

GUIDE TO COMMUNITY LIVING

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.

COMMUNITY STANDARDS

The following are the set 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 for all residents to have a positive experience living in the residence halls.

Failure to meet these standards could result in judicial action and/or additional fees.

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 offers 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, for yourself, and for 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 in 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 in other halls.

STUDENT LIFE STAFF

Student Life is comprised of student staff and professional 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 specific floors and/or buildings 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 all 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 about campus resources
- There is a maintenance or facilities issue
- You have a question or concern

Assistant Director of Student Life / Associate Director of Student Life

The Assistant Director of Student Life and the Associate Director of Student Life (both referred to as ADs) are full-time professional staff members who live in the residence halls. Part of an 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 an 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 supervises the Assistant Director and Associate Director of Student Life. The Director of Student Life oversees

Residence Life & Housing, Disability Services, Counseling and Wellness, Student Engagement, and Student Conduct.

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

- You have tried to resolve a problem through your RA and AD and haven't been able to reach a mutually agreeable resolution
- You would like to appeal a judicial decision
- You want to have a guest stay with you who is under the age of 18

ABOUT THE RESIDENCE HALLS

Ambassador Residence Hall

Ambassador houses approximately 20 upper-class students. Ambassador has double apartments. Each unit has a kitchen with a refrigerator, stove, sink, and a bathroom. Units have an open floor plan with limited privacy. Ambassador has an elevator but is not wheelchair accessible. Amenities include wireless internet. Laundry is coin-operated and shared among the community. Ambassador is located on Casco Street, less than one block away from both Porteous and the Cumberland 380 Building.

Monument Residence Hall

Monument houses approximately 60 upper-class students in a combination of double and quad apartments. Each unit offers a kitchen with a 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 in-unit washer/dryer, air conditioning, and wireless internet. Monument is located in Monument Square and is approximately a 5-minute walk from Porteous.

Oak Residence Hall

Oak is a traditional, corridor style hall that houses approximately 90 new and incoming students; it offers single, double, and triple rooms. Oak is wheelchair accessible and has an elevator. Amenities include limitless laundry, bike storage, a student lounge with a television, wireless internet, a microwave, and vending machines. Oak is located on Oak Street, just around the corner from Porteous.

Schlotterbeck & Foss (S&F) Residence Hall

S&F houses approximately 60 upper-class and graduate students. S&F has double apartments with limited triple and single units. Each unit has a kitchen with dishwasher, washer/dryer, and bathroom. Units have an 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 academic buildings.

Shepley Residence Hall

Shepley is divided into Front and Back Shepley, and each has its own entrance. Shepley houses approximately 60 new and incoming 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 limitless laundry, wireless internet, bike storage, student lounge with a television, and shared kitchen with a microwave for all residents. Shepley is located on Shepley Street, one block away from both Porteous and the 380 Cumberland Building.

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 9:30 PM - 8:00 AM 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.

Facilities (for Residents of Oak, Shepley, and Monument)

Email: facilities@meca.edu

Phone: (207) 775-3052

Call the Facilities number for after hours emergencies 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 the next day such as a slow draining sink or a broken shelf.

Port Property (for Residents of Ambassador and S&F)

Routine Maintenance: 207-761-0832 ext 1

Emergency Maintenance: 207-761-0832 ext 2

The Routine Maintenance number should be used for building problems such as a clogged toilet, minor water problems (i.e. dripping faucet), appliance issues, and electrical issues. The emergency line is for urgent problems, such as a loss of heat or a major leak. etc.

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.

Air Conditioners

Residents are not permitted to use or bring air conditioners not supplied by the College into any of the residence halls.

Alcohol Policy

All students and their guests are required to adhere to federal, state, and local laws, as well as MECA policies, regarding alcoholic beverages. Maine State Law requires that people be 21 years of age before purchasing, using, and/or possessing alcoholic beverages. Use, possession, manufacturing, distribution, and/or acting under the influence of alcohol in the residence halls are grounds for disciplinary action up to and including contract termination.

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 of an 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, Monument, and Ambassador Alcohol Policy:

Possession or use of alcohol is strictly prohibited for those under 21 years of age in S&F, Monument, and Ambassador. For those residents who are 21 years of age or older alcohol is allowed under the restrictions detailed below.

- Residents who are 21 years of age or older and reside in S&F, Monument, or Ambassador are allowed to consume alcohol in their apartments provided *all occupants (occupants defined as residents assigned to that apartment)* and people present are 21 years of age or older.
- Common/communal sources of alcohol such as, but not limited to, alcoholic punches, punch bowls, barrels, kegs, kegerators, beer balls, etc. 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 is prohibited such as, but not limited to, hallways, elevators, common lounges, laundry rooms, and 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, Monument, and Ambassador when visiting Oak or Shepley.
- Irresponsible use of alcohol by of-age residents and/or their guests of any age in S&F, Monument, and Ambassador 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.

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/>.

Animals

Animals are not permitted in the residence halls with the exception of service animals or a fish tank with freshwater fish in a three gallon or smaller tank. No other animals in tanks allowed.

Emotional support animals and service animals in residence must be approved by the Disability Services Coordinator. Please direct questions to the Disability Services Coordinator at disabilityservices@meca.edu.

Art in the Residence Halls

Students may not possess nor utilize any artistic media which poses a safety risk in the residence halls. This includes anything that is combustible or needing ventilation for fumes or dust. No art making materials may be poured into any drain in the residence halls including sinks, showers, toilets, and bathtubs.

