

RESIDENTIAL LIFE POLICIES

Maine Maritime Academy prides itself on both developing and educating the whole person. This is the core concept of all of our programs. The Academy offers the means, opportunities, guidance, and support for a student to gain an education in every aspect of their life. Each student will make choices that determine how much they may gain from these opportunities and what the quality of that experience will be.

In accordance with this commitment, the Department of Residential Life is primarily focused on guiding students in their development as individuals, encouraging self-discipline, and fostering respect for the rights and privileges of others. Policies, rules, and regulations provide residents with some structure in their choices. Educational and social programs developed by the staff offer students opportunities for honing important life skills in interpersonal relations and life management.

Curtis Hall is the largest student residential facility in the state of Maine, housing approximately 600 students each year. Residents live in double and triple rooms and share either a private, semi-private or community bathrooms. This close grouping of a large number of people creates a living environment unlike any that most students have previously experienced. It is not quite like living at home, nor should a student expect that it would be. However, it can become a home with a community format.

The success of a residential community such as ours requires a collaborative effort between the residential life staff and residents. It is important for all residents to remember that in choosing the Academy, you have agreed to be a part of this community and to play a part in making it a desirable living environment for all residents. Our concern is to help you learn to live, work, and communicate with others and to manage a shared living environment in ways that will provide a safe, healthy, balanced atmosphere (i.e. study, socialize, sleep, and play). Residents must learn to appreciate how much they depend on each other in these community living spaces and why it is so important that they respect each other's rights and privileges. They will also see how their personal contributions will have the strongest impact on their residential experience. The residential life staff is here to guide them in these efforts.

Some useful principles to guide residents in their efforts to develop a desirable living environment include the practice of "responsible freedom" and recognition of the basic rights, responsibilities, and privileges of all resident students.

The Concept of "Responsible Freedom"

Developing your community in the spirit of Responsible Freedom is a continuous educational process, which involves demonstrating self-respect and showing consideration for the rights and needs of others. It means that individual residents may adopt the lifestyle that they wish to have provided that their actions don't infringe upon the rights of others. It is not a license for residents to do anything they please without regard to the wishes, needs, or sensitivities of the other members of their community. The individual's freedom to choose their actions must be accompanied by an equal acceptance of responsibility for consequences that may stem from a particular choice. Residents must also be prepared to make and accept compromise where needs overlap. It is by knowing and fulfilling your responsibilities as a resident that you can ensure that each other's rights and privileges are also respected.

Resident students need to seek out the positive characteristics in their peers rather than becoming involved in fault finding or malicious rumors. It's important that they speak directly with their peers and do so with empathy. This approach will be a most successful and positive experience if you remember to practice the four "C's" of human interaction. They are:

- Consideration
- Communication
- Civility
- Compromise

Treating people better, sharing information about yourself so others can know and understand you, and working out solutions through cooperation will contribute greatly to a more positive situation by heading off future problems.

Rights and Responsibilities of Residents

Residents have the right to:

- Be treated by other residents and staff members with the same respect and consideration that you would give to them.
- Study without undue interference, unreasonable noise, and other distractions.
- Sleep without undue disturbance from noise and distractions.
- Expect that others will respect your personal belongings.
- Live in an environment kept clean by those who live in it.
- Access your room/suite/apartment and the facilities provided for residents.
- Discuss any concerns with Residential Life staff members who may assist you in addressing your concerns.
- Expect that these rights will be respected.

Responsibilities of residents include:

- Verbally expressing your views in a civil manner to the person(s) involved, should you believe that your rights were violated.
- Treating other residents and staff members with the same respect and consideration that you would expect to receive from them.
- Understanding and abiding by all policies and regulations necessary for the residence hall and campus communities to function.
- Respectfully responding to all reasonable requests from fellow students.
- Willingness to make and accept compromises where individual needs conflict.
- Responding to and cooperating with Residential Life and other Academy staff members.
- Recognizing that community cannot exist if any individual is excluded. Action, direct or covert, that discriminates on the basis of race, gender, religion, handicap, national origin, age or sexual orientation cannot be tolerated in a community based on mutual respect and cooperation.

Student Residential Facilities

There are two student residential facilities on the MMA campus: Curtis Hall and The Commons. Curtis Hall is occupied by undergraduate students and has a total capacity of 667 beds in 307 rooms – 53 Triples and 254 doubles. Bathrooms are either shared by pairs of rooms or by six rooms.

The Commons has a total capacity of 38 beds in 19, one bedroom apartments. Each apartment is furnished for double occupancy and houses both graduate and undergraduate students over the age of 21.

The regulations and policies for student residential facilities as stated in the catalog, the current Student Datebook and the Residential and Dining Contract apply to all student residential facilities, except as specifically noted in some sections.

