

MECA

Residential Education and Housing
2010–2011 Academic Year



Dear Students,

On behalf of the Office of Residential Education and Housing, welcome to the residence halls! Our hope is that the residence halls will be both a place of learning and a safe, comfortable living environment during your time here. Maine College of Art is a vibrant learning community, and the residence halls have been designed to help you embrace the many social, intellectual, and personal opportunities available to you as a student artist.

We certainly hope that the residence halls will become a part of your personal and artistic growth. To this end, you will find the residence life calendar filled with social, recreational, and educational opportunities, and your days filled with chances for impromptu social gatherings. We invite you, as a member of the residence life community, to take an active role in shaping the programming and activities offered by the Office of Residential Education and Housing.

The following pages will help you understand what you can expect from the Office of Residential Education and Housing as well as what our expectations are for you. By working together to help shape and maintain community values, we can ensure that the residence halls are places that embrace respect and diversity as community foundations. We hope that living and learning in the residence halls at Maine College of Art will allow you to build friendships and create memories that last a lifetime!

Best wishes,

Daniel Gardner
Assistant Director of Student Affairs, Residential Education and Housing

MAINE COLLEGE OF ART BELIEVES IN ENVIRONMENTAL RESPONSIBILITY.

In the spirit of this belief, we ask that you consider the environmental impact of printing this full color handbook. If you would like to read a hard copy, please check out the copy located in the library. Thank you.



TABLE OF CONTENTS

Welcome	02
Community Living	05
Residence Halls	05
Staff	06
MECA Staff	07
Community Standards	07
Abuse	07
Art in the Residence Halls	08
Break Access to Residence Halls	08
Building Access and Keys	08
College-Owned Furniture	09
Common Space Cleaning Fees	09
Communication	09
Disciplinary Process	10
Discrimination	11
Drugs	11
Electrical Appliances	11
Electric Extension Cords	11
Facilities Issues	12
Fire Safety	12
Google E-mail	12
“Good Neighbor” Policy	12
Guest Policy	13
Medical Accommodations	13
Meetings	13
Missing Person	13
Noise	13
Pets	13
Residence-Owned Furniture	14
Right to Enter	14
Right to Enter and Search	14
Room Cleaning Fee	14
Room Inspections (Health and Wellness)	14
Room Placements	14
Sharps Policy	15
Smoking	15
Sales, Soliciting and Campaigning	15
Storage	16
Student Conduct Code	16
Student Status	16
Transportation	16
Trash	16
Unauthorized Areas	16
Vehicles	17
Wall Hangings	17
Weapons	17
Windows	17
Contact Numbers	18

All information contained in the Guide to Community Living is presented for the convenience of residents and is subject to change at the discretion of Maine College of Art. For the most current information regarding the policies and procedures of Maine College of Art and the Office of Residential Education and Housing, please consult the Assistant Director of Student Affairs, Residential Education and Housing.

COMMUNITY LIVING

At the Maine College of Art, we believe that living on campus is more than sleeping in the residence halls and eating in the Café. We believe in a student-centered community: from President Don Tuski to faculty and staff to residents and non-residents. When we talk about community living and standards, we are referring to living a lifestyle of respect for diversity, yourself and others, as well as personal responsibilities to the residential community. The residence hall environment is a home to many people therefore we respect and expect respect for the community standards of this document. In good faith, we expect each student to respect other people as well as others personal property. Our purpose of the Guide to Community Living is to provide you with a reference to residence policies and procedures that are intended to guide you while living within the community and to be a successful resident.

RESIDENCE HALLS

Oak Street Residence Hall: Oak Street Residence Hall, also known as Oak or Oak Street, is located at 51 Oak Street. It houses approximately eighty students in a combination of single and double rooms. The Oak Street Residence Hall is wheelchair accessible and wired for internet access. Amenities include a laundry facility and a student lounge.

Shepley Street Residence Hall: Shepley Street Residence Hall, also known as Shepley, is located at 15 Shepley Street. It houses approximately sixty students in a combination of two and four person suites. Each suite offers a kitchen, living room, bathroom, and one or two shared bedrooms, and is wired for internet access. Laundry facilities are located in the basement. Additionally, there is a Common Room with cable television, local access phone, and a microwave. Shepley Street Residence Hall is intended primarily for returning students.



