

Welcome to [Graduate Tower at Site 4](#)! This message contains important information regarding your housing assignment. Please read it thoroughly and carefully.

Arrival and Check-in:

You may check-in at the front desk of Site 4 on your scheduled move-in date. The Site 4 front desk is open 7 days a week, 8am to 10pm.

Please contact Graduate Housing if your arrival will be much later than the originally-scheduled occupancy date. Email graduatehousing@mit.edu or call 617-253-5148.

PLEASE DO NOT arrive earlier than your scheduled occupancy date because your room will not be ready. If you must arrive on a different date (earlier or later) other than the date assigned, please reply to your confirmation email within two weeks of receipt to submit the request and await confirmation of a new move-in date. Requests to change dates with less than two weeks' notice from the confirmed date may not be accommodated. Please wait for a confirmation reply before making travel arrangements.

Earlier arrival requests after August 1st may not be accommodated due to cleaning schedules in place for the house. Please plan to arrive on your confirmed occupancy date.

If you arrive after your scheduled occupancy date, no additional coordination is required, however, rent responsibility will begin on your scheduled date of occupancy provided in the email previously sent.

If the Front Desk is Closed/Unattended When Arriving:

For arrivals outside of the hours (weekends or overnight) please call Evening Operations and ask for "Unit-12" upon your arrival by dialing (617) 253-1500 from a non-MIT phone. Explain that you are moving into your housing assignment at Grad Tower at Site 4. Responding staff will assist you with accessing the building and your assignment. Please have an ID (MIT ID preferred) available and this check-in notice

(printed or visible on your phone). Please visit the front desk of your residence during regular hours following your arrival to initiate check-in processes.

Please contact Graduate Housing if your arrival will be much later than the originally-scheduled occupancy date. Email graduatehousing@mit.edu or call 617-253-5148.

Important Arrival Instructions:

Due to ongoing construction in the Kendall Square area, please be aware that Hayward Street is no longer a throughway street.

If arriving by car, enter the Hayward St Garage, the entrance to this garage is on Amherst Street. MIT does not own the garage. If you do not have an MIT parking permit, a daily fee will be charged.

In the garage, follow the signs for 45 Hayward St {NOT 314 Main St Entrance}. Once parked, use the garage elevator to the Street level, press *L on the panel. Proceed to the front door of the Graduate Tower at Site 4.

Parking for Movers/U-Haul Trucks:

Please inform your movers/driver of the U-Haul of the following:

- (1) Park on either Carlton St, Main St or any on street parking around the building.
- (2) Pay to park in the Hayward St garage. Drivers must enter the Hayward St garage via Amherst St. From inside the garage follow signs for 45 Hayward St. The elevator will open just outside the main entrance front door of Site 4.

***The movers should contact you, the resident, directly when they have arrived. No movers will be allowed to enter any apartments unless the residents are present.

- Pedestrians arriving via subway or bus follow the walkway on Hayward St to the front entrance of the Graduate Tower at Site 4, which is directly behind 290 Main St.

- Residents arriving by cab or a ride-share tell the driver to go to Amherst St, turn onto Hayward St and let you out in front of the main entrance to Site 4.

All Residents should use their MIT ID to enter Site 4. If you have not received your MIT ID card before arriving, please use the intercom bell to gain access and proceed to the Security Desk with ID verification.

Efficiency Apartment Residents:

Due to code requirements, efficiency apartments are single occupancy only.

Spouses/partners and/or children are **not eligible** to reside in the efficiency apartments.

1-Bedroom and 2-Bedroom Apartment Residents:

YOUR APPROVED ADDITIONAL OCCUPANTS MUST RESIDE WITH YOU ON A FULL-TIME BASIS. If you or your approved additional occupants go on an extended trip (more than 1 month during the academic year), please notify the Graduate Housing Office as soon as possible.

If you have a change in family status, please contact the Graduate Housing Office, either by email at graduatehousing@mit.edu or by phone at 617-253-5148, for assistance regarding your housing options.

House Operations Manager:

Joe Graham is the Manager of Site 4. Their office is located on the first floor of Site 4, and they can be reached at (617) 253-7463. They are available from 8AM to 4PM, Monday through Friday. Joe can also be reached by email at joeg@mit.edu.

Furnished Unit Information:

For a breakdown list of furniture included in the apartments, see [Graduate Tower at Site 4](#) webpage.

Furniture provided by the Institute cannot be removed/exchanged for private furniture. Furniture storage is also unavailable.

Pets are prohibited; please visit our [Policies](#) page for additional information. In limited circumstances, the Disability and Access Services Office may approve a resident's use of an assistance animal. Please contact the [Office of Disability and Access Services \(DAS\)](#) for further guidance.

Laundry Facilities:

In Site 4, a laundry room is available with washer and dryers, located on the 3rd floor.

If you have any questions regarding the information within this email, or about your scheduled move-in date, please know that the team at HRS is [available to assist](#). Our office is available via email at graduatehousing@mit.edu or by phone at (617) 253-5148.

Sincerely,

MIT Housing & Residential Services