottom, 44T, for example. The top bins are slightly larger because items can be stored slightly higher, though McCormick doesn’t provide ladders and height is hard to attain. Storage assignments are made in the spring and last for a year until the following spring. Incoming freshmen will have to wait until the spring to get a storage assignment. Freshman and sophomores will typically need to share a bin for the first two summers because upperclassmen receive priority in bin assignments. No one is guaranteed a storage assignment. If you do not have a space, or do not have enough space, you must arrange to store your belongings elsewhere. You are responsible for your belongings and store them at your own risk. The house manager and the desk captain will not take requests for extra storage space. Luggage room storage is a privilege and not a right. You are responsible for locating your bin and resolving any issues that arise with your bin. If someone has left her things in the bin, you can arrange to have it removed. If you have a partner, you must coordinate with your partner as to how much space each of you will occupy. Failure to comply with rules will result in your immediate loss of storage space. Items may be placed within the bins only, and any items placed in the aisles can be removed without warning.
There is also resident storage in 4E and 6E and in the annex basement. Storage to 4E and 6E can be requested in the spring during the normal period of storage assignments by emailing the desk captain. There are only 4 spaces available in each of the storage rooms on 4E and 6E so a lottery will be run if more than 4 people per floor show interest. Only residents of 4E and 6E are eligible to enter the lottery and space will automatically be given to residents who already have space and will be continuing their residence on the floor. The keys to these rooms can only be checked out by people who have been assigned storage there. Spaces are clearly marked and any items outside of the markings can be removed. Storage is at your own risk. You are responsible for coordinating storage space with the previous occupant.

**Study Break Chair**
The Study Break chair is responsible for planning, advertising and hosting dorm-wide study breaks for the McCormick Community. Some past study breaks include late night study breaks in the lobby, a Halloween movie night, an Easter Egg Decorating event, etc. 

*See also Study Breaks.*

**Study Breaks**
There are floor study breaks and dorm study breaks. Floor study breaks are hosted by floor tutors for just a couple floors, while dorm study breaks are dorm-wide study breaks hosted by the Study Break Chair. Both are a lot of fun and you should attend as many as you can!

*Also see Graduate Resident Tutors and Study Break Chairs*

**Suite Representatives**
*Also see Floor Representatives.*

**Suites**
Each floor in the East Tower consists of two suites, one “Riverside” suite and one “Campus side” suite. Each suite has its own bathroom, kitchen, and representative

**Summer Storage**
*See Storage.*

**Taxi**
*See Cabs.*

**Technology Chair**
The Technology chair is responsible for maintaining the Athena Cluster. This includes ordering paper and toner for the printers to refill when necessary and making sure Athena Cluster Rules and printer guidelines are followed.

**Telephones**
Telephone service at MIT changed beginning Fall 2012. There is one public campus phone per floor.
On campus calls can be made simply by dialing the last five digits of the ten digit number. There is one public campus phone on each West Tower floor and two in the lobby. There is a phone jack for a phone in every East Tower kitchen; though there may not be a phone. There is a campus phone in each Penthouse and by each elevator in the basement. There are also two payphones in the lobby. The desk phone is not a public phone and residents will be referred to one of the other four phones in the lobby. To make long distance phone calls you must have an account. Refer to the first few pages of your MIT Directory for more instructions.

**Time Limits**
There are time limits associated with borrowing items from McCormick Desk, as well as reserving common spaces within the dorm. Refer to *McCormick Desk Services and Policies* for more information.

**TV/VCR/DVD**
McCormick has several TV/VCR combinations. They are available for use by the House Team and McCormick House Government. Residents may not check out the TV/VCR/DVD players for their own use.

**Undergraduate Association Representative**
McCormick has one UA representative who attends UA Council Meetings. The UA reps from all the dormitories convene to discuss various policies and issues that affect undergraduate life here at MIT such as housing, dining, and election processes.

**Vacuum Cleaners**
There are a couple of vacuum cleaners behind desk that may be checked out and used to vacuum rooms. Because there are very few vacuums over 200 women in McCormick, they do break down occasionally. It is common courtesy to return the vacuum immediately after use. The time limit is one hour. Residents must submit a valid ID.  
*Also see* Valid ID, McCormick Desk Services and Policies.

**Valid ID**
McCormick desk workers will only accept Driver’s Licenses or MIT ID as collateral for equipment. ID cards from high school, summer programs, and international ID cards will not be accepted.

**Vending Machines**
In the basement there is a Coke machine and a snack machine.

**Vice President/Treasurer**
The treasurer manages the McCormick hall government budget including hall floor funds. Specific responsibilities include maintaining a ledger of all financial transactions relating to the McCormick account; processing all finance office documents, reimbursements, check requests, etc.; and reporting financial activity to, and educating the McCormick government on financial matters. The Treasurer shares a continuously updated budget file (in the form of a google doc) with the
President and Residential Life Area Director. The Treasurer is required to attend the Student Activities Financial Training.

Videos
Over two hundred videos are available behind desk and can be checked out by residents for free. One valid ID per video is required. They must be returned by midnight the day after they are checked out. A list of McCormick’s DVDs and VHSs can be found on the McCormick website at http://mccormick.scripts.mit.edu/www/movies-list/. See Website and McCormick Desk Services & Policies for more information.

Webmaster
The Webmaster is responsible for streamlining communication that is happening between McCormick Hall government and the MIT community, alumnae, and prospective residents. The Webmaster consistently updates the website with any new information relating to McCormick. This includes calendar of events, news, photos, GRT bio’s, contact information for Hall Government members, policy changes, list of movies/rental equipment, etc. The Webmaster keeps the web page current and useful for residents and visitors. Visit McCormick’s website at http://mccormick.scripts.mit.edu/www/. Also see Website

Website
The McCormick Hall website contains forms and information relevant to current, past, and prospective McCormick residents. You can visit McCormick’s website at http://mccormick.scripts.mit.edu/www/. Also see Webmaster

West Tower
The West Tower is located to your right as you enter McCormick, and has six floors of resident rooms, three floor tutors, the Housemasters’ suite, and the West Penthouse, which is found by taking the stairs up from the 7th floor.

West Tower Singles
All of the singles in the West Tower are the same size as the “Ls” in the East Tower. These rooms include any room in the West Tower that is not a double. Also see L and Rooms.

West Tower Doubles
West Tower rooms x01, x08, x09, x10, and x17 are doubles. They can be designated as triples by MIT housing if the number of McCormick’s residents exceeds capacity. If McCormick is under capacity, but there are students living in crowded triples, they may elect to uncrowd and convert them room back to a double. Doubles cannot be electively crowded without approval from MIT Housing. Also see Rooms.

Wireless Access
All of McCormick has wireless computer access available.
West Tower

East Tower

Tutor apartments are on the 3rd, 4th, and 6th floors. On those floors, the apartments are room x 10.5.

(All east tower rooms are singles, with the exception of 225 and 227, which are doubles.)

Tutor apartments are on the 3rd, 5th, and 7th floors. On those floors, the apartments take the place of rooms x25 and x26.
Annex Floor Plans

Basement

2nd floor

1st floor

4th floor
McCormick and Campus Resources

Emergency Numbers

100        Campus Police Emergencies (campus phone only)
253-1212   Campus Police (any problem or emergency)
253-1311   Medical Emergencies (or call Campus Police as above)

253-5961   McCormick Desk
253-8800   Nightline (student-staffed personal crisis hotline)
253-1500   Night Patrol/Physical Plant (nights, weekends)
25F-IXIT   Repair hotline

Campus Resources

MIT Medical (non-emergency)
  Offices: E23   Phone: (617) 253-4481
  Website: http://medweb.mit.edu/

MIT Mental Health
  Office: E23 – 3rd floor South  Phone: (617) 253-1674
  Website: http://medweb.mit.edu/directory/services/mental_health.html

Student Support Services (S^3)
  Office: 5-104   Phone: (617) 253-4861
  Website: http://web.mit.edu/uaap/s3

Disabilities Services Office
  Office: 7-145   Phone: (617) 253-1674   email: dwo-www@mit.edu
  Website: http://web.mit.edu/uaap/dso/students/index.html
## McCormick House Team 2015-2016

### Contact Sheet

<table>
<thead>
<tr>
<th>Floors</th>
<th>Room #</th>
<th>Email</th>
<th>Room Phone</th>
<th>Cell Phone</th>
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<tbody>
<tr>
<td><strong>West Tower</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ashley Brown</td>
<td>W 2 &amp; 3</td>
<td>W 317</td>
<td><a href="mailto:brown2a@mit.edu">brown2a@mit.edu</a></td>
<td>617.225.8517</td>
</tr>
<tr>
<td>Jen Wilson</td>
<td>W 4 &amp; 5</td>
<td>W 417</td>
<td><a href="mailto:jlwilson@mit.edu">jlwilson@mit.edu</a></td>
<td>617.225.8557</td>
</tr>
<tr>
<td>Becky Mieloszyk</td>
<td>W 6 &amp; 7</td>
<td>W 617</td>
<td><a href="mailto:rjasher@mit.edu">rjasher@mit.edu</a></td>
<td>617.225.8637</td>
</tr>
<tr>
<td>Alex Mieloszyk</td>
<td>W 6 &amp; 7</td>
<td>W 617</td>
<td><a href="mailto:amielosz@mit.edu">amielosz@mit.edu</a></td>
<td>617.225.8637</td>
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<tr>
<td><strong>East Tower</strong></td>
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<tr>
<td>Brittany Montgomery</td>
<td>E 2 &amp; 3</td>
<td>E 325</td>
<td><a href="mailto:bnmont@mit.edu">bnmont@mit.edu</a></td>
<td>617.225.8525</td>
</tr>
<tr>
<td>Shireen Warnock</td>
<td>E 4 &amp; 5</td>
<td>E 525</td>
<td><a href="mailto:swarnock@mit.edu">swarnock@mit.edu</a></td>
<td>617.225.8605</td>
</tr>
<tr>
<td>Clark Davenport</td>
<td>E 4 &amp; 5</td>
<td>E 525</td>
<td><a href="mailto:narc07@gmail.com">narc07@gmail.com</a></td>
<td>617.225.8605</td>
</tr>
<tr>
<td>Roedolph Opperman</td>
<td>E 6 &amp; 7</td>
<td>E 725</td>
<td><a href="mailto:roedolph@mit.edu">roedolph@mit.edu</a></td>
<td>617.225.8685</td>
</tr>
<tr>
<td>Andrea Opperman</td>
<td>E 6 &amp; 7</td>
<td>E 725</td>
<td><a href="mailto:amopper@mit.edu">amopper@mit.edu</a></td>
<td>617.225.8685</td>
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<tr>
<td><strong>Annex</strong></td>
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</tr>
<tr>
<td>Alexandra Cok</td>
<td>Annex</td>
<td>275</td>
<td><a href="mailto:acok@mit.edu">acok@mit.edu</a></td>
<td>617.225.1351</td>
</tr>
</tbody>
</table>

### Housemasters

**Raul Radovitzky and Flavia Cardarelli**  
Location in McCormick: 2 West  
Phone Number: 617.225.8106  
Email: [rapa@mit.edu](mailto:rapa@mit.edu)  
[flavia@mit.edu](mailto:flavia@mit.edu)

### Residential Life Area Director

**Topher Nelson**  
Location in McCormick: 227 East  
Office Location: next to Dance Studio  
Email: tophern@mit.edu  
Office Number: 617.253.5954 // Cell: 617.201.1825

### House Manager

**Jonathan Nolan**  
Office Location: Main Lobby next to desk  
Email: jnolan@mit.edu  
Office Number: 617.253.3675

### Assistant House Manager

**Katie Ryan**  
Office Location: Main Lobby front desk  
Email: katieryan@mit.edu  
Office Number: 617.253.5961

### Other Helpful Numbers:

**Campus Police:** 617-253-1212  
**Front Desk:** 617-253-5961  
**Night Patrol & FIX IT:** 617-253-1500
McCormick Desk Services and Policies

McCormick Movie Policy
1. Only McCormick residents may check out McCormick movies. These movies are located behind McCormick front desk and must be checked out by the on-duty McCormick desk worker. Residents are not allowed behind desk to view the movies.
2. Residents must bring their MID ID in order to check out movies.
3. Residents may only check out two movies at any one time. Additional movies may be checked out when the other movies are returned.
4. All movies are due 24 hours after they are checked out. If returned 24-48 hours after it was checked out then the resident receives a warning. If not returned by 48 hours they receive a strike. Three warning equal a strike. Three strikes means the resident loses access to desk item for a month.
5. It is the resident's responsibility to ensure that the movie is returned properly and on time. Stand at desk and watch the desk worker enter the information on the computer. It will only take an extra minute, and it will save you the trouble of disputing a move fine later.

