

MECA

MAINE COLLEGE OF ART

GUIDE TO COMMUNITY LIVING

Office of Residential Education and Housing

2018–2019 Academic Year

DEAR STUDENTS,

On behalf of Student Life, welcome to Maine College of Art (MECA) and to the residence halls! We hope you will find the residence halls to be a comfortable living environment and a place of learning and camaraderie during your time here. MECA 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 an artist.

Throughout the year, we encourage you to get involved in the social, recreational, and educational opportunities on campus. We invite you to take an active role in shaping the programming and activities offered. If you have ideas or suggestions for activities or programs, we would love to hear them.

The Guide to Community Living will help you understand the on-campus housing experience and expectations of residents. 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. We hope living and learning in the residence halls at MECA will allow you to build friendships and create memories which will last a lifetime!

Sincerely,

Student Life Professional Staff

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 MECA. For the most current information regarding the policies and procedures of MECA, please consult the Student Life section on the MECA website.

COMMUNITY STANDARDS

The following are the Community Standards which will guide the actions of residents in order to create a vibrant, safe, and healthy community. As members of a community living in close proximity to one another, your actions 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 experience living in the residence halls.

COMMUNITY LIVING

At MECA, we believe living on campus is much more than sleeping in the residence halls and eating in the Café. We believe the residence halls provide a student-centered community that provides many opportunities for learning and connection outside of the classroom and studio. Community living and community standards refer to living a lifestyle of respect--for diversity, yourself, and others. The residence hall environment is a home to many people; respect for the community standards set forth in this document is expected. We expect students to respect other people as well as others' personal property. The purpose of the Guide to Community Living is to provide you with a reference to residence hall policies and procedures.

Community Development

Student Life plans programs and events across campus including all residence halls. Resident Assistants (RAs) plan programs based on the needs of the community. Programs are used to build a stronger sense of community in the halls and expand on students' educational experiences outside of the classroom. Students are encouraged to attend programs in their residence hall as well as other halls.

STUDENT LIFE STAFF

Student Life is comprised of professional and student staff who are trained in college student development, co-curricular programming, and crisis management.

Resident Assistants

The Resident Assistant (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. They are role models, educators, administrators, mentors, policy enforcers, student leaders, and event planners. Their job is to serve the needs of residents while ensuring a vibrant and safe community. RAs are also part of a rotating on call schedule; one RA is available from 9:30 PM-8:00 AM each night of the week and are on call during the day on the weekends.

Some reasons you might seek out an RA include:

- You need to talk to someone
- You are having a conflict with your roommate
- You are locked out of your room
- You are sick and need assistance in seeking medical treatment
- There is an activity you want to help organize
- You are looking for information on campus resources
- There is a maintenance issue
- You have a question or concern

Assistant Director of Student Life

The Assistant Director of Student Life (AD) is a full-time professional staff person and a member of the Student Life staff who lives in the residence halls. Part of the AD's responsibility is to oversee the community in the residence halls and the supervision of the RA staff. This includes establishing and administering community standards and supporting community programming.

Some reasons you might seek out the Assistant Director of Student Life 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 your RA 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 or concern you would like addressed

Director of Student Life

The Director of Student Life is a full-time professional staff member who shares on call responsibilities with the Assistant Directors. The Director of Student Life oversees the residence halls, disability services, counseling and wellness, and judicial affairs.

Some of the reasons you might seek out the Director of Student Life include:

- You would like more information about campus resources
- You have tried to resolve a problem through your RA and Assistant Director and haven't been able to reach a mutually agreeable resolution
- You would like to appeal a judicial or housing decision
- There is an issue you would like to speak to the Director of Student Life about that you do not feel comfortable talking to one of the RAs or Assistant Directors about
- You want to have a guest stay with you who is under the age of 18

ABOUT THE RESIDENCE HALLS

Oak Residence Hall

Oak houses approximately 90 students in a combination of single, double, and triple rooms. Oak is wheelchair accessible and has an elevator. Amenities include a laundry facility, bike storage, a student lounge with a television, wireless internet, a microwave, and vending machines. Oak Residence Hall is located on Oak Street, just around the corner from Porteous.

Shepley Residence Hall

Shepley houses approximately 60 students in a combination of triple and quad apartments. Each unit offers a kitchen, bathroom, and shared bedrooms. There is no elevator in Shepley. Amenities include a laundry facility, wireless internet, bike storage, student lounge with a television, and shared kitchen with a microwave for all residents. Shepley Residence Hall is located on Shepley Street, one block away from both Porteous and the 380 Cumberland Building.

