

# The University of Maine Guide to Campus Living

Updated: 6.14.24

The Guide to Campus Living is designed to assist you in understanding your responsibilities as a member or guest of our residence hall community at the University of Maine. Updates will be made periodically to this document. Please refer to the online document at [www.umaine.edu/reslife](http://www.umaine.edu/reslife) for the most updated version. The Guide to Campus Living outlines policies specifically related to residence hall living. For information on other campus policies, including the Code of Student Conduct, please refer to <https://umaine.edu/handbook/> . To view your full room and board license, please refer to <https://umaine.edu/housing/housing-policies/>.

As a community member, we rely on you to report any suspicious activity. We encourage you to seek out your Resident Assistant, your Area Coordinator, Community Coordinator, or Assistant Community Coordinator, or to call UMPD at 207.581.4040. You may also report a crime anonymously at <http://umaine.edu/police/campus-eyes/> . For emergencies, dial 911 from any campus phone. We recommend entering the University of Maine Police Department phone number into your cell phone to assist you in directly connecting with their dispatch when reporting an on-campus emergency from your cell phone. That number is 207.581.4040.

Final Note: No guide can possibly anticipate every question or situation in a residence hall community. This guide is meant as a resource, and is complemented by the hard work and judgment calls of your residence hall staff as well as staff within the Division of Student Life. If you have any questions or would like clarification about any information or policy listed in this guide, please contact your Area Coordinator, Community Coordinator, or Assistant Community Coordinator.

**Note: The Guide to Campus Living can be amended to respond to UM system-wide guidance relating to public health protocol and procedures.**

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### **Section 1: Moving in/Checking Out**

## **A. Move-In Procedures**

### **First-Year Students**

- Move-in for all students is August 30, 2024 – September 1, 2024.
- Before your arrival please verify your housing assignment by logging into myHousing on the UMaine Housing Services website ([umaine.edu/housing/](https://umaine.edu/housing/)). Label your belongings with your name, hall, and room number before arriving on campus.
- Please plan to arrive during Fall Welcome Weekend (August 30 – September 1, 2024), and follow signage in and around campus to ensure that you are following the correct path to get to your building, as some roads will be closed.
- Upon your arrival at your residence hall, you will need to check-in at the front desk with a state ID or mobile/physical MaineCard. Someone will need to stay with your vehicle(s) at all times during the unloading process. Empty vehicles will be asked to move immediately to an appropriate parking lot, in order to ensure a timely move-in process for all students.
- Additional information about first-year student move-in can be found in a university communication in mid-August and/or on our website at [umaine.edu/reslife/maine-hello/](https://umaine.edu/reslife/maine-hello/).

### **Transfer Students**

- New transfer students entering UMaine this fall will move into their fall residence hall assignments between August 30, 2024 – September 1, 2024.

### **Returning Students**

- Returning students are scheduled to move into their fall residence hall assignments between August 30, 2024 and September 1, 2024. For more information please visit the Maine Hello website at [umaine.edu/reslife/maine-hello/](https://umaine.edu/reslife/maine-hello/).

## **B. What to bring to college – Permitted items:**

- A cart or dolly for move-in day
- Bedding (mattress pad, comforter, pillow, sheets, etc.) for twin bed 80" long
- Crates or closet organizers
- Toiletries
- Towels
- Shower shoes (flip flops work great!)
- Shower caddy (to use going to and from the community bathroom)
- Laundry hamper
- HE Laundry detergent, dryer sheets, cleaning supplies
- Power strips that are 15-amp UL approved surge protectors or 3-pronged extension cords
- Electronics Permitted: stereo, TV, video game equipment, and computers
- One refrigerator or microwave/fridge combo unit per room (MicroChill microwave/fridge units are available for rental, learn more at <https://umaine.edu/housing/microchill/>)
- Alarm clock
- First aid kit for personal use
- Small kitchen items (plates, cups, bowls)
- Decorations (please see our Fire Safety Regulations section)
- UL certified fans
- Up to a 10-gallon fish tank if bringing a fish (this is the only permitted pet)
- Desk lamp (without a halogen bulb)
- Prescription medication
- Flashlight with extra batteries

