

**University of Maine at
MACHIAS**

Guide to Community Living

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Welcome

The Residential Education and Commuter Life staff at the University of Maine at Machias (UMM) is excited to have you as a member of our residential community. The primary mission of Residential Education and Commuter Life is to create a safe living and learning environment, to provide students the opportunity to grow, and provide social opportunities while balancing the needs of each individual with the well-being of all community members. We do this by involving students in establishing community standards, by asking that all students be respectful and civil to the rights of other community members and by strongly encouraging all students to take an active and engaged role in our community. Learning to engage each other in respectful conversations, listening to fellow community members, respecting the rights of others, and keeping an open mind will enable the creation of a learning living community.

Living in a residence hall community can be a valuable and enjoyable experience. At UMM, we see the residence halls as a community – and not simply a place one goes to sleep each night. As such, living in a community requires cooperation, consideration, support, integrity, and respect. To ensure a community environment, each resident has responsibilities and rights. These rights and responsibilities are outlined in our Guide to Community Living, which all residents are required to read and understand.

If you have questions about a policy, please ask a Residential Education and Commuter Life staff member or contact Student Affairs at ummstudentaffairs@maine.edu or call (207) 255-1305. We look forward to having a great year in our residence hall communities.

Non-Discrimination Notice

The University of Maine at Machias does not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status and gender expression, nationality, citizenship status, age, disability, genetic information or veteran's status in employment, education, and all other programs and activities. The Human Resource Office handles inquiries regarding non-discrimination policies and can be reached at ummhr@maine.edu or (207) 255-1220. Students may also contact, the Dean of Students at (207) 255-1305 or ummdeanofstudents@maine.edu.

Advocacy

The Dean of Students serves as an advocate for students in a variety of situations. Students seeking an advocate on issues concerning non-discrimination, sexual harassment, University of Maine System and/or University of Maine at Machias policies and procedures or medical concerns should contact the Dean of Students (207) 255-1305, ummstudentaffairs@maine.edu, or in emergency situation contact the professional on-call phone at (207) 263.4371.

RESIDENTIAL EDUCATION & COMMUTER LIFE STAFF

The Office of Residential Education & Commuter Life is here to help support students throughout their time at UMM. Our two residence halls, Dorward and Sennett Hall, house around 250 students. Dorward is primarily upper class housing while Sennett is

first-year housing. The residence halls are supported by the Director and Assistant Director of Residential Education & Commuter Life and a team of Community Advisors (CAs).

Director & Assistant Director

This Director and Assistant Director are full-time professionals who live in the residence halls and are responsible for the day-to-day operations of Residential Education and Commuter Life and oversee a broad array of programs and services. The Director and Assistant Director focus on creating and maintaining a safe, healthy, and supportive environment focused on the educational, social, cultural, physical and emotional development of students.

Community Advisors

Community Advisors (CAs) are undergraduate student-staff members who provide assistance to residents. CAs are trained to assist residents in a variety of situations such as room lock-outs, resolving roommate conflicts, working through homesickness, and can assist residents with are experiencing academic, personal, and social concerns. CAs also sponsor numerous social and educational programs in the halls each semester.

Residence Hall Association (RHA)

The Residence Hall Association (RHA) is the student representative body for the residence halls. This group plans and implements activities for the residence hall students. Meetings are always open, so that residents may come and voice their ideas/opinions. The Residence Hall Association provides feedback on issues that impact residence hall students, such as safety and security concerns, facilities issues, vandalism or other acts against the community, on food services in Kilburn Commons and they also make recommendations for policy and procedural changes. RHA meetings provide an opportunity for students to have input and discussion on important issues. The association often makes formal recommendations to the Director.

STUDENTS' RIGHTS & RESPONSIBILITIES

The residence life program at UMM is designed to provide a safe and comfortable environment where students may live, study, socialize, learn, and grow within a community of peers. Each resident is responsible for his/her own conduct and may live as he/she pleases as long as it does not interfere with the rights of others. The Residential Education staff is responsible for ensuring that the rights of residents and the property of the University are not abused. The following information is provided to inform residents of residence hall rights and responsibilities. You will be expected to read and abide by these responsibilities. The Residential Education staff will assist you with interpreting and understanding the responsibilities. Each resident should be aware that the rights and responsibilities are established to ensure a safe and cooperative environment for residents. Please refer to the University of Maine System Student Conduct Code for more information on prohibited activities. The primary resident rights and responsibilities are listed below:

Students have the right to...

- Be treated with respect;
- Expect paraprofessional (student) and professional staff to treat each resident with respect, fairness, and in an equitable manner;
- Expect access to paraprofessional and professional staff who provide assistance, guidance, and support, as needed, in an open-minded environment;
- Express their individual self and creativity within established guidelines;
- Have access to their residence hall room;
- Live in a clean, safe, and secure environment;
- Be free from harassment, intimidation, or other verbal, mental, and/or physical threat and/or harm;
- Expect quality service in the residence halls and food service facilities;
- Expect the respect and safety of self and personal property;
- Be free from unreasonable noise;
- An environment that supports learning and the pursuit of academic endeavors;
- Expect enforcement of housing agreements/contracts and policies;
- Host guests within established guidelines;
- Enjoy individual freedoms without regard to race, sex, national origin, disability, age, religion, sexual orientation, gender, transgender status, gender expression, or political affiliation;
- Participate in community policy review and making; and
- Seek individual and community educational and developmental opportunities in their living community.