Monument Residence Hall

Monument houses approximately 60 students in a combination of double and quad apartments. Each unit offers a kitchen with dishwasher and microwave, bathroom, and shared bedrooms. Units have an open floor plan with limited privacy. Monument is wheelchair accessible and has an

elevator. Amenities include an elevator, in-unit washer/dryer, and wireless internet. Monument is located in Monument Square and is approximately a 5 minute walk from the studios.

Schlotterbeck & Foss (S&F) Residence Hall

S&F houses approximately 45 students. S&F has double, triple, and limited single apartments. Each unit has a kitchen with dishwasher, washer/dryer, and bathroom. Units have a open floor plan with limited privacy. S&F is wheelchair accessible and has an elevator. Amenities include wireless internet, a common room on the first floor, air conditioning, and bike storage. S&F is approximately a 10 minute walk from the studios.

RESIDENCE HALL POLICIES + INFORMATION

Abuse

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

Alcohol Policy

All students and their guests are required to adhere to federal, state, local, and MECA policy regarding alcoholic beverages. Maine State Law requires that people be 21 years of age before purchasing, using, and/or possessing alcoholic beverages.

Oak and Shepley Alcohol Policy:

Possession or use of alcohol in Oak or Shepley is strictly prohibited regardless of age. The following is a partial list of behaviors prohibited by this policy:

- Possession of alcohol
- Exhibiting signs of alcohol consumption or intoxication (including slurred speech, nausea, alcohol on breath, etc.)
- Possession or disposal of an open alcohol container including empty containers
- 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 or providing a room where an alcohol violation is taking place)

S&F and Monument Alcohol Policy:

- S&F and Monument residents have a different alcohol policy, which is detailed below, for those residents who are 21 years of age or older.
- Residents who are 21 years of age or older and reside in S&F or Monument are allowed to consume alcohol in their apartments provided all occupants, including guests, present are 21 year age or older.
- Common sources of alcohol such as, but not limited to, kegs or alcoholic punches are not allowed.
- Impairment as the result of intoxication does not negate a resident's responsibility for the consequences of their actions, or the actions of their guest(s), regardless of age.
- The consumption of alcohol in public areas are prohibited such as, but not limited to, hallways, elevators, common lounges, laundry rooms, outside of the residence hall on College property.
- 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 and visitors may not consume or possess alcohol if their host (resident) is under the age of 21.
- All other policies set forth in the Guide To Community Living apply to residents of S&F and Monument when visiting Oak or Shepley.
- Irresponsible use of alcohol by of-age residents and/or their guests of any age in S&F and Monument may result in judicial sanctions; disruption to the community due to alcohol use is strictly prohibited.

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

Animals

Animals are not permitted in the residence halls with the exception of service animals or emotional support animals approved by the Disability Services Coordinator. Please direct questions to the Disability Services Coordinator at disabilityservices@meca.edu. Residents may only have a fish tank with freshwater fish in a three gallon or smaller tank. No other animals in tanks allowed.

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. This includes anything needing ventilation for fumes or dust or is combustible. No art making materials may be poured into any drain in the residence halls including the sinks, showers, toilets and bathtubs. Examples of prohibited materials include but are not limited to

solvents, inks, oil paints, spray paints, clay, plaster, and charcoal. Students may make use of non-hazardous media, however, they are responsible for any damages or cleaning fees associated with their actions. These policies apply to all spaces in the residence halls, including common areas.

Due to the complex nature of residence hall safety concerns, no art installations in the residence halls will be approved. Any artistic media or art installations will be removed at the resident's expense and will not be returned. MECA is not responsible for lost, stolen or removed artwork.

To ensure a quiet community living space for all, residents are not permitted to play or use musical instruments in the residence halls. Students may utilize practice studios in the Music department in Porteous.

Bikes

Bike storage is available in the basement of Shepley, in the lobby of Oak, the common room of S&F, and on each floor of Monument. Residents must register their bikes with Student Life. The form to register a bike can be found in the Student Life section on the MECA website. Bikes should be locked or chained to the bike racks only. Bikes not registered with the Office of Student Life or chained to anything other than the bike rack will be removed from storage. MECA is not responsible for theft or damage that results from bike storage. Residents are strongly encouraged to lock up their bike.

Bikes must be removed when a resident moves out. Any bikes left at the end of the academic year after move out will be removed and donated.

Break Access to the Oak & Shepley Residence Halls

Residents may stay in the halls during Thanksgiving and Spring Breaks and will need to sign up with Student Life before those breaks.