Examples of prohibited materials include but are not limited to:

- Solvents
- Inks
- Oil paints
- Spray paints
- Clay

- Plaster
- 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.

It is recommended that all art making occur in studio spaces. Storage of prohibited materials must be in a Porteous or Cumberland 380 locker and not in the residence halls.

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.

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. There is no bike storage in Ambassador. Residents are strongly encouraged to lock up their bike; bikes should be locked or chained to the bike racks only. MECA is not responsible for theft or damage that results from bike storage.

Residents must register their bikes with Student Life. First, visit the Student Life office for a numbered sticker. Then, complete [the form to register a bike](#) which can be found on the MECA Student Life website.

Bikes not registered with the Office of Student Life or chained to anything other than the bike rack will be removed from storage. 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.

Biohazardous Materials

While art uses many media, residents may not bring into the halls or use any materials within the residence halls that constitute a biohazard and infringe on the safety of others, including:

- Human and animal blood, tissues, or fluids
- Animal waste, including carcasses or body parts
- Sharps, including needles or syringes (see *Sharps* section)
- Microbiological waste
- Pathological waste
- Cultures or stocks of pathogenic agents including bacteria, fungi, protozoa, or parasites

Break Access

Break Access to the Oak & Shepley Residence Halls

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

Residents must vacate the residence hall within 24 hours after their last academic commitment (ex. final exam or review) at the end of each semester.

Residents who will not remain in housing over breaks are required to leave their rooms in a clean and tidy fashion; they must complete the break checklist provided by Student Life including:

- 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
- pick up any miscellaneous items off the floor and sweep or vacuum debris
- mini-fridges will need to be defrosted and unplugged for Winter Break

There is no access to Oak and Shepley over winter break; please see the Unauthorized Areas Policy. Petitions for Oak & Shepley residents to stay in Monument, Ambassador, and S&F will be considered on a case-by-case basis by Student Life and are not guaranteed. Under-capacity rooms in Monument, Ambassador, and S&F will be filled with Oak and Shepley residents for Winter Break housing if petitions are successful. An additional fee will apply.

Break Access to S&F, Monument, and Ambassador Residence Halls

Residents in S&F, Monument, and Ambassador are granted access to their residence hall during all breaks including Winter Break. Residents will be required to fill out an online form to let Student Life staff know they are staying over breaks. Residents in under-capacity rooms are required to leave the open space clean and available for break use by assigned Oak or Shepley students.

Residents who will not remain in housing over breaks are expected to leave their rooms in a clean and tidy fashion; they must:

- 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
- pick up any miscellaneous items off the floor and sweep or vacuum debris

Building Access, Keys, and Locks

Residence halls are locked 24/7. Oak and Shepley residents use their MECA ID as an access card to enter the building. S&F and Ambassador residents are issued a front door key to enter the building. Monument residents are issued a key fob for exterior doors and elevators; please

note that the Monument building lobby is unlocked during business hours, but that access to the residence hall is still restricted 24/7. Residents will also be issued a room key and mailbox key, with the exception of Oak residents who have a separate mail delivery system.

Residents are not permitted to replicate keys, fobs, or cards or loan their access items to any other person. Residents may not alter the keys issued, including the addition of tape or painting.

Lockouts are handled by the RA on-call (9:30pm-8am, Monday through Friday; 24/7 Saturdays, Sundays, and Holidays). Residents who wish to request a lockout outside of those times are encouraged to find an RA in their building and ask politely for assistance. It is important to note, that they may not be available to do so but will assist as they are able. Residents are given one free lockout. For each additional lockout, they are charged a lockout fee of \$10 that will be applied to their student account.

Lost Keys

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 three days. Room keys not found within three days will result in a lock core change and new keys made for all residents. Please note, even if the resident finds their keys after the three days, they will still be charged to perform a lock change to their apartment, as the company will have already been contracted to do so.

All keys must be returned at the time of move out.

Fees for Lost Keys and Lock Changes:

- Oak and Shepley Lock Core Change: \$50
- Monument, Ambassador and S&F Lock Core Change: \$100
- Monument Fob Replacement: \$35
- Replacement Mailbox key: \$10

Common Space Maintenance and Damages

Facilities regularly cleans all common spaces in the residence halls. These services include sweeping, vacuuming, emptying trash, and providing maintenance. However, residents who use the common spaces are expected to clean up after themselves.

When these areas are abnormally dirty or damaged beyond normal wear and tear, or common space furniture is damaged/destroyed, Student Life will make every attempt to ascertain the person(s) responsible. If this is not possible, all building residents will share the cost of cleaning, replacement, and/or repair. The minimum charge per resident will be \$5.00.

Damages

Residents sign a housing contract and agree that the assigned space and assigned furnishings are to be left in the same condition as when they moved in. Residents are responsible for damages and/or cleaning fees beyond those associated with normal wear and tear. All occupants of a space are financially responsible for the condition of common areas.

Damage Charges

If the Student Life Professional Staff determines a resident is responsible for damaging their assigned furniture and/or living space, the resident will be billed for those damages as detailed below or as determined by Facilities and Student Life if not listed. Students will be notified via their MECA email of any charges added to their student account to replace or repair any damaged items or spaces.