Housing Requirements

MMA has a residency requirement for all full time students which requires them to live on-campus unless they meet the off-campus requirements below. All off-campus students are required to complete an “Off-Campus Housing Application” each year in the online Housing Gateway. The Housing Gateway can be found at: myhousing.mma.edu

Off-Campus eligibility requirements are:

- 21 years of age by August 31st for the fall semester or December 31st for the spring semester
- 2 years of military service with honorable discharge
- Married
- Completed six semesters on campus at MMA

New Students must submit the Off-campus housing application before the end of the first two weeks of an academic semester. Returning students who are eligible for off-campus living, but sign up for rooms in the spring must submit their forms to cancel their reservation by the appropriate deadlines or be subject to a cancellation fee.

Assignments

By agreement, students are licensed for the use of space in a room/suite/apartment. Students are assigned to rooms/suites/apartments at the discretion of the institution. Specific responsibility for housing placements is assigned to the Director of Residential Life and Student Activities and the Assistant Director of Residential Life. *At no time is a student permitted to move to a room that is not their assigned living area unless given express permission by the Assistant Director of Residential Life, at which time they will be required to complete an official housing assignment change.*

All students participate in a housing application process in which roommates can be self-selected. Students who do not wish to select their own roommate will be assigned through a roommate matching process based on responses to their profile questions completed in the housing application each year. Returning students, in general, participate in a housing selection process in which rooms can be self-selected during designated times based on various criteria. The Department of Residential Life reserves the right to reassign students to other spaces, rooms or halls when to do so appears to be in the best interest of individuals or groups of students, or when it is determined that a student is not actually residing in their assigned space. The Department of Residential Life also reserves the right to consolidate students who have not paid for a private room and have no roommate. Private room preference, roommate preference, and particular requests are accommodated based on date of application, and space permitting.

Cohabitation

Residential students who are romantic or sexual partners are not permitted to room together (hereafter referred to as “cohabitation”). Academy policy prohibits cohabitation in student housing. However, a student may occasionally have a guest remain overnight in their room/suite/apartment, but only if their roommate agrees to the visit. Overnight visitors are still held to the 72-hour rule which is outlined in the visitor/guest policy.

Roommate Requests

Requests for roommates from incoming students will be considered, but the institution reserves the right to assign rooms as it deems necessary. In Curtis Hall, all double and triple rooms and all rooms sharing semi-private baths are typically assigned to students of the same gender. In The Commons, apartments are not gender specific and students of different genders are permitted to occupy apartments. Academy policy does not permit cohabitation in any residence hall assignment.

Roommate/Suitemate Conflicts

If a resident and their roommate are having a conflict, they should attempt to discuss the problem together. If conflicts are not resolved, the concerned student should contact their RA for guidance. If the RA believes that the conflict is something out of their control, the matter should be taken to the Resident Director for Curtis Hall or Commons' Manager. If the problem cannot be resolved at this stage, the Department of Residential Life reserves the right to relocate one, both, or none of the parties involved.

Room and/or Roommate Changes

In both Curtis Hall and The Commons, housing assignments will not be changed or exchanged between students without the express permission of the Assistant Director of Residential Life or Director of Residential Life and Student Activities. Nor, in the Commons, will subletting be authorized.

If a room/suite/apartment change or exchange is requested, it must be approved in writing by the appropriate Residential Life staff member before any room and/or roommate changes can be made. All students involved will need to complete an official housing assignment change with the Department of Residential Life. Failure to do so may result in denial of room/suite/apartment change and sanctions.

Vacancies/Vacant Rooms

When a vacancy occurs in a living space, the Academy expressly reserves the options of filling the vacancy with another resident, requiring the remaining occupant to obtain a roommate, requiring the remaining occupant of a double or triple room to consolidate to another room, or assessing the increased single room fee when the remaining occupant wishes and/or is allowed. Any completely vacant room/suite/apartment will be secured and locked by Residential Life or Facilities Management. Unauthorized entry into empty room/suite/apartment is considered trespassing.

Permission to Live at Home

“Home” is designed as the student’s primary residence of record, where the student’s parents or guardian currently reside. The student’s home must be within a 45 mile radius (Bangor, Belfast, Ellsworth reference points) from the MMA Campus. When granted for students who are Freshmen, Sophomores, or Juniors, this authorization is only in effect as long as the student is living at home, at their primary residence, with their immediate legal parent or guardian.

Housing Appeals Board

Students who do not meet the traditional eligibility requirements for living off-campus, but believe they have equitable living experience may request an exemption from the residential requirement in order to live off-campus. Housing Appeal Request forms are available at the Financial Aid Office. The completed form along with a required request letter must be submitted no later than the deadlines posted.

The Board is composed of five staff members and meets twice a year – in early October and March. Appeal request letters must be typed and state the reason(s) for requesting an exemption. Completed Housing Appeal Request forms with the accompanying letter must be submitted to the Director of Financial Aid and Chair of the Housing Appeals Board. Each applicant will be notified when and where to appear before the board. The board decides whether to grant or deny an appeal.