There is no access to the Oak and Shepley residence halls over winter break; petitions for Oak & Shepley residents to stay in Monument & S&F will be considered on a case by case basis by Student Life. Under-capacity rooms in Monument and S&F will be filled with Oak and Shepley residents for Winter Break housing if petitions are successful. An additional fee will apply. Residents must vacate the residence hall within 24 hours after their last final exam.

Break Access to S&F and Monument

Residents in S&F and Monument are granted access to the residence hall during all breaks, including Winter Break. Residents will be required to fill out an online break housing form to sign

up for break housing. Residents in under-capacity rooms are expected to leave the open space clean and available for break use by an Oak or Shepley student.

Residents who will not remain in housing over breaks are expected to:

- Close and lock all windows
- Remove all trash and recyclables to designated receptacles
- Turn off all lights and unplug all appliances except full size fridges
- Remove all items on or around the heaters
- Remove or secure all food to prevent pest infestation
- Lock room/apartment door
- Have a clear path to all fire exits in the room
- Mini-fridges will need to be defrosted and unplugged during winter break.

Failure to meet these break closing expectations could result in judicial action or additional fees.

Building Access, Keys, and Locks

Residence halls are locked 24/7. Oak and Shepley residents use their MECA ID card as a proximity card to enter the building. S&F residents are issued a key to enter the building. Monument residents are issued a pin number for exterior doors. Residents are also issued a key fob for the elevators and stairs and room key card and mailbox key. Residents are not permitted to replicate keys, fobs, cards, and pins or loan their keys to other residents or non-residents. Residents may not alter the keys issued, including tape and painting. Residents are given one free lock out each semester. For each additional lock out, they are charged a lock out fee of \$10, which will be applied to their student bill. If a resident has lost their keys or reported them stolen to the police, they must report this to Student Life immediately. Residents will be given a temporary key for 3 days. Room keys not found within 3 days will result in a lock core change and new keys made for all residents. All keys must be returned at the time of move out.

Fees for Keys & Lock Changes:

- Lock out: First one free, then \$10 per lock out
- Oak & Shepley Lock Core Change: \$50
- Oak & Shepley Mailbox key: \$10
- S&F Lock Core Change: \$100
- Monument Replacement: \$50

Cooking

Residents residing in Shepley, S&F, and Monument have a kitchen in their unit. Oak units do not have a kitchen. There is a small refrigerator and a microwave for students to use in the Oak lobby. Oak students have access to the communal kitchen in the Shepley common room, located on the first floor in Front Shepley. It has a stove, oven, microwave, and full size fridge.

Shepley apartments come with an apartment sized refrigerator, stove, oven, and sink. Microwaves are not provided. You are welcome to bring one microwave per unit.

S&F apartments come with an apartment sized refrigerator, dishwasher, oven, stove, and sink. Microwaves are not provided. You are welcome to bring one microwave per unit.

Monument apartments come with an apartment sized refrigerator, dishwasher, oven, stove, sink, and microwave.

Oak residents are welcome to have a mini-fridge (4.2 c/f max) and microwave. You are welcome to bring one of each per unit.

Common Space Cleaning Fees

Facilities regularly cleans all common spaces in the residence halls. These services include sweeping, vacuuming, emptying trash, and providing maintenance. When these areas are abnormally dirty or damaged beyond normal wear and tear, Student Life 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 per resident will be \$5.00.

Disability-based Housing Accommodations

Please contact the Disability Services Coordinator at disabilityservices@meca.edu or 207-699-5035 if you require disability-based housing accommodations. Early communication is essential in requests for specific room assignments or modifications.

Discrimination

Maine College of Art does not to discriminate on the basis of gender, gender identity, gender expression, sexual orientation, disability, genetic information, HIV status, race, age, religion, national or ethnic origin, or military/veteran's status 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, (207) 699-5045, 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, and local laws and Maine College of Art policies regarding illegal drugs. Illegal drugs are strictly prohibited in the residence halls. Use, possession, manufacturing, distribution, and/or acting under the influence of alcohol and/or illegal drugs in the residence halls are grounds for disciplinary action up to and including contract termination. The abuse and/or distribution of prescription drug(s) are strictly prohibited. Smoking, vaping, and other use of tobacco products are not allowed in the residence halls or on campus.

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

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

Drugs: Marijuana Policy

Federal law and the Drug Free Schools and Workplace Acts make possession and use of marijuana in the residence halls illegal, even if state law allows for legal use of medical or recreational

marijuana. Therefore, MECA does not permit medical or recreational use of marijuana anywhere in the residence halls.