Cots may be rented to be placed in your room or a guest room. The cots cost $5 the first three nights and $1 for each 'night thereafter. Cots may be reserved at any time.

Here are the time limits for the use of various rooms and items in McCormick

<table>
<thead>
<tr>
<th>Room/item</th>
<th>Time limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Rooms</td>
<td>3 hours</td>
</tr>
<tr>
<td>Dollies</td>
<td>2 hours</td>
</tr>
<tr>
<td>East Penthouse</td>
<td>4 hours</td>
</tr>
<tr>
<td>Games</td>
<td>24 hours</td>
</tr>
<tr>
<td>Gym/Dance Studio</td>
<td>4 hours</td>
</tr>
<tr>
<td>Kitchen in the Clouds</td>
<td>4 hours</td>
</tr>
<tr>
<td>Movies</td>
<td>24 hours</td>
</tr>
<tr>
<td>Music Room</td>
<td>4 hours</td>
</tr>
<tr>
<td>Party Kitchen</td>
<td>4 hours</td>
</tr>
<tr>
<td>Private Dining Room</td>
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<tr>
<td>Recreation Room</td>
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<tr>
<td>Seminar Room A</td>
<td>3 hours</td>
</tr>
<tr>
<td>Seminar Room B</td>
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<tr>
<td>Senior Storage 23, 25</td>
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</tr>
<tr>
<td>Sports Equipment</td>
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<tr>
<td>Vacuums</td>
<td>3 hours</td>
</tr>
<tr>
<td>West Penthouse</td>
<td>4 hours</td>
</tr>
</tbody>
</table>
McCormick Room Reservation Policy

A McCormick Resident may make a room reservation by following the procedures outlined in the McCormick website, provided the following criteria are met.

a) General Room Reservation Policies and Definitions

Any McCormick Resident may make up to four one-time reservations, as defined below, per month and one permanent reservation, as defined below, per semester. Each resident may make up to twenty hours of permanent reservations per month. No more than twenty hours of permanent reservations may be made per month for a given group.

The Room Reservations Chair is responsible for evaluating all room reservation requests in a timely manner and either approving or rejecting them. The Room Reservations Chair has the right to reject any incomplete reservation forms or reservations she deems inappropriate.

The Sponsor of an event is the McCormick resident who registers the event with the McCormick Room Reservation Chair. She is responsible for ensuring that the Room Reservation policies are followed by all guests in attendance at the event. If she is unable to attend the event for any reason, she must designate another McCormick resident to serve as her proxy for the reservation.

A permanent reservation is any reservation that recurs on a regular basis for the duration of the semester. All individual occurrences of a permanent reservation are encompassed by the single permanent reservation. All permanent reservations must be confirmed at a House Meeting, at which the Sponsor or a McCormick Resident acting as a representative for the group must be present. Permanent reservations do not begin until they have been approved at House Meeting. Permanent reservations may be made beginning one month prior to the Registration Day of the semester during which they will take place. To be approved at a House Meeting, Permanent Reservations must be made at least 72 hours prior to the start of the House Meeting.

A one-time reservation is defined as any reservation for an event with a single occurrence or for an event for which repeating occurrences are individually reserved. All one-time reservations must be approved by the Room Reservation Chair. One-time reservations must be registered by the Sponsor at least 72 hours prior to the start of the reservation. One-time reservations can be made beginning one month prior to Registration Day for the term in which the reservation will occur.

All rooms that can be reserved, with the exception of the Private Dining Room, are available for use by McCormick residents if not previously reserved. The Private Dining Room may be used only if reserved. All reservations, both permanent and one-time, must conform to the guidelines outlined below. Failure to comply with these guidelines may result in the reservation being reviewed by the McCormick Judicial
Committee and action being taken against the individual in violation of the policies, as outlined below.

b) Rules with which all reservations must comply
   i) Only the following rooms may be reserved: Green and Brown Living Rooms, Music Room, Kitchen in the Clouds, Dance Studio, Country Kitchen, Seminar Room A, Seminar Room B, all Date Rooms, East Penthouse, West Penthouse, Room 217, Game Room, Private Dining Room, and Dining Hall.
   ii) Only one living room may be reserved at a time.
   iii) Only 5 rooms may be reserved simultaneously, no more than 3 of which are occupied by permanent reservations.
   iv) Reservations in the Dining Hall must be approved by MIT Dining and the house manager, in addition to the reservation confirmation process outlined on the McCormick website.
   v) The Dance Studio may be used from 10AM to 11PM daily. All events in other rooms may begin as early as 7:30AM and must end by 1AM.
   vi) An event may not expand beyond the space reserved for the event.
   vii) An event may not be disruptive to McCormick residents outside of the reserved space.
   viii) A reservation may be made for up to 4 hours, including time for both set-up and cleanup.
   ix) A reservation must comply with the guest list policies outlined below and those on the McCormick website.
   x) The Sponsor of an event must attend the event she is sponsoring. If the Sponsor of the reservation is unable to attend the event for any reason, she must designate another McCormick resident to serve as her proxy for the reservation.
   xi) All reservations must comply with Institute Regulations, including the MIT alcohol policy.
   xii) Any room that is reserved must be returned to its original state by the end of the reservation.
   xiii) Events sponsored by McCormick House Government or the House Team (consisting of the housemasters, RLAD, and GRTs) have priority over all other events and are granted exceptions by the Room Reservation Chair to locations and times that may be reserved. Otherwise, reservations are on a first-come, first-served basis provided that the Room Reservation Policies are followed. Only the Judicial Committee may grant exceptions to these rules.

c) Guest Lists
   A guest list must be submitted to the Room Reservation Chair at the time the reservation is made. Any changes to the guest lists for one-time and permanent reservations may be submitted according to the procedures outlined on the McCormick website. It is the responsibility of the Sponsor to ensure that all expected guests are able to check in at the event.
d) **Infractions and Repercussions**

If the room reservation policies outlined above are not followed, the McCormick Judicial Committee may administer warning or impose penalties on the reservation’s Sponsor including, but not limited to fines and restrictions on reservation-making. All warnings and penalties are administered at the discretion of the McCormick Judicial Committee. These warnings and penalties are outlined in Room Reservation Warnings and Penalties, an auxiliary document maintained and publicized by the McCormick Judicial Committee. This document serves as a set of guidelines, and any warnings or penalties may vary from these guidelines according to the severity of the offenses as determined by the McCormick Judicial Committee.
# HOUSE GOVERNMENT

## Fall 2015 Offices

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Mary Delaney</td>
</tr>
<tr>
<td>VP/Treasurer</td>
<td>Hope Flaxman</td>
</tr>
<tr>
<td>Secretary</td>
<td>Susan Mullen</td>
</tr>
<tr>
<td>Director of Programming</td>
<td>Jessica Gable</td>
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<tr>
<td>Director of Internal Actives</td>
<td>Briana Chavez</td>
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<tr>
<td>Director of Facilities</td>
<td>Rebecca Gallivan</td>
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<tr>
<td>Director of External Activities</td>
<td>Kelly Qi</td>
</tr>
<tr>
<td>Alumni Chair</td>
<td>Amanda Parry</td>
</tr>
<tr>
<td>Athletics Chair</td>
<td>Maura Hennessey and Katherine Young</td>
</tr>
<tr>
<td>Big/Lil Sis Chair</td>
<td>Maura Hennessey and Katherine Young</td>
</tr>
<tr>
<td>Community Service Chair</td>
<td>Jennifer Lauv and Katherine Young</td>
</tr>
<tr>
<td>CPW Chair</td>
<td>Jessie Hsiao, Chloe Orphanides, Joanna So, and Kimia Ziadkhanpour</td>
</tr>
<tr>
<td>Dining Chair</td>
<td>Kelly Qi, Jialin Shi, and Charlene Xia</td>
</tr>
<tr>
<td>Dish Closet Chair</td>
<td>Mary Clare Beytagh and Maura Hennessey</td>
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<tr>
<td>Entertainment Chair</td>
<td>Ivy Chang and Sue Liang</td>
</tr>
<tr>
<td>Environmental Chair</td>
<td>Jennifer Lauv and Kimia Ziadkhanpour</td>
</tr>
<tr>
<td>Historian</td>
<td>Jessie Hsiao and Nina Singh</td>
</tr>
<tr>
<td>IAP Chair</td>
<td>Maryam Archie, Dana Balek, and Chloe Orphanides</td>
</tr>
<tr>
<td>I3 Chair</td>
<td>Lordique Fok, Chloe Orphanides, Joanna So, and Katherine Young</td>
</tr>
<tr>
<td>Orientation Chair</td>
<td>Maryam Archie, Jessica Gable, and Rebecca Gallivan</td>
</tr>
<tr>
<td>Room Assignment Chair</td>
<td>Deepti Ajjampore and Mary Clare Beytagh</td>
</tr>
<tr>
<td>Room Reservation Chair</td>
<td>Briana Chavez</td>
</tr>
<tr>
<td>Sewing Room Chair</td>
<td>Janie Liu and Laura Treers</td>
</tr>
<tr>
<td>Social Chair</td>
<td>Ivy Chang, Nina Singh, and Laura Treers</td>
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<tr>
<td>Spirit Chair</td>
<td>Peniel Argaw and Jessica Gable</td>
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<tr>
<td>Study Break Chair</td>
<td>Dana Balek, Jessie Hsiao, Laura Treers, and Kimia Ziadkhanpour</td>
</tr>
<tr>
<td>Technology Chair</td>
<td>Maryam Archie and Tara Smith</td>
</tr>
<tr>
<td>Webmaster</td>
<td>Tiffany Le and Lakshmi Subbaraj</td>
</tr>
<tr>
<td>Judicial Committee</td>
<td>Maura Hennessey, Maiko Kitaoka, Janie Liu, and Katherine Young</td>
</tr>
</tbody>
</table>

Let us know how we can make your McCormick experience great.
And be sure to stay up to date with events by visiting the McCormick website calendar!

Constitution of the Stanley McCormick Hall of the Massachusetts Institute of Technology

This Constitution dated November 2014 supersedes all previous documents of this type for this body.

Article I. Name

The name of this organization shall be the Stanley McCormick Hall of the Massachusetts Institute of Technology, hereinafter referred to as McCormick Hall.

Article II. Membership

Section 1. The members of McCormick Hall shall be the residents of McCormick Hall who are undergraduates at the Massachusetts Institute of Technology.

Section 2. The voting members of the house shall be the members of McCormick Hall at the time of voting.

Section 3. The members of a floor/suite of McCormick Hall shall be the residents of the floor/suite who are members of McCormick Hall.

Section 4. Non-member residents of McCormick Hall include the Housemasters, the Graduate Resident Tutors, and other residents who do not meet the criteria for membership. Non-member residents may not hold office or vote, but are entitled to select privileges within McCormick Hall. They are expected to conform with rules pertaining to such privileges.

Article III. Executive Committee

The voting members of the Executive Committee of McCormick Hall shall be the President, Treasurer, Secretary, Director of Facilities, Director of Internal Activities, Director of External Activities, and Director of Programming. No person shall hold more than one voting position on the Executive Committee.

Article IV. House Committee

Section 1. The House Committee is composed of the following chairwomen: Alumni, Athletics, Big Sis/Little Sis, Community Service, CPW, Dining, Dish Closet, Entertainment, Environmental, Historian, i3 Video, IAP, Orientation, Room Assignments, Room Reservations, Sewing Room, Social, Spirit, Study Break, Technology, and Webmaster. The House Committee shall also include a Judicial Committee and an Undergraduate Association (UA) Senator.
Clause 1. The UA Senator will be either the McCormick Hall president or a McCormick Hall resident appointed by the President. She must be chosen in accordance with UA regulations.

Section 2. Temporary subcommittees may be formed at any time by the House Committee.

Section 3. No chairwoman position may have more than one vote. Positions that have more than one chairwoman must arrive at a decision together.

Article V. Authority

Section 1. McCormick Hall shall be a member of the Dormitory Council of the Confederation of Undergraduate Dormitories of the Massachusetts Institute of Technology.