Medical Appeals Board

Students who do not meet the eligibility requirements to live off-campus, but feel that they have a medical issue that qualifies them to live off-campus, may request a Medical Appeal Review by the

Medical Appeals Board. The Medical Appeal Review form can be obtained from the Dean of Student Services Office. The completed form and all additional information (as required in the form's directions) may be submitted to the Dean of Student Services at any time during the year. Medical appeals will be reviewed on a monthly basis with the final reviews being in early December and early April for determination prior to the start of the next semester. The official deadlines will appear on the review form.

Once a medical appeal is received, the Board will evaluate the appeal and render a decision. The Board may interview the student, but is not required to do so. The Board is composed of the Dean of Student Services, Academy Physician, Director of Health Services, Academy Counselor, and a member from each of the Residential Life and Regimental staffs. The decision of the Medical Appeals Board is final and does not allow for further appeal. Should there be a change in the student's medical status, they may apply to the Medical Appeals Board in the following semester.

Single Rooms

When a single room occurs by default (roommate leaves or is moved) the remaining roommate's situation will be evaluated and they will be subject either to a single room charge or consolidation with another resident. This is coordinated by the Assistant Director of Residential Life. Under ADA guidelines, there may be exceptions, such as access to a special study room made for students with special needs. Contact the Office of the Academic Dean for further information.

Residential Amenities

Cable TV

All student rooms are cable ready. Students must provide their own television. Cable service is included in the housing fees. Each room/suite/apartment gets the basic cable service as set by agreement between the Castine Selectmen and the area cable provider. Requests for changes or additions must be submitted to the Selectmen. Problems with reception should be reported to Public Works via an e-mail to: publicworksrequest@mma.edu.

Premium channel services (HBO, Cinemax, etc.) may be arranged directly by the student at their own expense. The use of outside TV or radio aerials or antennas is not permitted in each room/suite/apartment.

Telephones

All student rooms are wired for telephone service. It is the responsibility of each student to provide their own telephone and to make arrangements directly with FairPoint Communications for service. Arrangements for residential phone service are strictly between the occupants and FairPoint. Call to arrange service (1.866.984.2001). You must provide them with your building name and room/suite/apartment number. If the service is to be in Curtis Hall, give them the following reference phone number (207) 326-2290. If the service is to be in The Commons, advise the operator that you are residing in a pre-911 housing facility. Your building and suite number should be given as your house number on Pleasant Street. The institution is not responsible for any relocation costs incurred by any type of room/suite/apartment change.

All students, on or off-campus, are required to provide the Department of Residential Life with their current cell phone number. This must be done each year when submitting a housing application at myhousing.mma.edu.

Storage Facilities

In Curtis Hall, there are 13 storage rooms, one assigned to each RA section. In the Commons, there is one storage room located in the basement of the C-D building. Residential students have the opportunity to store some of their belongings while they are enrolled at the Academy. This allows

residential students who may be living on the ship for part of the semester, who are unable to transport their belongings home for the summer or are completing co-ops, cruise or internships the ability to store items here at the Academy. Storage units are managed by the Curtis Hall Residential Life Staff and is intended to be utilized to store items that are not used regularly or cannot be transported home. Storage is not intended to be used frequently during the year as additional personal storage space.

The Academy assumes no responsibility for personal belongings placed in storage, and has only limited facilities available to students in each residential facility. Label all items with your name, your room number, and storage date. Due to the limited space available and fire regulations, we cannot store furniture. Storage room walkways cannot be blocked. Items stored without authorization may be removed and disposed of immediately, as will items left unclaimed 6 months after the date they were officially checked-in.

Appliances/Electronics/Permitted Items

Authorized Equipment

Electrical equipment supplied by residents that is permitted in residential facilities must be certified by “Underwriters Lab, Inc. (UL)” or the equivalent thereof, and includes:

- TV
- VCR/DVD player
- Stereo
- Microwave (snack-size)
- Computer
- Hair Dryer/Hair styling tools
- Coffee Maker with auto shut off
- Hot Pots with Closed Coils (for heating water and soups)
- Refrigerator (up to 3 cubic feet per room) • Extension Cords or multi-plugs with built-in circuit breaker or surge protector

**Regimental students should refer to their class privileges list for any restrictions on the above items.*

Unauthorized Equipment

Electrical equipment not permitted in residential facilities includes appliances such as those listed below unless authorized by the Dean of Student Services or the Director of Residential Life and Student Activities:

- bicycles (in commons spaces)
- hot plates (ex. Foreman grills)
- toasters or toaster ovens
- electric fry pans
- soldering irons
- electrical tools
- electric blankets
- heaters, heating lamps or pads
- hover boards
- torchiere type lamps (halogen)
- stand-alone or window air conditioners/cooling units

- weapons (firearms, paintball guns, archery equipment, knives, or martial arts equipment, etc must be stored in the Academy Armory and is not permitted in residential buildings.)

Unauthorized use of cooking equipment or possession or use of proscribed electrical equipment/appliances constitutes a serious fire hazard.