## **C. What NOT to bring to college — Prohibited items:**

- Amplifiers (not permitted to be used in the halls, but may be stored in room)
- Electronic cigarettes (e-cigs/vapes)

- Halogen lamps and/or octopus lamps
- Neon signs
- Air fryers
- SOLO Ovens
- Drones
- 3-D Printers
- Toasters and toaster ovens (except in apartment kitchens). Coffee-makers are permitted if there is an auto shutoff feature
- Hoverboards or other similar battery operated personal mobility devices (unless approved through Student Accessibility Services)
- Any appliance with open flame or coil
- Induction cooktops and portable burners
- Electric frying pans (except in apartment kitchens)
- Microwaves
- Grills
- Candles or incense (decorative candles are permitted so long as no evidence of burning exists. (Any burnt wicks, or the actual burning of candles will result in a student conduct referral)
- Flammable items—charcoal, incense, lighter fluid, gas, fireworks/firecrackers/sparklers
- Electric blankets
- Space heaters and/or air conditioners
- Personal lofts, water beds, or any furniture or decorative item that requires bolting or nailing into the walls
- Weapons included but not limited to: guns, ammunition, knives over 4 inches in blade length, airsoft/BB guns and rifles, bows and arrows, slingshots, 3D-printed weapons, Orby/Orbeez guns.

**D. What to discuss sharing with your roommate:**

- Carpets
- Television
- Gaming system
- Microwave/Fridge combo unit or small refrigerator. (Only one permitted per room, none permitted in DTAV/Patch. In Colvin suites,

each bedroom may have its own microwave/fridge combo unit or small refrigerator.)

- Any additional furnishings (futon, etc.)
- Date of arrival
- Any other information that is pertinent to living together

#### **E. Procedures for checking out of your hall during a semester:**

- All moves must be approved through Housing Services and the Area Coordinator (AC), Community Coordinator (CC) or Assistant Community Coordinator (ACC) for your building. If your move has been approved (if you are approved to change rooms, are withdrawing, are being relocated, or are canceling your housing contract) notify a hall staff member as to when your move will be occurring.
- Remove all belongings from your current room.
- Recycle and/or properly discard unwanted items.
- Clean and arrange your side of the room neatly so it is ready for a new occupant.
- Be on time to your check-out appointment with an RA or hall staff member.
- Turn in your room or mail key, if applicable. Mobile/physical MaineCard access will be removed after you check out.
- Change your mailing address directly with friends, family, and companies.

\* Failure to check-out correctly may result in fees and/or charges to your student account for: improper check out, key replacement, removal of personal belongings (per hour charge), disposal of property, room cleaning (per hour charge), etc., so please be sure to follow these procedures.

#### **F. Procedures for checking out of your hall at the end of a semester or the academic year:**

Checking out of your room means that you intend to leave your room and not return. This is not applicable if you are leaving your room for a break period and intend on returning when the break period has concluded.

Students permanently checking out of the residential space at the conclusion of the Fall semester must do so by 7:00pm on Friday, December 20, 2024, when halls close for Winter Break.

At the end of the academic year, all students who are not approved to participate in Commencement must be checked out of their residence hall by 7:00pm on Friday, May 9, 2025.

At the end of the academic year, students may register and be approved to remain for graduation if they are graduating or have a part in the graduation ceremony, such as an usher or band member. Your sponsoring department must contact Housing Services in order for you to be registered to stay for graduation. (See "Summer Housing Options" below for spring to summer term information.)