The information contained in this chart outlines the charges and/or fees associated with the cost of damage, repair, labor and any combination of these factors. The items in this chart reflect the most common items requiring repair and/or service. Rates generally hold steady for the entire academic term. However, the final costs can vary depending on the severity of the situation, cost of labor involved, and cost of materials.

Whenever possible, you should report problems to your Resident Assistant (RA). Your RA does not determine the cost of a damaged item. Furthermore, your RA does not control the time it takes to repair or replace an item. Any questions you have regarding charges should be directed to the Student Life professional staff member that oversees your residence hall.

Please see *Appendix A* for a list of common damages and their associated costs of repair/replacement.

Disability-Based Housing Accommodations

Please contact the Disability Services Coordinator at disabilityservices@meca.edu or 207-699-5051 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, as well as Maine College of Art policies regarding illegal drugs. Illegal drugs are strictly prohibited in the residence halls and on campus. Use, possession, manufacturing, distribution, and/or acting under the influence of 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 use of tobacco products are not allowed in the residence halls or on College property.

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 law enforcement.

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 including cannabis-infused THC edibles
- The use or possession of marijuana paraphernalia including but 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, and/or production of marijuana or any marijuana products

- Exhibiting signs of being under the influence of marijuana (such as altered mental state, vomiting, agitation, smelling like marijuana etc.)
- Strong smell/odor of marijuana in the room

Hemp-Derived Cannabidiol (CBD) Oil Policy

This legal byproduct of hemp can be used in topical applications such as lotions, soaps, and oil. At this time, the state of Maine has not authorized CBD-infused edible products (food and beverage) and therefore the Maine College of Art does not permit them on-campus.

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/>.

Electrical Appliances

Mini-fridges no larger than 4.2 cu ft are permitted; these fridges will be inspected, inside and out, during room inspections. One microwave per Oak room or per Shepley, S&F, or Ambassador apartment is permitted; Monument apartments are pre-supplied with a microwave.

Devices with an open heating coil or system such as, but not limited to, toasters, toaster ovens, wax and candle warmers, hot plates, crockpots, and griddles are prohibited. Halogen lamps, lava lamps, or other lamps that generate excessive heat are prohibited. Electrical appliances with a high voltage/wattage draw such as subwoofers or non-MECA issued air conditioners and space heaters are not permitted.

Please note that electronic appliances including light fixtures, switches, electrical outlets, HVAC systems, or plumbing may not be tampered with.

Please see *Fire Safety* for information regarding extension cords and surge protectors.

Email

Email is the official form of communication at 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, changes in policies and important announcements will be communicated via email. All residents are held accountable for any information sent via MECA email.

Facilities

The Facilities department supports all of the buildings on MECA's campus, including the residence halls. They oversee the cleaning and maintenance of common areas and facilitate the removal of trash, compost, and recycling for most of the buildings. Residents may need to reach out for assistance for common facilities related issues including problems with plumbing or electrical systems, heat or air conditioning concerns, and/or emergency issues such as floods, major damage, or security issues.

Facilities Issues in Oak, Shepley, and Monument

Residents who have facilities issues in Oak, Shepley, and Monument should email facilities at facilities@meca.edu. In the case that a facilities issue poses an immediate risk to people or the residence halls, residents must call RA on call (207-210-7758) and the MECA Main Line (207-775-3052).

Facilities Issues in S&F and Ambassador

Residents who have facilities issues in S&F and Ambassador should contact Port Property via the numbers below.

Routine Maintenance: 207-761-0832 ext 1

Emergency Maintenance: 207-761-0832 ext 2

The Routine Maintenance number should be used for building problems such as a clogged toilet, minor water problems (i.e. dripping faucet), appliance issues, and electrical issues. The emergency line is for urgent problems, such as a loss of heat or a major leak. etc. Note: 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 (207-210-7758).

Fire Safety

All residents should take steps in their day-to-day activities to minimize the risk of fire and need to follow all restrictions and protocols detailed below.

Fire Alarm Protocol

All residents are expected to evacuate the building immediately in a manner consistent with the posted evacuation procedures (located in each building) in the event of a fire alarm.

The procedure for exiting the residence halls in case of a fire alarm is as follows:

- Oak residents should exit the building and cross Oak Street and wait on the opposite sidewalk.
- Shepley residents should exit the building and cross Shepley 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.
- Ambassador residents should exit the building and cross Casco Street to the Green Space across the road.

Fire Drills

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.

Misuse or Tampering with Fire Safety Operations

The misuse of or tampering with 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.

Extension Cords & Surge Protectors

For fire safety reasons, traditional extension cords are not allowed in the residence halls. One UL-rated power strip that has a switch, 15 amp circuit breaker, ground fault protection, and surge protection is permitted per resident. Surge protectors cannot not be plugged into one another.

