

STUDENT CENTER 4th FLOOR STUDENT OFFICE LOCK POLICY

- For security purposes, the Campus Activities Complex office will ONLY accept changes to an organization's room/office access list(s) from the individual designated as President (Chair) or Treasurer of that student organization. Correct identification as the President (Chair) or Treasurer is determined as shown on the on-line Association for Student Activities (ASA) database. For groups sharing offices, each group's access list will be maintained separately, and changes for each group can only be requested by the appropriate group's President (Chair) or Treasurer. Under unusual circumstances (such as impeachment of a group President, unusual security concerns, etc.), CAC reserves the right to solicit lock change information from the Assistant Dean and Director for Student Leadership and Engagement Programs and the Student Activities Office Staff.
- Any MIT person accessing an organization's office via the magnetic card access method MUST have a valid MIT ID. If your organization includes alumni members, alumni can request Alumni ID Cards from the MIT Card Office. Once activated, the Alumni ID can be added to your organization's access list in the same manner as other MIT IDs.
- Groups that have requested Combination access (not requiring an MIT Card for access) are responsible for maintaining their combinations in a secure manner. The combination will be given to the group's President (Chair) or Treasurer, and it becomes his/her responsibility to distribute the combination to the appropriate group members. If the President (Chair) or Treasurer determines that the combination may have become known by an unauthorized individual, he/she may request to have the combination changed for security purposes. E-mail caclocks@mit.edu to make this request.
- Groups can choose to grant their members MIT Card access or access by numeric combination.
- Groups may obtain blank cards that provide access to their office, if they have a need for this capability. Groups wishing to obtain blank cards should apply to the Association of Student Activities by emailing asa-exec@mit.edu with a brief description of why they need blank cards (instead of using MIT IDs or combos). The ASA will evaluate these requests and let groups and CAC know if the request is approved. The following conditions apply for groups with blank cards:
 - Groups must maintain a signout or similar system for use of the blank cards.
 - If a blank card is lost, CAC should be notified immediately so that door access can be disabled.
 - Each semester, groups shall report to CAC the serial numbers of each of the cards that they have.
 - These may not be used for regular access by a single MIT affiliated group member. Normal ID access must be used for such members instead.
 - In general, the ASA will not authorize more than six cards. Exceptions may be made with sufficient justification.
 - CAC will charge groups \$10 per card they obtain. (If a card is lost and the group wants to get a new one to replace it, CAC will charge for the replacement card.)
- For changes in access, presidents and treasurers should e-mail caclocks@mit.edu. Also, if a MIT card is replaced, CAC needs to be informed by e-mail to update the lock. In

either case, be sure to include the full name of each person, their respective MIT ID numbers, and the office door involved.

- When batteries begin to run low on the door locks, members with Card access may notice longer and longer delays between the moment the card is swiped and the moment the door unlocks. This also may be indicated by a flashing red light. If you notice that this is occurring, please notify CAC as soon as possible so that we may requisition a battery change for your lock before the existing battery becomes completely discharged.
- Problems with locks, etc, should be directed to the following e-mail address, caclocks@mit.edu or by calling x3-3913 during normal business hours. DO NOT CALL THE MIT LOCKSMITHS OR FACILITIES.
- **For emergencies** Campus Police and certain CAC and Department of Facilities staff members will carry override keys with which they can access the student organization offices in the event of life safety or facilities management emergencies. Cleaning and maintenance staff within CAC will have the ability to sign out a magnetic card for access to the offices in order to complete their cleaning and maintenance duties. These individuals are not authorized to allow entry into offices and will not do so if asked.

The Campus Activities Complex administers access to the 4th floor student offices in the Stratton Student Center. If you have any questions about the lock policy, please call (617) 253-3913 or e-mail caclocks@mit.edu.