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RESIDENTIAL LIFE

Residential Life is an important component of the academic and social development of UMFK students. The residential halls provide a setting that helps shape students’ attitudes, their readiness to learn and overall quality of life on campus. Furthermore, at UMFK, we believe that Residential Life is an extremely important part of the college experience. Studies at the University and across the country have proven that students who live in a residence hall environment do better in college than their counterparts who choose to live off campus.

There are three residence halls that students may choose to live in. Crocker and Powell Hall are referred to as traditional-style residence halls. Each room houses two people and there are common bathroom facilities, a T.V. lounge and a study lounge. The third residential hall is the Lodge, and it is referred to as suite-style living. The majority of the suites at the Lodge house four people in two separate bedrooms. Along with these suites, there is a private bathroom facility, a common area and a kitchen area. All rooms have a closet/wardrobe, a desk and chair, and a bureau per person. The University provides a cable hookup and an Ethernet port if a student decides to bring a T.V. or a computer. The entire University campus is wireless.

The University has dedicated staff that resides in the residential halls. The Residence Life staff manage these buildings and what goes on within them. Multiple activities are conducted in the residence hall as well as on campus. The Residence Life staff are responsible for reporting alleged violations of the Student Conduct Code and residence hall regulations.
ADDENDUM TO HOUSING AGREEMENT AND/OR GUIDE TO CAMPUS LIVING

Welcome to our residential community! In a university, students learn as much outside the classroom as they do within. Much of that outside-the-classroom learning will happen right here, in the experience as a resident in University of Maine System housing.

In order to safely return students to campus and in particular into University housing, additional policies related to the COVID-19 pandemic and reflective of current medical and safer operation guidance have been implemented for the residence halls, apartments and all other university housing. All residents and their guests (if permitted) are expected to abide by these and all University policies, procedures and guidelines in order to minimize the spread of COVID-19 to themselves, to other students, and/or to employees.

The policies and guidelines that follow are incorporated into the housing license/agreement/contract and/or the corresponding Guide to Campus Living, and are applicable to all residential students and their guests (if permitted). As needed, additional updates, guidance and policies will be distributed to residential students.

COVID-19 Student Vaccination Requirements:
For the fall 2021 semester, any student who is participating in any on-campus experience and is not fully vaccinated against COVID-19 with a vaccine that is either fully approved by the FDA, approved under the FDA emergency use authorization, or approved by the World Health Organization (WHO), will be required to adhere to public safety protocols to include masking, regular asymptomatic testing (may include multiple tests per week), and as applicable, quarantine and isolation consistent with University standards.

Fully vaccinated is defined as two weeks after the second dose in a two-dose COVID-19 vaccine series, such as the Pfizer or Moderna vaccines, or two weeks after a single-dose COVID-19 vaccine, such as Johnson & Johnson’s Janssen vaccine.

Exemptions to Vaccination Requirements:
- Documented medical contraindication: a written statement from a licensed physician, nurse practitioner or physician assistant that, in the provider’s professional judgment, immunization may be medically inadvisable.
- Sincerely held religious belief: a signed statement from the student, or guardian if the student is a minor, that the student’s sincerely held religious beliefs are contrary to the COVID-19 vaccination requirement.
- Remote learning only: a signed statement from the student, or guardian if the student is a minor, that the student will only enroll in remote learning courses that involve no participation in an on-campus experience at any University location. Because not all courses are available in an online modality, students who choose this option understand, agree and accept that this may limit their educational options and that, depending on degree program or course of study, it may not be possible to complete a course of study through remote learning only.
Students in a higher risk category, or with severe illness or underlying health conditions or other applicable circumstances who may need disability accommodations in connection with this protocol should contact the disability or accessibility services office on their campus.

Compliance:

- Students participating in any on-campus experience will be required to verify their ongoing compliance with the UMS COVID-19 protocols through a University-designated electronic platform.
- Student Conduct Code violations should be addressed consistent with the current Code. In general, refusal to engage in COVID-19 testing, vaccination, or other requirements may be resolved through a transition to remote learning and absence from campus without the need to resort to the Code. However, certain extenuating circumstances may require a case-by-case approach. The Office of General Counsel and each campus' Office of Student Affairs are available to assist with such case-by-case review. Anyone who is concerned about a violation of the pandemic protocol requirements may report that concern by calling 207-581-2681 or emailing umaine.alerts@maine.edu.