STAFF

The Office of Residential Education and Housing is directed by the Assistant Director of Student Affairs, Residential Education and Housing (Assistant Director) and staffed by a team of student Resident Assistants. The main Residential Education and Housing Office is located in the Oak Street Residence Hall, room 207. The Resident Assistant (RA) role is an undergraduate paraprofessional position. RAs are typically assigned a specific floor and/or building area and are responsible for being available to their residents as needed. At times, RAs may act as role models, teachers, administrators, mentors, policy upholders, leaders, and event planners. In short, their job is to serve the needs of residents while ensuring a vibrant and safe community. RAs are also part of a rotating duty schedule which ensures that one RA is available from 9:00 p.m.-9:00 a.m. while the Assistant Director of Student Affairs, Residential Education and Housing is available 24/7. Some of the reasons you might want to see your RA include:

- you just need to talk to someone;
- there is something broken in your room;
- you are having a conflict with another resident;
- there is an activity you want to suggest or help organize;
- you need to check in or out of your room;
- there is a question, comment, or concern you would like addressed.

Please remember that RAs are students, too, and while they will try to be available when and where you need them, RAs have the same academic responsibilities that you do. The Assistant Director of Student Affairs, Residential Education and Housing is a full-time professional staff person and a member of the Student Affairs Staff. The Assistant Director's primary responsibility is to oversee the community and the Office of Residential Education and Housing. This includes establishing community standards, administering community standards, and supporting community programming.

Some of the reasons that you might need to see the Assistant Director of Student Affairs, Residential Education and Housing include:

- you would like more information about campus resources;
- there is an issue that you would like to speak to a staff person about or that you do not feel comfortable talking to one of the RAs about;
- you need to discuss a room change;
- there is a maintenance issue that has to be addressed immediately;
- you were involved in an incident in the residence halls;
- you are sick and need assistance in seeking medical treatment;
- you have an RA concern and/or;
- there is a question, comment, or concern you would like addressed.

The Assistant Director of Student Affairs, Residential Education and Housing lives in the Shepley Street Residence Hall and is on-call at all times.

MECA STAFF

The Office of Residential Education and Housing works closely with a number of other departments on-campus. The following are descriptions of departments that residents have frequently interacted with in the past. The Facilities Staff is part of the Facilities Department. They are responsible for the maintenance of the common residence halls; individual residents are responsible for the cleanliness of the spaces to which they are assigned. All facilities issues should be addressed with your RA or the Assistant Director. If your RA is unavailable please call the RA on duty phone at 207.210.7758 or the Assistant Director at 207.776.4176. If neither the Assistant Director nor any of the RAs are available, the Director of Facilities can be contacted in emergencies at 207.874.4244. The Student Affairs Staff is available to support all residents. If the Assistant Director is unavailable, the Director of Student Affairs is available to address concerns regarding residence life. The Student Accounts Office handles all billing for the residence halls. Any billing inquiries should be addressed to the Student Accounts and Collections Specialist.

COMMUNITY STANDARDS

The following are the Community Standards that guide the actions of the Office of Residential Education and Housing in creating a vibrant, safe, and healthy community. While the list may seem extensive, there is a simple underlying principle that guides all of our actions: we engage in activities that are designed to create a safe, supportive residence hall community and expect residents to do the same. As members of a community living in close proximity to one another, your actions can have a significant impact — positive or negative — on the academic performance and personal growth of other residents. Our goal is that all residents have a positive impact on the community and on the lives of other residents.

Abuse

Conduct which threatens or endangers the health, safety, or emotional well being of MECA community members will not be tolerated. Verbal or physical abuse, or the threat of physical abuse, is strictly prohibited.