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 use or possession of marijuana including medical, synthetic, wax, oil, or other compounds of marijuana
- The use or possession of marijuana paraphernalia including not not limited to bong, pipes, vaporizer, rolling papers, grinder, etc.
- Being present in a room/space or providing a room/space where a marijuana violation is taking place
- Sale, service, provision, or production of marijuana or any marijuana product
- Exhibiting signs of being under the influence of marijuana (such as altered mental state, vomiting, agitation, smelling like marijuana etc.)
- Strong smell of marijuana in room

Electrical Appliances

Devices with an open heating coil or system such as toasters, toaster ovens, wax & candle warmers, hot plates, and griddles are prohibited. Mini-refrigerators are permitted but will be inspected, inside and out, during room inspections. Halogen lamps, lava lamps, or other lamps that generate excessive heat are prohibited. The use of electrical appliances with a high voltage/wattage draw, such as subwoofers, air conditioners, and space heaters are not allowed.

Email

Email is the official form of communication of MECA. All residents are responsible for reading information sent by the College to their MECA email account. While some information may be communicated via other means, most changes in policies and important announcements will be communicated via email.

Facilities Issues in Oak, Shepley, and Monument

Residents who have facilities issues should email facilities at facilities@meca.edu. In the case a facilities issue poses an immediate risk to people or the residence halls, residents must call the Facilities emergency line at: 207.671.5607

Facilities Issues in S&F

Maintenance: 207-761-0832 ext 1 (routine maintenance)

Emergency Maintenance: 207-761-0832 ext 2

Call the maintenance number for any building problems, including a clogged toilet, minor water

problems (i.e. dripping faucet), appliance issues, and electrical issues. Call the emergency line for urgent problems, such as a loss of heat or a major leak. etc. If you report a non-emergency issue on this line, you will be charged a minimum of \$25.00 per call (other fees may be incurred if staff is sent to your apt). If these numbers are unresponsive, or you are unsure of what to do, feel free to call the RA on call or Student Life.

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, 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. S&F residents should exit the building and cross the street to Bayside Bowl. Monument residents should exit the building and cross the street to the Portland Public Library.

MECA will run fire drills in all residence halls. Students must participate in the drills and follow evacuation procedures. Failure to comply in fire drills may result in judicial sanctions.

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 can result in judicial action and/or additional fees. Fire escapes and fire exits should only be used in the event of an emergency situation. Items may not be hung from or cover sprinklers, pipes, or smoke detectors in the residence halls.

For fire safety reasons, traditional extension cords are not allowed in the residence halls. The only extension cords allowed are one UL-rated power strip that has a switch, 15 amp circuit breaker, ground fault protection, and surge protection. It may not be plugged into another power strip.

Candles, candle warmers, incense, toaster, toaster ovens, hot plates, or open flames are prohibited in the residence halls.

Smoking any substance in the residence halls is strictly prohibited for fire safety reasons. No art making that uses smoke or flame is permitted in the residence halls.

Furniture: College-Owned

All furniture assigned to a room must remain in the room. Residents may not request furniture be removed nor may they themselves remove the furniture. 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 replacement. Some wear and tear is expected on college-owned furniture, but cases of exceptional damage will be billed to the resident(s) involved. Residents may not alter furniture in any way, including, but not limited to painting, bolting or nailing additional parts to wood, or reupholstering. College-owned mattresses should be covered by a mattress pad and sheets at all times during use and must not be placed on the floor.

MECA provides a desk, desk chair, twin bed frame, twin mattress, and one dresser per resident. Beds can be adjusted to different heights, residents should email facilities@meca.edu to have their bed adjusted. Some apartments also have a kitchen table with two additional chairs. MECA does not provide dishes, linens, lamps, or other accoutrements for your residence.

Furniture: Resident-Owned

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. Residents may not bring any piece of upholstered or large furniture into the residence halls such as couches, futons, and recliners. Residents may not construct furniture or other structures in their rooms.

“Good Neighbor” Policy

MECA seeks to be a positive force of the Portland community. Behaviors which negatively impact our neighbors will not be tolerated. Behaviors prohibited by this policy include, but are not limited to: excessive noise, trespassing, littering, and vandalism. These behaviors may be criminally prosecuted and will also initiate the conduct process at MECA.

Guest Policy

A guest is defined as any person not living in the residence halls. Guest must adhere to the following policies at all times in addition to all other MECA policies:

- Residents must accompany their guests at all times and are responsible for their guests' behavior.
- Guest may not be in any room, common room, or other part of campus without a host resident at any time.
- All residents of the room must agree to have guests stay for any period of time and may request the guest leave at any time.
- No more than one overnight guest is permitted per resident at a time. Overnight is defined as 10:00 pm - 8:00 am.
- No more than one overnight guest per room or apartment is permitted per night. Exceptions to this must be approved by the Assistant Director of their building at least a

week in advance.