Booster and recent updates (January 6, 2022)
Starting February 1, regular testing will be required for students who are not fully boosted by then. Returning residential students must also test and, unless they’ve had a booster shot or are very recently vaccinated, will be asked to quarantine to await negative test results for their initial test.
Even though booster shots have not yet been mandated by governmental authorities, the strong consensus of the medical, public health, and scientific communities is that booster shots significantly increase our protection against COVID and its spread. If the CDC adds booster shots to what it means to be fully vaccinated, we expect to do the same, and we could do so sooner if it seems necessary to do so to maintain the health of our university communities. Everyone should get ready for that as soon as possible. (Chancellor Malloy)

In response to the current COVID-19 pandemic, and in an effort to promote safety in our residential communities, the following safety expectations are in place:

- Face Coverings are required in all common spaces.
ADDENDUM TO HOUSING AGREEMENT AND/OR GUIDE TO CAMPUS LIVING

1. Health and Safety: All members of the University residential community—residents, staff, and visitors (if permitted)—will act in a manner that demonstrates respect and consideration for those around them, including respect and consideration for the health and safety of all community members. All residential students are prohibited from creating a health or safety hazard to others within the residence halls, apartments, suites and/or other University housing unit, and the University may request or require a resident to leave University housing if their continued presence in the housing community poses a health or safety risk for residential community members. Residential students are required to comply with health and safety laws, orders, ordinances, regulations, and health and safety guidance adopted by the University as it relates to public health crises, including but not limited to COVID-19. Guidance will evolve as the public health crisis evolves and may include, but is not limited to, social distancing, limitations on gatherings, wearing a face covering, COVID-19 diagnostic and surveillance testing (including before, after and/or upon arrival to campus), contact tracing, disinfection protocols, limitation of guests/elimination of guest policy, and/or quarantine/isolation requirements (including before, after and/or upon arrival to campus). Adherence to health and safety requirements applies to all residents, staff, vendors, and guests (if permitted), and extends to all aspects of residential life, including bedrooms, bathrooms, community kitchens, lounges, storage areas, basements, and other community/common spaces.

Residential students are required to participate in and complete any required health/safety training identified/provided by the University, including training which may be required prior to arrival on campus. The University will notify and make available any such required training to all residential students in a timely fashion.

2. Quarantine/Isolation/Separation: At any time, the University may request or require a resident to leave University housing when that resident's continued presence in the housing community poses a health or safety risk for community members. Residential students are required to comply with requests from the University to leave their assigned space due to COVID-19 or other public health emergency. Failure to do so is a violation of University housing policies and possibly a violation of the UMS Student Conduct Code as well. Failure to comply may also subject the resident to emergency removal from their assigned space.

Not all University housing residential rooms/spaces are appropriate for self-quarantine or self-isolation. In those situations where a residential student is recommended to self-quarantine or self-isolate, students will not be permitted to continue residing in their assigned residential space, but will be provided alternative housing arrangements as needed for the duration of the self-isolation or self-quarantine period on or off campus. Removal from the assigned University housing assignment to self-isolate or self-quarantine does not constitute a termination of a residential student's housing agreement or entitle any student to any refund.
ADDENDUM TO HOUSING AGREEMENT AND/OR GUIDE TO CAMPUS LIVING

3. De-Densifying Efforts: Residential students are required to comply with any de-densifying efforts needed on campus due to COVID-19 or other public health emergency, including but not limited to relocation of some or all residential students to alternative housing, relocation of some or all residential students to their home or other off campus private housing. In the event residential students are required to move off campus as part of a de-densifying strategy due to public health concerns for an extended period of time and alternative housing is not available through the University, the University will offer impacted residential students fair and reasonable pro-rata reimbursement as appropriate and based on information available at that time.

4. Dining Services: Dining service, including where and how it will be offered to residential students, is subject to the discretion of the University and is subject to modification to address public health concerns. Due to health and safety guidance adopted by the University, dining on campus may be limited in terms of occupancy, seating per table/area, allotted time in the dining commons, and/or other dining services (ex. pick up to go service only or other limitation on services). Dining services may make other operational adjustments to address health and safety concerns throughout the academic year, and will give as much advance notice to changes in operations or service as possible to residential students and other patrons.

5. Cleaning/Sanitation: The University will continue to implement and modify its cleaning protocols to address COVID-19 and/or other public health issues or emergencies in order to minimize the spread of the disease. Educational materials and information will be disseminated to residential students to help them maintain/clean their own spaces in order to curb/minimize the spread of disease in their personal spaces. Residential students are expected to keep their personal spaces clean (a limited amount of cleaning supplies are available in each residence hall) and to report any area requiring a cleaning or maintenance call-back to their RA immediately.

6. Termination: Upon reasonable notice, the University reserves the right to terminate housing agreements due to public health emergencies, including but not limited to COVID-19. In the event the University terminates housing agreements due to public health concerns, the University will offer fair and reasonable pro-rata reimbursements for impacted students as appropriate and based on available information.

