Dear Students,

On behalf of the Office of Residential Education & Housing, welcome to Maine College of Art and to the residence halls! I hope you will find our residence halls to be a comfortable living environment and a place of learning and camaraderie 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.

I certainly hope the residence halls will become a part of your personal and artistic growth. Throughout the year, you will find there to be social, recreational and educational opportunities for you within the residence halls and your days filled with chances for impromptu social gatherings. I invite you, as a member of our community, to take an active role in shaping the programming and activities offered by the Office of Residential Education & Housing. If you have ideas or suggestions for activities or programs, we would love to hear them.

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

Sincerely,

Daniel Gardner
Director of Residential Education & Housing
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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 & Housing, please consult the Director of Residential Education & Housing.

COMMUNITY LIVING

At Maine College of Art, we believe 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 community 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 expect respect for the community standards set forth in 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 hall policies and procedures, which are intended to guide you while living within the community.

RESIDENCE HALLS

Oak Street Residence Hall: Oak houses approximately eighty students in a combination of single and double rooms. Oak is wheelchair accessible and has wireless Internet. Amenities include a laundry facility and a student lounge with cable television, local access phone, a microwave and vending machines.

Shepley Street Residence Hall: Shepley houses approximately sixty students in a combination of two and four person apartments. Each apartment offers a kitchen, living room, bathroom and one or two shared bedrooms, and has wireless Internet. Laundry facilities are located in the basement. Additionally, there is a Common Room with cable television, local access phone and a microwave.

Miles Standish Residence Hall: Also know as Miles Standish, is a mixed use building as it houses primarily upper class students and Portland Community members. Miles Standish has two person apartments; each having a kitchen, living room, bedroom and bathroom. Laundry machines are located in the basement and the building has wireless Internet.
RESIDENTIAL EDUCATION & HOUSING STAFF

The Office of Residential Education & Housing is directed by the Director of Residential Education & Housing and staffed by a team of Resident Advisors. The main office for Residential Education & Housing is located on the second floor Porteous in the Administrative Center.

Resident Advisors:
The Resident Advisor (RA) role is an undergraduate paraprofessional position. RAs are assigned a specific floor and/or building and are responsible for being available to their residents as needed. Some of the many hats RAs wear include; role models, teachers, administrators, mentors, upholders of policies, student 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 one RA is available from 9:00PM-9:00AM each day of the week.

Some reasons you might seek out an RA include:
- You need to talk to someone;
- There is something broken in your room;
- You are having a conflict with your roommate;
- There is an activity you want to suggest or help organize;
- There is a question, comment, or concern you would like addressed.

The Director of Residential Education & Housing:
The Director of Residential Education & Housing (Director) is a full-time professional staff person and a member of the Student Affairs Staff who lives in Shepley. The Director’s primary responsibility is to oversee the community in the residence halls and the Office of Residential Education & Housing. This includes establishing and administering community standards, supporting community programming and supervising the Resident Advisors.

Some reasons you might seek out the Director include:
- You would like more information about campus resources;
- There is an issue 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 a concern involving an RA;
- There is a question, comment, or concern you would like addressed.
COMMUNITY STANDARDS

The following are the Community Standards that guide the actions of the Office of Residential Education & 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 others.

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 and will not be tolerated.

Alcoholic Policy
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.

Oak & Shepley Alcohol Policy: Possession or use of alcohol in either the Oak or Shepley 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 of 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).
Miles Standish Alcohol Policy: Miles Standish has a different alcohol policy, which is detailed below, for those residents who are 21 years of age or older.