Students have the responsibility to...

- Read and understand the residential housing contract and its terms and conditions;
- Read, understand, and adhere to rules and regulations contained in the Guide to Community Living and Student Handbook;
- Respect other community members;
- Comply with reasonable requests made by community members, staff, and/or University officials;
- Monitor and accept responsibility for their guest(s)' behavior;
- Report violations of policies to appropriate staff;
- Participate in residential community hall governance and decision making;
- Participate in conduct proceeding to determine appropriate standards of behavior;
- Treat paraprofessional and professional staff with respect;
- Respect and follow local, state, and federal laws;
- Express themselves as individuals within established guidelines; and
- Contribute positively to the community by participating in educational, social, and developmental activities.

Student Conduct Code

The University of Maine System (UMS) established the Student Conduct Code to provide students with guidelines and polices regarding behavior. Please refer to the UMS Student Conduct Code: <http://www.maine.edu/about-the-system/board-of-trustees/policy-manual/section501/>. Please note the Code is subject to revisions at any time.

COMMUNITY POLICIES AND STANDARDS

Alcohol

Alcohol abuse is defined as any use of alcoholic beverages that results in the intoxication of the user. Alcohol abuse results in many problems, not the least of which is reduced clarity and ability to make decisions. Alcohol abuse is not tolerated under any circumstances on campus; students who abuse alcohol are subject to disciplinary action. Students are required to read the alcohol information in the Student Handbook.

The University supports and enforces Maine law that prohibits the consumption, possession, and/or distribution of alcohol by anyone under the age of 21. Therefore, alcohol consumption in the residence halls is closely monitored and regulated. Sennett Hall is “dry” and no alcohol is permitted in the building by anyone regardless of age. Legal consumption of alcoholic beverages, in limited quantities, is permitted in Dorward Hall. Alcoholic beverages are allowed in Dorward for individual consumption only; “open parties” are prohibited.

To promote responsible drinking, items that promote excessive consumption are not allowed in the residence halls or on campus. Examples include, but are not limited to, funnels, beer die/pong tables, beer bong, party balls, pony kegs, “trash can” punch, bathtub mixers, kegs, and other games that promote excessive consumption. The only exception to this policy is professionally trained staff presenting educational programs.

In addition, quantities of alcohol are limited per resident. Residents may possess no more than a single 12-pack of beer **or** two bottles of wine. Hard liquor is not allowed in the halls. If larger quantities are found in a room, they are subject to confiscation regardless of the resident’s age. Violations of this policy will be investigated and dealt with under the Student Conduct Code and/or local police. Visitors who fail to comply with these policies will be barred from the residence halls. Residents who violate this policy may be subject to contract termination.

Residents under 21 are prohibited from possessing any alcohol, including for the use of cooking. Students residing in Dorward Hall who are 21 years or older may consume alcohol as outlined in the alcohol policy. However, if a resident under 21 years of age is assigned to share a room with another resident who is 21 years or older, the room is considered a dry room. If all residents assigned to a room are 21 years or older, alcohol may be consumed in that room. However, if a resident under 21 years of age enters the room, the room is immediately considered dry and all alcohol must be removed from the room or the under 21 resident is not allowed in the room.

Empty cans and bottles are considered signs of consumption.

Non-residence hall students involved in alcohol violations will be banned from residence halls for a period on no less than three months and no more than two years, depending on the violation. In addition, non-residents may be referred to the University's Conduct Code Panel and/or the Dean of Students. Additional sanctions may be imposed.

Students who commit a violation of housing policies while under the influence of alcohol or drugs may be dismissed from the residence halls regardless of the seriousness of the violation.

Break Access To The Residence Halls

Those who find it necessary to reside on campus during break periods are required to make a request in writing to the Residential Education and Commuter Life Office. The following guidelines are used to grant approval for residents to remain in the hall during a break period:

1. Has employment on-campus that requires the student's daily presence, or
2. Is representing the University in an official capacity and whose presence is required daily during the break, or
3. Must remain due to following a schedule different than the University's normal schedule (Student teaching, internships, athletics, etc.).

If the request is approved, there is a charge of \$10.00 per night. Students will sign a supplemental contract.

Check-In & Check-Out

When you check into the residence hall, a CA will fill out a Room Condition Report (RCR) for your room and/or suite and will mark the condition of each item and note any damage. It is important for you to examine your suite/room carefully to make sure all damage is noted on the room condition report to avoid damage billing when you move out of your space. Once you have inspected the room you will sign the RCR and are responsible for the room/suite. The RCR will be reviewed at time of check-out. Failure to properly check out, forfeits your right to appeal damage charges under \$75.00. You will also be charged for any item that is missing or damaged since you moved in. There is also an automatic \$25.00 charge for improper checkout – meaning a student leaves the residence hall without contacting Residential Education or a CA and does not fill out the RCR and or return keys before leaving. There is a cleaning fee of \$50.00 if the room is not cleaned prior to checking out. It is expected that residents leave the room in the same condition as when they moved in. Students may not remove University furniture from the residence hall rooms.

Community Areas Damage & Fines

Community areas in the residence halls are expected to remain in the condition they were found. If community or common areas (e.g. lounges, bathrooms, hallways, laundry rooms) are damaged, and the person(s) responsible are not identified, the hall or floor will be assessed the costs associated with the repair(s) or replacement(s).