Section 2. The Executive Committee shall be the governing body of McCormick Hall and its acts and decisions shall, with the provisions described in the Bylaws, be considered those of McCormick Hall.

Article VI. Meetings

The meetings shall be scheduled at the discretion of the President, or at least once a month, and shall proceed according to the Bylaws.

Article VII. Amendments

This Constitution may be amended by the affirmative vote of two-thirds of all votes cast in an open election, with amendments to be proposed according to the process outlined below. Amendments to the Bylaws and Code of Rules shall be proposed according to the same process, and shall also require a two-thirds affirmative vote in an open election in order to be passed.

Clause 1. Any resident may suggest an amendment to the Judicial Committee and/or Executive Committee, or to any member of either committee. The suggestion shall then be voted upon by each Committee. If at least one committee decides by a majority vote that the topic merits further discussion, a Document Amendment Committee shall be formed. The Document Amendment Committee shall be formed to address a specific concern, and shall be disbanded after the particular concern it was formed to address has either been addressed in an amendment or dismissed.

Clause 2. The Document Amendment Committee shall be composed of members of the Judicial Committee, Executive Committee, and other House Committee members and residents as necessary. The Judicial Committee and the Executive Committee shall each appoint two or three members, who may be either be members of these committees or their designees. The President shall appoint additional members, who may be members of the Executive or Judicial Committees, as she sees necessary. Any
members appointed by the President shall be approved by a majority vote of the Judicial Committee.

Clause 3. Amendments proposed by the Document Amendment Committee shall be presented to members of McCormick Hall at an open house meeting and shall be voted on in an open election.

Article VIII. Ratification

This constitution shall be ratified by a two-thirds affirmative majority of all votes cast in an open election.

Bylaws of the Stanley McCormick Hall of the Massachusetts Institute of Technology

These Bylaws dated November 2014, as revised by the 2014 Judicial Committee and President, supersede all documents of this type for this body.

Article I. Authority

Section 1. The Executive Committee shall uphold a Code of Rules outlining rules, regulations, and operating procedures that it finds necessary for the effective execution of the Constitution and Bylaws.

Section 2. Only members of McCormick Hall are qualified to vote or hold positions within McCormick Hall.

Section 3. McCormick Hall Votes

Clause 1. A vote on any issue by all members of McCormick Hall may be requested either by the Executive Committee or by a petition signed by twenty-five percent of the members of McCormick Hall. The Secretary must, within two weeks after the receipt of such a request, hold a vote on the specified issue.

Clause 2. A vote by the members of McCormick Hall is binding in that after it is taken, the Executive Committee may not act contrary to the results.

Clause 3. If the Executive Committee requests a vote or a poll of opinions of McCormick Hall, it is in no way bound by the results of the poll.

Clause 4. If the Executive Committee requests a vote or a poll of McCormick Hall, it must define, before the vote is taken, the context of the ballot and the effects of the results of the poll.

Clause 5. A written challenge to the authenticity of the election must be filed with the Executive Committee within three days of the election or the
vote is automatically approved. If a majority of the Executive Committee calls for re-election, then the re-election must be held within the week following the meeting. If the Executive Committee denies a re-election, a petition signed by 15% undergraduate residents of McCormick Hall may overrule them.

Article II. Powers and Duties of the House Officers.

Section 1. The Powers and Duties of the President shall be:

- to preside at the meetings of the dormitory
- to uphold, within her term of office, the Constitution and Bylaws of McCormick Hall
- to be responsible for the proper functioning of the Executive Committee and to see that its decisions are carried out
- to enforce all dormitory rules and to report all violations to the appropriate authorities
- to appoint temporary subcommittee chairwomen
- to ensure the representation of McCormick Hall at the Dormitory Council
- to appoint standing committee chairwomen with the assistance of the Treasurer and Secretary should the position remain open after the election or after the resignation of a chairwoman. Appointees must be approved by a two-thirds vote of the Executive Committee.
- to serve as, or to appoint a McCormick undergraduate resident to serve as, the Undergraduate Association (UA) Senator.

Section 2. The powers and duties of the Treasurer shall be:

- to perform the duties of the President in her absence
- to receive and pay all money of McCormick Hall, as authorized by the Executive Committee, and to be directly responsible for all its financial transactions
- to keep permanent financial records which shall be open to the members of McCormick Hall at all times and submitted to the Executive committee as it directs
- to keep copies of all financial reports presented by anyone to the House

Section 3. The powers and duties of the Secretary shall be:
• to post notices of every meeting of the House and other information as directed by the Executive Committee

• to record the minutes of every meeting of the House, including attendance, financial reports, and votes

• to post and make available a clear copy of the minutes of each meeting of the House within four days after the meeting

• to keep all written records of the House not specifically assigned to others

• to maintain up-to-date versions of the Constitution, Bylaws, and Code of Rules

• to make available to every member of McCormick Hall, at the beginning of each academic year, electronic or hard copies of the Constitution, Bylaws, and Code of Rules.

• to be responsible for all correspondence of McCormick Hall

• to maintain the email lists of the house government

• to prepare ballots for the elections

Section 4. The powers and duties of the Directors shall be:

• to oversee and assist each of their respective Chairwomen
  o Director of Programming shall oversee Big Sis/Lil Sis, Study Break, IAP, and Social Chairs.
  o Director of External Activities shall oversee Alumni, Community Service, CPW, i3 Video, Orientation, and Room Reservations Chairs.
  o Director of Internal Activities shall oversee Dining, Room Assignment, Historian, Spirit Chairs, and Webmaster.
  o Director of Facilities shall oversee Athletic, Dish Closet, Entertainment, Environmental, Sewing Room, and Technology Chairs

• to attend each Executive Committee meeting

Article III. Executive Committee

The powers and duties of the Executive Committee shall be:

• to uphold the McCormick Hall Code of Rules, including regulations and procedures it finds necessary for the effective execution of the Constitution and Bylaws

• to take action based on the activities of its subcommittees as it finds necessary
Article IV. House Committee

Section 1. Judicial Committee

Clause 1. The Judicial Committee shall consist of a Chairwoman, and four additional members.

Clause 2. Powers and Duties

Paragraph 1. The powers and duties of the Judicial Committee shall be:

- to consider exceptions to the Code of Rules, including, but not limited to, the room reservation policies
- to investigate all complaints, written or verbal, of activities in or around McCormick Hall, or by members of McCormick Hall which violate rules and regulations or are contrary to the interests and reputations of the Massachusetts Institute of Technology or McCormick Hall
- to hold a hearing when it deems necessary after an investigation or when requested in writing by any member of McCormick Hall
- to recommend or effect remedial or punitive action in cases which have been brought to hearing
- to maintain the absolute confidentiality of the identity of the complainant, unless complainant agrees otherwise
- to attend all house meetings unless excused by the President

Paragraph 2. The powers and duties of the Chairwoman of the Judicial Committee shall be:

- to call and preside at all the meetings of the Judicial Committee
- to keep all written records of the Judicial Committee
- to be directly responsible for all correspondence of the Judicial Committee

Clause 3. Proceedings

Paragraph 1. The Judicial Committee shall establish its own proceedings, provided they do not conflict with the Constitution, Bylaws, and Code of Rules of McCormick Hall.

Paragraph 2. A quorum of three committee members must be present at any case.
Paragraph 3. Members of the Judicial Committee shall not serve in the hearings of any case in which they are personally involved.

Paragraph 4. Each hearing shall be closed unless the defendant requests that it be open.

Paragraph 5. In the case of mistrial, a retrial, which must be open, may be called. Decisions rendered at a retrial are final and binding unless the case is appealed to the Dormitory Council Judicial Committee.

Paragraph 6. To reach any Judicial Committee decision, a majority of members must agree. Appeals on any Judicial Committee decision must be brought before the Executive Committee. If the Executive Committee itself is challenged, the appeal will be heard by the Dormitory Council Judicial Committee.

Section 2. Standing Subcommittees and Other Existing Committees

Clause 1. The standing subcommittees and other existing committees shall be those formed by the following chairwomen: Alumni, Athletics, Big Sis/Little Sis, Community Service, CPW, Dining, Dish Closet, Entertainment, Environmental, Historian, i3 Video, IAP, Orientation, Room Assignments, Room Reservations, Sewing Room, Social, Spirit, Study Break, Technology, and Webmaster. These committees will consist of the Chairwoman and any additional members she chooses that are necessary to carry out the committee's function.

Clause 2. The committees requiring chairwomen listed in Clause 1 are to be elected during the week following one of the last two house meetings. If a position is not filled, the Executive Committee, by a two-thirds vote, shall appoint a House Committee member. Two or more residents may run together as a single entity for a particular position.

Clause 3. The powers and duties of the standing committees and other committees, for which the chairwoman shall be responsible, shall be:

- to plan, publicize, and execute all events or duties as approved by the House
- to submit, in writing, to the Treasurer an itemized record of all financial transactions with receipts
- to inform and cooperate with the dorm government and report to the house as directed
- to attend all house meeting unless excused by the President

Section 3. Temporary subcommittees
Clause 1. A temporary subcommittee shall consist of the chairwoman and any additional members she chooses.

Clause 2. The powers and duties of a temporary subcommittee, for which the chairwoman shall be responsible, shall be:

• to carry out the particular business assigned to the committee at the time of its formation

• to report to the house upon its request and when the assigned business has been completed

Section 4. Floor/suite representatives

Clause 1. The floor/suite representative shall be a member of a particular floor/suite. The annex is considered one floor/suite.

Clause 2. The powers and duties of floor/suite representatives shall be:

• to keep their floor/suite informed of dorm activities and the context of House meetings

• to act as a liaison between her floor/suite and the dorm government and the house manager

• to make purchases for common areas which are to be paid for out of floor/suite funds (i.e. dish detergent, dish racks, sponges, etc)

  o Before making an expenditure, it must be approved by the Treasurer.

  o Floor/suite funds will be budgeted by the Treasurer and will be available to floors/suites represented at at least 75% of house meetings in a given semester.

• to submit receipts for floor/suite fund expenditures, as well as remaining floor/suite funds to the McCormick Hall Treasurer at the end of each semester. Excess funds will be returned to the same floor/suite at the beginning of the following semester, as long as it is in the same academic year.

• to attend all house meetings unless a proxy from the same floor is designated

Article V. McCormick Hall Elections

Section 1. General

Clause 1. Notice of a McCormick Hall vote and the positions and/or items being voted on must be publicized at least two weeks before the election. Any member of McCormick Hall is eligible to run for an officer position.
All candidates running for election must be given the opportunity to defend their platform at a meeting open to all members that takes place no less that 40 hours prior to the election. To be considered an official candidate, a member must present a written platform and form containing the signatures of at least 25 members in support of her candidacy to the President at least 32 hours prior to the election. The candidates who have submitted their platforms and signature forms will be considered the only official candidates; all such candidates will have their platform displayed in a public place by the President and have their name appear on the ballot. Ballots shall be made available to all members of McCormick Hall the morning of the vote before the beginning of the election.

Clause 2. The President shall place the cover sheets of all petitions together in a public place at least 24 hours before the election begins.

Clause 3. Voting shall be in an open election that takes place between 8am and midnight.

Clause 4. An open election is an election in which all members of McCormick Hall are provided secret ballots.

Clause 5. No ballots shall be counted until midnight of the election day.

Clause 6. All McCormick Hall votes are by secret ballot.

Clause 7. Each voter must verify their identity before voting.

Clause 8. For all elected positions except the for the members of the Judicial Committee, ballots in all officer elections shall be marked, counted, and tabulated according to a preferential voting system as defined below:

1. Voters will rank all candidates in the following manner: The voter will place the number one (1) beside the candidate of her first choice, the number two (2) beside the candidate of her second choice, the number three (3) beside the candidate of her third choice, etc.