7. Hold Harmless: As a residential student, you agree to release the University, its agents, and employees from any and all damages, liability, claims, expenses, or loss (collectively “Claims”) resulting or arising out of your use of space within University housing, including those related to the potential exposure to contagious viruses like the coronavirus, and to indemnify, defend and hold harmless the University, its agents, and employees from any Claims resulting from or arising out of your use of space within University housing and/or your breach of the terms and conditions of your housing agreement or this Addendum.
ADDITION TO HOUSING AGREEMENT AND/OR GUIDE TO CAMPUS LIVING

You understand that by residing in University housing, you are assuming the risks associated with communal living and, as in any shared living environment, those risks include potential exposure to contagious viruses, including but not limited to the coronavirus. For questions regarding this addendum to the housing agreement, contact the Director of Residence Life & Leadership at 207-834-7665.

NOTE: In the event of a conflict between this addendum and the housing agreement and/or Guide to Campus Living, this addendum applies/controls.

ROOM ASSIGNMENTS

Rooms are assigned to individuals who have completed a resident contract, questionnaire, and paid a deposit, based upon availability. No changes to existing room assignments will be made to accommodate late applicants, single room requests, or other room change requests, once the semester has begun. Standard rooms are double rooms, and a limited amount of single rooms is available in some suites located in The Lodge. The Lodge suites are designed to house three to four people, depending on the layout. Room preferences are assigned according to seniority. Seniority is determined as follows: number of consecutive regular semesters lived in UMFK residence halls.

Single rooms are never guaranteed. Residents must live in their assigned rooms for the first week of the semester, after which changes may be requested. After this initial period, any changes that are desired must be arranged by those requesting the change, and then these changes must be approved by the Director of Residential Life & Leadership. All those involved with approved changes must move prior to semester breaks. UMFK provides reasonable accommodations to qualified individuals with disabilities. If you wish to request a reasonable accommodation in housing please contact the Director of Residence Life & Leadership at 207-834-7665.

Mixed-Gender Housing

UMFK will accept mixed-gender housing requests (male and female in same room). A contract must be signed by those requesting mixed-gender housing. It is more likely to have your request fulfilled if you request Crocker as your housing option. A suite room can only be assigned if the mixed gender couple finds other willing occupants for the suite or are willing to live with another couple.
WITHDRAWAL FROM RESIDENCE HALLS

In order to withdraw from the residence halls, you must complete the online Residence Hall Withdrawal Form from the Director of Residence Life & Leadership. You must make an appointment with the Director of Residence Life & Leadership to discuss withdrawal. The withdrawal form and case must be reviewed by the Director of Residence Life & Leadership.

Students who voluntarily withdraw from the residence halls and complete the above steps, will receive the refund percentage as follows. Meal plan charges will be prorated on the number of meals used.

Students who voluntarily withdraw from the residence halls will also forfeit the total of any scholarship or grant that requires the student to reside in the residence halls.

Cancellation prior to 1st Day of Classes = 100%
Withdrawal prior to end of 1st week = 75%
Withdrawal prior to end of 2nd week = 50%
Withdrawal prior to end of 3rd week = 25%
Withdrawal prior to end of 4th week = 0%

ROOM ENTRY

Entry into a student room may occur when there is a clear or apparent emergency, such as fire, smoke, serious injury or injury (including a report or belief thereof), or where a danger threatens persons or property.
Entry into a student room may also occur in the event of an alarm or other continuous sound that is causing a disruption to the community when the residents of the room cannot be located and/or do not respond to attempts to contact them.
Additionally, staff may enter a student room when the residents have extended an invitation for them to do so.
Property Management and Facilities staff may enter student rooms to conduct repairs.
Health and Safety Inspections, and room checks before breaks are performed per the outline listed in the next section.

HEALTH & SAFETY INSPECTION POLICY

Entry into a student room may occur when there is a clear or apparent emergency, such as fire, smoke, serious injury or injury (including a report or belief thereof), or where a danger threatens persons or property.
Entry into a student room may also occur in the event of an alarm or other continuous sound that is causing a disruption to the community when the residents of the room cannot be located and/or do not respond to attempts to contact them.
Additionally, staff may enter a student room when the residents have extended an invitation for them to do so.
Property Management and Facilities staff may enter student rooms to conduct repairs.
Health and Safety Inspections, and room checks before breaks are performed per the outline listed in the next section.
The purpose of health and safety inspections is to assure the safety of the resident(s) and to insure the proper use of University housing.

Health and safety inspections will occur at least once per semester during the academic year, in addition to checks at semester closing.

At the end of the Spring semester most residence halls, apartments and suites will be inspected prior to closing for the summer as well. Property Management will inspect rooms and assess any damage or loss charges.

Inspections by Residence Life staff will be preceded by notice given to residents at least 24 hours in advance of the inspection. This notice will be given via notice to hall folders, flyers in the residence halls and/or other means designed to make residents aware of this process.

Pairs of Residence Life staff will inspect rooms. Rooms will be inspected even in the absence of the resident(s). Notice will be left indicating the Health and Safety Inspection has occurred for mid-semester checks.

Inspections will be of items in plain view. Closet doors, drawers, refrigerators, etc. will not be opened. Any pets or other inappropriate items found will be addressed directly by Residence Life staff with the residents.