- Students who are 21 years of age or older and reside in Miles Standish are allowed to consume alcohol in their apartments.
- Legal aged residents of Miles Standish are allowed to have either one six-pack of 12-ounce beers or wine coolers, or one bottle of wine. Hard alcohol is not allowed.
- Common sources of alcohol such as, but not limited to, kegs, party balls or alcoholic punches are not allowed.
- Impairment as the result of intoxication does not negate a student’s responsibility for the consequences of his/her actions, or the actions of his/her guest(s), regardless of age.
- The consumption of alcohol in public areas such as, but not limited to, hallways, elevators, common lounges, laundry rooms, outside of the residence hall on College property or in Oak or Shepley Hall is prohibited.
- Because rapid consumption of large quantities of alcohol is far more dangerous than casual and responsible drinking, games (such as Beer Pong or Flip Cup), which promote alcohol consumption based on speed and/or volume, are not permitted.
- Guests who are not MECA students will be considered the same age as their host when enforcing the alcohol policy, regardless if they are over 21. This means if a MECA student is 19, and has a guest come visit who is 21, the guest will be considered 19 and is not allowed to drink or possess alcohol, since his/her host is underage.
- All other policies set forth in the Guide To Community Living apply to residents of Miles Standish when visiting Oak or Shepley.

Failure to comply with the alcoholic policy may result in 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 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 Director in advance and is subject to any additional requirements that the Office of Residential Education & 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 the fall and spring semesters. During winter break, access to the residence halls is restricted to students who have signed a supplemental contract to remain in the residence halls and there is an additional cost. Residents who will not remain in housing over breaks are expected to: 1) close and lock all windows; 2) remove all trash and recyclables from the room/apartment; 3) turn off all lights and unplug all appliances; 4) remove or secure all food to prevent pest infestation and 5) lock room/apartment door.

Building Access and Keys
Entry doors at both Oak and Shepley utilize an electronic FOB access system to help ensure a safer community. The front door of Miles Standish utilizes a key to gain entry. Individual residence hall rooms/apartments are secured by dead-bolt lock. Residents may not loan their keys to other residents or non-residents and must contact the Office of Residential Education & Housing if their keys are lost, stolen, or damaged. The fee for a replacement FOB is $10 and $3 per key. Students will not be billed for lost or stolen keys if they are found or returned within three (3) days of receiving their new keys.
College-Owned Furniture
All furniture assigned to a room must remain in the room. Likewise, common area furniture must not be removed from 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 & Housing will make every attempt to ascertain the person(s) responsible. 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
The primary form of communication from the Office of Residential Education & Housing is e-mail. Residents are responsible for checking their MECA.edu e-mail account regularly. Information may also be passed along to residents during floor/building meetings.

Disciplinary Process
There are three levels to the disciplinary process administered by the Office of Residential Education & Housing. This process is separate from the process outlined in the Student Code of Responsibility; though behavior in the residence halls may result in consequences through both disciplinary processes. The Director is the administrator of the Office of Residential Education & 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 student’s housing contract is terminated). However, in particularly serious cases, 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 & Housing shall be based upon the determination of whether it is more likely than not that the involved student violated the policies and/or procedures of the Office of Residential Education & 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 an RA or the Director - may also face disciplinary action. Disciplinary fines may be assessed to students at any point during the disciplinary process outlined below and will be applied to the students’ bill.

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. Resident Assistants or the Director may issue a warning. A warning may not be appealed.

Probation:
Residents will be notified in writing when they are placed on 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 or community restitution, etc). Once a resident is placed on probation, any additional violation is grounds for termination of a housing 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 from the Director. 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 housing contract will be terminated immediately and the Office of Residence Education & Housing will make arrangements at the resident’s expense to have his/her belongings moved.

Appeal:
Both probation and contract termination decisions may be appealed. There are two levels of appeal:

1) Residents may appeal directly to the Director in writing within five business days of any disciplinary decision. The 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 Director will provide written notification regarding the resolution of the appeal within five business days of the meeting.

2) If a resident is dissatisfied with the resolution provided by the Director a final appeal may be made to the Dean of the College. This appeal must be made in writing and must be received within five business days of the Director’s decision. The Dean 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 Dean will provide written notification regarding the resolution of the appeal within five business days of the meeting.

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 Director has the sole discretion to determine whether the resident making the appeal will be allowed to remain in the residence halls during the appeal process.

