

## **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' 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, 2<sup>nd</sup> 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 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.

## 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.