Twinkle/String Lights

Twinkle lights are permitted with the following compliance:

- Only one string may be plugged into an outlet
- No connecting multiple strings to one another
- The lights must use LED bulbs and not incandescent bulbs
- The string of lights may *not* touch any fabric or paper

Fire Safety Regulations

All residents are expected to observe the following fire safety regulations in the residence halls:

- Items may not be hung from or cover sprinklers, sprinkler heads, pipes, or smoke detectors.
- Candles, incense, wax melters or warmers, and open flames are not allowed.
- Toasters, toaster ovens, and hot plates are prohibited
- Smoking any substance in the residence halls is strictly prohibited.
- Art making that uses smoke or flame is not permitted.
- Smoke detectors are to be connected, operational, and uncovered at all times.
- Motorized vehicles are not allowed inside.
- Access to windows, smoke detectors, and doorways must be unobstructed.
- Items posted on room doors or walls may not exceed 50 percent of its surface.
- Fabric (such as sheets, blankets, flags, tapestries, plastic banners etc.) may not be hung in front of doors or hung from or affixed to light fixtures.
- Halogen lamps and bulbs are not permitted.
- Lighter fluid, blow torches, compressed gas tanks, or gas cans are not allowed.
- Students must not leave food items that are being cooked unattended

Furniture

College-Owned Furniture

All furniture assigned to a room or apartment must remain there. Residents may not request furniture be removed from their residence hall assignment nor may they themselves dismantle or remove the furniture. Beds can be adjusted to different heights and/or bunked, residents must email facilities@meca.edu to have their bed adjusted if desired.

MECA provides a desk, desk chair, twin bed frame, twin mattress, and one dresser per resident. Some apartments also have a kitchen table with two additional chairs. MECA does not provide dishes, linens, lamps, or other accoutrements for your residence.

Ambassador

Residents may not remove any furniture from their assigned residence hall apartment.

Monument

Residents may not remove any furniture from their assigned residence hall apartment. If a resident wishes to change the layout of beds within the apartment (i.e. bunk beds or move them to another space) all residents must agree and get approval from Student Life and assistance from Facilities where directed.

Oak

Residents may not remove any furniture from their assigned residence hall room.

S&F

Residents may not remove any furniture from their assigned residence hall apartment.

Shepley

All furniture has been assigned to a specific room within each apartment. Residents may not move this furniture outside of its assigned room. All quad apartments have one room that is considered a common living room and may not be used for sleeping. All triples must maintain two bedrooms (as a double and a single) and may not use the common living room for sleeping.

Common Rooms

Common room furniture in S&F, Oak, and Shepley must not be removed from those common areas. Should individual furniture be found moved or missing, the resident(s) involved will be billed the cost for relocation or replacement; if common room furniture is damaged or removed, refer to *Common Space Maintenance and Damages* for the billing policy.

Condition of Furniture

Some wear and tear is expected on college-owned furniture, but cases of exceptional damage will be billed to the resident(s) involved, for more information refer to *Damages* above.

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.

Resident-Owned Furniture

Due to the risk of bed bugs, as well as the difficulty of disposing of abandoned property, residents may not bring their own mattress, box spring, and/or any piece of upholstered or large furniture into the residence halls. MECA defines upholstered furniture as any furniture with padding covered in fabric. This includes, but is not limited to couches, futons, and recliners.

However, to increase quality of living for residents, Student Life allows the following exceptions to the upholstered furniture restriction:

- Computer/office chairs
- Butterfly style chairs with a removable, washable cover
- Bean bag chairs with a removable, washable cover
- Stools with a padded seat
- Padded seat cushions for the provided wooden desk chair

If a resident has questions about whether or not an item they wish to bring fits under the above exceptions, it is up to them to obtain approval from Student Life before bringing it into the residence halls by emailing studentlife@meca.edu. Student Life holds the right to approve or deny at their discretion and also can revoke the opportunity to have any of the above, if they prove to be a safety risk (i.e. are of a size that they block an exit route). Non-upholstered small furniture, such as inflatable couches or wooden kitchen chairs, are allowed given they are not otherwise restricted above.

Any resident-owned furniture that is left behind after final checkouts, will be removed and donated at the resident's expense. Failure to remove resident-owned furniture will also result in judicial proceedings that could result in additional sanctions.

Residents may not construct furniture or other structures in their rooms.

Memory foam mattress toppers are permitted if they are new in packaging. Bed bugs can be spread through the use of pre-owned items of this nature.

Good Neighbor Policy

MECA seeks to be a positive force within 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 MECA's conduct process.

Guest Policy

General Guest Policies

- No more than one overnight guest is permitted per resident at a time. Overnight is defined as 11:00 pm - 9:00 am. Exceptions to this must be approved by the building AD at least a week in advance.
- All residents of the apartment/room must agree to have guests stay for any period of time and may request the guest leave at any time.
- Overnight guests may stay no more than two (2) consecutive nights. Overnight guests may stay 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 the building at least a week in advance.

- Residents may not share their residence hall keys or student ID (access cards) with guests.
- Guest access may be revoked by a staff person or law enforcement at any time.

Specific Guest Types & Policies

Resident Guest

A resident guest is defined as any current MECA resident who is visiting outside their housing assignment.

As residents themselves, resident guests are already held to all policies in the Guide to Community Living and thus are allowed more freedom within the halls. However, residents and their resident guests must adhere to the following policies at all times, in addition to the general guest policies:

- Resident guests must be let into Monument, Ambassador, and S&F when visiting (assuming they themselves have not been assigned to that building). They should not “piggyback” after a resident not inviting them in as a guest.

Non-Resident MECA Guest

A non-resident MECA guest is defined as any current MECA student (i.e. living off campus) who is visiting a current MECA resident.

Residents and their non-resident MECA guest(s) must adhere to the following policies at all times, in addition to the general guest policies:

- Residents must accompany their non-resident MECA guest(s) at all times.
- Residents are responsible for their non-resident MECA guests’ behavior. However, the non-resident MECA guest(s) will also be held accountable for their behavior.
- Non-resident MECA guest(s) may not be in any apartment/room, common room, or other part of campus without a host resident at any time.