2. Votes for all elections shall be tabulated in the following manner:
   a. When tabulating the ballots, all ballots shall be distributed according to the first place choices indicated thereon and each candidate shall be credited with as many votes as she has first place choices. If a candidate has a majority of total votes cast, she is elected.
   b. If no candidate has the majority of votes cast after the first place votes have been distributed, the candidate with the lowest number of votes shall be dropped and the second choice on her first place ballots shall be credited to the candidates designated. If any candidate now has the
majority of total votes cast, including votes for the candidate now dropped, she is elected.

c. If no candidate has the majority of votes after the second place votes have been distributed, the redistribution process shall be continued until one candidate has a majority of votes.

d. If there is a tie for the last-ranked candidate in any round of ballot redistribution, the tie shall be broken by reference to the previous redistribution round, dropping the candidate (among those tied in the current round) who had the fewest first-place votes in the previous round. [If this comparison yields a tie, the same procedure shall be employed using the results of the redistribution round before that, and so-on, until the tie is broken. If the tie remains unbroken after all previous redistribution rounds have been examined, it shall be broken by lot. OR If this comparison yields a tie, it shall be broken by lot.]

e. If the sequential redistribution of votes results in two final candidates who are tied, the tie shall be broken by reference to the previous redistribution round, selecting the candidate with the greater number of votes in that round. If this comparison yields a tie, the same procedure shall be employed using the results of the redistribution round before that, and so-on, until the tie is broken. If the tie remains unbroken after all previous redistribution rounds have been examined, it shall be broken by lot.

Clause 9. Ballots in all elections of the Judicial Committee members shall be marked, counted, and tabulated as defined below.

1. All ballots shall be marked with five ones (1) for the top five preferred candidates, and six (6), seven (7), eight (8), nine (9), and ten (10) for the next five preferences. Before tabulation, the total number of ballots cast shall be ascertained.
2. When tabulating ballots, the five candidates with the highest number of first choice votes shall be elected.
3. If there is a tie between two or more of the candidates for the fifth highest number of first place votes, the sixth choices on first place ballots will be credited to tied candidates, and if this results in five candidates with the most votes, these five candidates are elected.
4. If no candidate has the majority of votes after the sixth place votes have been distributed, the redistribution process shall be continued until some candidate has a majority of the votes or there are only two candidates remaining with an equal number of votes.
5. If the procedures in items 1-4 have been carried out and a tie remains, the remaining member of the Judicial Committee shall be determined by a vote of the Executive Committee between the tied candidates. The candidate with the majority of the votes from the Executive Committee shall be elected.

Clause 10. Ballot counters shall be four members of the Executive Committee who are not seeking positions in the election. If there are less than four members of the Executive Committee not seeking positions, unbiased counters shall be appointed by a majority vote of the Executive Committee to bring the total number of counters to four. If any appointed and confirmed counter(s) are unable or unwilling to participate, the appointment process shall be repeated to select new counter(s). The four counters shall be randomly divided into two groups of two counters. Each group shall independently count the ballots or retrieve results from an electronic system and report the results to the Secretary. If there is a discrepancy in results reported by the two groups, counting shall be repeated until the results are consistent. The ballot counters shall relay the results of the election to the President, who will report them to all members of McCormick Hall.

Clause 11. If an individual or group who is running for election wishes to add or remove members from the group with which they are running, they may do so until 32 hours prior to the election.

Clause 12. For all elected positions, all voting members have the option of writing in a candidate on the ballot. For a write-in candidate to be elected, she must receive either twenty-five percent of the total number of votes cast for the position, or at least as many votes as the candidate on the ballot for that position with the highest number of first place votes. If a write-in candidate is elected, she must submit an Acknowledgement of Responsibilities Form within 48 hours.

Section 2. Officers

Clause 1. To be eligible for election to an office of McCormick Hall, one must be an undergraduate member of McCormick Hall. A senior in her final undergraduate term shall not be eligible for election to any office, with the exception of IAP, I3 and CPW chair positions whose responsibilities are fulfilled in the Spring Term, unless she is a co-chairwoman with a non-senior resident.

Clause 2. Nominations for officers shall be by petition. Petitions shall be obtained before election, signed by 25 members of McCormick Hall, and presented to the President or Secretary. All candidates for elected positions must also submit the Acknowledgement of Responsibilities outlined in Article II of the Bylaws of McCormick Hall.
Clause 3. Election of the President shall take place during the week after one of the last three House Meetings. Elections for all other officers shall be held during the week after one of the last two House Meetings.

Clause 4. All officers shall be elected by open election.

Clause 5. The officers' term shall begin in January and extend to December.

Clause 6. An officer may hold more than one position. A member of the Executive Committee may also act as a chairwoman but she may not hold two Executive Committee positions simultaneously. Directors may not be chairwomen for positions they oversee.

Section 3. Floor/Suite Representatives

Clause 1. To be eligible for election to the position of floor/suite representative, one must be a member of the floor/suite she would represent.

Clause 2. There must be at least one representative per floor with the annex being considered a single floor.

Clause 3. The election of this position occurs at the first GRT meeting of the academic year for each floor/suite.

Section 4. Vacancies

Clause 1. In case of a temporary absence or incapacity of the President, her powers and duties shall be assumed by the Treasurer, or in her absence, by the Secretary. If no officer is present, no meeting of McCormick Hall or the House Committee may be held.

Clause 2. In case of permanent vacancy of the office of President, the Treasurer shall assume the office of President until the election of a new President.

Clause 3. In case of a vacancy in any elective position of McCormick Hall, the Executive Committee will approve an appointment or a special election to fill the position. The appointment or election should occur within two weeks after the occurrence of the vacancy, provided that more than four weeks remain before the next general election for that position.

Clause 4. Vacancies shall be filled only for the remainder of the current term of office for that position.

Article VI. Judicial Committee
**Clause 1.** To be eligible for election to the Judicial Committee, one must be a member of McCormick Hall with at least one full semester remaining before graduation. To be eligible for election to the position of Chairwoman of the Judicial Committee, one must also have been a member of McCormick Hall for one full semester. The President of McCormick Hall may not sit on the Judicial Committee.

**Clause 2.** Nominations for Judicial Committee shall be by a petition signed by 25 undergraduate members of McCormick Hall.

**Clause 3.** Judicial Committee elections are to be placed on the same ballot as regular house elections.

**Clause 4.** The regular Judicial Committee members shall elect their chairwoman within a week of the election.

**Article VII. Loss of Committee Membership**

**Section 1.** Officers

An officer or chairwoman of McCormick Hall may be recalled by either of the following methods:

1. **Petition Open to Dorm**
   a) A petition signed by at least 25% of the members of McCormick Hall bearing reasons for recall shall be presented to the President or the Secretary.
   
   b) Each member of McCormick Hall shall be notified of the petition and, if she wishes, shall go to the appropriate officer to sign it.
   
   c) The person being recalled shall be informed of the petition by the appropriate officers and given the opportunity to step down prior to the petition being made public to all residents.
   
   d) If within one week, at least one-third of the members of McCormick Hall sign the petition, the Judicial Committee shall call and preside at a hearing open only to members of McCormick Hall. A vote shall be taken, and if the majority votes for the officer or chairwoman to be impeached, she shall be required to vacate her position.
   
   e) The recalled officer may run for re-election.

2. **Appeal to Judicial Committee**
   a) Any member of McCormick Hall or her proxy may submit to the Judicial Committee a request that an officer or chairwoman
be impeached. Upon receiving such a request, Judcomm shall hold a closed hearing at which the person submitting the request may present why she thinks that the officer or chairwoman in question be recalled. The officer or chairwoman being impeached may give an explanation to the Judicial Committee as to why she should not being recalled.

b) The Judicial Committee shall then decide whether the complaint merits a hearing by house government. A ruling for the recall to proceed to a hearing requires a majority of the Judicial Committee to vote in favor.

b) The Judicial Committee shall then decide whether the complaint merits a hearing by house government. A ruling for the recall to proceed to a hearing requires a majority of the Judicial Committee to vote in favor.

c) A closed hearing open only to members of House Government shall be held. The Judicial Committee shall preside over the hearing, and the officer or chairwoman whose recall is in question shall be allowed to speak for herself. A vote shall be taken, and if a majority votes for the officer or chairwoman to be impeached, she shall be required to vacate her position.

d) The recalled officer may run for re-election.

Section 2. Judicial Committee

The recall procedure for the members of the Judicial Committee shall be the same as that for officers. However, all complaints that would be brought to the Judicial Committee for recall of an officer shall be brought before the Executive Committee, excluding any members of the Judicial Committee. The Executive Committee, excluding Judicial Committee members, shall preside over any hearings and shall receive and vote on the merits of any complaint concerning the recall of Judicial Committee members.

Article VIII. Meetings

Section 1. House Meetings

Clause 1. General

Paragraph 1. Notice of each House Meeting must be emailed or posted for three days before the meeting and the agenda for that meeting must be emailed or posted at least twenty-four hours before the meeting.

Paragraph 2. A quorum for the house meeting shall be ten percent of the members of McCormick Hall. If quorum is not present at a meeting, no business may be transacted or votes taken.

Paragraph 3. All votes of the house meeting, except those specified elsewhere in these Bylaws, shall be by word of mouth vote unless a secret ballot is requested. A count of the vote may be requested by any voting member with the
President voting only in the case of tie resulting from other votes.

Paragraph 4. All meetings of the house shall be open to all members of McCormick Hall.

Clause 2. Special Meeting.

Paragraph 1. A special meeting of the house may be called by the President or by a petition signed by ten percent of the members of McCormick Hall.

Paragraph 2. Notice of a special meeting and the special business to be considered must be given by the Secretary to all members of McCormick Hall at least twenty-four hours before the meeting.

Article IX. Amendments

These Bylaws may be amended according to the procedures outlined in the Constitution of McCormick Hall.

Article X. Ratification

These Bylaws shall be ratified by a two-thirds affirmative majority of all votes cast in an open election. Persons holding positions on the Executive Committee or its subcommittees at the time of this ratification shall continue to do so until their terms of office expire.
Code of Rules of the Stanley McCormick Hall of the Massachusetts Institute of Technology

This Code of Rules dated November 2014, as revised by the 2014 Judicial Committee and President, supersedes all previous documents of this type for this body.

The purpose of the Code of Rules is to outline the rules of McCormick Hall so that dorm living may be as pleasant and safe as possible. In general, all residents and their guests are expected to conform to the standards of good conduct and courtesy. Tolerance and attempts at understanding diverging viewpoints are encouraged in all residents.

I. Dormitory Open and Closed Hours

a) The dormitory is defined as being open when there is a desk worker at the desk in the main lobby.

b) Normal dorm open hours are 7:30 am to 1 am everyday. Only during open dorm hours are unescorted visitors on a guest list allowed inside after they have stopped at desk. Any student may also enter McCormick, after signing in at desk, during the hours of operation of the dining hall for the purpose of using the dining facilities.

c) Workers must register at desk and are required to show identification if requested to do so by a dorm resident or dorm employee.

d) Normal dorm closed hours are 1 am to 7:30 am every day.

II. Guests

a) During dorm closed hours, a guest may not enter the dorm unless accompanied by a resident, and must be similarly escorted anywhere in the dorm except in the host’s room.

b) Any resident who wishes to have a cot or guest room should make advance arrangements, according to McCormick Desk policy.

c) A fee is charged to the host if a cot and/or linen are/is specially provided by the dorm for the guest. Refer to desk for current guest room and cot prices.

d) Each resident may reserve guest rooms, for up to 7 days per month and no more than 5 consecutive days at a time.

e) Guests may not sleep overnight in the lounges or other public areas.

f) Guests may not use floor facilities without a host present. Each hall or suite should determine special exceptions to guests’ use of facilities (e.g. kitchens, lounges, etc.). However, bathroom facilities on both towers are female-only from the beginning of the term unless the suite unanimously decides otherwise.

g) A host should make sure that her guest(s) is (are) informed of dormitory rules and conforms to them. If a guest disturbs a resident in any way, the one who feels
inconvenienced may: (1) complain to the guest, and/or (2) notify the host, and/or (3) notify a member of the Judicial Committee. The host is held responsible for her guest's conduct and may be tried by the Judicial Committee for her guest's behavior.

h) Events held in McCormick must be over by 1 am.

III. Smoking

Smoking is prohibited in all McCormick facilities including personal dorm rooms in accordance with MIT Smoking Policy. Violators may be subject to consequences determined by the Institute and/or the Judicial Committee.

IV. Alcohol

Alcohol is only allowed for students of legal drinking age, in individual dormitory rooms. All other events with alcohol have to be registered with, and approved by, MIT and comply with MIT Alcohol Policy.

V. Bulletin Boards

a) All notices should be dated and have a sponsor listed. Any notices not dated and not sponsored shall be removed. The large three-panel display board, the boards above the mailboxes and in the elevators, and the large upright display in the lobby are for official dorm notices only.

b) Any signed and dated notice posted on any of the bulletin boards must remain up for at least twenty-four hours.

c) Before sending out an email to the official dorm list, the event host must poster the dorm. Only official dorm events may be sent to the official dorm list.