- Residents may have overnight guests stay no more than two (2) consecutive nights. Residents may have overnight guests for no more than four (4) days in a 30 day period. Guests staying longer than two consecutive nights must be approved by the Assistant Director of their building at least a week in advance.
- Residents may not share their keys or student ID (access cards) with guests.
- Guests may be asked to leave at any time by any staff person or Portland Police Department.

Guest Policy: Minors

In addition to following the guest policy, minor guests (defined as those between the ages of 14-18) must adhere to the following policies:

- A permission form is required for any person between the ages of 14-18 years old to visit a MECA student in any of the residence halls without their parent or legal guardian present. The permission form can be found on the MECA website at: <https://www.meca.edu/student-life/residence-life/housing-applications-forms/> The permission form must be completed and signed only by the minor's parent or legal guardian.
- This permission form must be submitted no later than 12:00pm two business days prior to the minor's visit, otherwise the minor will not be permitted access to the residence hall.
- No person under 14 years of age is permitted to enter any MECA residence hall without their parent or legal guardian present at all times (and may not stay overnight in the residence halls).
- When a minor visits without their parent or legal guardian, they must be accompanied by their student host at all times while they are in the residence halls. Only one student may be designated as the host.
- Guests are subject to all College policies and local, state, and federal laws. Violations of policies by minor guests can result in parental notification, required vacation of College premises, and/or loss of the host's guest privileges.
- Per the Guest Policy, guests may visit for no more than two consecutive nights (and no more than four nights in a 30 day period).
- Minors may not visit without a parent or legal guardian present at all times during Fall Break, Thanksgiving Break, Winter Break, Spring Break, or over the summer.

Housing & Board Contract

The housing and board contract is a binding contract between MECA and the individual student residing in the residence hall. The contract is for the 2018-2019 academic year (fall 2018 and spring 2019) or whatever portion remains at such time as the student enters into the contract. Signing the housing and 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 and Board Contract:

Students must pay for all contract costs unless they withdraw from the College according to the withdrawal period or are released from the contract. Students who choose to withdraw from MECA will forfeit their deposit unless released by the Director of Student Life or the Executive Vice President.

Requesting a Cancellation of the Housing and Board Contract:

Students with extenuating circumstances who want to be released from their housing and board contract, need to submit a written request to their Assistant Director. The Assistant Director and the Director of Student Life will review the request and make a decision. The student will be notified in writing within 7-10 business days of the initial request. If the request is approved, the student forfeits their \$100 returnable deposit.

If the student is dissatisfied with the decision, they can make a final appeal to the Executive Vice President of the College. This appeal must also be made in writing and must be received within five business days of the decision. The Executive Vice President of the College will provide the student written notification regarding the appeal within five business days.

Laundry

Laundry facilities are in each residence hall; all laundry machine use is included in your room and board charge. Oak's laundry room is located in the lobby. Shepley laundry rooms are located in the basement of both Front and Back Shepley. Should there be any issues with the laundry machines, please call Mac Grey's Service line at: (844) 272-9675 or visit servicerequest.asicampuslaundry.com/. Monument and S&F apartments have in-room machines; use the maintenance contact information for your building if there are issues with your appliances.

Mail

Letters or small packages mailed through the United States Postal Service should be delivered to the residence hall. Mailboxes are located on the first floor of the building.

The mailing addresses for the residence halls are:

SHEPLEY

Student's Name
15 Shepley Street, [Room #]
Portland, ME 04101

S&F

Student's Name
117 Preble St, [Room #]
Portland, ME 04101

OAK

Student's Name
51 Oak Street, [Room #]
Portland, ME 04101

MONUMENT

Student's Name
443 Congress Street, [Room #]
Portland, ME 04101

Packages mailed through Fed Ex, UPS, or other private carriers should be sent directly to MECA's Porteous building. Private carriers do not have access to our residence halls. The College will sign for packages, and students will be emailed when their package has arrived. Student pick up their package in the Mail Room located on the first floor.

The mailing address for Porteous is:

MAINE COLLEGE OF ART

Student's Name
Maine College of Art
522 Congress Street
Portland, ME 04101

Meetings

When needed, RAs will hold mandatory 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 attend.