Cooking & Food

Only food that can be prepared in authorized electrical equipment can be cooked or heated in rooms/suites/apartments (this includes coffee/tea). Care must be taken anytime that you use any type of cooking/heating equipment. Do not leave hot pots and similar appliances turned on when no one is present in the room/suite/apartment. Any food/snacks kept in rooms/suites/apartments must be stored in sealed containers to avoid attracting bugs.

Curtis Hall: The only cooking that is authorized in rooms in Curtis Hall is that which can be done in an approved, closed coil hot pot or small microwave oven. There is a microwave and kitchen outfitted with cooking appliances in the Bilge Recreation Area. Students are expected to clean up after themselves when utilizing this space to keep in clean and sanitary for all students. See the Bilge Manager for further information.

The Commons: Each apartment has its own kitchen facilities. Residents are cautioned to use care when they cook, as excess smoke from cooking can cause false fire alarms. Consider ventilating the area before, during and after cooking. Residents of the Commons should also become familiar with approved electrical appliances/equipment and only cook in the kitchen area of the apartment.

Care and Maintenance of Rooms/Suites and Common Areas

Students are responsible for the condition and cleanliness of their sections of the building and the common hall areas in general. As residents of the larger community, students take responsibility for preventing damages and other problems in the hall.

Facilities Work Orders

Students will not tamper with, remove or attempt to repair any of the equipment installed in their room/suite/apartment, such as electrical fixtures, computer/telephone ports, heating, lighting, furniture, etc. Broken and damaged items should be reported to the Residential Life Staff Member who supervises your area. The Residential Life Staff Member will put in a work ticket with Public Works which states the problem and your specific request.

Damages

All students shall be responsible for the care of their assigned room/suite/apartment (including bathrooms and other shared areas) and the furniture and equipment therein. The full repair cost or replacement of furniture and equipment in the room/suite/apartment, beyond normal wear and tear, shall be billed to the student. Any existing damages in living areas should be documented in the review of each "Room Inspection" as part of the space inventory in the Housing Gateway at myhousing.mma.edu upon check-in to avoid charges for said damages when completing check-out at the time of departure.

Damages - Community Billing

Financial charges relating to the cleaning of, damage to, or theft of academy property are billed to the specific individual(s) responsible whenever such individuals can be identified. However, when uncleanliness, damage or theft cannot be assigned to a specific individual(s), the cleaning, repair, replacement and fine charges may be divided equally among the residents of the affected floor, wing, building, or area. For example: If any damage occurs in a specific quad bathroom, which cannot be properly charged to an individual, all members of that quad may be billed equally for repair, replacement and fine charges. Similarly, damage or theft in one's building, which cannot be assigned

to an individual, may result in all building residents equally sharing in repair, replacement and fine charges. When applicable, each resident will be billed on their student account for their “share” of public area damages periodically each semester. Residents will be given every opportunity through emails and/or meetings to identify individual(s) responsible for the damage before a group billing is finalized. Active involvement in reducing damages within the community is encouraged.

Health & Safety Inspections

All student rooms/suites/apartments will be subject to periodic Health & Safety inspections as posted. In addition, Regimental student rooms/suites/apartments will be inspected for safety and sanitary reasons on a regular basis (as posted in the Regimental Manual/POD).

Health & Safety Inspections include, but are not limited to, checking for:

- a. Assigned furniture kept in the room/suite/apartment.
- b. Floors kept clean and vacuumed/swept regularly.
- c. Walls, mirrors, shelves, ledges, windowsills, and all articles of furniture and equipment kept clean.
- d. Radiators, light fixtures and inside of windows shall be kept clean.
- e. Semi-private bathrooms: The residents of both rooms sharing a semi-private bath are responsible for keeping it clean. This is an important health concern. Shower stalls and toilets should be cleaned weekly. Contact your RA for cleaning materials.
- f. Fire and electrical safety.

Any room/suite/apartment that fails a Health & Safety Inspection will receive a form that outlines any deficiencies that need to be corrected immediately. A re-inspection will occur at least 24 hours after the original inspection to allow time for correction of any problems.

Cleaning Gear Lockers

Each Resident Assistant is assigned a cleaning supplies closet and vacuum for use by the residents of their section. Each RA keeps their vacuum in the section cleaning locker. Students who borrow the vacuum must sign it out from their RA indicating their room number and the time checked-out. Students are expected to return the vacuum in one hour unless otherwise agreed upon with the RA. Toilet paper is distributed by each RA to the quad bathrooms on a regular basis. Contact your RA to receive more if you run out. Any resident who uses the last cleaning item, roll of toilet paper, or other items are asked to let the RA know that more are needed.

Check-In Process

When a resident moves in to on-campus housing they will be checked into their room by a Resident Assistant, Desk Assistant or other Residential Life Staff Member. Each resident will be issued a key upon check-in.