To checkout of one's room:

1. Sign up in advance for express check-out (end of the academic year only) or find a Residence Life staff person and make an appointment.
2. Remove all belongings from your room.
3. Clean and arrange your side of the room neatly so it is ready for a new occupant.
4. Be on time for your check-out appointment with an RA or hall staff, or sign your express check out card and place it securely in your mailbox with your metal room key if applicable. (DTAV and Patch Hall residents should deposit their express check-out cards in the labeled outgoing mail slot.) Mobile/physical MaineCard access will be removed after you check out.
5. Change your mailing address on MaineStreet if appropriate, and directly with friends, family and companies.

\* Failure to check-out correctly may result in fees and/or charges to your student account for: Improper check out, key replacement, removal of personal belongings (per hour charge), disposal of property, room cleaning (per hour charge), etc., so please be sure to follow these procedures.

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## **Section 2: Breaks/Continuous Housing**

### **A. Closing for Breaks**

The Residence Halls will close for two distinct breaks during the academic year: Winter Break and Spring Break. With the exception of the students who live in continuous housing halls (Knox, York, DTAV/Patch, Hart, Hancock, Penobscot, Somerset), all students are expected to leave the residence halls during breaks. Students are permitted to leave belongings (in their room) that they do not wish to bring home with them for breaks. However, residents will not have access to their residential space during the period of time that the residence halls are closed for break. For this reason, it is important that students take care to only leave belongings in the residence hall to which they will not need access during the breaks.

Schedule for break closure:

- - For Winter Break, halls close on Friday, December 20, 2024 at 7:00pm and reopen on Sunday, January 19, 2025 at 10:00am.
  - For Spring Break (tentatively), halls close on Friday, March 14, 2025 at 7:00pm and reopen on Sunday, March 23, 2025 at 10:00am.

### **B. Continuous Housing**



Students who live in continuous housing halls (Knox, York, DTAV/Patch, Hart, Hancock, Penobscot, Somerset) should notify Residence Life staff to stay in their rooms during winter and spring break.

For safety and security reasons, residents may only register themselves and are not permitted to have overnight guests during these breaks.

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### **Section 3: Lockout Policy**

#### **A. Lockout Policy**

It is the resident's responsibility to keep their room key or mobile/physical MaineCard on their person at all times.

If a resident should find themselves locked out of their room they should contact their roommate first, then find the Resident Assistant to let them back in the room or go to the Complex Office during open hours for a Residence Life staff member to help.

If no staff members from the building are available, the resident can visit the Residence Life Central Office (311 Memorial Union) during business hours (M-F, 8:00am-4:30pm) to acquire a temporary access card. If the above options fail, UMPD can be contacted during business hours for a lockout.

If a student is locked out of their room between the hours of 1:00AM and 7:00AM they must call UMPD. Resident Assistants do not respond to lockouts during these hours. Students should keep in mind that they may need to wait some time before being let back into their rooms. All students will be required to show a picture ID either before or after being let in the room to ensure the safety and security of all students on campus. Students will also be required to produce their physical/mobile MaineCard upon entry to the room.

Temporary cards will not be issued unless the resident is able to provide alternate picture identification.

\*Students are only permitted 3 lockouts during a semester. The fourth – and each successive – lockout will result in a referral to the student conduct process.

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## **Section 4: Guest Policy**

### **A. Guest Policy**

Anyone not assigned by Housing to a particular residence hall room is considered a guest. Entrance into rooms is permitted only at the invitation of an occupant of the room. Any guest (including family members) may be provided access only by an occupying resident. Occasional overnight guests are permitted, although only within the context of the following guidelines:

- Prior to the visit, the resident should discuss the time frame and expectations of such a guest with their roommate(s). Keep in mind that no student can refuse to allow a roommate to have guests and then invite their own guests to visit.
- No guest can remain in the student room for longer than 2 consecutive nights in any given week.
- No overnight guests should visit more than 2 times in a month.
- Guests must be escorted through the halls by their host resident.
- Guests are expected to utilize the restrooms that correspond with their gender identity; at times, this may require use of facilities in public spaces of the residence hall.
- Guests must follow all university/residence hall policies.
- Hosts are responsible for guest(s) behavior.
- Guests needing a reasonable accommodation, including an emotional support animal (ESA), must contact Student Accessibility

Services at 207.581.2319 a minimum of two (2) weeks prior to their visit.