Computer Hook-Ups

Each residence hall room is equipped with two computer jacks for Internet as well as Wi-Fi access. Residents are required to abide by the Appropriate Use Agreement of Information Technology Resources. Remember that violating copyright laws and their fair use provisions through inappropriate reproduction or dissemination of copyrighted text, images, etc. is prohibited.

Damages

Deliberate damage to another resident's personal property or the residence hall property is prohibited, and will result in restitution and restorative conduct action. Each resident will be held responsible for damage beyond normal wear and tear to his/her room and/or for any other on-campus damage he/she has caused. All residents of a room assume full and equal responsibility for the room. In the event that damage occurs to a room or common area for which the resident(s) responsible cannot be identified, all residents of the room or residence hall will be held financially responsible as appropriate.

Decorating Your Room

Your residence hall room will be your home for over nine months and you should feel as comfortable as possible. Residents are encouraged to decorate their rooms within the guidelines below.

1. Burnable materials, such as cloth, paper, etc., must be clear of potential sources of ignition (e.g. hair dryers, high intensity lamps, heater, bare light bulbs, etc.).
2. Posters and wall hangings add an individual touch to the room, but the more there are the greater the potential for fire to spread around the walls, if one gets started. Wall coverings such as posters or tapestries can only take up 50% of a wall. All decorations must lay flat against the wall. No holes, nails or screws may be put into any residence hall door, wall, ceiling, floor or furniture. No objects may cover electrical outlets, heat or smoke detectors, fire alarm signaling devices or lighting fixtures. Residents are encouraged to use 3M-like hooks or tabs.
3. No objects can be hung from the ceiling.
4. Unfortunately, residents are not able to provide their own curtains for their windows.
5. No posters or other student work should be left in the hallways. Nothing may be hung from the hallway ceilings.
6. Nothing may be stored in the hallways, stairwells, or entrances to buildings, as these items would obstruct passages in the case of an emergency. Examples include, but are not limited to: bicycles, snow equipment, furniture, boxes, wheelchairs, etc. Any item found will be confiscated and may be claimed by the owner through the Residential Education and Commuter Life Office.
7. Residents cannot hang banners or signs on the exterior buildings without permission from the Director or Assistant Director. Product advertisements posted in residence hall windows must face inward. Painting rooms is not allowed. Fire code requires that furnishings of an explosive or highly flammable nature not be used and/or possessed in a residence hall (e.g. gasoline, oil, turpentine).

Door Decorations & Notes

A bulletin board is attached to each room door. All notes, messages, and decorations can be taped (using painters blue tapes), stapled, and tacked to these bulletin boards.

Residents can put small decorations on their door using 3M-like hooks or tabs. Residents are not to affix any material with duct, masking or double-sided tape, tacks, staples, glue, adhesive spray or contact paper on any part of the wooden door.

Drugs

Possession, use, or sale of illegal drugs or paraphernalia is strictly prohibited.

Possession, use, or sale of prescription medication is strictly prohibited. Students with a doctor's prescription can use their medication, with the exception of medical marijuana.

Duration Of Housing Contract

The Residence Hall Contract For Housing is entered into between UMM and each residential student for the entire academic year, consisting of consecutive fall and spring semesters. The contract automatically terminates if the student withdraws or is dismissed from the University. Students who are dismissed from the University or residence hall based on conduct violations are required to pay the balance of their housing contract. The board plan is prorated. Please review the contract for terms and conditions. Move-in and move-out dates can be found on the housing calendar: machias.edu/important-dates-times.

Early Return Policy

Students are expected to make arrangements, including travel arrangements, for their return back to UMM based on the University's official move-in dates, which can be found on the housing calendar: machias.edu/important-dates-times. Only students who receive permission from Residential Education and Commuter Life may return earlier than the official move-in dates. Approval for an early return is based on whether a student's presence on campus is essential for an official UMM function and or unusual circumstances. Students are encouraged to work with their family to plan accordingly for their return to campus.

Students who are approved for an early return are expected to adhere to the policies set forth in the Guide To Community Living and to the modified Guide To Community Living policies below.

- 1) Students are not allowed to have guests or overnight guests. This includes current UMM student(s) who have not been approved for an early return as well as any non-UMM person(s).
- 2) For students living in Dorward during early arrival housing, regardless of age, Dorward is a dry residence hall meaning the possession or consumption of alcohol is prohibited.

Official University Functions

Requests for students to arrive on campus early for official University functions need to be submitted to Residential Education and Commuter Life by the sponsoring staff member, faculty or coach.

Accountability

Students who have been approved for early campus housing who are found to be providing access or housing to a student(s) who has not been approved to return early, or who are found to be in violation of residence hall and or University policy, will be fined \$25 and may need to leave campus until the official move-in date.

Daily Charge

Students who are approved to return to the residence halls early will be billed \$15 per day.

Drop & Go

Students requesting to drop off personal items earlier than the official move-in date will be charged a \$30 fee.

Returning for Non-College Related Business

It is the responsibility of the student to find off-campus housing for activities such as off-campus employment until the official move-in date.

Unapproved Early Arrivals

Students arriving back on campus before the official move-in date without prior permission from Residential Education and Commuter Life will be charged \$75 per night.