Rooms/Suite/Apartment Condition and Inventories

As a part of the check-in process each resident reviews a Room Inspection that was performed by a Residential Life staff member before their arrival. This online form has the general condition of the room/suite/apartment and is for the protection of each resident from unnecessary charges. All discrepancies, damages and replacements must be recorded by a staff member and reviewed and agreed to by the occupant. This form will be kept on file electronically. Upon move out, the room/suite/apartment will be inspected and any damage or defacement that is not considered to be normal wear and tear, or was not previously cited on the inventory will be noted and the necessary repairs will be forwarded to Public Works and billed accordingly. Please see “Community Billing” for explanation of shared space damage billing procedures.

Check-Out Process

The check-out process below clarifies any questions about billing and/or refunds and ensures all the other necessary connections for leaving in good order:

1. Residents must have all belongings packed and out of the room/suite/apartment. The room/suite/apartment must be clean and in good order with windows shut, curtains pulled closed, and all trash removed to the dumpster. Where applicable, the semi-private or private bath must also be cleaned.
2. Contact your RA (or the Residential Life Staff Member who supervises your area) to check your room/suite/apartment (semi-private and private bath if applicable) and any common areas to ensure you have properly vacated the space.
3. Upon check-out a Residential Life Staff Member will collect your key.
4. All students should also be sure to complete a forwarding address form with the student mailroom before departing for the summer.

Emergency Withdrawals/Leaves of Absence (LOA)

Sometimes emergencies or changing situations necessitate that a student leaves (ex. taking a leave of absence) the Academy unexpectedly. In such cases, the student must contact the Registrar's Office and complete the checkout process in order to ensure proper withdrawal/leave and refunds if applicable. All students must begin at the Registrar's office to receive instructions on which offices you must see for clearance. Residential Students must follow the check-out process of their building before departing campus for the last time. Off-Campus Residents only need to see the staff as directed in their checklist instructions.

Mid-Year Departures

Each year some students leave the Academy in December – both expected due to graduation or transfer, or unexpected due to academic dismissal. • Students who anticipate vacating residential facilities mid-year must vacate their room/suite/apartment and check out by the end of their semester finals via the above check-out process

- Students who are not anticipating vacating residential facilities before leaving for break or who are dismissed from the Academy after they have departed campus are required to vacate their room/suite/apartment prior to the semester's start or following an appeal.

End of the Year Departures

At the end of the academic year, residence halls close and all students must vacate their rooms twenty-four hours after their last exam, but no later than the end of finals unless they receive written permission from the Director of Residential Life & Student Activities for an extension. Students going on cruise must move to the ship at their prescribed time. During this time of year, on-campus residents must check out with a Residential Life Staff Member during the posted check-out times. If a student wishes to leave campus when a check-out station is not open, they will be assessed an improper check-out fee and waive their right to dispute any damage charges that may be incurred during Residential Life and Public Works inspection. For more information on the end of the year departure process, please see you RA.

Decoration of Rooms/Suites/Apartments

All decorations must comply with safety and maintenance needs as well as demonstrate consideration for other members of their community.

No decorations will be affixed to the walls by any means that damages the paint or wall surface. The

use of duct tape to hang items in Curtis Hall and the Commons is *strictly prohibited*, as it causes significant damage to the paint on the wall and ceilings. Such damage will be charged to the residents of that room at the end of the year. No decorations, TV cables, or other wires will be affixed to or hung from the ceiling (including the metal frame strips holding the drop ceiling tiles in place) in rooms/suites/apartments/hallways. No nails, tacks, tape, screws, glue, etc. are to be used on Academy equipment other than tacks/tape on the corkboard provided. Any such damages will be the responsibility of the resident(s).

Safety needs require free, unimpeded movement in and out of rooms/suites/apartments. Residents must maintain a clear path to the door. Vision into the rooms/suites/apartments may not be obstructed by furniture or any form of curtain or screen so rooms/suites/apartments can be checked quickly in the event of an emergency.

Any materials that are deemed offensive to another may not be hung or displayed in such a manner as to be readily visible to others.

Holiday Decorations

Any decorations must meet all fire/safety and electrical requirements as stated in other portions of this handbook. Lights are allowed when used with approved extension cords. Live or cut trees or fir cuttings are not permitted. Fireworks are not permitted.

Door Decorations and door props

All rooms in Curtis Hall have decorative name tags on the door, created by the RA for that section. Please do not remove these, they are helpful to located individuals in an emergency situation.

Cork or dry-erase boards are permitted on doors as long as their attachment does not damage the door or the paint.

Nothing else shall be placed or written on any door that will cause damage to the door or its paint.

Metal spoons or other eating utensils used as door stops/door props are strictly prohibited. If you are in need of a door prop, please see your RA and they will help supply you with the materials to make one.

Fire Safety

All residents are expected to familiarize themselves with the fire alarm procedures and to study the escape routes posted on the back of the door in their room/suite/apartment. If these procedures and routes are missing from the back of your door, please contact a Residential Life staff member immediately to obtain them. Also please study and observe the safety and health expectations for each room/suite/apartment. There will be safety and health inspections of all rooms at least once each semester to check for compliance.