Alcoholic Beverages

All students and their guests are required to adhere to federal, state, local, and Maine College of Art policy regarding alcoholic beverages. Maine State Law requires that people be 21 years of age before purchasing, using, and/or possessing alcoholic beverages. Possession or use of alcohol in either the Oak Street Residence Hall or the Shepley Street Residence Hall is strictly prohibited. The following is a partial list of behaviors prohibited by this policy. It is intended to serve as a guide to appropriate behavior and is not an exhaustive list:

- possession of alcohol;
- exhibiting signs of alcohol consumption or intoxication (including slurred speech, nausea, alcohol on breath, etc.);
- possession or disposal of an empty alcohol container;
- possession of any equipment whose purpose is the consumption of large amounts of alcohol (including taps, funnels, etc);
- sale, service, provision, or production of alcohol;
- supporting the violation of the alcohol policy (being present in a room / space or providing a room / space where an alcohol violation is taking place);

Failure to comply with the alcoholic beverage policy may also result investigation and/or charges by the Portland Police.

Art in the Residence Halls

Students may not possess, nor may they utilize any artistic media, which poses a life safety risk in the residence halls. While students may make use of non-hazardous media, they are responsible for any damages or cleaning fees associated with their actions. Any art installation in the residence halls must be approved by the Assistant Director in advance and is subject to any additional requirements that the Office of Residential Education and Housing chooses to impose. Any artistic media or art installations that fail to meet these requirements will be removed at the residents expense and will not be returned. MECA is not responsible for lost, stolen or removed art work.

Break Access to the Residence Halls

The residence hall contract signed by residents grants access to residence halls only during times listed in the contract. During Winter Break, access to the residence halls is restricted to students who have signed a supplemental contract to remain in residence. There is an additional cost for Break Housing. Periods during which the residence halls are closed are noted in the contract. Residents who will not remain in housing over break are expected to: 1) close and lock all windows; 2) remove all trash and recyclables from the room; 3) turn off all lights and unplug all appliances; 4) lock door; and 5) remove or secure all food to prevent pest infestation.

Building Access and Keys

Entry doors at both the Oak Street Residence Hall and the Shepley Street Residence Hall utilize an access control system to help ensure a safer community. Only current residents are permitted to enter the residence halls. Individual residence hall rooms are secured by deadbolt lock. Residents may not loan their keys to other residents or non-residents and must contact the Office of Residential Education and Housing if their keys are lost, stolen, or damaged. The fee for a replacement key is \$30.00 per key or electronic access pass. Lost keys found or returned within ten (10) days will not be billed for lost, stolen, or damaged keys.



College-Owned Furniture

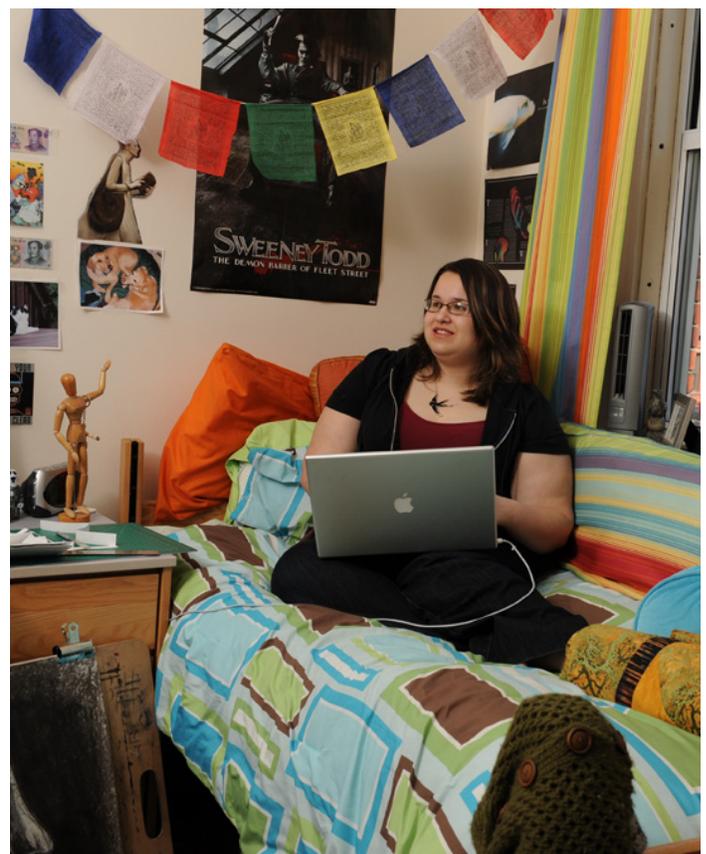
All furniture assigned to a room must remain in the room. Likewise, common area furniture must not be removed from the common areas. Should furniture be found moved or missing, the resident(s) involved will be billed the cost for relocation or purchase. Some wear and tear is expected on college-owned furniture, but any cases of exceptional damage will be billed to the resident(s) involved. College-owned mattresses should be covered by a mattress pad and sheets at all times during use and should not be placed on the floor. These mattresses cannot be cleaned, and as a result, any damage to the mattress will result in the student being billed for the full replacement cost.