Tampering with fire suppression and/or detection devices will immediately be addressed, and when possible immediately remedied by Residence Life Staff.

CLEANLINESS

Students are responsible for cleaning their personal space. Excessive messes as determined by staff may be determined to be a health and safety violation. This may include but is not limited to excessive room trash and recyclables, odors that extend into the hallway, restricted pathway to exit or window, etc. In the event University staff must be utilized to assist in an excessive clean-up, the student will be billed an hourly rate.

PERMITTED DECORATIONS POLICY

- In order to prevent damage to painted walls, students should use painters tape, sticky tack, command strips, or a similar method to temporarily affix items to walls.
- Only use decorations that are noncombustible or have a label that states that they are “flameproof," “flame-resistant," or “flame-retardant." Keep the label to document acceptability.
- Electric string lights are acceptable ONLY if they are labeled with Underwriters Laboratory (UL) or Factory Mutual approval. Tags with this information are required to be on each string of lights. Strings that are frayed or have bare wires, cracked sockets, loose connections or damaged insulation are not permitted. String lights may not be wrapped around any furniture or other cloth items such as curtains or wall hangings. They may not be attached with nails or staples. In addition no more than four sets of lights may be strung together in one connection.
- Do not place decorations near electrical equipment or other heat sources. Do not hang any decorations from sprinkler heads.
- Do not route electrical cords across aisles or corridors or under doors.
- Extension cords must have a 3-prong grounded plug and not be daisy chained.
• Do not obstruct corridors, stairways, exits or doors from closing.
• Decorations are not to be hung so as to obstruct exit lights, sprinkler pipes or heads, smoke detectors, fire alarm pull stations, portable fire extinguishers or cabinets, or other safety apparatus.
• Keep in mind that no one should put holes in the walls to hang materials. There are a number of products that can be used which are removable without damage to the wall or wall surface.
• Painting or altering of any surface is not permitted (markers, etc).
• Windows may have items placed on the glass as long as they are removable and do not cause any permanent scarring or damage. Tape of any kind is not permitted on windows. Students may not hang items from the exterior of their windows or adjacent exterior building surfaces.
• Wall tapestries are able to be hung in a student room as long as it is no larger than 4 feet x 6 feet, and only one per wall may be hung in the student room. Tapestries, curtains, etc., are not permitted to be strung across a doorway.
• Absolutely nothing may be attached to ceilings, covering the smoke detectors and/or sprinkler heads.
• No lights, ceiling fans, or other electrical appliances can be hung on the ceiling or interior walls. Decorative holiday–style lights are permitted on walls per our decoration policy (see bullet point three in this section).
• Christmas Trees: Due to hazards associated with real Christmas trees, wreaths, and garland, none of these is allowed in the residence halls. Artificial trees and other decorations are allowed.
• Candles, Candlemaking, and Incense: The use of candles, incense and candlemaking are strictly prohibited. Additionally, no open flames or spark–producing devices are permitted.
• Door decorations: Permanent adhesives should not be used on doors, with the exception of hanging a dry erase board. Also, please refrain from otherwise permanently damaging the wooden door with staples, tacks, stickers, etc. No materials may be posted which violate any University policy or the Student Conduct Code.

NOISE POLICY

Our residence halls are first and foremost a place for students to sleep and study. Some noise is to be expected in a thriving community but, because it is difficult to develop a shared definition of what is too loud, noise inevitably becomes an issue in the halls. All members of our communities and their guests are expected to be attentive to their noise levels, and to be responsive to other students who ask them to be quieter.

Note: It is never appropriate to set-up speakers to point out of their residence hall windows.

Students who are being disturbed by noise are expected to respectfully confront those responsible for the noise and request that they quiet down. Should noise issues continue, a student should then seek assistance from a Residence Life staff member.
ROOM CONDITIONS

Residents are responsible for the general upkeep of their rooms. The University reserves the right to inspect rooms upon due notification and to direct individuals to clean their rooms if it is deemed necessary due to a health hazard or a general disturbance to others from odors caused by whatever reason. Regular monthly room inspections shall be conducted by the staff. If any violations are found, you will have one week from the inspection date to rectify the violation(s). The residence halls are your community. Care should be taken to keep it clean. Trash should not be put in the hallways or in any other inappropriate locations.

Damage beyond normal wear and tear must be paid for by the resident(s) of that room. Equipment failure such as worn out light bulbs or sticky locks should be reported as soon as possible. No permanent adhesives (stickers, duct tape, etc.) should be applied to walls, ceilings, doors or any other university property such as desks, appliances, etc. Use of such adhesives is considered damage. The destruction or removal without permission of personal or university property from its designated space is prohibited. All damages inflicted intentionally or because of negligence will be paid for by the individual responsible, or in the case of university property, by the residents of the hall it occurred in, if the individual(s) responsible cannot be found. If damage occurs, whether by accidental or negligent behavior, it should be reported to a staff member immediately. Individuals responsible for accidental damage should offer to make restitution to avoid formal disciplinary proceedings.