Curtis Hall has an addressable alarm system. It features smoke detectors and evacuation alarm horns/strobe lights in student rooms, heat detectors in bathrooms, and evacuation alarm horns/strobe lights, smoke and heat detectors in all hallways. Any time a detector is activated its location is recorded on the system board at the Curtis Hall Front Desk. Smoke detectors in rooms ring first only in that room when activated and a trouble alert sounds at the Curtis Hall Front Desk and in Campus Safety. The source can then be checked. If the trouble continues it goes to general alarm. Activation of other detectors immediately sets off the general alarm. Whenever the general alarm is activated it will be sounded through the horns and strobe lights will flash in all rooms and hallways. The Commons has smoke and heat detectors that set off the building alarm when activated. Particles in the air from vapors, air fresheners, or other aerosols can also set off the alarm if not careful.

A sprinkler system also can be found in both Curtis Hall and The Commons.

Fire Alarms

It is MMA policy that during a fire alarm the building must be evacuated immediately. The alarm will sound until the building is fully evacuated and the fire department arrives. Once the fire department is on the scene, the fire chief or assistant fire chief is in charge of the building and its residents. Curtis Hall residents must go to the Fieldhouse, which a Safety Officer or Residential Life Staff Member will open if closed (alternate site: Ritchie Field). Commons residents must go to the Student Center, which a Safety Officer or a Residential Life Staff Member will open if closed (alternate site: Fieldhouse). Do not linger or stand in driveways/roads. Emergency vehicles must have clear access.

The All-Clear signal is given when the red lights next to the primary entrances stop flashing, not when the alarm is silenced. In the event of an alarm, residents cannot re-enter the building until it has been checked for fire safety (usually +/-50 minutes if everyone cooperates) and the fire chief gives the all clear. The Commons: The all-clear signal is given when the horns are turned off. *Do not attempt to reenter the building until the all-clear signal is given.*

As the Fire Department checks the building during a fire alarm, all violations of state and Academy laws/rules/regulations regarding fire safety, will be reported to the Office of Campus Safety and Compliance. Administrative certificates of search will be issued following the alarm for the purpose of correcting the reported deficiencies.

Failure to Comply

Students who fail to respond to an alarm or are uncooperative during a fire alarm must understand that their actions are in violation of community conduct standards. They will be escorted to the Curtis Hall Front Desk by the Residential Life staff member on duty who is overseeing the staff response and crowd control. If deliberate non-compliance is verified, the student will be subject to disciplinary action.

False Alarms

Purposely or negligently causing false alarms or tampering with safety/fire devices may be grounds for dismissal or expulsion. Under state law it is a felony offense to purposely cause false alarms or to tamper with emergency/fire equipment. Under Academy policy, students who purposely or negligently/unintentionally cause false alarms or tamper with fire equipment may face disciplinary action. Town ordinances set a threshold amount for false alarms, above which the Academy is charged \$250 per alarm. This cost may be assigned to any persons found to be responsible for an alarm. False alarms invite resentment from other students, nearby neighbors in Castine and the Volunteer Fire Department. Residents and community members may become desensitized to false alarms and fail to respond in a timely fashion in the event of an emergency. Nationally, more students are hurt responding to false instances of emergencies than in true emergency situations.

Flammable Materials (i.e. candles, incense)

Possession/use of candles, incense, oil burners, or other flammable materials or items such as holiday decorations that can or do produce open flames or burning embers, is not permitted in the residential facilities. (i.e cut trees or candles)

Tobacco (Smoking & Other)

MAINE MARITIME ACADEMY IS A SMOKE- AND TOBACCO-FREE CAMPUS. Smoking (including e-cigarettes and vaporizers) is prohibited anywhere on Academy property, including Curtis Hall and The Commons. The use of e-cigarettes or similar devices will set off the fire alarm system. Failure to comply with these policies can result in sanctions and/or disciplinary action.

Furniture

Only furniture authorized by the Academy will be permitted in a student's room/suite/apartment. *Under no circumstances is a student authorized to modify or exchange between rooms/suites/apartments any of the assigned Academy furniture without the express permission of the Director of Residential Life and Student Activities or the Assistant Director of Residential Life.* Nor is any students authorized to detach anything fixed to the walls. The building of lofts in, or otherwise modifying rooms/suites/apartments, is not allowed for fire/safety and maintenance reasons.

Curtis Hall: Due to the size of rooms and equipment provided, fire and safety considerations make it necessary to limit extra or different types of furniture. Only one (1) extra piece of furniture ("easy" chair, couch, or futon, etc.) is permitted per room.

The Commons: A furniture/equipment package is included with each apartment/suite.

NOTE: In all academy residential facilities, additional or different equipment that a resident is interested in having that is not specifically addressed within these regulations must be cleared specifically through the Director of Residential Life and Student Activities and must meet Academy standards and safety requirements. All common space Academy furniture is to remain in the assigned location and is not permitted in student rooms/suites/apartments.

