A Guide to Residential Life & Campus Living at UMFK

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.

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.

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<thead>
<tr>
<th>Cancellation Reason</th>
<th>Refund Percentage</th>
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<tr>
<td>Cancellation prior to 1st Day of Classes</td>
<td>100%</td>
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<tr>
<td>Withdrawal prior to end of 1st week</td>
<td>75%</td>
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<td>Withdrawal prior to end of 2nd week</td>
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<td>Withdrawal prior to end of 3rd week</td>
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<td>Withdrawal prior to end of 4th week</td>
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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

Residence Life staff will conduct periodic health and safety inspections of residence hall rooms and suites. The purpose of these inspections is to ensure the residence halls are as safe as possible. A physical check of residential spaces in the halls is the only way to determine if, as examples, a window has been left open, there has been any tampering to the fire detection or suppression systems, or there are prohibited items in the rooms.

- 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
  o Crocker Designated Area: Cyr Hall Entrance near Crocker Hall
  o Lodge Designated Area: Shop N’ Save Rear Parking Lot
  o 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

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 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.
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 and 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 Hall 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.

Pets

Acceptable pets for students living in the residence halls are limited to non-harmful fish that are capable of residing in a tank/aquarium no larger than 10 gallons. **No other pets will be allowed.** Any problems arising from the presence of your fish (neglect, abuse, etc.) will result in a suspension of your fish privileges, as well as removal of the fish. Costs associated with the process of removing or caring for an abused or abandoned fish will be the student’s responsibility, and should the university incur any expenses, these expenses shall be placed on the student’s bill. Pets must be taken home with students during breaks or long weekends, and must not be left unattended.

**Computer & Telecommunications**

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.

**Student Conduct Code**

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 devices 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 violations.