VI. Miscellaneous

a) No mammals, birds and reptiles may be kept in McCormick Hall as pets.

b) No bicycles or other objects can be kept in the hallways, stairwells, and other spaces not meant for storage. Reports of violations should be directed to the house manager or the Judicial Committee. All objects in violation of this rule will be confiscated and will be returned upon payment of an Institute fine.

c) Seminar Room A, Seminar Room B, Private Dining Room, Room 217, 2nd Floor Lounge, all Date Rooms, Game Room, Gym, Storage Room, Annex Storage Room, Sewing Room, and Party Kitchen all have a time limit of three hours (except during an approved reservation). Offenders shall be subject to punishment by the Judicial Committee.

d) All videos, DVDs, and the TV/VCR cart may be checked out a total of 24 hours. A picture ID will be needed to check out each item. Late returns will incur a fine. See current TV/VCR chairs for current fine schedule.
e) All Nintendo Wii games, remotes, and accessories may be checked out from the Front Desk for four hours. A picture ID will be required to check out any items. One ID can be used to check out one game, one remote, and one accessory.

f) McCormick Hall has one printer for resident use, located in the McCormick Athena Cluster.

g) The gym may only be used from 7:30AM to midnight. The dance studio may only be used from 10AM to 11PM.

VII. Room Reservation Policies

Any McCormick resident may make a room reservation by following the procedures outlined in the McCormick website, provided the following criteria are met. McCormick non-member residents and the house manager may also make reservations following the same procedures and regulations described below for McCormick residents.

These procedures and policies apply to all room reservations taking place between move-in date for undergraduates in August and graduation in June. The House Manager must be contacted in order to make reservations between graduation and the August move-in date.

a) General Room Reservation Policies and Definitions

Any McCormick resident may make up to four one-time reservations, as defined below, per month and one permanent reservation, as defined below, per semester. Each resident may make up to twenty hours of permanent reservations per month. No more than twenty hours of permanent reservations may be made per month for a given group.

The **Room Reservations Chair** is responsible for evaluating all room reservation requests in a timely manner and either approving or rejecting them. The Room Reservations Chair has the right to reject any incomplete reservation forms or reservations she deems inappropriate.

The **Sponsor** of an event is the McCormick resident who registers the event with the McCormick Room Reservation Chair. She is responsible for ensuring that the Room Reservation policies are followed by all guests in attendance at the event. If she is unable to attend the event for any reason, she must designate another McCormick resident to serve as her proxy for the reservation.

A **permanent reservation** is any reservation that recurs on a regular basis for the duration of the semester. All individual occurrences of a permanent reservation are encompassed by the single permanent reservation. All permanent reservations must be confirmed at a House Meeting, at which the Sponsor or a McCormick Resident acting as a representative for the group must be present. Permanent reservations do not begin until they have been approved at House Meeting.
Permanent reservations may be made beginning one month prior to the Registration Day of the semester during which they will take place. To be approved at a House Meeting, Permanent Reservations must be made at least 72 hours prior to the start of the House Meeting.

A one-time reservation is defined as any reservation for an event with a single occurrence or for an event for which repeating occurrences are individually reserved. All one-time reservations must be approved by the Room Reservation Chair. One-time reservations must be registered by the Sponsor at least 72 hours prior to the start of the reservation. One-time reservations can be made beginning one month prior to Registration Day for the term in which the reservation will occur.

All rooms that can be reserved, with the exception of the Private Dining Room, are available for use by McCormick residents if not previously reserved. The Private Dining Room may be used only if reserved.

All reservations, both permanent and one-time, must conform to the guidelines outlined below. Failure to comply with these guidelines may result in the reservation being reviewed by the McCormick Judicial Committee and action being taken against the individual in violation of the policies, as outlined below.

b) Rules with which all reservations must comply

i) Only the following rooms may be reserved: Green and Brown Living Rooms, Music Room, Kitchen in the Clouds, Dance Studio, Country Kitchen, Seminar Room A, Seminar Room B, all Date Rooms, East Penthouse, West Penthouse, Room 217, Game Room, Private Dining Room, and Dining Hall.

ii) Only one living room may be reserved at a time.

iii) Only 5 rooms may be reserved simultaneously, no more than 3 of which are occupied by permanent reservations.

iv) Reservations in the Dining Hall must be approved by MIT Dining and the house manager, in addition to the reservation confirmation process outlined on the McCormick website.

v) The Dance Studio may be used from 10AM to 11PM daily. All events in other rooms may begin as early as 7:30AM and must end by 1AM.

vi) An event may not expand beyond the space reserved for the event.

vii) An event may not be disruptive to McCormick residents outside of the reserved space.
viii) A reservation may be made for up to 4 hours, including time for both set-up and cleanup. The key for a reserved room may be borrowed for the duration of the reservation, even if this is longer than the usual time limit on borrowing keys from desk.

ix) A reservation must comply with the guest list policies outlined below and those on the McCormick website.

x) The Sponsor of an event must attend the event she is sponsoring. If the Sponsor of the reservation is unable to attend the event for any reason, she must designate another McCormick resident to serve as her proxy for the reservation.

xi) All reservations must comply with Institute Regulations, including the MIT alcohol policy.

xii) Any room that is reserved must be returned to its original state by the end of the reservation.

xiii) Events sponsored by McCormick House Committee have priority over all other events and events sponsored by the House Team (including the housemasters, RLAD, and GRTs) have priority over events sponsored by McCormick Hall undergraduate residents. If a conflict arises and the House Committee or House Team want to reserve the same room as some other member for the same time, the House Committee or House Team will try their best to work with the resident to reach a compromise. However, if a compromise cannot be reached, this priority list will overrule and House events are granted exceptions by the Room Reservation Chair to locations and times that may be reserved. Otherwise, reservations are on a first-come, first-served basis provided that the Room Reservation Policies are followed.

Only the Judicial Committee may grant exceptions to these rules. The McCormick House Team is exempt from these rules, but House Team members making a reservation must communicate the following information to the Room Reservations Chairs by some means prior to the event: event name, time, date, host and host contact information, and a guest list. If a guest list is not possible, the House Team member making the reservation must work with desk to allow guests access during the event.

c) Guest Lists

A guest list must be submitted to the Room Reservation Chair at the time the reservation is made. Any changes to the guest lists for one-time and permanent reservations may be submitted according to the procedures
d) Infractions and Repercussions

If the room reservation policies outlined above are not followed, the McCormick Judicial Committee may administer warning or impose penalties on the reservation’s Sponsor including, but not limited to fines and restrictions on reservation-making. All warnings and penalties are administered at the discretion of the McCormick Judicial Committee. These warnings and penalties are outlined in Room Reservation Warnings and Penalties, an auxiliary document maintained and publicized by the McCormick Judicial Committee. This document serves as a set of guidelines, and any warnings or penalties may vary from these guidelines according to the severity of the offenses as determined by the McCormick Judicial Committee.

VIII. Room Assignment Policies

The Room Assignment Chair (RAC) is responsible for assigning freshmen rooms, assigning temporary rooms, coordinating in-house moves through the semester, and organizing and running the room assignment lotteries.

a) General Room Assignment Policies and Definitions

Registration Day Lotteries will take place on Registration Day at the beginning of both the Fall and Spring semesters. They will be run in accordance with the Registration Day Lottery procedures outlined below.

The End of Year Lottery will take place at least one week prior to the last day of classes of the Spring semester. It will be run in accordance with the End of Year Lottery procedures outlined below.

Mid-semester Moves will take place during the Fall and Spring semesters, but not during IAP, in accordance with the Mid-semester moving policies outlined below. This is not considered a lottery for the purposes of this document.

Temporary Assignments are assignments which are given to any McCormick undergraduate resident who is assigned to McCormick either over the summer or during IAP, and meets either of the following criteria:

- She has not entered a McCormick Lottery to determine her room assignment for the current semester
- She is not a freshman who has been assigned to her room by the RAC

For the purposes of lotteries, McCormick Residents are required to choose one of the follow statuses:
• **Squatter**: the resident will remain in her current room

• **Prospective Squatter**: the resident may choose to remain in her current room or move to a different room. During the lottery, if someone elects to move into her current room prior to her turn in the lottery, the resident may choose to keep her room and forfeit her turn in the lottery, or she may forfeit her room and choose a different room at her turn in the lottery. If a Prospective Squatter is not present for a lottery, she will be treated as a Squatter.

• **Mover**: upon entry into the lottery, the resident forfeits any rights to their current room. All lottery entrants who are new to McCormick are required to enter as movers.

In lotteries, residents may choose to enter in groups and pick rooms at the same time as the rest of their group. Residents interested in picking rooms as a group must notify the RAC by the deadline to declare lottery status. The group will be entered as one entry with the lottery ranking of the member with the fewest number of points.

For the purposes of lotteries, **Off-Campus Students** are lottery entrants who are not in McCormick during or prior to a lottery due to circumstances including, but not limited to, study abroad, externships, or travel. The RAC is responsible for notifying any Off-Campus Students of the lottery and obtaining their preferences for rooms. The RAC may act as a proxy for these residents. If the RAC is not able to contact an Off-Campus Student, then the RAC will use her discretion to assign a room.

**Proxies** are representatives for residents who have entered a lottery but are unable to attend. The proxy can act for the resident whom he/she is representing in the room selection process. Proxies may be either McCormick or non-McCormick residents.

All Room Assignment policies may be superseded in special cases, which include, but are not limited to, roommate issues, health issues, mental health issues, and directions given by MIT Housing or the McCormick House Team.

It is the responsibility of residents to check their email at least once a week throughout the year in case of unavoidable changes to lottery results.

b) **Point Assignment**

Upperclassmen (rising juniors and seniors):
- 1 point per term at MIT (no summers or IAPs)
- 1 point per term living in McCormick (no summers or IAPs)

Rising sophomores:
- 1 point per term at MIT (no summers or IAPs)
- 1 point per term living in McCormick (no summers or IAPs)
• 1/2 point per term in a room in McCormick with a total of two people (no summers or IAPs)
• 1 point per term in a room in McCormick with a total of three people (no summers or IAPs)

Transfers/Exchange Students:
• 1 point per term of academic standing at MIT
• 1 point per term living in McCormick

A resident will not lose her points if she moves out of the dorm. Upon her return, she will reacquire her McCormick related points.

c) End of Year Lottery Procedures

All room assignments will occur on one day. All lottery entrants must elect to be either a Squatter, Prospective Squatter, or Mover. All people who are assigned to McCormick for the following fall term must enter the End of Year lottery according to the timeline outlined below. The RAC is responsible for publicizing this timeline and all other deadlines. After the Squatters have notified the RAC, the RAC must post a list of potentially available (not squatted) rooms and keep that posted for a minimum of two days.

No later than two weeks and four days (18 days) before the lottery occurs, the RAC must publicize the lottery to all residents and ask the residents to submit their status and, if applicable, information used to determine points. Residents who would like to squat their rooms must notify the RAC at least two weeks prior to the lottery. Squatters are not required to submit points. All other lottery entrants are responsible for accurately reporting the number of semesters they have spent at MIT and the number of semesters they have lived in McCormick to the RAC. The RAC will verify this information and calculate each resident’s points. An intentional inaccuracy in points will result in the resident being put at the end of the lottery list. The resident must submit her points within one week of notification otherwise she will be given the lowest ranking in the lottery.

Four days before the lottery, the RAC must publicize the name of each lottery entrant and her number of points. Entrants have 48 hours to notify the RAC about any mistakes. After 48 hours have passed, the RAC must publicize lottery numbers and the room numbers of squatting residents. Lottery numbers will be determined by number of points. Ties will be dealt with by a form of randomization.

No changes will be made to the lottery ranking after this 48 hour period even if the mistake was the fault of the RAC. It is the entrant’s responsibility to ensure her points are correct before the list of rankings is made.

If any rooms open between the time when potentially available rooms are listed and the lottery, the RAC is responsible for keeping the list accurate.
At the lottery, the RAC will call the residents in order of their previously assigned lottery numbers. Each resident has exactly 3 minutes to make her decision. If she does not make her decision in 3 minutes, the next ranked resident will be able to pick. Once the resident makes a final room selection, it is permanent and cannot be changed. This process will proceed until all entrants present at the lottery have chosen their rooms.