Hall Sports

In consideration of the safety of residents and the integrity of the facilities, hall sports are not permitted. Sports activities - including but not limited to- ball sports, bicycle or scooter riding, skateboarding, rollerblading, nerf guns, water balloons, etc. are prohibited in all parts of Curtis Hall and the Commons.

Laundry Facilities/Linens

Laundry facilities are located in residential buildings. All the machines are card operated and serviced by Mac Gray. *If a machine is broken or malfunctioning, please contact Mac Gray at 1-800-MAC-GRAY (622-4729).*

There are two machines located at the Curtis Hall Front Desk for purchasing cards or adding money. In Curtis Hall, there are four laundry facilities on each of the 2nd, 3rd and 4th floors. On the first floor and basement they are located within each living area. There is a laundry room in the basement of each building for residents of the Commons.

Residents are required to obtain and maintain their own linens.

Lights

Residents are asked to turn off room/suite/apartment lights at all times when the area is not occupied.

Residents are allowed to have extra lights/lamps in their room/suite/apartment, with the exception of the "torchiere" style lamps (upturned shade with light source on top, especially those with halogen bulbs or plastic shades). These can be a serious fire hazard. Residents are not allowed to mask or color permanent room/suite/apartment lights, or exchange the bulbs for anything except white lights.

No cloth, paper, or any potentially flammable material should be on or near lights.

Lockouts/Lost Key

Fees will be charged for lost keys, damages to locks, or for lock replacement. A lost key charge is \$150.00. This fee includes the cost of 4 new keys and a new lock core for the room, all of which are required and non-negotiable. Residents are cautioned to carry their room/suite/apartment keys at all times and to lock the door when they are absent from their rooms.

Students who consistently forget their key and get locked out of their room may be assessed a \$10.00

fee per lock-out and may be subject to further fine or other disciplinary action. Multiple occurrences may be considered proof of a lost key and the student will be responsible for a lock change at their own expense.

A student who is locked out between 8:00AM and 1:00AM should see the Curtis Hall Front Desk to check out a 5-minute lock-out key to access their room. Students locked-out between 1:00AM and 8:00AM should contact one of the three Resident Assistants on duty whose names are posted next to the Curtis Hall Front Desk.

Musical Instruments

Students are permitted to play musical instruments in their room/suite/apartment only at a time and in such a manner as not to disturb other students. They cannot be played during exam week study hours. It is strongly recommended that electronic instruments be played with headphones.

Noise

Residents are expected to keep the volume of sound from televisions, stereos, electronic games and other devices at a level that can be heard only in their room/suite/apartment. This also applies to the social gatherings that often go with these devices. Due consideration must be afforded other students, particularly if you receive a direct request for quiet from another student.

Quiet Hours

Consideration hours are in effect 24 hours a day, 7 days a week. This means being conscious of the noise you are making and being considerate of those around you. Quiet Hours are to be observed Sunday – Thursday from 10PM until 7AM and from 12AM until 9AM on Friday and Saturday. During these hours there should be no loud noise in the hallways and music/loud noise should not be heard outside the student's room/suite/apartment. Students are expected to respond in a reasonable and courteous manner to requests for noise reduction at any time.

Safety and Security

Security of Rooms

No student shall enter the room/suite/apartment of another student uninvited unless there is an emergency or valid perception of an emergency, which warrants an immediate response. A student entering a room/suite/apartment uninvited is trespassing. Under this regulation any student present in another student's room/suite/apartment with permission is considered a "visitor" of at least one of the assigned residents of that room/suite/apartment.

The Academy reserves the right to have its representative(s) enter a resident's room at any time in the following instances:

- When it appears that an occupant may be physically harmed or endangered
- When it appears Academy property is endangered
- When it appears Academy or Residence Life policy is being violated
- To make periodic repairs and maintenance.
- To conduct Health and Safety Inspections
- To conduct Regimental Inspections

Designated Academy officials are permitted to enter student rooms/suites/apartments at reasonable hours, designated by notice, for the purpose of carrying out their assigned tasks and functions. Except for some Regimental Inspections, it is a courtesy but not required that the student be present.

Regimental Rates, Midshipman Training Officers (MTO), and Resident Assistants are authorized to

participate in inspections when deemed acceptable by a professional staff supervisor during the Academic year. During the summer or pre-season period, Academy staff and officials are completing work or inspections on rooms in order to prepare them for various conferences or opening of a new Academic year. During such time, Academy officials and Resident Assistants may be entering rooms to complete tasks. Although prior notice to residence will be attempted, it is not always possible to notify residents before entry is necessary to complete such tasks.

Designated officials (members of the Students Services Division, Campus Safety officers, and Regimental Staff officers) may also perform authorized searches of rooms/suites/apartments as defined in the Student Honor Code of Conduct and Responsibilities.

All other officers and Academy personnel may enter a room/suite/apartment only by invitation and with the student present.

Security of Belongings

Residents are solely responsible for any personal belongings in their rooms/suites. MMA assumes no responsibility for the loss or damage of personal belongings due to student misconduct or a failure to abide by Academy policies or guidelines.