Posting

Students may not hang flyers or posters in the residence hall. Students may post flyers on their room or apartment door. All flyers must follow Student Code of Responsibility. Student Life staff members may remove flyers at any time if they do not follow the above policy.

Parking

Student parking is not available on campus. Any unauthorized vehicles found parked at Shepley, S&F, and Monument will be towed at the owner's expense. Students are strongly discouraged from bringing a vehicle with them due to the limited nature of parking in Portland. The City of Portland has public transportation which students can utilize to get around the city. Conveniently, there is a bus stop in front of MECA.

Quiet and Courtesy Hours

Residents are expected to maintain appropriate noise levels in the residence halls. Designated quiet hours for all residence halls are from 11:00PM - 9:00AM Sunday through Thursday and from 12:30AM – 9:00AM on Fridays and Saturdays. During these times, residents should not generate noise levels audible outside of their rooms.

Courtesy 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 to be courteous and lower the noise level upon request.

Resources for Substance Abuse

If you or someone you know is dealing with substance abuse concerns, we encourage you to seek out support from MECA Counseling & Wellness: counseling@meca.edu or the Cumberland County Opportunity Alliance Crisis Response (24-hour hotline) 207.774.HELP (4357) <http://www.opportunityalliance.org/emergency-services/>.

Right To Enter

MECA authorized personnel reserve the right to enter any MECA 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 MECA policies, securing buildings during

vacations and break periods, and for any other reasonable purpose. A resident's absence will not prevent such entry.

Right To Enter and Search

MECA reserves the right to enter and search student rooms/apartments and/or belongings in any MECA 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 a resident is using their assigned space for purposes which may be in violation of Federal, State, or local law or MECA policies. MECA 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

Residents are solely responsible for maintaining the cleanliness of their own living space and shared bathroom. Roommates are expected to discuss and share in cleaning responsibilities. At all time, there must be a clear path of egress to a fire exit. In cases of extreme mess, students may be mandated to clean or charged for cleaning services to establish an acceptable level of cleanliness.

Room Inspection Form

Upon move in, residents will be given a Room Inspection Form (RIF) that they are responsible for reading and signing with an RA. The RIF serves as a document of the condition of the room upon move in and move out as well as the issuing and returning of keys. Upon move out an RA will inspect the room for damages and cleaning. A Student Life professional staff member will make a final inspection of the room. Damages and cleaning fees upon move out will removed from their \$100 returnable deposit or added to their student bill.

Room Inspections

Room inspections for health and safety reasons are conducted at least twice per semester. Residents 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. Prohibited items may be confiscated during these inspections. Violations found during health and safety inspections could result in judicial actions.

Roommate Agreement

The roommate agreement is a tool for students to start a conversation with their roommates about what about what boundaries they would like to set with each other for the coming year. The agreement encourages roommates to talk about simple issues as well as more complex

ones so they can have a clear understanding of how they want to share their room. We encourage residents to communicate directly with their roommates when a conflict arises. RAs are available to help mediate conversations if needed. Students can receive a roommate agreement form from their RA.

Room Placements and Changes

Maine College of Art attempts to honor students' requests for building, room types, and roommates. Please note that some requested roommates may not be able to be accommodated; in this event, another option must be selected. MECA reserves the right to make or change residence hall placements at its sole discretion. If a resident wishes to change rooms, a room change request form must be filled out and the resident's Assistant Director must approve all room changes before a move may take place. In the event a room change is requested due to roommate conflict, mediation and/or conflict management will be required before a room change is approved. Room changes will not occur within the first two weeks of classes each semester. Residents will be given seventy-two (72) hours to move rooms and complete all necessary paperwork associated with the move.

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 may be allowed in pre-approved college spaces but never in the residence halls.

Sexual Misconduct, Anti-Discrimination, Anti-Harassment

We encourage any student, faculty, or staff member who thinks that they have been a victim of harassment, discrimination, sexual misconduct including sexual assault, dating violence, stalking, or domestic violence to seek support and report all incidents to the Title IX Coordinator, Beth Elicker at belicker@meca.edu. If you or someone you know has been a victim of sexual misconduct, we strongly urge you to seek out resources for support and information, exploration of options, connection with local resources, safety planning, and help legal options, and medical attention. Go to <https://www.meca.edu/student-life/sexual-misconduct/> for resources and policy information.

Sharps Policy

In accordance with the Maine Department of Environmental Protection, Biomedical Waste Management Rules, household sharps (defined as needles, syringes, and lancets used at home for health care) will be disposed of from the MECA 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. There are sharps containers maintained by MECA in the designated common spaces in the residence halls; see your Resident Assistant for more information.