Common Space Cleaning Fees

The Facilities Department regularly cleans all common spaces in the residence halls. These services include: sweeping, vacuuming, emptying trash, and providing maintenance. When these areas are dirtied or damaged beyond normal wear and tear, the Office of Residential Education and Housing will make every attempt to ascertain the offending person(s). If this is not possible, all residents will share the cost of cleaning and/or repair. The minimum charge against a resident's deposit will be \$5.00.

Communication

Residents are responsible for checking their College-assigned emails, reading postings on residence hall bulletin boards, attending all hall or floor meetings, and reviewing posted correspondence regularly. All communication from the Office of Residential Education and Housing will utilize one or more of these methods.



Disciplinary Process

There are three levels to the disciplinary process administered by the Office of Residential Education and Housing. This process is separate from the process outlined in the Student Code of Responsibility; behavior in the residence halls may result in consequences through both disciplinary processes. The Assistant Director is the administrator of the Office of Residential Education and Housing disciplinary process. Typically, the disciplinary process moves through the three steps below in a progressive manner (i.e. a warning is issued, probation is next, and finally a residence contract is terminated). In particularly serious cases, however, one or more steps outlined below may be skipped. Not all violations will result in the initiation of the disciplinary process. All disciplinary decisions of the Office of Residential Education and Housing shall be based upon the determination whether it is more likely than not that the involved student violated the policies and/or procedures of the Office of Residential Education and Housing. This is not a legal process, but an administrative one. As a result, residents who have passively participated in a conduct violation — that is, been present during a conduct violation without removing themselves from the situation and/or informing a member of the Residential Education staff — may also face disciplinary action.

Warning:

A warning may either be delivered in writing or in conversation. It specifically addresses inappropriate behavior and delineates the additional steps of the disciplinary process. Any Resident Assistant or the Assistant Director may issue a warning. A warning may not be appealed.

Probation:

Residents will be notified in writing when they are placed on residential education probation. This letter will specifically delineate: the duration of the probation and any steps the resident must take before probation will be rescinded (i.e. counseling, community service, restitution, etc). Once a resident is placed on probation, any violation is grounds for termination of a residence hall contract. Probation may be appealed in the manner described below.

Contract Termination:

When a residence hall contract is terminated, residents will be notified in writing and given a date by which they must move-out of the residence halls (typically seventy-two (72) hours after the issuance of the letter). After this date, residents will not be allowed into the residence halls for any reason without express written permission of either the Assistant Director or the Director of Student Affairs. Contract termination may be appealed in the manner delineated below. If any conduct violation is reported during the move-out window or while an appeal is pending, the resident's residence hall contract will be terminated immediately and the Office of Residence Life will make arrangement at the resident's expense to have belongings moved.

Appeal:

Both Probation and Contract Termination decisions may be appealed. There are three levels of appeal:

- 1) Residents may appeal directly to the Assistant Director in writing within forty-eight (48) hours of any disciplinary decision. The Assistant Director will meet with the resident making the appeal and may take one of the following steps: uphold the original decision; overturn the original decision; or overturn the original decision and issue a different conduct decision. The Assistant Director will provide written notification regarding the resolution of the appeal within twenty-four (24) hours of the meeting described above.
- 2) If a resident is dissatisfied with the resolution provided by the Assistant Director a final appeal may be made to the Director of Student Affairs. This appeal must be made in writing and must be received within forty-eight (48) hours of the Assistant Director's decision. The Director of Student Affairs will meet with the student making the appeal and may take one of the following steps: uphold the original decision; overturn the original decision; or overturn the original decision and issue a different conduct decision. The Director of Student Affairs will provide written notification regarding the resolution of the appeal within twenty-four (24) hours of the meeting described above.