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 04333-0051, (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 a drug violation is taking place);
• Admitting to using drugs anywhere on campus;
• The use or possession of medical marijuana, bath salts, spice or salvia.

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

Electrical Appliances
Devices with an open heating coil or system (such as toasters or toaster ovens) are prohibited. 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 Director of Facilities; this approval will be communicated in writing. Other devices prohibited from the residence halls include sub-woofers, air conditioners and space heaters.

E-mail
All residents should regularly check their MECA e-mail account. While some information from the Office of Residential Education & Housing may be communicated via other means, most changes in policy and procedure as well as most important announcements will be communicated via e-mail. Residents are responsible for any and all e-mails they send.

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 the residence halls.

Facilities Issues
Residents are responsible for notifying an RA or the Director about any facilities issues they are experiencing. In the case a facilities issues pose an immediate risk to persons or the residence halls, residents must notify an RA or the Director. If you cannot find your RA, please call the RA cell phone at 207.210.7758 or the Director’s cell phone at 207.776.4176.

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 Shepley or Miles Standish, cross Shepley Street to the sidewalk on the opposite side of the road. When exiting Oak, cross the street and wait on the opposite sidewalk. 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 detectors in residence halls. Candles and incense, both lit or unlit, are prohibited in the residence halls. Candle warmers are also not permitted in the halls.
“Good Neighbor” Policy
Maine College of Art prides itself on being a pillar of the downtown community. Consequently, the Office of Residential Education & 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
A guest is defined as any person not living in the residence halls. Between the hours of 9:00PM and 9:00AM, all guests in the residence halls must be signed-in according to the following policies:

- The RA On-Duty must be notified that the guest will be in the residence halls 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 ahead of time.
- Both you, your guest and your roommate(s) must see the RA On-Duty. The guest needs to provide photo ID, name, address and phone number and your roommate(s) must sign off saying they do not object to the guest staying over.
- Residents may have an overnight guest provided they stay no more than two consecutive nights. Residents are allowed a guest for up to two nights in a two week period. Guests staying longer than two consecutive nights must be approved by the Director.
- No more than one guest is permitted per resident at a time. Additional guests must be approved by the Director.
- Residents must accompany their guests at all times and are responsible for their guests behavior.
- Residents may not share their keys/FOB with guests.
- All residents of the room must agree to have guests stay and may request the guest leave at any time.
- Guests under the age of 18 need to have a parent or guardian call the Director of Residential Education Housing at least two days prior to arriving on campus.
- Guests may be asked to leave at any time by any staff person from the Office of Residential Education & Housing.

Housing & Board Contract
The housing & board contract is a binding contract between the Office of Residential Education & Housing at Maine College of Art and the individual student residing in the residence hall. The contract is for the 2013-2014 academic year (fall 2013 and spring 2014) or whatever portion therefor remains at such time as the student enters into the contract. Signing the housing & board contract is just like signing a lease for an apartment. Once you sign, you are making an academic year long commitment and you have the responsibility to see it through.

Cancellation of the Housing & Board Contract: Students must pay for all contract costs unless they withdraw from the College according to the withdraw period or are released from the contract by the Director of Residential Education & Housing. Students who chose to withdraw from MECA will forfeit their deposit unless released by the Director.

Requesting a Cancellation of the Housing & Board Contract: Returning students who participate in the Room Selection process during the Spring Semester and sign a housing & board contract for the following academic year, have until June 1 to break their contract and receive their $400 deposit back, less any damage charges. Students, who after June 1, want to be released from their housing and board contract, need to submit a written request to the Director of Residential Education & Housing. The Director will make a decision and the student will be notified in writing within three business days of the initial request. If the request is approved, the student forfeits his/her $400 deposit.
If the student is dissatisfied with the Director’s decision, s/he can make a final appeal to the Dean of the College. This appeal must also be made in writing and must be received within five business days of the Director’s decision. The Dean will provide the student written notification regarding the appeal within five business days.