Storage

There is no storage space for resident belongings outside the assigned rooms or over breaks.

Student Code of Responsibility

Students who live in college housing are responsible for following the Student Code of Responsibility, the Guide to Community Living, and the Housing Contract. Violations of any of these policies may result in separate judicial actions or sanctions.

Student Status

All students residing in the residence halls must be at full-time status with 12 or more credits per semester at MECA. In rare situations, if a student needs to drop below 12 credits in a semester, they must first request an exception to this policy in writing to the Director of Student Life. The contracts of residents who are not currently enrolled or who are not regularly attending classes will be terminated.

Taxi Voucher System for Urgent Medical Conditions

MECA provides access to a taxi voucher system intended for transportation in the event of an urgent medical need such as accidents or serious sudden illness. This does not include routine medical or dental appointments. Residents experiencing a medical emergency will be transported by ambulance (the cost associated with this service will be billed to the resident through the ambulance provider). Residents in need of a taxi voucher should contact your Resident Assistant or the RA on call for assistance.

Theft

Theft of College, student, or community property is prohibited.

MECA believes in a community that does not steal from each other or the greater Portland community. If you find that you are in a financial situation where theft feels like the only option, please see Student Life and a professional staff member will guide you through the many other options that are at your disposal.

MECA is not responsible for theft in the Residence Halls. All valuables should be locked and stored properly. Students should lock their rooms when they are not in their room or sleeping. Students should keep windows closed and locked when they are not home, especially students on the lower floors or with windows that access a fire escape.

Renter's insurance for all MECA residents is highly recommended. MECA does not cover the cost of stolen items.

Tobacco-Free and Smoke-Free Campus

MECA is a Tobacco-Free and Smoke-Free Campus. This policy applies to all faculty, staff, students, contractors, vendors, and visitors. The use of tobacco and all tobacco products including non-FDA approved nicotine delivery devices, such as electronic cigarettes and vaporizers, are not permitted in any MECA owned or leased property (including the residence halls) or vehicles or within 20' of any building entrance, loading dock, or ventilation system.

Toilet Paper

Toilet paper in the residence halls is provided by MECA. Toilet paper is located in the laundry rooms of Oak and Shepley. Toilet Paper is located in the first floor common room in S&F and in the elevator lobby for Monument residents . Residents may not take more than four rolls of toilet paper at any given time per bathroom.

Trash and Recycling

MECA units are not furnished with trash and recycling containers; obtaining these are the responsibility of the residents. Receptacles for trash and recycling are provided in the residence halls where residents are expected to dispose of their own trash regularly. Trash, recycling, or compost found in inappropriate areas will 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 strictly prohibited. Students are prohibited from entering any secured area, which includes secured areas 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 (including contract termination).

Wall Hangings

Residents are encouraged to hang posters, pictures, etc. in an effort to personalize their room. All hangings should utilize a media that will not damage the walls. All hangings must be fixed with push pins or low tack tape such as painter's tape. The use of nails, 3M tape/poster putty, or

screws is prohibited. Due to fire safety concerns, wall hangings should cover no more than 50 percent of the wall space in your room. Damage charges may result for items that are inappropriately hung. No items may be hung from the ceiling or fixed to the floor.

Weapons

Weapons of any sort, including, but not limited to, firearms, ammunition, paintball guns, BB guns, knives with blades larger than 3", bows, arrows, rockets, slingshots, air guns, martial arts weapons, swords, and explosives of all types (including fireworks) are not permitted in the residence halls. Any items used as a weapon or in a threatening manner are prohibited. Immediate termination of the residence hall contract and referral to the Portland Police may result.

Windows

Residents and their guests are strictly prohibited from removing or damaging window screens, throwing objects out of, passing anything in or out through, sitting directly in, or exiting/entering through any window. Nothing should be hung or placed in or on any windows (e.g. air conditioners, window boxes, antennas, satellites). Residents should make sure their room windows are closed and locked when their rooms are unoccupied. Window stops are safety features and residents on lower floors or with windows accessible from the fire escape are encouraged to use them. Their removal is a violation of residence hall policy and constitutes a safety concern.

HOUSING JUDICIAL PROCESSES AND PROCEDURES

About the Housing Judicial Process

The housing judicial process uses the Guide to Community Living and the Housing Contract as its guide to policies and alleged violations that may have occurred in the residence halls. This is a separate process, though similar, from the process outlined in the Student Code of Responsibility; however, behavior in the residence halls may result in consequences through both disciplinary processes. Student Life professional staff are the administrators of the housing judicial process. Typically, the judicial process moves through the 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, particularly serious cases may result in immediate probation or termination of housing contract.