In addition to their room key, each Curtis Hall resident has one closet/locker and one desk drawer capable of being padlocked (padlock not included). It is recommended that residents lock their valuables in these spaces at all times when they are out of the room. Closets and drawers will not be entered outside of normal inspections for any reason unless authorized by the Dean of Student Services, the Director of Residential Life and Student Activities, the Director of Campus Safety or the President, and only with probable cause.

Security of the Building

For the safety and security of all residents, the outer doors of residential buildings are locked 24 hours a day, with the exception of the Curtis Hall Front Entrance Monday-Friday from 8:00AM-11:00PM during the Academic year. Entrance to the residential buildings is solely through doors with proximity sensors or the Curtis Hall Front Entrance. Students must be prepared to show their MMA student ID card at all times. Guests must display their guest pass and also be accompanied by their host or hostess.

Surveillance Camera and Audio Recording Policy

Maine Maritime Academy Campus Safety utilizes several conspicuously placed surveillance cameras and audio recording devices in common or public areas on the Maine Maritime Academy campus to augment the safety and security of the Maine Maritime Academy community. Inconspicuously placed surveillance cameras and audio recording devices may also be used when necessitated for investigatory purposes at the recommendation and supervision of the Director of Campus Safety with the approval of the Vice President of Operations.

Students who see suspicious or unknown persons in the buildings should contact Campus Safety or Residential Life staff immediately. Remember to never let anyone into any building that you do not recognize as a person you know to have authorization.

Visitors & Guests

All guests of students must be 18 years of age or older. Exceptions to this rule must be requested in writing and approved by the Dean of Student Services no less than one week prior to the visit. The Dean of Student Services or designated Residential Life Staff Member will require information from the host in order to complete an emergency contact form for the underage visitor.

All guests can be registered prior to their arrival through the MMA Housing gateway at

myhousing.mma.edu to save time upon arrival at the Curtis Hall Front Desk to officially check-in. Residents are required to have all guests (any non-residential MMA students or other non-MMA people) register and receive a Guest Pass at the Curtis Hall Front Desk. MMA students who live off-campus but wish to visit friends overnight must also be registered with a host. The guest must present a state issued picture ID that shows their age. MMA students are required to show their MMA ID card to register as a guest.

MMA students are only permitted to have visitors (other MMA residential students) and guests (non-residential MMA students or other non-MMA people) in their rooms/suites/apartments. Student hosts are responsible for the safety and well-being of their guests and visitors as well as ensuring that their guests and visitors comply with all Academy rules and regulations. Hosts are expected to accompany their guests any time that they are away from the host's room/suite/apartment. Hosts are responsible for all of their guest's actions and behavior and are subject to disciplinary action if their guest violates any Academy policies, rules or regulations.

Guests who are not staying overnight must leave residence halls by 11:00PM. Each overnight guests or visitor stay is limited to 72 hours (i.e. up to three days in a row).

Students who fail to register their guests or to escort them within the building are subject to disciplinary action and their guests may be requested to depart Academy property immediately. Students who introduce unauthorized visitors or guests into their room/suite/apartment or other restricted areas will be cited under the Academy Rules and Regulations governing conduct and discipline.

Pets/Animals

No pets may be kept in residential spaces, or brought into any residential building, by a student or their guest with the exception of non-flesh eating fish or turtles kept in an approved aquarium. Aquariums are to be limited to 10 gallons or less. Students who require a service or emotional support animal must see Accessibility Services to inquire about residential accommodations.

Vacation Breaks

During the academic year, when vacation breaks occur that are a week or longer in duration, the Academy closes the Curtis Hall residential facility. *All students residing in Curtis Hall must vacate the building for the duration of the break.* The Commons remain open. Refer to the academic year calendar and information published by Residential Life for specific closing and opening times.

Procedures

Residents must close windows and curtains, and unplug all electrical appliances with the exception of telephone answering machines and fish tank heaters. All doors must be locked and secured upon departure. Hall staff will enter and check each individual rooms/suite/apartment at closing time to ensure the building has been properly closed for break.

Temporary Housing

Students who are absolutely unable to leave during a break when Curtis is closed or have delayed departures and/or early arrivals must contact the Conference Coordinator in Sodexo to make arrangements for temporary housing in Leavitt Hall starting at \$85.00/night, if space is available. There is no temporary housing available in the residence halls.

Windows

Window screens where they are in place must not be removed or tampered with. Broken or cracked windows must be reported immediately to an RA or Campus Safety. The cost for repairs will be charged against the assigned room/suite/apartment occupants where negligence is apparent.

Each window is fitted with an approved set of curtains. It is not permitted to change these curtains, nor to display or hang anything else in, on, or out of the window. It is not permitted to throw anything out of windows.

Help conserve energy. During cold or inclement weather, keep windows closed at all times, except for ventilation needs when occupied. During severely cold temperatures, windows that are left open can damage the room heating systems causing pipes to burst and damage to student and MMA property. Any damage to a room's heating system caused by the residents will result in the assessment of damage charges.