Eligibility For Residency

The primary purpose for on-campus housing is to facilitate the academic learning environment for degree-seeking students in the academic year. Therefore, University housing is provided for students who are attending the University in a full-time (12-credit hour load minimum), with at least 6-credit hours being on-campus, degree-seeking (matriculate) status. Students with less than full-time status may request a waiver from the Residential Education and Commuter Life Office. The Residential Education and Commuter Life Office reserves the right to deny housing to any student who has violated the Student Conduct Code or any University residential policies. A student denied housing may appeal the Residential Education and Commuter Life Office decision in writing to the Dean of Students or his/her designee. The Dean of Students or designee may review the denial of housing or send it to the University's Conduct Code Committee. The decision of the Dean of Students or designee or Conduct Code Committee will be final. Students living in the residence halls are required to have a board (meal) plan and will be billed automatically for the board plan. In the event that a student has a medical condition that requires specific meals, the student may request that a Residential Education and Commuter Life professional assist them in working with the University's food service provider to prepare meals. If a student requests a waiver of the meal plan, it

must be made in writing with supporting documentation, to the Coordinator for Special Services and Dean of Students for review. The decision of the Coordinator for Special Services and Dean of Students is final.

Students registered for May or August Term classes are eligible for housing. There is a separate rate and contract for May and August Term housing. Students registered for at least six credit hours and/or working on campus are eligible for summer housing. There is a separate rate and contract for summer housing.

Due to concerns with public safety, it is important for Residential Education and Commuter Life to know if you have been convicted of a felony offense. Failure to answer this question truthfully will result in the immediate cancellation of an individual's housing contract and removal from the hall within forty-eight (48) hours. Students wishing to reside in housing who have felony convictions are approved on a case-by-case basis, depending upon the circumstances of the conviction.

Entering Residents' Rooms

Residential Education and Commuter Life believes in the right of residents to have a private and confidential space. UMM reserves the right to enter student rooms at any time for maintenance, health and safety reasons, and to regulate the premises in accordance with UMM rules and regulations. Residential Education and Commuter Life staff reserves the right to enter rooms if there is an emergency or perceived emergency or a belief that residents are acting against residence halls policies. When fulfilling their administrative responsibilities to enforce University rules and regulations, Student Affairs staff members may also enter student rooms if, in their judgment, conditions exist which may be of a serious and immediate threat to the health and safety of individuals and/or damage to or loss of property may be occurring. Attempts are made to contact the resident(s) prior to entering their room. However, staff may enter/search the room without the resident(s)' permission. Resident(s) are prohibited from entering another resident's room without their permission.

The Dean of Students, Director, Assistant Director or designee, when there is reliable information that warrants such action, may authorize the entering and or searching of rooms. An attempt will be made to have the occupant(s) of the room present when the search is conducted. In addition, the Residential Education and Commuter Life staff secures the residence halls by conducting safety inspections of all student rooms before each official University break. If there are any items in plain view belonging to the University, or if violations of University rules and regulations are evident (e.g. non-approved appliance, pets, etc.), these items will be confiscated by the Residential Education and Commuter Life staff, and conduct action may be taken.

During each break, Facilities will enter the suites to clean the restrooms.

Fire Safety & Equipment

Candle, Candle-Making Products, Incense, and Open Flames:

The use of incense, candles and candle making items, and/or items with open flames are strictly prohibited. Examples include: oil lamps, blowtorches, fireworks, fireplaces, barbeque grills, etc. Candles may not be burned during power outages.

Ceiling and Light Fixtures:

Hanging sheets, flags, paper, decorations and other such materials from the ceiling and light fixtures are considered a fire hazard and are strictly prohibited. Ceilings must be free from flammable material. Tapestries of size greater than 4'x6' are prohibited under University and State Fire Codes.

Electrical Appliances:

Cooking is not allowed in student rooms. All cooking must be done in the residence hall kitchen, and all safety regulations must be followed in the process. The primary purpose of the kitchens is for students living in the residence halls to have space to prepare food. The following appliances are the only appliances allowed in student rooms:

- One electric coffee maker with an automatic shut off;
- One electric kettle for making coffee or tea with an automatic shut off;
- One microwave less than 700 watts;
- One hot-air popcorn popper; and
- One fridge 4.0 cubic feet or less and Energy Star rated.

All appliances must carry a UL listing. Portable electric/gas heaters are not allowed.

Fire Alarms:

Students are required to read and understand all fire evacuation procedures located on the back of their residence hall room door. In the event of a fire alarm, you should assume there is a fire and exit the building by the shortest route, as quickly as possible. If you are unable to exit the building due to smoke or fire, you should call 911 or (207) 255-1209 and give your specific location. You **MUST** remain outside the building and away from entrances until Residential Education and Commuter Life or the Machias Fire Department give the re-entry signal. The ceasing of the fire alarm alone is not an indication that it is ok to re-enter the building. Once you exit the building you cannot re-enter until notified it is ok to do so. Students in Sennett and Dorward Hall will report directly to Kilburn Commons when the alarm sounds. If you believe a resident is trapped in the building, please provide their name and possible location immediately to 911 or to the professional staff member responding.

Fire safety equipment in the residence halls (including smoke detectors, fire extinguishers, pull stations and exit signs) is for use in emergency situations. Tampering with this equipment is a very serious matter and will lead to campus disciplinary action and possible legal action. Strict disciplinary action will be taken if a student is found in violation of fire safety regulations. In addition, any student who interferes or disobeys a fire department official when in the building is subject to legal action. In each residence hall room there is a map for evacuation and a sticker with emergency numbers. These

items should not be removed from the door or vandalized. If these items are tampered with, it will lead to campus disciplinary sanctions.