Screens must remain attached to the building at all times for safety and maintenance reasons. Also, windows in the Lodge are equipped with safety mechanisms. These mechanisms should not be tampered with or altered in any way. Circumventing these mechanisms is also considered a violation of this policy.

FIRE ALARMS & SAFETY

Each residence hall is equipped with protective materials such as fire extinguishers, alarm systems, emergency lighting systems and exits, and sprinkler systems. Each room has an emergency evacuation plan. Please familiarize yourself with this exit plan, as well as all alternative exits in your building. Tampering with any of this fire safety equipment is considered a very serious offense, and could result in fines and/or immediate dismissal from the halls.

Should the alarm ring, please follow these steps:

- Close the windows
- Open the curtains
- Unlock your door
- Evacuate the building, and report to your designated area
  - Crocker Designated Area: Cyr Hall Entrance near Crocker Hall
  - Lodge Designated Area: Shop N' Save Rear Parking Lot
  - Powell Designated Area: Cyr Hall Entrance near Crocker Hall
Should you see a fire, please follow these steps:

- Pull the alarm nearest to you, and then report immediately to a staff member.
- Evacuate the building in a calm, prompt manner.
- A call to 911 should be placed from a safe location.

The State of Maine requires that the University hold at least **one fire drill per semester**. The Residence Life Staff is required to key in to each room when the fire alarm is activated. The staff must make sure that all of the residents leave the building. Once your floor is cleared you should report your cleared floor to the Residence Life Professional Staff on call or the senior most staff member at the scene.

In the event that there is bad weather during a fire alarm, the residents should go to one of these areas for shelter:

**Lodge:** Sports Center  
**Crocker:** Cyr Hall

Fire safety is important. Staff members should always be looking for fire hazards. Students should never burn candles in their room. Plugs should never have octopuses (many plugs from one socket that is not designed for it). Live Christmas trees are not permitted in to the Residence Halls. Christmas lights that are not LED may not be used in the halls. If you observe any of these things, ask the student to remove/put away the item(s).

**WEAPONS**

Weapons and ammunition are potential safety hazards. Possession, use or display of weapons or ammunition are inappropriate in an academic community for any reason.

**Definitions of Weapons and Ammunition:**
A weapon is defined as: an instrument of offensive or defensive combat, 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 limited to, firearms, bows, rockets and sling shots. Ammunition is any material capable of being projected by a weapon and makes the weapon operational.

**Weapons and Ammunition Prohibition:**
1. No weapon or ammunition shall be worn, displayed, used or possessed on campus.
2. Weapons must be checked-in and stored at the local Police Station.
Violation:
Any employee, faculty, student or other representative of the University who violates this policy shall be notified of the violation and subject to disciplinary sanctions under the applicable discipline process.

Hunting knives, bows, and arrows:
Knives exceeding 4 inches in length, martial arts weapons, and ammunition are not permitted at any time in the residence halls. Keeping these items in vehicles is not permitted on University property.

KEYS, DOORS, STORAGE & PARKING

Keys.
Duplication of residential keys – building, room, or suite– is a serious offense and should not be attempted by anyone other than a university official. Duplicated keys will be confiscated.

- There is a $25 (Crocker), $35 (Lodge) additional deposit for each key/card that must be reissued, as well as forfeiture of the original deposit.
- Keys/cards/codes that do not belong to anyone but the assignee will be taken from the student by a staff member of the resident life staff.

Keys and swipe cards must be returned upon moving out of the halls. Unreturned keys/cards will place a hold on your account.

Doors.
The propping of outside doors or fire doors is strictly prohibited.

GENERAL SAFETY

Safety is the responsibility of all community members. Tampering of emergency signage, phone, video surveillance, other safety devices, or the creation of unsafe conditions is in violation of the student code of conduct.

Do not let unknown persons in and do not allow unknown persons to follow students into the building.
Storage.
Storage rooms are available in each hall for the storage of personal belongings. Due to space limitations, no furniture, personal or otherwise, will be allowed in storage. Everything placed in storage must be clearly labeled with an attached label containing your name, date, and permanent address. Please contact a staff member to make an appointment to place or remove items in storage. Please limit the number of items in storage, and make sure your items are in a closed container. Items can remain in storage for up to one year after you leave the dorms, after which, items will be disposed of in order to make room for other residents. The University is not responsible for any damage or loss of your items placed in storage.

Parking.
Each residence hall has space for residents to park their vehicles. Vehicles must be registered with the Student Affairs office. Any vehicle without a permit will be ticketed and may be towed at the owner's expense. Residence students are not permitted to drive to classes or the dining hall. Resident students may only park in their own buildings parking lots. Over the winter, students may be asked to move their cars for plowing purposes, please watch for signs and cooperate in a timely fashion.