All judicial decisions of Student Life shall be based upon the determination of whether it is more likely than not the involved student violated the policies and/or procedures of Student Life. This is an administrative process, not a legal process.

Judicial Process

Step 1: Report. Student Life receives a report of an alleged violation of the Guide to Community Living. This report may be received from any member of the MECA community including, but not limited to, RA staff, Facilities staff, professional staff members, and other residents in the halls. Students who believe a policy violation has occurred are encouraged to talk to the Assistant Director of Student Life and fill out a Universal Incident Report Form. We encourage students to report things as soon as possible.

Step 2: Review. A Student Life professional staff member may review the report of the alleged violation and gather more information to help determine if a violation has occurred. This will include one on one meetings with any students involved in the reported incident. Any resident that receives a notice to report to a judicial meeting is expected to cooperate with this process. All notices for judicial meetings will be communicated through the student's MECA email. Please note that choosing to not participate in the judicial process does not delay the process, nor relieve a student of the outcome and sanctioning if applicable.

Step 3: Determination. Based upon the information gathered, the Student Life professional staff member will determine if a violation has occurred. This decision is determined for each student individually. The student will be notified of the decision made in the initial judicial meeting through a follow up meeting with the professional staff member and/or in writing through the student's MECA email. If a student refuses or fails to participate in the judicial process, a decision will be made in absentia.

Step 4: Sanctioning. If the decision is that the student is in violation certain sanctions may be given to the student. Sanctions given should be educational in nature and should be proportional to the violation(s) occurred. The professional staff member may take into account past judicial outcomes, actual and potential harm caused by the violation, intent and motivation, voluntary evidence to remedy the harm caused by the violation, and evidence of positive learning and growth when making a sanctioning decision. Below are some of the potential administrative outcomes for the judicial process; in addition to administrative outcomes, Student Life professional staff will include an educational sanction to ensure the student fully comprehends their impact on the community.

- **Formal Warning:** A warning will be delivered in writing to the student's MECA email. This is an official notice that a violation has occurred and further, repeated, or other misconduct may result in more serious judicial action.
- **Housing Probation:** Residents will be notified in writing when they are placed on housing 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.

- **Housing Contract Termination:** The following apply if a student's housing contract is terminated:
 1. Residents will be notified in writing and given a date by which they must move-out of the residence halls (typically 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 a Student Life professional staff member.
 2. 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 will be removed from the hall immediately and may face additional Code of Student Responsibility charges that may impact their status as a student. Arrangements to remove the resident's belongings will be made at the student's expense.
- **Interim Housing Suspension:** The Director of Student Life or their designee may suspend a student from college housing for an interim period pending judicial or criminal proceedings or medical evaluation for behavior that poses a substantial and immediate threat to any person(s) or the stability and continuation of normal college functions. The interim suspension will be effective immediately without prior notice.

Judicial Appeals:

Right of and grounds for appeal:

- The sanctions imposed are greatly disproportionate to the violation that occurred
- A procedural error has occurred that significantly impacted the outcome of the procedure
- New evidence is available that was previously not available at the time of the decision that could significantly impact the outcome of the judicial hearing.

Appeals Process:

Appeals may not be heard or granted due to the dissatisfaction of the imposed sanction. There are two levels of appeal. Residents may appeal directly to the Director of Student Life 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.

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.

EMERGENCY CONTACT INFORMATION

Portland Police

Emergency: 911

Non-emergency: (207) 874-8575

If you call either of these numbers, also call the professional staff number (below) as soon as you are safe to inform them of the situation.

RA On Call

Phone: (207) 210-7758

This number is active Monday through Friday 9:30pm-8am and on Saturday and Sunday 24 hours a day.

Call this number to reach a Resident Assistant for urgent questions or concerns. You can also call this number if you are locked out of your room.

ProStaff On Call (Red Phone)

Phone: (207) 228-3474

This number is active 24/7.

Call this number to reach a professional staff member for emergencies only; also, call the Red Phone to inform Pro Staff if you called 911.

Facilities

Email: Facilities@meca.edu

Phone: (207) 671-5607

Call the Facilities number for after hours issues such as an overflowing toilet, excessive leaks, fire, electrical problems, or other similar critical concerns. Email Facilities if you have an issue with your room that can wait until tomorrow such as a slow draining sink or a broken shelf. Call the facilities number for after hours issues such as an overflowing toilet.

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 Residence Life, please consult the Student Life section of the MECA website.



Guide to Community Living
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