Any Mover who is not present at the lottery and does not have a proxy to represent her will be assigned a room by the RAC at the end of the lottery.

d) Registration Day Lottery Procedures

All room assignments will occur on one day. All people with Temporary Assignments must enter the Registration Day Lottery as Movers. Any current McCormick members may choose to enter the lottery as either a Prospective Squatter or a Mover. The RAC is responsible for publicizing the timeline and deadlines for the lottery.

No later than two weeks and four days (18 days) before the lottery occurs, the RAC must publicize the lottery and ask the residents to submit their status and points. The RAC must also make available a list of currently available rooms, including rooms which are currently occupied by people with Temporary Assignments. Lottery entrants are responsible for knowing their points and accurately reporting them to the RAC. An intentional inaccuracy in points results in the resident being put at the end of the lottery ranking. All people entering the lottery must submit their points at least one week prior to the lottery otherwise they will be given the lowest ranking in the lottery. New Temporary Assignments may continue to enter the lottery until one week prior to the day of the lottery. Any new McCormick members assigned during this week will be given permanent room assignments at the discretion of the RAC, and the list of open rooms will be updated accordingly.

Five days before the lottery, the RAC must publicize the name of each lottery entrant and her number of points. Entrants have 24 hours to notify the RAC about any mistakes. After 24 hours have passed, the RAC must publicize lottery rankings. Lottery rankings will be determined by number of points. Ties will be dealt with by a form of randomization. No changes will be made to the lottery ranking after this 24 hour period even if the mistake was the fault of the RAC. It is the entrant’s responsibility to ensure her points are correct before the list of rankings is made.

After this 24 hour period, if the person with the highest lottery ranking is currently present in McCormick and would like to move into a currently vacant room, she may do so immediately. The lottery rankings will then be readjusted, and this process may be repeated for the new highest ranked entrant.
If the person with the highest ranking is not present in McCormick before the lottery, or if she wishes to wait until the lottery to choose her room, all moving processes related to the lottery will be held until the lottery occurs. The RAC is responsible for maintaining an accurate list of open rooms leading up to, and throughout, the lottery.

At the lottery, the RAC will call the residents in order of their previously assigned lottery numbers. Each resident has exactly 3 minutes to make her decision. If she does not make her decision in 3 minutes, the next ranked resident will be able to pick. Once the resident makes a final room selection, it is permanent and cannot be changed. This process will proceed until all entrants present at the lottery have chosen their rooms.

Any Mover who is not present at the lottery and does not have a proxy to represent her will be assigned a room by the RAC at the end of the lottery.

All entrants to the lottery must be available to move within 24 hours of the lottery. If a McCormick Resident wishes to enter the lottery, but is not able to move within this timeline, she will not be allowed to enter the lottery. If someone with a Temporary Assignment is unavailable to move according to this timeline, she will be assigned a room at the end of the lottery by the RAC so as to expedite the moving process.

e) Mid-Semester Moves

Any current McCormick member may choose to change rooms through the Mid-semester Moving process. Mid-semester Moves can take place only during the Fall and Spring semesters; they cannot take place during IAP. All members who wish to move during IAP must do so through the Registration Day Lottery. The Mid-semester Moving process will not take place during weeks with three or fewer scheduled days of classes. It will take place according to the schedule and procedures outlined below.

Each Monday, beginning one week after Registration Day and extending through the last full week of classes in the Fall semester, and ending one week prior to the End of Year Lottery in the Spring, the RAC will make available a list of currently open rooms. Residents are responsible for checking this list if they are interested in moving. If a resident is interested in moving to one of the listed rooms, they must notify the RAC by the Wednesday of the week the room was posted of their interest and their points (points will be calculated as in the lotteries). By notifying the RAC, the resident is obligated to move if she is assigned to the room. If a resident is interested in multiple rooms, she may include a ranking of her preferences. This ranking does not need to include all available rooms; only those the resident would prefer to her current room.

The RAC is responsible for assigning any rooms for which interest has been expressed to the interested student with the highest number of points. Ties will be
determined by a form of randomization. The RAC is responsible for notifying all interested students of the Mid-semester moving results by Thursday morning. All moving residents must begin the moving process on Friday and must have completed their move by Sunday.

If no interest is expressed in an available room by Wednesday, the room will be relisted the following Monday, with any interest expressed after the previous Wednesday being applied to that week.

f) **Mid-Semester New McCormick Members**

Students who are assigned to McCormick for a given term after the Registration Day Lottery will either be required to enter the next week’s rooming lottery, if time allows, or will be assigned permanent rooms at the discretion of the RAC, if an immediate move is required.

If someone who has moved into McCormick mid-semester wishes to change rooms, she may do so through the Mid-semester Moving procedure beginning the Monday following her move into McCormick.

**IX. Amendments**

This Code of Rules may be amended according to the procedures outlined in the Constitution of McCormick Hall. All amendments must be ratified by a two-thirds affirmative majority of all votes cast in an open election.
The following section is from the booklet *Standards and Procedures for Students at MIT*. This section includes everything you need to know about the MIT Residential Life System.

**MIT Residential Life System**

**Overview**
The Institute residence life system seeks to further the aims of MIT's educational mission by providing an environment which will enhance academic progress as well as the overall personal growth and development of students. Both undergraduates and graduate students are part of this community. Traditionally, MIT students bring great talents and skills to the Institute and have sought responsibility for the general well being of the community. In turn, the residence system works to provide a worthwhile and supportive environment that will foster self-governance respect for community standards, tolerance of, and appreciation for the pluralism existing within the community.

The residence community also provides opportunities for the development of leadership, interpersonal skills and coping skills to enhance students’ academic and personal development. Residence hall governments and social committees are but two examples.

Residence in an Institute-approved house is a privilege which carries a responsibility to respect the physical facility and the rights of those who live and work there. It is necessary for each member of a living group to be cooperative with, tolerant, and understanding of others.

MIT students have accepted considerable responsibility for the establishment and administration of regulations necessary for the general well being of the residence community. Each resident of an Institute House is expected to abide by the basic standards, established by both the House student governments and Institute officers. Students who do not do so may lose their privilege of residence, and may be subject to disciplinary action. The Dean for Student Life may require a student to withdraw temporarily, but immediately, from MIT housing while the procedures applicable to such actions are followed.

Students living in Institute Housing are required to fill in a confirmation form or sign a License Agreement, which state that the student has read "Standards and Procedures for Students at MIT" and agrees to abide by its stipulations therein. Any changes in Housing policies will apply immediately after notification to the student government and posting of this information within each appropriate House. The Confirmation Card is also a contract for the full rent for the entire academic year.

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**Housemasters and Graduate Residence Tutors**

Each Institute Residence Hall has at least one faculty member in residence and several graduate residents (GRT’s) who live in-house with the students. These individuals and their families, selected jointly by the residents of the house and the Dean's office, are chosen because of their knowledge of the Institute and their abilities to relate well with students. They may serve as informal counselors, academic tutors, initiators of study breaks, and resources for information on how to navigate successfully through MIT.

Housemasters are senior faculty members (and spouses) who live in campus residences. They take part in the life and spirit of the houses, and bring their
personalities and professional experiences to add to the well being of the residence. Housemasters are involved with their residents in many ways, perhaps most importantly as more experienced advisors, counselors, and problem-solvers. One role of the Housemasters is to help guide the Graduate Resident Tutors. GRTs are assigned to areas in the undergraduate houses. They are meant to act as resources and to play integral support roles within the houses. The GRT, or tutor, is the one who should be there for undergraduates when they need guidance. In many cases, GRTs can be invaluable resources for helping undergraduates resolve many kinds of questions and problems. They also coordinate educational and social events to provide a respite from the rigors of academic life at MIT.

Residence Hall Security - The "Night watch" Program
Ensuring that the residence halls are safe and secure is a top priority at MIT. At night, there is a security watchperson assigned to each hall. When the watchperson begins their shift, they secure the ground floor. Later they staff front desks in order to watch the main entrances. The watchperson makes periodic rounds in the hall from the top floor to the basement-checking all public areas for intruders or problems. If you have any questions on security, please contact the Security Night Manager at x3-1500. House Masters and GRT’s work with House Managers, house governments and students to help set the tone of each floor. The various houses do have different identities and styles. This diversity is one of the strengths of the MIT residential program.
Overview
Students are expected to respect the rights and property of fellow residents, and not abuse the facilities or furnishings of the Houses. Most issues involving student conduct in the Houses are dealt with through the self-governing system by student judicial committees, or by the staff. In case of serious infractions of Institute policies and procedures, the Dean's Office or the Committee on Discipline may also impose sanctions, including suspension from Institute housing.

Alterations and Additions
Alterations to physical conditions of rooms and hallways (including painting, building lofts, etc.) must be approved by the House Manager. Residents are not permitted to alter or add to any part of the building structure, mechanical, or electrical systems.

Policy regarding Additions and Alterations:
1. No materials may be placed, affixed, hung or extended for any exterior surface of an MIT residence, including rooftops.
2. Each residence, through their house government, develop their own guidelines for materials that may be displayed within their residence.
These two points are now official Housing Policy. Housing recognizes, however, that during Orientation, the practice of developing and hanging banners is one that has been an asset to the orientation process. As such during the period of August 15 to Registration Day, Residence Halls may work with Housing to safely affix Banners. All banners must be safely affixed to residence halls only during the time frame and must be removed on or before Registration Day.

Bicycles
Bicycles must not block halls or stairways and must not obstruct handicapped ramps or access ways. Check with the House Manager about bicycle storage facilities within the House.

Check-Out Procedure
Students are expected to clean their rooms or apartments before leaving and to return the room to a condition ready for occupancy (this includes returning any furnishings removed at any time during the year). The student is responsible for having the unit checked, locking the door, returning the keys, and checking out at the desk with the House Manager before leaving. Failure to do so will result in a fine. Rent continues to be charged until all keys are surrendered to the House Manager.

Commercial Use
Legal restrictions on student residences do not allow the Institute to permit any student residing in an Institute House to conduct a business operation from within a House or to use an Institute House, mailbox, internet access, or telephone for commercial purposes. Commercial activities in the halls are therefore forbidden.
Common Area Furnishings
Furniture assigned to a House lounge and/or apartment common area may not be appropriated for a student's personal use. Furniture must not be physically removed from the house/hall.

Dangerous Objects/Chemicals
(Biohazard-Radioactive)
The possession, manufacture, storage, or use of hazardous materials in the Houses is forbidden. Hazardous materials include but are not limited to: hazardous chemicals, biohazardous material, radioactive substances, lasers (class 3b or class 4), explosives, and ammunition. Detonation of firecrackers or other explosives or the throwing of missiles of any kind from within the Houses is forbidden. Fire crackers are considered to be Class C Explosives in Massachusetts, for which a State license is required to possess or handle. The use of charcoal lighter-fluid and gasoline within a House is forbidden. Gasoline engines and all flammable-liquid and flammable-gas powered vehicles, devices, and containers are not permitted within a House. The storage or use of flammables and accelerants such as gas grills, hibachis or charcoal grills is strictly forbidden.
Contact the Environment, Health, & Safety (EHS) Office at 2-3477 if you have any questions concerning the above restrictions on hazardous materials.

Discipline Procedures for the Institute Houses
Within a residence there exist several options for resolving internal cases, in addition to those outlined in Appendix II, Student Conflict Resolution and Discipline at MIT. These include: Informal resolution among the residents, Resolution with the assistance of the Graduate Resident, House Government and/or Housemaster, assistance of the GSC, or bringing charges against another resident before the House Judicial Board or DormCon.

Gas Cylinders (liquid nitrogen, helium, nitrous oxide, etc.)
The possession, storage, or use of any gas cylinder in the Houses is not permitted, with rare exception under the guidance and approval of the DSL Environmental Health and Safety Coordinator, in conjunction with the Housing Office. MIT Procurement Policy prohibits the delivery of gas cylinders and other hazardous materials to residences, so any attempt to purchase these materials will result in order cancellation, confiscation of cylinders, and potential disciplinary action if it has not been previously approved by EHS.

Fire Safety
Setting fires, tampering with fire fighting equipment, fire-alarm systems, fire protection sprinklers, or smoke detectors, turning in false alarms, making a bomb threat, or refusing to evacuate during a fire alarm are serious offenses under Massachusetts law and MIT regulations and can result in severe disciplinary action. The use of flammable decorations, including natural evergreens, in any room, corridor, stairwell, lounge, dining hall, lobby and other public areas is prohibited by Massachusetts fire laws. The use of non-flammable decorations must be approved by the House Manager. No objects may be placed in any exit or on fire escapes. Residents are not permitted on the roofs of any House, except in designated areas approved for assembly use. Use of fireplaces needs to comply with MIT guidelines.
For more information, visit the Dormitory Fire Safety Information and Fire Safety Inspection Policy for Residence Halls pages.