Kitchens & Laundry Facilities

Kitchens.
The Lodge suites are equipped with a full-sized fridge, a microwave and a sink. Crocker Hall has a communal microwave and refrigerator in the basement game room.

Laundry Facilities.
Each hall has coin operated washers and dryers available for resident use only. Non-residents caught using the facilities may have his/her visiting rights restricted or revoked. Each resident is responsible for his/her own clothing. The University is not responsible for lost, stolen, or damaged articles of clothing. Please remove your clothes in a timely manner.

SPACE HEATERS & APPLIANCES

Any space heaters or appliances that contain an open-coil heating element, such as toasters, toaster ovens, hot plates, are prohibited from our residence halls due to their hazardous nature. Additionally, halogen lamps are strictly prohibited.

TOBACCO & SMOKING
All residence halls are smoke-free. Smoking of any kind (including vaping, using juuls, etc.) is prohibited on the UMFK campus.
RESIDENCE HALL GOVERNANCE & STAFF

Residence Hall Council
Residence Hall Council is a council made up of any number of members from all of the residence halls. This provides an opportunity for resident students to provide input into governance into the halls and to plan events for residence hall students (commuter students are also welcomed to Res. Hall activities). The Residence Hall Council is an annually recognized University organization and receives recognition from the UMFK Student Senate. Any resident students, including RA Supervisors and RAs, are welcomed to join this organization at any time.

The Residential Hall Advisory Committee
The Residential Hall Advisory Committee (sub-committee of the Residence Hall Council) is a committee with the primary purpose of assisting with the creation of the policies, procedures, rules, regulations, and programs of the residence halls of UMFK. It is comprised of any number of students of UMFK who reside in the residence halls and who freely volunteer to participate. The role of this committee is to regularly and frequently review the community standards that govern life in the residence halls at UMFK; and to generate and provide input for adding, changing, improving, or eliminating policies, procedures, rules, regulations, programs and property pertaining to the residence halls. These actions are taken so that the rights of those residing in the halls are upheld, and so that the residents’ needs and desires are reflected. The committee creates awareness among stakeholders, draws up proposals, and/or makes presentations for consideration by the residential life staff, student affairs. The committee is advised by a residential life staff member.

The Resident Assistants (RAs)
The Resident Assistants (RAs) are a group of students with the primary purpose of assisting with the administration of the policies, rules, procedures, regulations, and programs of the residence halls of UMFK. It is comprised of one resident per wing of each of the residence halls in use. Each member is a Resident Assistant and is selected for the position by the Residence Life staff and by members of the staff of Student Affairs. In addition, several RAs may be selected to fill the role of RA Supervisor. The role of this group is to cultivate awareness of, commitment to, compliance with, and accountability to the community standards of the residence halls. RAs fulfill their role by communicating the community standards, creating a positive social structure, monitoring the physical and social environment of the residence halls, and by intervening to report violations, address issues, and enforce compliance. These actions are taken so that the result is an overall exceptional quality of life. The RA staff maintains a continuous formal and informal presence in the residence halls. The RA staff is advised by the residence life staff and the student affairs staff.
Residence Assistance Supervisors (RA Supervisors)
The RA Supervisor is the lead student mentor in each building. It is the responsibility of the RA Supervisor, in conjunction with the Director of Residence Life & Leadership, to help protect the safety of all students. Your RA Supervisor is the person you can turn to when you need another student to talk to, or simply need to find out what is happening. They are also someone you can talk to if you have a problem with your own Resident Assistant, as it is their responsibility to oversee the Resident Assistants. The RA Supervisor is also required to perform the same duties as the Resident Assistants.

Director of Residence Life & Leadership (DRLL)
The DRLL is the Student Affairs Staff member who lives and works in the building. This individual oversees all University housing and is responsible for residence hall safety. The DRLL is an important member of the campus community and is one of many staff members here to help you succeed in your chosen path.

RESIDENCE HALLS FLOOR MEETINGS
All residents are required to attend mandatory hall floor meetings each month. These are held generally at the beginning of each month and occasionally if the need arises. These floor meetings are held to allow residents to receive information as well as address any issues that exist in the hall community.

ILLNESS & INSURANCE

Illness.
In the case that a resident becomes seriously ill, a member of the residential life staff must be notified immediately. It is not the responsibility of the staff to recommend treatments, but they can help obtain medical attention, as well as arrange for meal delivery. Students also have access to the UMFK Health Clinic.

Insurance.
Each resident is required to carry medical insurance. If a student does not have medical insurance, he/she can obtain insurance through the University for a fee. Personal property insurance is also highly recommended for all residents. More information can be obtained from an DRLL or the Student Affairs Office. The University cannot accept responsibility for lost or stolen items.