Appeals must progress sequentially through the steps listed above; the parties listed above will not hear an appeal until previous steps have been exhausted. While an appeal of contract termination is pending, the Assistant Director and/or Director of Student Affairs has the sole discretion to determine whether the resident making the appeal will be allowed to remain in the residence halls.

Discrimination

It is the policy of Maine College of Art not to discriminate on the basis of gender, sexual orientation, disability, HIV status, race, age, creed, color, national or ethnic origin in its educational programs, admissions policies, employment policies, financial aid, or other College administered programs. This policy is enforced by Federal Law under Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. It is also enforced under Maine law through the Maine Human Rights Act at 5 M.R.S.A. section 4551 et. Seq. Inquiries regarding compliance with these statutes may be directed to the Executive Vice President, Maine College of Art, 522 Congress St., Portland, Maine 04101, (800)639-4808 or (207) 879-5742, or to Director, Office of Civil Rights, Department of Education, J.W. McCormack POCH, Room 701, Boston, MA. 02109-4557, (617) 223-9662 or the Maine Human Rights Commission, 51 State House Station, Augusta, Maine 043330051, (207) 624-6050.

Drugs

All students and their guests are required to adhere to federal, state, local, and Maine College of Art policies regarding illegal drugs. Possession of illegal drugs in the residence halls is strictly prohibited. The following is a partial list of behaviors prohibited by this policy. It is intended to serve as a guide to appropriate behavior and is not an exhaustive list.

- the possession and/or use of illegal drugs or illegal drug paraphernalia;
- the possession of a more-than-therapeutic quantity of either prescription or over the counter medications;
- the possession and/or use of another person's prescription medicine;
- exhibiting signs of being under the influence of illegal drugs (such as altered mental state, vomiting, agitation, etc.);
- sale, service, provision, or production of illegal drugs or prescription medicine with any person;
- supporting the violation of the drug policy (being present in a room / space or providing a room / space where an alcohol/drug violation is taking place);
- admitting to using drugs anywhere on campus.

Failure to comply with the drug policy may also result investigation and/or charges by the Portland Police Department.

Electrical Appliances

Devices with an open heating coil or system are prohibited, as are all microwaves that are not part of a combined Micro Fridge Unit. Hall-sized refrigerators are permitted but will be inspected (inside and out) during room inspections. The use of electrical appliances with a high voltage /wattage draw requires the prior approval of the Assistant Director or Director of Facilities; this approval will be communicated in writing. The use or possession of high wattage and/or dangerous electrical appliances such as high-powered stereo systems, subwoofers, air conditioners, electric skillets, grills, hot plates, heaters, popcorn poppers, toasters, waffle makers, is strictly prohibited.

Electric Extension Cords

A UL-rated power strip that has a switch, 15 amp circuit breaker, ground fault protection and surge protection must be used, and may not be plugged in to another power strip. For fire and safety reasons, extension cords are not allowed in residence hall rooms as a substitute for permanent wiring.

Facilities Issues

Residents are responsible for notifying a Resident Assistant or the Assistant Director about any facilities issues they are experiencing. In the case of facilities issues that pose an immediate risk to persons or the residence halls, residents must notify the Assistant Director.

Fire Safety

All residents are expected to evacuate the building immediately in a manner consistent with the posted evacuation procedures in the event of a fire alarm and should take steps in their day-to-day activities to minimize the risk of fire. When exiting the Shepley Street Residence Hall, cross Shepley Street to the sidewalk on the opposite side of the street. When exiting the Oak Street Residence Hall, cross the street and wait on the opposite sidewalk. The fire fighting equipment, the fire alarm system, and appropriate procedures are provided for the protection of life and property of residents. The misuse of fire escapes, fire alarms, fire suppression equipment, smoke detectors, fire extinguishers, and/or failure to comply with related procedures is a serious infraction and will be dealt with accordingly. Items may not be hung from, nor cover, sprinklers, pipes, or smoke/heat detectors in residence hall rooms and all open flames (candles, cigarettes, etc) are prohibited from the residence halls. Hallways must remain clear of obstructions so as to facilitate egress in the event of a fire.