**Health, Safety, and Sanitation**
Corridor and enclosed stairway doors that are considered fire doors are not to be obstructed, "blocked" or propped open. Students are expected to maintain their living areas, including kitchens and bathrooms, in a safe and sanitary condition. Obstructions, fire hazards, and unsanitary conditions can affect the comfort and safety of all residents. If these standards are not maintained, the House Manager may have the area cleaned. Any special cleaning required to maintain safety and sanitary conditions will be billed to the appropriate residents of the House. In extreme conditions, the House Manager may close a kitchen if unsanitary conditions continually prevail. The Cambridge Health Code does prohibit cooking in student rooms other than those specifically designed as kitchens. (This prohibition includes the use of microwaves, toaster ovens, hot plates, coffee machines, etc.) City inspectors have the authority to close a House for flagrant and continual violations.

**Keys/Key Cards**
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.

**Laundry**
Coin-operated washers and dryers are located in each Institute House. House governments share the revenue generated from the operation of these facilities.

**Linen**
Students in all Institute Houses must provide their own bedding, towels, and soap.

**Lofts**
Plans for construction of lofts must be submitted to the House Manager, who will review and approve adequacy of structural design. For reasons of safety and to ensure that sleeping residents are visible in a building fire search, lofts may not be attached to building components or be enclosed with drapes, curtains or doors. The structure must have smooth surfaces with no protruding nails, bolts, or angle forms. Per electrical code, no electrical wiring or lighting fixtures may be fixed to the loft structure. Sprinklers must not be blocked or shielded and "coffins" are prohibited. Completed structures are subject to inspection by the House Manager for approval. House Managers may consult with the EHS Office to review regulations covering location, height, and size. Lofts are prohibited in Simmons Hall.
**Mail, Parcel Post, and Express Service**
Each Institute House room or suite has a separate locked mailbox, usually located near the House Manager's Office. In addressing mail or packages to a student in the Institute Houses, please specify the House, the room, and the street address of the House.

**Motor Vehicles and Parking**
All students who drive or park any motor vehicle on MIT property must register that vehicle each academic year with the Campus Police, or be subject to a fine or towing at the owner's expense. An MIT parking permit is required for any vehicle on MIT property and all vehicles are subject to the MIT motor vehicle regulations. Parking permits are extremely scarce and first year undergraduate students are ineligible for them. Exceptions to the parking policy for first year students are rare and made on a case by case basis. On-street parking is limited and subject to towing regulations and emergency bans. Transfer and upper class students living on campus may be eligible for parking permits through a house lottery. Since fewer than 200 parking spaces exist on campus, each house holds a lottery each fall to allocate them. Do not bring a car to campus until you have secured a parking permit. Students living off-campus may be eligible for a parking space in the MIT West Lot. Applications for the limited commuter spaces are accepted in early September.

**Nitrous Oxide Gas**
The possession, storage, or use of nitrous oxide in Housing is forbidden *without exception*. Because nitrous oxide can be abused as an inhalant, residents who are found with this substance may be subject to disciplinary action as stated in the MIT Standards of Conduct.

**Noise**
The DSL leaves it up to each Living Group to determine any enforced "quiet hours. However, a resident and/or neighbor has the right to object to noise (especially caused by loud music) which prohibits him/her from studying or sleeping, or which is audible well beyond the student's own room. Refusal to cooperate in lowering disturbing noise can result in disciplinary action by the House and/or DSL.

**Overnight Guests**
Students are allowed to have guests, not to exceed three nights in any given week. Overnight guests are permitted in Institute Housing with the advance permission of all students of the room/suite in which the guest is staying. The host student(s) is (are) responsible for the conduct of her/his guests including damages caused by them. Students within Institute Housing are collectively responsible for their own conduct as well as the conduct of their guests. Sleeping overnight in the public areas of a House (e.g., lounges) is prohibited. Consideration should be given to the rights of roommates at all times.

**Pets**
A pilot program allows a very limited number of cats by current upper class students in the following residence halls: East Campus, Bexley, Senior House and Random. Policies, rules and regulations that need to be observed can be found at
http://web.mit.edu/dormcon/pets. In the other six undergraduate residence halls and in the graduate residences, no pets may be kept by residents or guests. The term "pets" includes mammals, birds, reptiles and amphibians. Fish are not specifically prohibited. Students accompanied by a Guide Dog or Hearing Dog are exempted from the prohibition of pets on campus. Roommates will be informed of the presence of this type of pet and allowed to transfer if a problem arises. Pets are not allowed in graduate residences.

Propane
Due to safety concerns, the use of propane cooking equipment on MIT Housing property is prohibited. Safer alternatives include electric grills, charcoal grills, and house kitchens. Exceptions to this policy are rare and require permission from the DSL Environmental, Health, and Safety Coordinator, Jimmy Khaw, in conjunction with the Cambridge Fire Department, and require at least two weeks advance notice and a detailed proposal including safety precautions. In general, exceptions may only be granted if propane equipment is operated by a professional caterers, under the supervision of a licensed plumber and in the presence of a detail from the Cambridge Fire Department.

Refrigerators
Refrigerators may be kept in student rooms and some lounges in the Institute Houses. Refrigerators and locations must be approved by the House Manager and are subject to inspection for safety and sanitation. Damage caused by a refrigerator will be charged to the owner(s). Refrigerators which use sodium dioxide or ammonia for a refrigerant are not permitted. Refrigerators must be kept in sanitary condition at all times, including vacation periods.

Responsibility for Personal Property
The Institute assumes no responsibility for loss or damage to personal property of students or guests. This includes, but is not limited to, loss by fire, theft, water, and malfunction of electrical or mechanical systems. Residents are advised to obtain insurance to cover their personal property or check if their parent's homeowner policy will apply.

Right of Entry
Because the residence halls and apartments are MIT property, authorized MIT personnel have the legal right to enter student rooms. However, MIT recognizes that entry into a students’ private living space is a serious matter and the Institute respects student privacy within their living areas to the maximum possible extent. The Institute however reserves the right to enter a room or apartment at any time when imminent danger to life, safety, health or property is reasonably suspected as determined by The Police@MIT, DSL, the House Manager or their authorized representative. The Institute also reserves the right, with advance notice to the residents whenever reasonably possible, to inspect the condition of the room or apartment, conduct a room inventory, to show an apartment or room to prospective residents, to inspect for fire and health hazards, to enforce the rules and regulations of the Institute, to make repairs, installations, additions or alterations to the room or apartment or building or to remove placards, signs, fixtures, alterations or additions to the premises which are in violation of MIT standards.
Room Furniture
All rooms in the Undergraduate Residence Halls are furnished with a bed, mattress, dresser or wardrobe, desk and chair, bookshelves, and wastebasket for each resident. All beds are twin extra-long (39x80). Students must supply their own room lamps. Each student is responsible for his or her room furniture. This furniture is to be used only in the space to which it has been assigned. If a student wishes to remove furniture from a room, he or she must first request permission from the House Manager and make the necessary arrangements for storage or transfer within the residence. Students are responsible for insuring that stored furniture is returned to rooms before they vacate for the year (even if they are returning in the fall) to avoid being charged for replacement costs. There are some residence halls where all room furniture must remain in place, check with your House Manager.

Safe Ride
Safe Ride is a safety shuttle sponsored by the Campus Police, DSL, and Undergraduate Association (UA). The fleet of four vans, two of which are wheelchair accessible, drive on a set route to the main Cambridge campus, as well as to all graduate and undergraduate living groups in Cambridge and Boston. It operates seven days a week, every day of the year, from 6 pm until 3 am on Sunday through Wednesday, and from 6 pm until 4 am on Thursday, Friday and Saturday. After hours of operation, and until daylight, the Campus Police will give rides in marked cruisers on request to both Cambridge and Boston.

Safe Ride is a free service that is constantly changing and improving. Safe Ride runs on a schedule so that the vans reach every destination at a pre-determined time. The drivers are full time service assistants who are employed by the Campus Police, and who drive through the route with a veteran before they drive alone. They have direct radio contact with the Campus Police at all times.

This service provides all members of the community with a safe means of transportation to all on-campus destinations and every MIT living group, on- or off-campus.

For more information about Safe Ride, visit [http://web.mit.edu/facilities/transportation/shuttles/safe_ride.html](http://web.mit.edu/facilities/transportation/shuttles/safe_ride.html). You can also track Safe Ride shuttles using the MIT app.

Sexual Assault Awareness
Although MIT has had an extremely low rate of reported rapes over the years, there is a great deal of awareness about this crime, and information and programs about personal safety, acquaintance rape, and sexual assault are presented during Orientation. If you would like additional information on our crime prevention programs and services, you may call Counseling and Support Services at x3-4861 or the Campus Police at x3-1212.

Smoking
Smoking is prohibited in all areas of MIT residence halls, including all student rooms, hallways and lounges, except as noted below.

Certain designated MIT residence halls allow smoking in private residences (e.g., Housemasters’ apartments) and in student rooms if all of the students are smokers and request in writing (smoking agreement form) that smoking be permitted in their rooms.
Anyone who violates this policy will be subject to discipline under the procedures applicable to him or her as a student at MIT.

Storage
Limited storage space is available for residents in most buildings, but the Institute assumes no liability for personal property, and articles must be removed when occupancy is terminated. Articles not removed are subject to sale at auction in the term following the graduation or withdrawal of the owner.

Students with Disabilities
Please Note: If you need accessible housing due to a disability, you must provide medical documentation to support your request. You may send your documentation directly to the Housing Office, or to the Disability Services Office (DSO) to be forwarded to Housing. Determination of such housing request will be made in consultation with MIT Medical.

Spaces designated for students with disabilities may be assigned to other students with the understanding that a transfer to a different space may be required during the contract-period if a unit designated for students with disabilities is needed for a student who requires one. Such a transfer would be arranged quickly to avoid inconvenience to the individuals involved. Rent for a new space assigned will be charged from the day of transfer.

Telephone Service
Residence hall rooms are either provided with a telephone or students are issued a personal Session Initiation Protocol (SIP) account, depending on the building. In residence halls where MIT has recently upgraded internet access, rather than a room phone, students will be issued a personal SIP account. This SIP account consists of an MIT telephone number with voice mail. The voicemail is accessible via e-mail. The SIP account can also redirect all calls to the resident's personal cell phone.

Students with room phones are limited to making on-campus calls unless additional service is purchased. Incoming calls can be received by students. MIT offers campus residents with a telephone in their room the option to purchase direct dial telephone service through Campus Link. For more information or to purchase additional service please see: Paetec Campus Link Services at https://www.campuslink.paetec.com/ or phone 1.800.962.4772. Charges for these services are added to a student's bill. All students may purchase a voice over internet protocol (VOIP) account through an outside provider for long distance service. Information for this will be available when students move in.

Unauthorized Occupancy
An undergraduate resident may not sublet, transfer, or share an Institute room, nor may an unassigned person reside there at any point during the academic year, including summer (Graduate residents may sublicense their accommodations during the summer or IAP. For more information, see: http://housing.mit.edu/graduatefamily/sublicense_center. A resident may not trade
places with another person in or out of the Institute House system. If a resident of an Institute House is discovered at any point to be in violation, the Institute reserves the right to cancel his or her assignment, even if previously confirmed, and take disciplinary action as appropriate.

**Waterbeds**
While waterbeds are not prohibited in those houses where they can be accommodated structurally, approval must be obtained from the House Manager prior to installation. Waterbeds do present some serious problems which residents should be aware of. The two major ones are the risks from leakage and electrocution from faulty heaters. Electric heaters must be U.L. approved. All waterbeds must be enclosed in a tank capable of holding all the water if a leak occurs. Students using heaters in conjunction with a water bed should be aware there is a potential danger of electrocution or shock. Students installing waterbeds must accept full responsibility for any damage or injury that may be caused by the waterbed. Before installing a waterbed, a resident must sign a release form accepting responsibility for all damages to the residence hall structure, mechanical systems, and personal property of other residents which may be caused by it. The resident is responsible for all labor costs associated with draining and moving the waterbed to facilitate repairs to the residence hall structure or mechanical systems. The resident must remove the waterbed when she/he moves out of the room or leaves for the summer or must pay the labor costs for the housing staff to remove it. Waterbeds are not permitted in the graduate halls or apartment buildings.