Non-MECA Adult Guest

A non-MECA adult guest is defined as anyone over 18 who is not currently enrolled in MECA.

Residents and their non-MECA Adult Guest must adhere to the following policies at all times, in addition to the general guest policies:

- Residents must accompany their non-MECA adult guest at all times.
- Residents are responsible for their non-MECA adult guests’ behavior.
- Non-MECA adult guests may not be in any apartment/room, common room, or other part of campus without a host resident at any time.

Minor Guest

In addition to the General 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 never 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 removal from College premises, and/or loss of the host's guest privileges.
- 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 academic year (fall and spring semesters) 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. It is a legal document. 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

Residents must pay for all contract costs unless they withdraw from the College according to the tuition withdrawal schedule or are released from the contract by the Executive Vice President. Residents who choose to withdraw from MECA will forfeit their housing deposit. Residents requesting a cancellation of their Housing and Board Contract must follow the procedures listed below.

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 AD. The AD and the Director of Student Life will review the request and make a recommendation to the Executive Vice President. The student will be notified of the decision in writing within 7-10 business days of the initial request. If the request is approved, the student forfeits their \$100 returnable deposit.

Internet Access

Internet Access is varied between the residence halls. Each hall's internet information is below.

Ambassador

Internet access is individual to each apartment. Network names and passwords are located on the router in each apartment.

If you have questions, contact the MECA Technology Help Desk at helpdesk@meca.edu.

Monument

Internet access is individual to each apartment. Network names and passwords are located on the router in each apartment.

If you have questions, contact the MECA Technology Help Desk at helpdesk@meca.edu.

Oak

Network Name: MECA-Student-Oak

Password: Art4Now\$

If you have questions, contact the MECA Technology Help Desk at helpdesk@meca.edu.

S&F

Internet access is individual to each apartment. Network names and passwords are distributed to residents at move-in. If you need network information, please email Student Life at studentlife@meca.edu.

Shepley

Network Name: MECA-Student-Shepley

Password: Art4Now\$

If you have questions, contact the MECA Technology Help Desk at helpdesk@meca.edu.

Mail and Packages

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 each building.

The mailing addresses for the residence halls are:

Shepley

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

Oak

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

S&F

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

Monument

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

Ambassador

Student's Name
37 Casco 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. Students may pick up their package in the Mail Room located on the first floor.

Porteous

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

Please note that the College is not responsible for any misplaced or stolen mail. Students are responsible for forwarding their mail upon moving or exiting from the residence halls.

Mandatory 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 the information announced during these meetings and are advised to contact their RA ahead of time if they are unable to attend.

MECA Cafe and Meal Plans

All on-campus BFA students are required to have meal plans. BFA students assigned to the Oak residence hall are required to have a 17 meals/week plan. BFA students assigned to the Shepley are required to have a 12 meals/week plan. BFA students in S&F, Ambassador, and Monument are required to, at minimum, enroll in a 7-meal-per-week plan. BFA students who have less than 17 meals/week plan may enroll in a plan that offers more meals per week.

Graduate students may opt into any meal plan they wish.

Students must use their MECA ID to gain entrance to the Cafe. Students are not permitted to lend their MECA ID to guests; guests may purchase meals at individual meal prices. A student wishing to change meal plans must speak with the Business Office.

MECA Bucks

Each meal plan comes with a predetermined number of MECA Bucks each semester that are loaded onto their MECA ID. MECA Bucks can only be used in the MECA Cafe. MECA Bucks not used during fall semester are transferred to spring semester; MECA Bucks that are unused at the end of spring semester are forfeited. Additional MECA bucks can be purchased by speaking with the Business Office. Questions about specific meals plans can be addressed by the Business Office as well.

Musical Instruments

To ensure a quiet community living space for all, residents are not permitted to play or use musical instruments in the residence halls. If the resident can hook their instruments up to headphones and play at levels not audible outside of their room, they will be permitted to do so with the permission of their roommate(s). Otherwise, students may utilize practice studios in the Music department in Porteous.

Posting

Students may post flyers on their room or apartment door. However, students may not hang flyers or posters in any other place within the residence halls. All flyers must follow the 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, Ambassador, and Monument will be towed at the owner's expense. There is meter parking in front of Oak, Shepley, and Monument operated by the city of Portland. Students are strongly discouraged from bringing a vehicle with them due to the limited nature of parking in Portland.

Public Transportation

The City of Portland has public transportation which students can utilize to get around the city. Conveniently, there is a METRO hub just steps away from the Monument residence hall, easily accessible to all students. Find schedules and pricing information at <https://gpmetro.org/>

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 that is conducive to 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. Failure to lower noise levels after being asked may result in a judicial hearing, and pending the outcome, judicial sanctions.

Recycling, Compost, and Garbage Disposal

The MECA residence halls offer various types of recycling and garbage disposal to residents. All residents may use the compost disposal bin behind Shepley residence halls. MECA

rooms/apartments are not furnished with trash or recycling containers; obtaining these are the responsibility of the residents.

Ambassador

Garbage and recycling is located outside of the main building in the driveway.

Monument

Garbage may be disposed of in the dumpster in the parking lot behind the building. Recycling is not available at Monument.

Oak

Garbage and recycling are located on the first floor of the residence hall near the stairwell.

Shepley

Garbage and compost bins are located in the driveway on the side of the residence hall. Recycling bins are located in the Back Shepley basement.