Google E-mail

All residents are required to have active Google E-mail accounts and to check them regularly. While some information from the Office of Residential Education and Housing may be communicated via other means, most changes in policy and procedure as well as most important announcements will be communicated using Google email or conference(s). Residents are responsible for all information sent via Google E-Mail.

“Good Neighbor” Policy

Maine College of Art prides itself on being a pillar of the downtown community. Consequently, the Office of Residential Education and Housing will not tolerate behavior that negatively impacts our neighbors. Behaviors prohibited by this policy include, but are not limited to: excessive noise, trespassing, and vandalism. Criminal proceedings regarding behavior of this type may also initiate the conduct process at Maine College of Art.



Guest Policy

Between the hours of 9:00 p.m. and 9:00 a.m., all guests must be signed-in according to the following policies:

- A guest is defined as any person not assigned to live in the residence halls. Guests must be at least 18 years of age.
- The RA On-Duty must be notified that the guest will be in the residence halls after 9:00 PM as soon as the guest arrives on premises. The RA On-Duty must receive all notifications regarding the presence of guests by midnight; if you will arrive with your guest after midnight, you must be proactive about notifying the RA On-Duty.
- Both you and your guest must see the RA On-Duty. The guest must be present a Photo ID to the RA On-Duty so that the RA On-Duty can record: Name, Address, Phone Number, and ID Number / Type. It is your responsibility to come to the RA On-Duty.
- The resident who signed in the guest must accompany this person at all times; residents may not share keys with guests. Residents are responsible for the behavior of their guests.
- Residents may have overnight guests provided they stay no more than two consecutive nights. A guest can only stay for two nights in a two week period.
- All residents of the room must agree to have guests and may request that the guest leave at any time.
- Overnight guests who are minors are generally prohibited. Exceptions may only be granted by the Assistant Director or Director of Student Affairs and will typically only be granted in the case of immediate family members. Requests must be made at least three (3) days prior.
- No more than one guest is permitted per resident. Additional guests must be approved by the Assistant Director.
- Guests may be asked to leave at any time by any staff person from the Office of Residential Education and Housing. Failure to follow the guest policy is a serious conduct issue and may result in disciplinary action.

Medical Accommodations

All medical requests for a single room and/or variances to Office of Residential Education and Housing policy should be addressed in writing to the Director of Student Affairs. Residents must have written approval from the Director of Student Affairs prior to implementing any requested steps.

Meetings

Approximately once each month the Office of Residential Education and Housing will host a floor meeting (for residents of a specific floor or area of a building), a hall meeting (for all the residents of a specific hall), or an all-resident meeting (for all current residents). These meetings will be used to make important announcement as well as to create a forum for feedback. Residents are responsible for knowing information announced and are advised to contact a member of the Office of Residence Life staff if they are unable to attend.

Missing Person

To report a missing person contact an RA or the Assistant Director 207.776.4176.

Noise

Residents are expected to maintain appropriate noise levels in the residence halls. Designated quiet hours occur from Midnight to 9 AM. During this time, residents should not generate noise levels audible outside of their rooms.

Pets

No animals (except for service animals as part of medical accommodations on file with the Director of Student Affairs) are permitted in the residence halls. Residents may have a fish tank with fresh water fish in a tank 3 gallons or smaller.

Resident-Owned Furniture

Residents are expected to bring their own mattress pad and sheets for use on college-owned mattresses; due to the risk of bedbugs as well as the difficulty of disposing of abandoned property, residents may not use their own mattress and/or box spring. Likewise, residents may not bring any piece of upholstered furniture into the residence halls unless it is moved-in while still in the unopened original packaging or by the delivery service of the company of purchase. Residents are required to obtain approval from the Assistant Director before moving in furniture in accordance with this policy. If residents do not have prior approval for furniture found in their apartments, the piece of furniture will be removed at their expense and the full cost of any needed pest control services will be charged to the resident(s) involved.