Each time a pull station is pulled maliciously or as a prank, there will be a \$250 fine for the building, unless the responsible student(s) is identified. The fine will be divided equally amongst all residents.

Tampering with fire safety equipment can cause harm to others, please consider the lives of others when making your decisions.

Firearms

Possession of a dangerous weapon, firearm, or ammunition is prohibited on property owned by or under the control of the University of Maine at Machias and at off-campus activities sponsored by the University. Weapons and ammunition are potential safety hazards. Possession, use or display of weapons or ammunition is inappropriate in an academic community for any reason other than protection of University employees, faculty, students and members of the public invited on campus as allowed by law, Board of Trustees' policies and policies of the University of Maine System. An individual possessing a concealed weapon permit is not allowed to have any weapon on campus, in their possession, and/or in their automobile or residence hall rooms. Firearms, weapons, and ammunition are strictly prohibited from UMM.

Definitions:

- **Weapon:** Defined as an instrument of offensive or defensive combat or something to fight with, and is generally any device capable of projecting a ball, pellet, arrow, bullet, missile, shell or other material. This shall include, but not be limited to, firearms, bows, arrows, paintball guns, BB guns, swords, rockets, sling shots, air guns, martial arts devices and knives over 6 inches in length when the blade is in the open position.
- **Ammunition:** Defined as any material capable of being projected by a weapon and makes the weapon operational.

Guests

Residents are responsible for the conduct of their guests. All guests (visitors and off-campus students) must be signed in with the CA on duty by the resident host. Guests are permitted as long as all University rules, policies, and procedures are adhered to and your roommate agrees to the visit. Guests/hosts must comply with the following:

1. Residents who have a guest(s) are accepting full responsibility for the actions of their guest(s).
2. Guests remaining in the residence halls past 11PM must be signed in with the CA on duty by their host by 11PM.
3. Guests are allowed to stay overnight only if all occupants of the room agree to the visit.
4. Guests are allowed to stay for a maximum of 48 hours per two-week time frame.
5. Only two overnight guests per room are allowed.

6. Guests under the age of 18 years old are prohibited with the exception of matriculated students and family members. Minor family members need parental permission before staying over night in the residence halls. Residential Education and Commuter Life Office must receive parental permission at least forty-eight (48) hours prior to the visit. Guardians need to contact the Residential Education & Commuter Life Office and along with their consent, must also provide emergency contact information.
7. Guests must have an ID on them and remain with their host at all times.
8. Guests who are intoxicated, loud or disruptive will be asked to leave or be refused from signing in.

Hall Sports

Sports activities, including but not limited to ball sports, bicycle or scooter riding, skateboarding, rollerblading, water balloons, etc. are prohibited in the residence halls. Hall sports which result in damage or disruption may result in disciplinary action.

Harassment

Verbal harassment or intimidation of any student or staff member for any reason will not be tolerated. UMM acts in compliance with the University of Maine System Harassment Policy.

ID Cards

All UMM students are required to have and carry a student ID card (Clipper Card) at all times. Clipper Cards are required to gain access to the 24-Hour Rooms of the Library, to check books out of the Library enter the residence halls and are used to eat meals in Kilburn. All new students are issued a Clipper Card at no cost during Orientation. If a student loses their ID card, they must pay \$25.00 for a replacement. If you lose your ID card during the weekend, please contact the professional on-call phone at (207) 263.4371. Students are prohibited from allowing others to use their Clipper Card for any reason.

Items Not To Bring

Due to the close proximity of residents and the potential for fire in the residence hall, the following items are prohibited from the residence hall. For safety reasons students may not bring the following items. Every attempt was made to make this list exhaustive. However, other products that may cause safety concerns can be removed from the student's possession.

- ☼ Alcohol – if you are under the age of 21 and or living in Sennett Hall. Sennett hall is a dry hall regardless of age.
- ☼ Air conditioners
- ☼ Candles/incense
- ☼ Christmas trees
- ☼ Cinder blocks
- ☼ Coffeemakers that do not have an automatic shut off
- ☼ Coil exposed appliances (hotplate, space heaters, toaster, toaster oven)
- ☼ Cordless phones 2.4ghz or more

- ⊗ Dartboards with metal dart points
- ⊗ Drinking game apparatus (e.g. beer pong tables)
- ⊗ Fireworks
- ⊗ Furniture – unless it's in original packing
- ⊗ Gasoline or flammable liquids
- ⊗ Halogen lights
- ⊗ Illegal drugs
- ⊗ Lofts and lofting equipment
- ⊗ Microwave that exceeds 700 watts
- ⊗ Refrigerators that exceed 4.0 cubic feet
- ⊗ Space heaters
- ⊗ Swords
- ⊗ Tobacco products including electronic cigarettes
- ⊗ Waterbeds

Insurance & Personal Property

UMM does not provide insurance for students' personal possessions/ property and does not assume any responsibility for students' personal possessions/property. Students are advised to obtain insurance for anything they own that is of value. In addition, students are encouraged to mark their items clearly with their names and to keep a record of the serial numbers of all their electronic devices.

Keys

Residents will be issued a mailbox key and a key to their room and will be charged \$15.00 for lost keys. Students must return all keys upon moving out of the residence halls or withdrawing from the University.