**Lock Outs**
Students are given one free lock out each semester. For each additional lock out, they will be assessed a lock out fee of $5, which will be applied to their student bill.

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

**Meetings**
Approximately once each month the Office of Residential Education & Housing will hold floor/hall meetings. These meetings will be used to make important announcements as well as to create a forum for feedback. Residents are responsible for knowing information announced during these meetings and are advised to contact their RA ahead of time if they are unable to attended.

**Missing Person**
To report a missing person contact an RA or call the Director at 207.776.4176.

**Pets**
No animals (except for service animals as part of medical accommodations on file with the Director of Residential Education & Housing) are permitted in the residence halls. Residents may only have a fish tank with fresh water fish in a three gallon or smaller tank.

**Quiet & Courtesy Hours**
Residents are expected to maintain appropriate noise levels in the residence halls. Designated quiet hours for Shpley and Oak are from 11:00PM - 9:00AM Sunday through Thursday and from 12:30M – 9:00AM on Fridays and Saturdays. Miles Standish quiet hours are from 10:00PM - 9:00AM seven days a week. During these times, residents should not generate noise levels audible outside of their rooms.

Quiet hours are in effect 24 hours a day and are in place to create an atmosphere for students which is conducive for normal living, sleeping and studying in the residence halls. Courtesy hours prohibit residents from causing loud or disturbing sounds, which may interfere with other students’ right to rest, study and be free from unnecessary or unwarranted distractions. Students who are disturbed by unreasonable noise outside of quiet hours should speak to the resident causing the noise and ask for the noise level to be lowered. Residents who are confronted for courtesy hour violations are expected be courteous and lower the noise level upon request.

During Finals/Review Week, 23-hour quiet hours are in effect. The hour exception is 7:00PM-8:00PM, which is still considered a courtesy hour. The purpose of 23-hour quiet hours is to allow students an environment conducive for studying and rest in preparation for finals and/or reviews.
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 Director before moving in furniture. 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 policies, securing buildings during vacations and break periods and for any other reasonable purpose. A 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 policies. 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.

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 & Housing performs regular inspections of all rooms and will report necessary corrective 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 the student's 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 and they may also be conducted during school breaks. Students will be notified if there is a violation in their room and will be given 48 hours to correct the violation. If the violation has not been addressed upon re-inspection, then it will be corrected at the 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 Director must approve all room changes before a move may take place. 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 identified by the Office of Residential Education & Housing,
3) Suggest a roommate arrangement to be approved by the Office of Residential Education & 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 & Housing of the option that they have chosen within seventy-two (72) hours. A reasonable amount of time will be provided to complete any resulting moves.

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” written noticeably on the outside of the container. The container can then be disposed of with the regular trash.

Smoking
Smoking is prohibited in the residence halls and within 20 feet of all residence halls. Additionally, there is no smoking on any campus property including the Shepley parking lot. The use of e-cigarettes in the residence halls, or on College property is also prohibited.

Sales, Solicitation and Campaigning
To ensure 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.

Storage
There is no storage space for student belongings available in the residence halls. There is limited space in the basement of the Shepley for bike storage; neither MECA nor the Office of Residential Education & Housing is responsible for theft or damage that results from bike storage and students are encouraged to lock up their bike.
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 Office of Residential Education & Housing.

Student Status
All students residing in the residence halls must be at full-time status with 12 or more credits per semester at Maine College of Art. If a student needs to drop below 12 credits in a semester, s/he must first meet with the Director. 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 & 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 & Recycling
Trash and recycling containers are provided in the residence halls. Residents are expected to dispose of their own trash regularly in the provided containers. Trash found in inappropriate areas may result in a removal charge to the responsible resident(s) or to the entire community if the responsible party cannot be identified.

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

Director of Residential Education & Housing - Office
207.699.5067

Professional On Call Cell Phone (Blue Phone)
207.776.4176

Resident Assistant Cell Phone
207.210.7758

Institutional Emergency Phone (Red Phone)
207.228.3474