S&F

Garbage and recycling is located outside of the main building in the parking lot. Both dumpsters are gated, and residents of S&F may access these dumpsters with their S&F front door key. Residents must lock the gate back up after disposing of their garbage and recycling.

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. Upon exit of the room, staff will lock the door behind them.

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 any time. A resident's room or apartment or possessions on campus will not be searched by local law 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 legal search warrant, seek entry to student rooms for the purpose of executing such warrants. Upon exit of the room, staff will lock the door behind them.

Room Changes & Vacancies

Room changes are not permitted until the end of the second full week of classes each semester called a Housing Freeze. Room changes at the end of each semester may be limited as new students for the following semester must be assigned. If a student desires to change rooms, they should speak with Student Life.

Improper Room Change:

If a student's room change is approved, authorized students will receive written confirmation from Student Life via email. No changes may be made without such approval. Moving rooms--even within an original apartment assignment--without proper approval through Student Life will result in the assessment of a \$75 improper check out charge in addition to any damage charges.

Vacancies and Room Consolidations

The College works to fill rooms to capacity at all times, meaning that in most cases all beds in a room/apartment will be assigned to students before a new room is open for placements. Billing is based on how many residents are living in the space and not by the number of physical beds in a room/apartment; this may mean a mid-semester prorated adjustment to the housing cost should a vacancy occur.

Room Consolidations

If a room drops below capacity, the resident(s) remaining in the room may be assigned a new roommate to fill the space or be moved to a new space that is also under capacity to accommodate the needs of the College.

Vacancies

If the room remains under capacity, the space may be left vacant; at that time, the room cost will align with the current occupancy and will be prorated accordingly. The resident(s) of that space must be prepared for the room to be brought to capacity at any time, meaning they should keep ½ of the space open and available for assignment of a new roommate at all times. Any conduct, including deception or harassment, designed to dissuade potential roommates is unacceptable. Any student who is found to not be receptive to a new roommate will be subject to a judicial hearing.

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 times, there must be a clear path of egress to a fire exit. In cases of extreme mess, students may be mandated to clean their space or may subsequently be 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 then make a final inspection of the room. Damages and cleaning fees will be removed from their \$100 returnable deposit upon move out, or added to their student bill if costs exceed \$100.

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 via their MECA email. All violations found during health and safety inspections result in judicial action.

Also, depending on the violation, the following may occur:

- Residents will be given 48 hours to come into compliance. If the violation has not been addressed upon re-inspection, then it will be corrected at the resident's expense.
- College staff will immediately make the necessary changes for compliance to be reached.
- Prohibited items may be confiscated and in some cases disposed of immediately.

Roommate Agreement

The roommate agreement is a tool for residents to start a conversation with their roommates 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 will have a clear understanding of how they want to share their room or any items. Residents are expected to communicate directly with their roommates when a conflict arises. RAs are available to help mediate conversations if needed. Residents will receive a Roommate Agreement from their RA.

Roommate Relationships

A valuable and memorable experience of college life is living with a roommate(s). Whether they are from across the state or across the world, each person is unique in their background, personality, and habits. Knowing your roommate(s) and building a relationship are not always easy tasks.

Getting along with your roommate(s) and preventing unnecessary conflict requires:

- open lines of communication
- mutual understanding
- mutual agreement

During the first week of the semester, your RA will ask you and your roommate(s) to complete a Roommate Agreement. The Roommate Agreement will help you and your roommate(s) come to an agreement on how to live with one another. People don't need much in common to get along with each other--all they need is respect and communication. If you and your roommate(s) already know each other, it is still important to complete this Roommate Agreement. Friends might discuss important topics less often than those who have just met, which could lead to misunderstanding and conflict. Being friends with people is different than living with them.

When you complete your Roommate Agreement, it might be the first dialog you have on many of these topics, but hopefully, it won't be the last. College changes people; as the habits, likes, dislikes, and values of you and your roommate(s) evolve, make time to talk about the differences. Conflicts may arise and friendships might be strained. Review your Roommate

Agreement, keep communication open, and continue to discuss and revise it throughout the year.

Roommate Rights

- To sleep without disruption
- To read and study peacefully in their own room
- To privacy of their belongings
- To free access to the room
- To live in a clean and healthy environment
- To live in a place free from intentional intimidation and harm
- To respect of self and personal property
- To be able to grow and develop personally

Individual freedom must be balanced with mutual consideration. Remember, along with every right comes the responsibility to ensure your roommate(s) are afforded the same rights.

The College holds no liability if the above rights are not met or if the Roommate Agreement is violated. These rights are only a suggestion by the College to aid you in creating the best possible living environment

Roommate Conflict and Mediation Policy

MECA expects students to resolve their own conflicts through good communication and regular roommate discussions. However, occasionally, roommate conflicts can cause issues that significantly impact students and their academic experience. Residents should consult the following protocol to ensure all avenues have been explored before approaching Student Life about a possible room change:

1. A Roommate Agreement will be completed when the residents become roommates.
2. If a conflict arises, roommates will address and discuss the situation with each other, consulting the Roommate Agreement when appropriate.
3. If the roommates themselves cannot successfully resolve the conflict, they must participate in a mediation with a Resident Assistant. Their Roommate Agreement will be addressed and/or updated during this mediation.
4. If after the mediation process the conflict is still unresolved, the students will meet with their building's Student Life Professional Staff Member to achieve a resolution.
5. Only if this final resolution is proven unsuccessful will Student Life consider authorizing a room change if space allows.