Kitchens

Each residence hall has a kitchen for student use. Residents are encouraged to keep the kitchen clean; if kitchens are not kept clean, residents of the building may be assessed a cleaning fine.

Laser & Other Light Emitting Sources

The use of intense light emitting objects such as lasers and high-powered flashlights must be limited to the parameters expressed by the manufacturer and warnings pertaining to their proper use. The use of the aforementioned items in a manner that poses a risk to the health or safety of others is strictly prohibited.

Littering

Resident(s) are prohibited from disposing of items out of the windows. There are areas for your trash located in each hall. It is the responsibility of each resident to take his/her room trash and recyclables to the designated trash/recycling area. Residents will be assessed a \$25.00 fine for items disposed of improperly.

Lock Outs

We understand that anyone can forget their Clipper Card from time to time, but students must also understand that they are responsible for remembering their Clipper Card when they leave their room. In the event you forget your Clipper Card and get locked out of your room, first call your roommate to see if he/she is home, if not, find your CA or the CA on duty. If you are unsuccessful in finding either your roommate or a CA, call the professional on-call phone (207) 263.4371.

As a courtesy to you, the first three lock outs (either from your room or from the residence hall) are free. Each additional lock out will incur a \$5 fee, which will be applied to your student account.

Lounges & Study Areas

Residence hall furniture is provided for the enjoyment of all students. Furniture is not to be moved from the lounge to another area, including to students' rooms

Maintenance Requests

To ensure maintenance requests are viewed, tracked, and completed, residents should submit requests at: <http://machias.edu/res-life-maintenance-form.html>.

Missing Person

If a member of the University of Maine at Machias campus community has reason to believe that a student who resides on campus is missing, he or she should immediately contact Student Affairs by calling the On-Call Phone (207) 263-4371. The on-call professional will work with Campus Safety to determine whether or not a student is missing. After investigating the missing person report, should Student Affairs determine that the student is missing and all available means to find the student have been tried, the Machias Police Department will be contacted to facilitate the entry of that individual into the National Crime Information Center computer system no later than two (2) hours after the student is determined to be missing. If the missing student is under the age of 18 and is not emancipated, the Dean of Students or designee will notify the student's parent or legal guardian immediately. In addition to registering an emergency contact, students residing on campus have the option to list confidentially an individual they wish to be contacted by the Dean of Students or designee in the event the student is determined to be missing. If a student has identified such an individual, the Dean of Students or designee will notify that individual no later than two (2) hours after the student is determined to be missing. Students who wish to identify a confidential emergency contact can do so by contacting the Dean of Students at ummdeanofstudents@maine.edu or (207) 255-1305.

Occupancy

Occupancy limits are eight (8) people per room, or sixteen (16) people per suite.

Parking & Traffic

Parking is free on campus under the condition that students register their vehicle; follow established parking policies and all posted signs throughout campus. Failure to do any of the abovementioned will result in a parking citation.

Pets

Fish in a five gallon or less tank are the only acceptable pets permitted in the residence halls. It is the student's responsibility to make arrangements for their fish or take them home during breaks.

Phones

Local telephone service and voice mail are provided to residence hall students in their rooms for a fee. Students must provide their own phone. Cordless phones that are 2.4ghz interfere with the wireless system. Please look for phones that are less than 2.4ghz or DET 6.0. Students should contact the IT Department at the beginning of each semester to arrange for local telephone services.

Physical Violence

Physical violence is not tolerated in an academic community. Individuals found having committed violence may be suspended from UMM.

Posting Policy

All signs need to be approved¹ by the Student Affairs Office. The process for getting signs approved is as follows:

- Signs must contain the name of the group sponsoring the event, the date, time frame the sponsored event shall take place, and where.
- Signs may be approved for a range of time and the requestor must give a start and end date. Signs must be removed within 48 hours of the end of the event, unless given prior approval as an ongoing event. Groups are responsible for the distribution and removal of their signs, and may not cover up or remove signs of other groups.
- Each group will be allowed one set of signs per semester that is larger than 11 x 17, limited to one sign per building. Any further signs larger than 11 x 17 will not be approved due to limited space.
- Individual students doing independent programs or projects may also ask for approval of signs at the discretion of the person approving the poster/flyer.
- All approved signs that are not being posted on approved bulletin boards must be hung up using blue painters tape. Blue painters tape should not be visible if posted on a wall or solid door (windows are the only exception). No signs may be posted on the glass of doors, as this is a violation of the fire code; the windows next to doors are acceptable, with the exception of the residence halls.
- There are a number of unassigned bulletin boards that can be utilized, however hanging posters on bulletin boards reserved for Residential Education staff is not permitted. Those will be marked clearly.
- When posting signs, all four corners must be stapled or taped down.

- The University reserves the right to deny posting privileges or remove materials that violate any provisions of the Code of Conduct or other University regulations or procedures.
- Failure by a group to follow the procedures for posting materials may result in refusal to continue posting materials received from that group.
- Infractions of this policy can be referred to the Student Affairs Office.

¹ The Student Affairs Office does not approve or deny the poster based on content. However, vulgar signs will not receive posting approval. The approval posting process is to ensure the Student Affairs Office can support student club/organization(s) in their marketing efforts.