Guests
Guests must not be enrolled in high school, regardless of age, and must be 18 years or older. Proper ID should be carried by your guest at all times. Residents are responsible for the conduct of their guests at all times, and should remain in the company of their guests for the duration of their stay. All guests must be signed in by their host immediately upon arrival. All guests who visit do so with the approval of all roommates. Overnight guests must be approved at least 24 hours in advance. All requests for overnight guests must be reviewed by the DRLL, and the staff reserves the right to approve or deny any and all requests. Frequent or multiple extended stay requests may be subject to refusal. Any guests in the residence halls past 12:00 am will be considered an overnight guest.
Pets
A. Pet Policy
- Fish in a 10-gallon tank or smaller are the only permitted pet for on-campus residents.
- Neglect of fish will result in a student conduct referral and possible loss of pet privilege.
- The university does not permit students to have any other pets inside the residence halls, including pets belonging to visiting guests.

B. Emotional Support Animal Policy and Procedures

Emotional Support Animal is defined by the US Department of Housing and Urban Development (HUD), and covers a category of animals that may work, provide assistance, or perform physical tasks for an individual with a disability that alleviates one or more identified symptoms of an individual's disability, but which are not considered Service Animals under the Americans with Disabilities Act. It is typically an animal selected to play an integral part of a person's treatment process and it is not a pet. The animal must demonstrate a good temperament and reliable, predictable behavior. An ESA is prescribed or recommended to an individual with a disability by a mental health professional or medical doctor.

The process for requesting an accommodation of an ESA starts with an individual submitting documentation from their mental health provider. Documentation should be authored by a licensed clinical professional or mental health care provider, who is trained and qualified to evaluate the disability and familiar with the student's history. Documentation may not be provided by a student's relative, friend or family member.

The documentation should include the following: -the nature of the individual's mental health disability and how the individual is substantially limited; -evidence that the animal is necessary to afford an equal opportunity to use and enjoy the residence hall; -the relationship between the disability and the assistance or relief that the animal provides; -recommendation that the animal is part of an on-going treatment plan; and -statement of impact on student success if the request is not granted.

If the accommodation of an ESA is approved, Residence Life will be notified and they may in turn notify the other residents of the floor or suite where the individual resides. Such information will be limited and will not include specific disability related information. Other residents with medical condition(s) that are affected by animals (respiratory diseases, asthma, severe allergies) or who are unable to reside with the ESA and need an accommodation will be asked to provide medical documentation identifying their condition. The University will resolve any conflict in a timely manner. Any conflicts could result in a change in room assignment.
It is the owner's responsibility to IMMEDIATELY clean up any mess that the animal leaves in public places (i.e. hallways, grassy areas). Waste should be disposed of by securing it in a plastic bag and disposing it in an outside trash receptacle. It is the owner's responsibility to remove cat or other small animal litter to the dumpster outside the residence hall. Litter should never be disposed of by using University bathroom facilities regardless of whether litter product is advertised as "flushable." The animal will not be bathed or its cage/crate, or bedding cleaned using housing facilities (e.g. communal bathrooms, common areas). The animal must be contained within the owner’s privately assigned living accommodations (e.g., room or suite) except to the extent that the owner is taking the animal out for natural relief. The animal must never be let outside of the residence hall room without being attended. Cats and dogs must be in carriers or on a leash at all times when outside the residence hall room.

The ESA must be properly housed and restrained or otherwise under the control of the owner at all times. No owner shall permit the animal to go loose or run at large. If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from University housing. The animal should not be in areas other than the residence hall room without prior approval as part of the accommodation request process. Requests for an animal in areas other than the residence hall room will be considered on a case-by-case basis and require a formal accommodation and be subject to the same process for requesting accommodations under the Americans with Disabilities Act and its amendments. If an accommodation exists for areas outside the residence hall room, the animal should be restrained and under the Owner's control at all times.

As indicated in the Pet Agreement the animal must be properly cared for (i.e. exercised, let out for free time, nourished properly) and must not become a nuisance to those who live around the area. If complaints regarding the animal are received, they will be investigated and potentially brought through the conduct process. If the investigation substantiates that the animal is not being properly cared for or is a nuisance to others, Residence Life and the Accessibility Coordinator will work with the student to resolve the matter. If no reasonable resolution is available, the owner must remove the ESA within 72 hours of the resolution notification.

The animal may not be left overnight in University housing to be cared for by an individual other than the owner. If the owner is to be absent from their residence overnight or longer, the animal must accompany the owner or stay safely off campus with caretaker. The owner is responsible for ensuring that the ESA is contained (caged or crated) as appropriate, when the owner is not present during the day while attending classes or other activities. The University reserves the right to inspect the enclosure to be used in containing the animal. The owner will identify an emergency contact to care for the animal to the Accessibility Coordinator.