Room Placements and Changes

Maine College of Art attempts to honor students' requests for building, room types, and roommates. Please note that some requests may not be able to be accommodated; in this event, another option must be pursued. 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 approved by Student Life before a move may take place. Room changes will not occur within the first two weeks of classes each semester. Once a room change has been approved, residents will be given 72 hours to move and complete all

necessary paperwork. Residents who wish to move due to a roommate conflict must follow the *Roommate Conflict and Mediation Policy* outlined in this Guide before they can be moved.

Residents may not switch rooms or occupy any space that was not assigned to them by Student Life. Additional charges may be applied to their student account for any violation of this policy that results in needing to clean or prepare the area for future residents.

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 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 any of the above, we strongly urge you to seek out resources for support and information, exploration of options, connection with local resources, safety planning, legal options, and medical attention. Go to <https://www.meca.edu/student-life/sexual-misconduct/> for resources and policy information.

Sharps

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 duct 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 regular garbage. There are sharps containers maintained by MECA in the residence halls; see your Resident Assistant for more information.

Shepley Common Kitchen

Residents 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 refrigerator.

When using the Shepley Common Kitchen, you must follow all the rules and policies related to kitchens, cooking, and common spaces found throughout the Guide to Community Living, including, but not limited to:

- Not leaving cooking food unattended
- Not using any non-provided appliances with an open heating source (e.g toasters, toaster ovens)
- Cleaning up after themselves (including food scraps)

In addition, residents must clean up all dishes used, dry them, and put them back in their storage locations. Students may not use or consume any food items that they did not purchase that are found in the common kitchens.

Space Heaters

Residents are not permitted to use or bring space heaters not supplied by the College into any of the residence halls.

Storage

There is no storage space for belongings outside the assigned rooms or over breaks, with the exception of bikes. For more information on bike storage, see the *Bikes* section.

Any items left behind by a resident after final checkouts will be removed and donated at the owner's expense.

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 MECA Housing Contract. Violations of any of these policies may result in separate judicial actions.

Student Status

All students residing in the residence halls must be at full-time status with 12 or more credits per semester at MECA. If a student wants 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; in rare instances the student may be permitted to stay in their residence hall assignment. 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).

Taxi vouchers can be obtained from the following locations during the Academic Year:

- Front desk of Porteous 24 hours a day
- Your Resident Assistant
- Student Life during business hours

Theft and Loss

Theft of 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 or loss in the residence halls; MECA does not cover the cost of stolen or lost items.

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.

In the event that property is lost or stolen, notify Campus Security and Student Life.

Tobacco-Free and Smoke-Free Campus

Maine College of Art is committed to providing a healthy learning and work environment. There is considerable evidence that smoke is harmful not only to smokers but also to non-smokers. Every student, employee, contractor/vendor, and visitor should be able to breathe clean air, as well as the right to avoid exposure to the effects of smoke and tobacco. MECA therefore established the following Tobacco-Free and Smoke-Free Policy.

Policy Statement

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 is not permitted in any MECA owned or leased property or vehicles or within 20' of any building entrance, loading dock, or ventilation system.

Responsibilities

It is the shared responsibility of all members of the campus community to respect and abide by the policy. Administrators, deans, directors, supervisors, and event sponsors will communicate the policy within their areas of responsibility. MECA will provide access to tobacco cessation resources to MECA students and employees.

Implementation

The successful implementation of this policy depends on the courtesy and cooperation of the entire MECA community. Signs will be posted at all buildings' entrances and displayed in prominent, visible areas to inform all individuals entering or occupying MECA property that the use of tobacco products are prohibited. The policy will be communicated in appropriate college publications and contracts. MECA publications include but are not limited to electronic notifications, handbooks, brochures, and other college generated material.

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

bike closets on each floor for Monument residents. Ambassador residents should check in with their RAs regarding this resource.

Residents may not take more than four rolls of toilet paper per bathroom at any given time.

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 restricted sections of the basement or utility closets. This is a significant safety issue and residents violating this policy will be subject to immediate disciplinary action (including contract termination).

This policy includes residence halls that have been closed during breaks, as well as accessing College property against published timelines regardless of card access capabilities.

Vending Machines

If a vending machine malfunctions, call the vendor at the number posted on the front of the machine.

Wall Hangings & Alterations

Residents are encouraged to hang posters, pictures, etc. in an effort to personalize their room. However, all hangings should utilize a medium 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/command hooks, poster putty, or screws are prohibited.

Due to fire safety concerns, wall hangings may not cover more than 50 percent of the wall space in your room. Damage charges may result for items that are inappropriately hung. Absolutely no items may be hung from the ceiling or fixed to the floor, including curtains acting as room dividers. Also, items may not be hung from drapery rods, smoke detectors, sprinkler heads, and pipes. Student Life recommends floor-based room dividers or bed tents if needed for personal privacy.

Residents are not permitted to paint or make any alterations directly on the walls.

Weapons

Weapons are defined as objects that a reasonable person would consider a threat to safety or that could cause harm. Residents are responsible for making sure that any item they possess is not prohibited by this policy. If in doubt, ask a Student Life professional staff member to verify your item as a non-weapon.

Weapons of any sort, including, but not limited to, firearms, ammunition, paintball guns, BB guns, bows, arrows, rockets, slingshots, air guns, martial arts weapons, machetes, 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.