Quiet Hours & Courtesy Hours

Designated quiet hours are in effect from 11:00 p.m. – 8:00 a.m. Sunday through Thursday and from 12:30 a.m. – 9:00 a.m. on Friday and Saturdays. Extended quiet hours are in effect for our quiet floors from 10:00 p.m. – 8:00 a.m. Sunday through Thursday and 11:30 p.m. – 9:00 a.m. Fridays and Saturdays. Community Advisors will assist the floor in establishing further quiet hours if the majority of the residents on the floor would like to do so.

Courtesy hours are in effect 24 hours a day, seven days a week 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 politely 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. If your neighbor does not respond to your request for reduction of noise, please contact a CA.

Amplified instruments and stereos are only allowed if the volume is kept at a reasonable level. A reasonable level is defined as a level, which does not disturb other residents or other buildings. Percussion instruments cannot be played in the residence halls. Stereo speakers should not be placed in front of windows or face directly out of windows.

Recycling

We strongly encourage residents to recycle. Each residence hall has a recycling area within the trash room.

Refrigerators

No full-sized refrigerators are allowed in student rooms. All units must be UL approved, energy efficient, and 4.0 cubic feet or smaller.

Residence Hall & Dining Contract

All residents are required to sign a housing contract in order to live on campus. Copies of the contract are available in the Residential Education & Commuter Life Office. All residential students are required to have a meal plan. You have the first two weeks of each semester to make changes to your meal plan.

Residents may be released from this contract due to a withdrawal from the University, academic dismissal, completion of a degree program, or leave of absence. Residents requesting to be released from either the residence hall or dining contract must submit a letter to the Director of Residential Education & Commuter Life stating the reasons for the request. Application for release does not imply automatic release from the contract. Applications are reviewed, and residents are notified about their request within five (5) business days.

Removal From Residence Halls - Safety & Security

Individuals who present an immediate or potential safety, health, or security concern may be removed on an interim basis from the residence halls. Students may appeal the decision in writing to the Dean of Students within five (5) days. The interim suspension is in effect during the appeal process.

Room Changes

If you are having roommate concerns and are unable to resolve the conflict, contact your Community Advisor. S/he will explain what alternatives are available and will assist you in resolving the situation. Students, who move rooms without approval from the Director or Assistant Director, will incur a \$50.00 charge. Room changes will not occur prior to the end of the second week of each semester. The University reserves the right of room assignments and reassignments for the benefit of an individual student or a group. In the event of under-assignment, the University reserves the right to reassign individuals to consolidate space. If a student wishes to remain in a room that is designated as a two-person room, the resident may buy out the room. Please contact either the Director or Assistant Director for costs. Furthermore, in extreme circumstances (as determined by the Residential Education and Commuter Life Office) the University reserves the right to utilize any student room during the vacation time between the fall and spring semesters. Thereby, it reserves the right to have students remove their belongings during that period. The University reserves the right to change any room assignment at any time. Changes would not occur unless circumstances dictate a need for the move.

Safety & Security

Propping Doors

For your safety and security, exterior doors to the residence halls are kept locked 24/7 and you need your Clipper Card to gain access to the halls. Propping any exterior residence hall door open is prohibited. If you find a propped door, please un-prop it. Any propped door a member of Residential Education and or Campus Safety finds will result in a \$50 fine for the building per occurrence. The fine will be equally divided amongst all residents of the hall.

Screens and Windows

Screens must remain in windows at all times. In the event a screen accidentally comes out, it is the responsibility of the resident(s) of that room to contact a Community Advisor in an attempt to have proper repairs made. Deliberate destruction or removal of a screen will result in a fine assessment of \$25.00 per screen. No object may be thrown or

dropped from a window. This also means no object may be thrown up to a window or through a window. Exiting or entering a residence hall through a window is also prohibited and will result in a \$75.00 fine.

Service Animals

Service animals are allowed in the residence halls. Residents are required to contact the Coordinator of Special Services for more information on service animals. The Coordinator is located on the 2nd Floor of Powers Hall. Students, who are away from the residence hall when the fire alarm sounds, are not able to enter the building to retrieve the animal until given the all clear to re-enter the building by the Machias Fire Department.

Sexual Misconduct Policy

The University of Maine at Machias (UMM) is a learning environment. UMM will not tolerate sexual misconduct (rape, sexual assault, sexual harassment, and stalking). These acts are against Maine State Law and threaten our community. Sexual misconduct violations, as listed above, also violate the University's policies. If there is reason to believe that The University of Maine at Machias campus regulations prohibiting sexual misconduct of any kind have been violated, on or off-campus, UMM will pursue disciplinary action through the appropriate University procedures. **The University of Maine at Machias strongly encourages individuals who experience sexual misconduct to report sexual misconduct.**

Sexual misconduct occurs with disturbing frequency among college aged men and women and between people of the same sex, but is very often unreported. In order to provide support for individuals reporting incidents of sexual misconduct and to enforce the behavioral standards critical to the University's mission, students are encouraged to report all violations of this policy to appropriate University personnel.

Sexual misconduct is a criminal offense, and a violation of the University of Maine System Student Conduct Code. It is essential that incidents of sexual misconduct be reported to a University official and that all reports of sexual misconduct be treated seriously, consistent with University policies and procedures while respecting the rights of the complainant and respondent.

The University of Maine at Machias will protect the confidentiality of the person being violated. To the fullest extent possible, the University will protect the privacy of the individual who reports sexual misconduct. That said, under federal law, campus officials (with the exception of those listed under Confidential Resources in Section V below), who receive a report of sexual misconduct, whether from the student involved or a third party, must share that information with the appropriate university authorities for investigation and follow-up. (See Section IV on Reporting below for more information). ***All employees (faculty, staff, and student employees) are mandatory reporters.*** The University is obligated to investigate the complaint and work to eliminate sexual misconduct, prevent its recurrence and address its effects on the individuals involved and the UMM community.