Right To Enter

Maine College of Art reserves the right to enter any College-owned space at any time for the purpose of responding to emergencies, maintaining acceptable health and safety standards, establishing order, making repairs, routine maintenance (including response to work orders), inventory, extermination, cleaning, enforcement of College rules and regulations, securing buildings during vacation and break periods, and for any other reasonable purpose. The resident's absence will not prevent such entry. Entry will be made by authorized College personnel.

Right To Enter and Search

The College reserves the right to enter and search student rooms/apartments and/or belongings in any College building or storage space at anytime. A resident's room or apartment or possessions on campus will not be searched by local authorities unless there is sufficient reason to believe that a resident is using his/her assigned space for purposes which may be in violation of Federal, State, or local law, or College regulations. The College will cooperate with law enforcement officials who, having obtained a search warrant from an appropriate source having jurisdiction to issue such warrants, seek entry to student rooms for the purpose of executing such warrants. Although not required by law, whenever possible the search will be conducted at reasonable times with occupant(s) present.

Room Cleaning Fees

While the Facilities Department regularly cleans all common spaces; residents are solely responsible for maintaining the cleanliness of their own living space and their shared bathroom. The Office of Residential Education and Housing performs regular inspections of all rooms and will report necessary measures to residents. Residents will be given 48 hours to address such issues (except where eminent danger to others or the building could result). If issues are not resolved within this period, Maine College of Art will make arrangements to have them corrected at student expense (typically by an outside contractor chosen at MECA's discretion). The minimum charge for professional cleaning and/or repairs of a room is \$50 plus a \$10 administrative surcharge; students will pay the full cost of any such services beyond this amount.

Room Inspections (Health and Wellness)

Room inspections are conducted at least twice per semester. They may also be conducted during school breaks. You will be notified if there is a violation in your room and given a window of time to address the violation (typically 48 hours). If the violation has not been addressed upon re-inspection, then it will be corrected at resident's expense.

Room Placements

It is the practice of Maine College of Art to attempt to honor requests for specific roommates and room types. However, MECA reserves the right to make or change residence hall placements at its sole discretion. The Assistant Director must approve all room changes before a move may take place. Please see the Appendix: Forms for the appropriate form. In the event that a room change is requested due to roommate conflict, mediation and/or conflict management may be required before a room change is approved. Room changes will not occur within the first two

weeks of classes. Maine College of Art fills all occupied rooms to capacity at all times. This allows us to periodically renovate rooms during the Academic Year. If a room drops below capacity at any point, the students remaining in the room will be given three options.

- 1) Remain in the room and pay a buy out fee if the room is not filled to capacity,
- 2) Move to another under capacity room selected by the Office of Residential Education and Housing,
- 3) Suggest a roommate arrangement to be approved by the Office of Residential Education and Housing.

Please note that some requested roommates may not be able to be accommodated; in this event, another option must be selected. Upon being notified that they are residing in an under capacity room, students must inform the Office of Residential Education and Housing of the option that they have chosen within seventy-two (72) hours. A reasonable amount of time will be provided to complete any move that results.

Sharps Policy

In accordance with the Maine Department of Environmental Protection, Biomedical Waste Management Rules (06-096 CMR 900), household sharps (defined as needles, syringes, and lancets used at home for health care) will be disposed of from the Maine College of Art Residence Halls in the following manner: all household sharps, will be placed in a rigid, strong plastic or metal, puncture resistant container with a screw-on or tightly secured cap. Such as a laundry detergent bottle, or a purchased sharps container. Once full the cap will be reinforced with heavy-duty tape such as duck tape, clearly marked with "Do Not Recycle" and "Household Sharps" noticeably on the outside of the container. The container then can be disposed of with regular trash.

Smoking

Smoking is prohibited in the residence halls and within 20 feet of the entrances and/or windows. There is a no smoking on any campus property including residence hall parking lot.

Sales, Solicitation and Campaigning

To ensure that the privacy of all students is maintained, salespeople, solicitors and/or political campaigners of any type, from recognized College organizations or from outside agencies, are not allowed to go door to door in the residence halls. Solicitation and political campaigning is allowed in pre-approved common areas and lounges only. Please contact the Assistant Director for building specific locations.