The emergency contact person cannot be another on-campus resident. If the owner of an ESA fails to remove the animal when taking a vacation or extended leave, the University reserves the right to remove and board the animal, at the owner's expense, until the owner is able to return to the residence hall.
**Notification of Need or New Animal:** The owner must notify the Accessibility Coordinator via email (jessica.l.daigle@maine.edu) if the animal is no longer needed or is no longer in residence. To replace an ESA, the new animal must be necessary because of the owner's disability and the owner must follow the procedures of this policy and request approval for a new emotional support animal.

**Removal of an Animal:** The University may require the Owner to permanently remove the animal from housing if: 1. The animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others; 2. the animal's presence results in a fundamental alteration of the University program; 3. the Owner does not comply with this Owner's Responsibility agreement document; or 4. the animal or its presence creates an unmanageable disturbance or interference with the University community.

For more information on Emotional Support Animals, please visit:

https://www.umfk.edu/student-success/accessibility/

**COMPUTER & TELECOMMUNICATION**

Computer Laboratories: Each hall has computer laboratories available for use by residents, with access 24 hours a day.

Computer, Cable, and Phone Hook-ups: Each room is equipped with two network access jacks. Computers will require an Ethernet card and cord (RJ45). Each room has one cable access point, which requires a cable-ready TV and coaxial cable. Cable television is provided to all residents free of charge. Each room is also provided with a phone connection jack, and there is only one telephone number per room (Crocker) or suite (Lodge). Local calling is free; however, long distance calls must be made by a collect call or phone card. 2.4 gigahertz telephones cannot be used in the residence halls as they interfere with wireless internet activity. 900 megahertz or a 5.X gigahertz phones are allowed.

**COMMON AREAS**

Hallways, parking lots, and common areas are public areas. All public areas should remain free of trash and other items such as shoes, personal items, furniture, etc. All rules apply to these areas.
It is expected that all students will conduct their affairs with proper regard for the rights of others and of the University. All members of the University community share a responsibility for maintaining an environment, to include University residence halls, where actions are guided by mutual respect, integrity and reason.

Allegations of misconduct or alleged violations of the Student Conduct Code, to include but not limited to policies related to alcohol, illegal possession, use or sale of drugs, possession or misuse of weapons, creating a dangerous condition, endangering health or safety, causing a disturbance, interference with or failure to comply with a University Official, interference with Residence Life, offenses involving other people and property will be addressed by university officials. These undertakings will be guided by the jurisdiction, definitions, violations, sanctions and procedures as so outlined in the University of Maine System STUDENT CONDUCT CODE (CODE). The CODE, revised by the Conduct Review Board and accepted by the Board of Trustees on May 18, 2015, as written to promote the pursuit of activities that contribute to the intellectual, ethical and physical development of the individuals under the auspices of the University of Maine System and the individual campuses.

Administrative Hearing before the Director of Residence Life & Leadership and Student Hearing Panel

Certain minor residence hall violations committed by a student may be adjudicated by the Director of Residence Life & Leadership (DRLL) and upon appeal may also be heard by the Student Hearing Panel (Panel) in accordance with the CODE. The composition of the Panel should have equitable gender representation whenever practicable and no resident assistants can serve on the Panel. The minor violations may include but are not limited to excessive noise, unexcused absence from hall meetings, burning of incense or candles, roller blading/skating, bicycling, skiing or snowboarding in the residence hall, refusal to clean excessive public or room messes, a first time minor alcohol offense, propping outside doors, failing to adhere to room condition standards and permitted room decorations policies, smoking in the residence halls and/or adjoining grounds and parking lots, misuse of University property, improper use of laundry facilities and kitchen appliances, possessing and using open-coiled heaters and appliances, not following the guests and pet policies of the University, not taking corrective measures to pass health and safety room inspections in a timely manner and tampering with fire suppression and/or fire/smoke detection devises in the residence halls.

The DRLL, upon his determination that a minor violation has been committed, may assign an education project sanction such as a reflective essay, an on-line education course regarding alcohol and other seminars or related assignments intended to promote learning as well as various types of community work service projects related to the nature of the violation. The DRLL may also choose to counsel and/or admonish the student for their behavior and minor policy violation
A BETTER EXPERIENCE
LIVING ON CAMPUS

STUDENTS LIVING ON CAMPUS

- are more satisfied with their living environments;
- are more likely to graduate and to enter graduate school;
- meet more diverse people;
- are exposed to a wider range of ideas and cultures;
- develop greater artistic interests;
- develop strong interpersonal skills;
- finish college in less time;
- have more contact with faculty and other students;
- are more likely to have greater self esteem.

BENEFITS LIVING ON CAMPUS

- great location – closer to everything on campus
- wireless internet services at no cost
- community of opportunity – meet new friends and broaden your horizons
- less hassle with monthly bills – electricity, cable, & wifi
- opportunity to join student-run organization such as Residence Hall Council – meet new people and help plan events in the residents halls
CHANGE IS THE END RESULT OF ALL TRUE LEARNING.
CONTACT US

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