The University acknowledges that sexual misconduct, especially sexual assault perpetrated by someone unknown (often referred to as “stranger rape”) does occur. However, the most prevalent form of sexual assault on a college campus is between two people who know each other (often referred to as “acquaintance rape”). The acquaintance may be a date, partner, or someone known casually from a residence hall, class, club, or through mutual friends. Regardless of the relationship, the same institutional response and penalties apply. To clearly illustrate the seriousness of these offenses, this policy does not differentiate the types of offenses based on the relationship between the individuals. This policy is intended to provide more detailed information about how The University of Maine at Machias handles sexual assault matters and is not intended to replace the UMS Student Code of Conduct, the UMS Sexual Harassment Policy, or the UMS Equal Opportunity Complaint Procedure.

For the complete Sexual Harassment policy, please go to: www.maine.edu/about-the-system/board-of-trustees/policy-manual/section402/.

Sharps Policy

In accordance with the Maine Department of Environmental Protection, Biomedical Waste Management Rules (06-096 CMR 900), household sharps (defined as needles, syringes, and lancets used at home for health care) will be disposed of from the 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 safely disposed of with the regular trash.

Single Rooms

Sometimes, through no fault of their own, students lose their roommate during the semester. Students in double rooms, whose roommate leaves, will have the option to pull in a friend as their new roommate, or will have a student placed in their room by Residential Education and Commuter Life.

Snow Removal

After a snowstorm, a schedule for snow removal from residence hall parking lots will be announced by the Facilities Department through the Residential Education and Commuter Life Office. Students who are away from campus overnight for any reason without their vehicle should move it to either the Soccer Field Lot or the Reynolds Center dirt lot before departing campus.

Solicitation

Door to door solicitation, selling, or canvassing in the residence halls is prohibited.

Storage

UMM does not provide storage areas for student possessions.

Student Organization Kitchen Use

Residential Education and Commuter Life allows clubs/organizations to sign out the Dorward kitchen space for various events. To sign out the Dorward kitchen, please stop by and see Residential Education and Commuter Life Office at least two weeks prior to the event. Nights are reserved on a first come first served basis and there is two-night limit per semester per club/organization. Since there is only one kitchen in the residence hall, clubs/organizations must work with residents who wish to use the space at the same time. It is assumed that reasonable accommodations can be negotiated between the club/organization and the resident without having to involve the Residential Education and Commuter Life staff. However, if a problem arises that cannot be resolved, seek out the CA on duty for that building. All clubs/organizations and individual residents utilizing the kitchens are required to clean up when they are finished. If the kitchen is not maintained, it could jeopardize future usage by clubs/organizations and students, and fines could be assessed.

Tobacco Use

UMM is a tobacco-free campus. Residents are prohibited from storing or using tobacco products in the residence halls. This includes smoke-free cigarettes. For more information on the policy, please visit: machias.edu/tobaccofree.

Theft

Unauthorized removal of, or tampering with, any person's property will be treated as theft and is subject to disciplinary action and criminal prosecution.

Trash Disposal

Students are expected to maintain their living environment and are responsible for disposing of personal trash in the trash room located in each residence hall. A minimum charge of \$25.00 will be assessed for inappropriate trash disposal or littering (i.e. left in common area, dropped from window, etc.)

Wood Construction

The construction of furniture is not allowed in the residence halls. This includes the construction of lofts.

SELECTED CONDUCT SANCTIONS

Policy Violation	1st Offence	2nd Offence	3rd Offence
Alcohol Violation	Official warning with possible \$25 fine.	\$25 or \$50 fine depending on the nature of the prior violation, assigned educational project.	Alcohol assessment, parental notification, disciplinary probation.
Computer Violation	\$25 or \$50 fine depending on the severity of the violation.	\$50 or \$75 fine depending on the severity of the violation, assigned educational project, and a two-week suspension from Internet use on campus.	\$75 or \$100 fine depending on the severity of the violation, four-week suspension from Internet use on campus.
Drug Violation	Official warning with possible \$25 fine.	\$25 or \$50 fine depending on the nature of the prior violation, assigned educational project.	Drug assessment, parental notification, disciplinary probation.
Health & Safety Violation	Official warning and or \$25 fine depending on the severity of the violation.	\$25 or \$50 fine depending on the nature of the prior and current violation, possible assigned educational project.	\$50 or \$100 fine depending on the nature of the prior violations, disciplinary probation.
Interference with Safety Equipment or Alarms Violation	\$100 fine and placed on disciplinary probation.	\$250 fine, removal from residence halls.	Disciplinary suspension.
Noise Violation	Official warning.	\$25 fine, assigned educational project.	\$50 fine, community restitution hours, disciplinary probation.
Theft Violation	\$25 fine, restitution in the amount of item(s) stolen.	\$50 fine, restitution in the amount of item(s) stolen, community restitution hours, disciplinary probation.	\$100 fine, restitution in the amount of item(s) stolen, removal from University housing.

The final decision of sanctions remains with the conduct officer and is based on the severity of an incident and each student's past violations.

Please Note – The Guide To Community Living is subject to revisions at any time.