Knives

Being that art school requires the use of bladed tools, knives are only considered weapons when they have blades longer than 3" (inches) or are wielded in an unsafe or threatening manner.

Kitchen utensils are not considered weapons unless wielded in an unsafe or threatening manner.

Violation of the Weapons Policy will result in immediate housing contract termination and may result in referral to local law enforcement.

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) unless provided by the College. 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 PROCESS AND PROCEDURE

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. 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 the resident's 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

The judicial process follows the steps detailed below.

Step 1: Report

Student Life receives a report of an alleged violation of the Guide to Community Living. Any member of the MECA community including RA staff, Facilities staff, professional staff members, and other residents in the halls can submit a report. Students who believe a policy violation has occurred should talk to Student Life and fill out a Universal Incident Report Form. We encourage students to report things as soon as possible. Those who submit a report should understand that their identity is tied to that report.

Step 2: Review

A Student Life professional staff member will review the report of the alleged violation and gather more information to help determine if a violation has occurred. This will include mandatory one on one meetings with any students involved in the reported incident and may include the person reporting it. Any student that receives a notice to report to a judicial meeting is required to cooperate with this process. All notices for judicial meetings will be communicated through the student's MECA email. Students who choose not to participate will not delay the process nor relieve a student of the outcome and sanctions 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 during 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 finds the student is in violation, certain sanctions may be issued to the student. Sanctions issued can be both educational and administrative in nature and should be proportional to the violation(s) that 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 that 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 their housing contract. Probation may be appealed in the manner described in the *Appeals Process* section.

- **Housing Contract Termination:** The following apply if a student's housing contract is terminated:
 - Residents will be notified in writing and given a date by which they must move out of the residence halls (typically 48 hours after the issuance of the letter). After this date, the student will not be allowed into the residence halls for any reason without express written permission from a Student Life professional staff member. If afterwards, the student is found within MECA residence halls without permission, law enforcement will be called and the student will be issued trespass papers; additionally, the student will face further Student Code of Responsibility charges.
 - Contract termination may be appealed in the manner described in the *Appeals Process* section. If any conduct violation is reported during the move-out timeframe or while an appeal is pending, the resident will be removed from the residence hall immediately and may face additional Code of Student Responsibility charges that could impact their status as a student, not just a resident. Arrangements to remove the resident's belongings will be made at the student's expense.
 - The resident forfeits the remaining cost of the housing contract and their security deposit if their contract is terminated.

- **Interim Housing Suspension:** The Director of Student Life or their designee may suspend a student from 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 a dissatisfaction of the imposed sanction. There are two levels of appeal. The first level of appeal starts with the resident appealing directly to the Director of Student Life in writing within five business days of any disciplinary decision. The Director will review the resident's appeal, determine if the appeal is valid, and then if valid will meet with the resident making the appeal. The Director will then 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 the resident feels after the appeal to the Director has been completed that the grounds for appeal are present, 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.

APPENDIX A

Below are estimated costs and are provided to give a rough idea of what residents can anticipate being charged for various items or damages. Actual costs may vary from these amounts.

Category - Description	Amount	Category - Description	Amount	Category - Description	Amount
Student Room - Bedroom		General		Kitchen	
Door	\$120	Apartment/Room Front Door	\$475	Appliance Parts	\$30-250
Bed Frame	\$350	Blinds	\$35	Dining Chair	\$80
Bed Mattress	\$250	Carpet (per Sq Ft)	\$50	Dining Table	\$100
Ceiling Light	\$105	Closet Door	\$75	Cabinetry	\$250
Desk	\$450	Door Knob/Handle	\$25	Cable/Phone Jack	\$45
Desk Chair	\$154	Fire Extinguisher	\$200	Countertop	\$500+
Desk Drawer	\$80	Fire Alarm System	\$25	Dishwasher	\$600
Dresser	\$450	Floor Tile (per tile)	\$15	Center Island	\$1,000
Light Cover	\$30	Peephole	\$40	Kitchen Sink	\$495
Smoke Detector	\$350	Room Number Sign	\$30	Refrigerator	\$750
Student Room - Bathroom		Router (WiFi)	\$200	Stove/Range	\$700
Mirror	\$110	Window	\$250-400	Painting	
Medicine Cabinet	\$100	Window Screen	\$30	Wall Damage (>3 in.)	\$125+
Shower Curtain Rod	\$40	Full Cleaning of Area		Full Room Paint	\$100
Shower Control Knob	\$30	Bedroom (per room)	\$40	Full Residence	\$250
Shower Head	\$25	Bathroom	\$50	Common Areas	\$400
Shower Stall	\$1,750	Kitchen/Dining	\$40	Stairway	\$400
Sink	\$245	Living Room	\$100	Labor Rates (per hour)	
Sink Cabinetry	\$120	Full Residence	\$400	Carpenter	\$42
Sink Knob	\$30	Miscellaneous		Extermination Services	\$200-2500
Sink Stopper	\$20	AC/Heating	\$150-500	Electrician	\$42
Toilet Handle	\$20	Abandoned Property (per item)	\$10	Grounds Grew	\$40
Toilet Tank	\$195	Bike Removal	\$50	Hazardous/Biological Waste	\$275
Toilet Tank Lid	\$100	Exit Sign	\$150	Plumber	\$42
Toilet Paper Holder	\$20	Trash/Waste Removal (per bag)	\$15		
Toilet Seat	\$35	Excessive Cleaning (per hour)	\$50		