**Weapons**
Hunting knives, switchblades, swords and other dangerous blades are not permitted on MIT Property or in any Institute approved living group. Firearms, air rifles, air pistols, and ammunition are not permitted on MIT property or in any Institute approved living group. Possessors of firearms are required by law to obtain permission from the Chief of the MIT Campus Police to bring firearms on campus. All students are reminded that firearms must be licensed in accordance with the laws of the Commonwealth of Massachusetts. Violators are subject to a one-year mandatory jail sentence and up to a $1,000 fine. More information on firearms regulations may be obtained from the MIT Police Office.

**Specific Rules Pertaining To Undergraduate Residences**
This section applies to all undergraduate residence halls. These specific rules, although having counterparts in the graduate residences, are meant to apply only to the undergraduate residence hall. For information about policies and concerns regarding graduate housing please visit:
[http://housing.mit.edu/graduatefamily/graduate_family_housing](http://housing.mit.edu/graduatefamily/graduate_family_housing).

**Eligibility**
Only registered MIT undergraduate students and transfer students are eligible for Institute House residence. Spouses, children or other relatives are not eligible for housing in residences designated for single undergraduates. During the academic
year, students who are not registered at MIT are not eligible for housing in the residence halls.

A student’s eligibility for residence in approved Institute Houses terminates at the close of his or her eighth semester registered at MIT [excluding summer terms], or upon graduation or termination of student status at MIT, whichever comes first. Terms at another institution for which a college transfer is granted MIT credit are counted toward those eight terms. Terms on Junior Year Away, Domestic Year Away, and Co-op are also counted toward those eight terms, as are any other terms during which a student is registered at MIT. Students requesting a 9th term of housing must apply at https://odysseyhms-web.mit.edu/hmswebstudent/ and have that request approved by the Associate Dean & Director of Housing.

MIT may mandate a leave of absence if a student’s illness or behavior, apparently resulting from illness, is:
- so severe that it threatens serious or permanent injury, illness or death;
- or interferes with the academic pursuits of the student or others;
- or interferes with other regular activities of the university community.

Students wishing to return to an Institute House after returning from an approved program away must notify the Housing Office before leaving on such a program in order to file an application for a return to residence hall housing.

An undergraduate who receives his or her degree at the end of the fall term, and who is continuing as a graduate student at MIT for the spring term as long as this is her or his 8th or fewer term registered, may remain in an undergraduate House for the spring term with permission from the Undergraduate Housing Office [E19-429]. A student who has been disqualified or withdrawn and who is petitioning this decision should notify the Housing Office at once.

Return housing is not guaranteed to students who have taken a leave of absence or withdrawn although, whenever possible, preference is given to students who have left for reasons beyond their control. Return to housing is also not guaranteed for students who leave Undergraduate Housing to pursue other off campus living opportunities and ask for return to housing within their 8 semesters of eligibility. Students who wish to reside back in housing must fill out a Housing Request Form, and then will be added to a waiting list for housing. Return housing into the residence hall system is guaranteed to students who are returning from an approved program away, but a specific House is not guaranteed. Contact the Undergraduate Housing Office to apply for housing as soon as you are sure of your return date.

First-Year Student Residency Requirement
First-year students are required to live in one of the eleven on-campus Institute Houses. The Assistant Director for Undergraduate Housing may grant an exemption from this policy to a first year student in special circumstances upon submission of a
petition. Exemptions are considered for freshmen who wish to commute from their family’s home, or who are married.

Assignments
Assignments or reassignments to a House, changes from one House to another, or changes from an Institute House to an off-campus address are made and approved by the Housing Office. Responsibility for making room assignments and changes in room assignments within an Institute House is normally delegated to the student government of that House in consultation with the faculty member in residence and the House Manager. The House Manager must be notified of all assignments or reassignments within that House before they are made. No assignment is final until approved by Housing.

Housing reserves the right to move students at its discretion in order to consolidate or fill vacancies [especially if crowding exists], to meet the demands upon facilities, to reconcile personal problems, to resolve conflicts and discipline issues, or for similar reasons. Housing also reserves the right to make specific assignments in cases which it deems special or extraordinary, such as those involving medical or personal problems, etc. In such cases, guaranteeing the students’ right of privacy and confidentiality may require direct assignments overriding House lotteries. Please also see the section in this document regarding spaces designated for differently-abled students.

Changing Your Housing Assignment
A change of residence is occasionally desirable because of personality distinctions, or because a student discovers she or he would like to try a different living arrangement. For a complete list resources and forms for changing your housing assignment, you can visit http://housing.mit.edu/undergraduate/forms_instructions. Here are the steps you must take to request a change:

1. If a move to another area in the same living group will solve the problem, contact your Room Assignment Chair within the residence hall.
2. If you wish to move from one residence hall to another, go to: http://web.mit.edu/housing/undergrad/application.html to fill out an application to be placed on the waiting list. Reassignments are granted on a date-applied basis and are made throughout the semester as vacancies occur and once a semester via a transfer lottery. When possible, all requests for change are granted, although space shortages can cause delays depending on where you want to move.
3. You may not move off-campus during your first year without the approval of the Housing Office.
4. Students who commute during their first year and then decide to move on campus may also apply for on-campus accommodations. On-campus housing is not guaranteed.
5. If you wish to move into a fraternity or sorority from an Institute House, you may wish to contact the Housing Office to discuss the timing of the move. It is not possible to move at any time during the year and receive a full refund on housing fees as we prorate housing fees. Otherwise, complete the cancellation form at http://web.mit.edu/housing/undergrad/cancellation.html.

6. Residence in an Institute House is for the academic year. If you wish to move off-campus, your rent will be prorated up to the last two weeks of the semester. Contact the Housing Office if you want to pursue the move. If you think you might wish to change residences but are not sure, you should feel free to go to the Undergraduate Housing Office to discuss your specific circumstances.

**Undergraduate Vacancies**

As a general rule, students may not occupy doubles as singles, triples as doubles, and so forth. If extra spaces are available, students may occupy rooms at the Institute’s discretion with the understanding that new residents may be assigned to the room at any time. Attempts to dissuade prospective roommates from moving in are not acceptable and may result in lost privileges, suspension from the House, additional rent charges or fines, or other disciplinary action.

**Undergraduate Crowding**

In many houses, it has been necessary to “crowd” rooms designed for fewer occupants. This usually affects first-year students in some of the larger rooms. The rent for residents living in crowded rooms is reduced accordingly. Once vacancies occur, students in crowded rooms are given priority over un-crowded first-year students in moving to these vacancies, subject to room assignment policies in each House. If one student in a crowd elects to ‘de-crowd,’ then the rent for the students remaining reverts to full rate. Residents may be required to ‘de-crowd’ if vacancies exist in their House. Voluntary crowding may not be permitted if vacancies exist in the House.

**Confirmation and Reconfirmation of Assignments**

All students who are currently or newly assigned in their housing assignment must confirm housing by filling out the form at http://web.mit.edu/housing/undergrad/confirm.html. Filling out the form means that the student has read the “Standard and Procedures” for students, agrees to abide by its stipulations, and is liable for the rent for both the Fall and Spring semesters while they are a resident.

In the Spring semester, students will be asked to reconfirm their housing assignment for the following year using this process. A student for whom no confirmation is received by the given deadline will automatically lose his or her housing assignment and will be fined $100. An assignment is not valid until the student fills out the confirmation form and receives in return a copy in email. It is the student’s responsibility to see that this entire process is completed.
Cancellation Prior to Beginning of Academic Year
A student who has confirmed his or her intent to reside in an Institute House for the following academic year and who wishes to cancel that assignment must notify Undergraduate Housing by filling out the online cancellation form at: http://web.mit.edu/housing/undergrad/cancellation.html by June 15th. Cancellations received after the stated deadline may be subject to a Cancellation Fee of $100.

An upperclassman who does not take up a confirmed room assignment by 4pm on Registration Day of the fall term will be charged $500 and the assignment will be cancelled unless prior arrangements have been made, in writing, with both the House Manager and the Undergraduate Housing Office to occupy the room at a later date.

Although housing contracts are for the academic year, some students may wish to cancel their assignments prior to the beginning of the spring semester. Cancellations for the spring term must be received before Registration Day; otherwise cancellation fees may be assessed as for the Fall term.

Cancellation During Academic Year
A cancellation fee may be charged for cancellations in the first two weeks of either term in addition to any rent charges which have accrued. Rent for the semester will be prorated to the day that the student turns in their keys and checks out of their assignment. If you cancel your housing assignment, or withdraw from MIT, you must move out of your residence hall/house.

Pro-Rating Rent
If a student leaves the Institute House system as provided above or is assigned to the system after the start of the term, rent will be prorated. Stays of more than two weeks will be prorated over fifteen weeks of occupancy consistent with the policy under Cancellation During Academic Year. For example, a stay of three weeks would result in a charge of one-fifth of the term rate, and so on. No refunds will be made for students who leave during or after the last week of classes or who are removed from housing for disciplinary reasons. For purposes of prorating, occupancy is considered to begin when a student moves in, or in the case of residence continuous with a previous term, the day following the last day of occupancy for the previous term. Please contact your House Manager if you have any questions regarding your housing bill.

Period of Occupancy
Returning residents may begin occupancy of their rooms on the weekend prior to the Fall term Registration Day. Residents participating in Orientation week activities may return earlier only in accordance with the specific procedures of, and approval from, Housing. Occupancy ends at 12 noon on the day following the last day of the
scheduled spring term final examination period for all students except those graduating, who may continue in residence without charge until noon on the day after Commencement. Students desiring to occupy rooms later than these dates may do so only by making prior arrangements with Undergraduate Housing Office.

Fall term occupancy ends on January 15th. Students leaving school or leaving the Institute House system must vacate their rooms by this date. Exceptions to this policy must be approved by the Housing Office. Any student still in his or her room will be charged a fine and will have all belongings removed from the room. [Occasionally, students planning to graduate in February require additional time to complete their theses or other academic work and are therefore unable to move by the mid-January deadline. These students should contact the Undergraduate Housing Office to request permission to remain in their halls during a portion of the IAP period.]

**Summer Housing**
Applications are restricted to [in order of priority] full-time MIT undergraduates, graduated seniors, Wellesley undergraduates.

Summer housing is not guaranteed. Summer housing is assigned to qualified applicants as space is available. Applications are sorted in the following order of priority:

1. Academically involved MIT students, and special programs [Interphase, UROP, MITES, RSI, recently graduated Undergraduates staying at MIT for Graduate School]
2. Students who have jobs in the area related to their work at MIT, possibly upon the request of their professor and/or advisor
3. Department Programs and Special Programs
4. Affiliated students
5. Conference Services

Undergraduate MIT students who are not eligible for registration in the Fall are not eligible for summer housing in the residence halls. Students who, during the summer, become ineligible for Fall registration must move out of their summer assignment upon notification of their change of status.

Eligible students may apply for the entire ten-week summer session. Graduated seniors not continuing at MIT for Graduate studies may apply to stay in residence through June 30th. The housing application is a contract which binds the applicant to pay the full rent for the length of stay applied for. There will be no other prorating of partial stays. The fine for late cancellation of summer housing is $200. Rent continues to be charged until a student formally checks out at the House desk and turns in his or her keys.

**Fines**
The housing contract for students living in the undergraduate housing system is for the entire academic year. A student who has confirmed his or her intent to reside in an Institute House for the following academic year and wishes to cancel that assignment must notify, in writing, the Undergraduate Housing Office, E19-429, 617-253-2811.

Students who agree to live in Institute Housing are required to submit a Confirmation Form, the sending of which indicates that the student has read, and agrees to abide by, “Standards and Procedures for Students at MIT.”

Those students who fail to comply with the housing policies stated in this document are subject to the following fine[s]:

**Prior to Beginning of Academic Year**
- Missed Cancellation Form deadline: $100.
- Failure by Upperclassman to take up a confirmed room assignment by 4pm on Registration Day: $500 [and assignment automatically cancelled].
- Unauthorized Early Return: $350.

**During Academic Year**
- Leaving housing system after four weeks into the term: In most cases, if student leaves in the first 12 weeks, rent is prorated.
- Cancellation of room within first two weeks of academic term: $100 plus payment of prorated rental charge.
- Late Cancellation of Spring Term Room assignment: $100.
- Late or no submission of Confirmation Form: $100.
- Missed Summer Housing Cancellation Deadline: $200.