Storage

There is no storage space for student belongings available in the residence halls. There is limited space in the basement of the Shepley Street Residence Hall for bike storage; neither MECA nor the Office of Residential Education and Housing is responsible for theft or damage that results from bike storage, and students are encouraged to take security measures.

Student Code of Responsibility

All violations of the Student Code of Responsibility are also violations of the residence hall contract and may result in separate judicial processes administered by the Department of Student Affairs.

Student Status

All residents must be currently enrolled students at Maine College of Art (except if otherwise specified in the residence hall contract) and must actively attend classes. The contracts of residents who are not currently enrolled or who are not regularly attending classes will be terminated.

Transportation

The Office of Residential Education and Housing cannot provide transportation for any reason. Residents are advised to call an ambulance for medical emergencies (the cost associated with this service will be billed to the individual) or to arrange transportation by taxi service for non-emergencies.

Trash

Trash receptacles and recycling facilities are provided at both residence halls. Residents are expected to dispose of their own refuse regularly, and in provided containers. Trash found in inappropriate areas may result in a removal charge to the responsible resident(s).

Unauthorized Areas

Student access to roofs, fire escapes (except in the case of emergency), and ledges is prohibited. Students are also prohibited from entering any secured area of the basement or utility closets. This is a significant life safety issue and residents violating this policy will be subject to immediate disciplinary action (possibly including contract termination).



Vehicles

Student parking is not available on campus. Residents are strongly discouraged from bringing cars to campus due to the limited nature of parking. Any unauthorized vehicles found parked at the Shepley Street Residence Hall will be towed at the owner's expense.

Wall Hangings

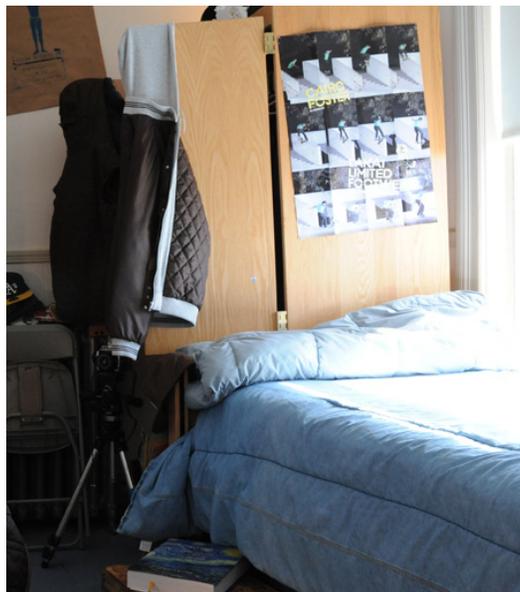
Residents are encouraged to hang posters, pictures, etc in an effort to personalize their room. However, all hanging should utilize a media that will not damage the walls. The use of nail/tacks/push-pins is strictly prohibited. Damage charges may result for items that are inappropriately hung.

Weapons

Weapons of any sort, including, but not limited to, firearms, ammunition, paintball guns, BB guns, knives, bows, arrows, rockets, sling shots, air guns, martial arts weapons, and explosives of all types (including fireworks) are not permitted in the residence halls. Immediate termination of the residence hall contract and/or action by the Portland Police may result.

Windows

Residents and their guests are absolutely prohibited from throwing objects out of, passing anything in or out through, sitting directly in, or exiting/entering through, any window. No TV antennas, citizen band antennas, or speakers are to be hung or placed in or on any windows. Disciplinary action and/or charges will be assessed to residents if screens are removed. Residents should make sure their room windows are closed and locked when their rooms are unoccupied. Window stops are safety features, and their removal is a violation of residence hall policy, and constitutes a life safety concern.



CONTACT NUMBERS

Emergency

911

Resident Assistant

207.210.7758

Assistant Director, Student Affairs, Emergency Phone

207.776.4176

MECA Porteous Security Desk

207.879.5742

Student Affairs Emergency Phone

207.228.3474

Reception Desk, Porteous Front Lobby

207.879.5754