**No overnight guests are permitted over the first and last two weeks of each semester, including early arrival, move-in, Welcome Weekend, move-out, and graduation periods.**

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## **Section 5: Safety Policies**

### **A. 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. Do not prop doors open, remove window screens, or circumvent authorized entry procedures.**

### **B. Maine Card Access**

- All Residence Hall buildings are locked 24 hours a day and use a card reader system for entry. These readers work with either a mobile or physical MaineCard.
- Residential students have card access only to the building to which they have been officially assigned.
- All student rooms have reader technology that is compatible with both a mobile or physical MaineCard.
- No exterior door may be propped, and locks may not be tampered with. Additionally, doors may not be tampered with in a way that prevents the door from closing properly

- Students may not lend their mobile/physical MaineCard to any other person
- Students must present their mobile/physical MaineCard to staff upon request
- Students should not share their personal pin number with anyone
- Students should report their mobile/physical MaineCard missing immediately online at <http://umaine.edu/mainecard/online-card-office/> to prevent theft of student funds.

### **C. Fire Alarm Procedures**

Anticipate a fire drill at the beginning of each academic year. When ANY fire alarm sounds students should:

1.
  1. Evacuate the residence hall immediately; close your door when exiting.
  2. Re-enter the hall only after Fire Department personnel signal that it is ok to re-enter the building. The ceasing of the alarm alone is not an indication for re-entry; staff will notify residents when they may re-enter the hall.
  3. If a resident is not able to leave a room due to smoke or fire, they should call 911 or 207.581.4040 and give their specific location.
  4. Residents who need an elevator in order to exit the building should talk with Residence Life staff upon arrival into their hall, or as soon as such an accommodation is needed. This includes temporary circumstances such as being on crutches. Staff will assign a stairwell location where the student in need of assistance exiting should wait for rescue staff.

### **D. Fire Safety Regulations**

- Tampering with or pulling a fire alarm maliciously or falsely is a criminal act. Tampering in any way with fire safety equipment which

includes smoke detectors, sprinkler systems, exit lights, and fire extinguishers is a violation of the student code of conduct.

- Students may not cover, remove, or in any way tamper or damage emergency exit signage posted on their door, or anywhere within the residence hall.
- Students responsible for causing false alarms will be referred to the student conduct process.
- Alarms activated by student error such as cooking, do occur, however students can be held responsible for the cost of cleaning or repair beginning at \$100. If this is a continuous behavior on the part of an individual student, then the student is billed for restitution beginning at \$100.
- The possession, use, and sale of fireworks are not permitted in any campus living unit, including but not limited to residence halls, residence villages, apartments, suites and offices. The possession, use, and sale of fireworks are also not permitted on campus.

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## **Section 6: Room Policies and Quiet Hours**

### **A. Room Entry**

It is expected that room residents will present themselves when asked to do so by University staff, including but not limited to University Police and Residence Life staff. Failure to do so may result in a referral to the student conduct process.

Entry into a student room may occur when:

- Residents have extended an invitation for them to do so.
- There is a clear or apparent emergency, such as fire, serious injury or injuries (including a report or belief thereof), or where a danger threatens persons or property

- There is a confirmed smell of smoke and/or “burning” identified as coming from a specific location.
- 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
- To conduct scheduled maintenance or other repairs.
- Health & safety checks (see below).
- Failure to respond to a knock on the door or call by university staff to assure resident is not in need of emergency attention.

## **B. Health and Safety Room Inspection Policy**

Under the University’s Room and Board License provisions, Residence Life staff will conduct periodic health and safety inspections of residence hall rooms, apartments 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, for example, 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.

Note: Housing Services may enter a room at any time as needed to inspect University property. This is separate and distinct from Health and Safety inspections.

- The purpose of health and safety inspections is to assure the safety of the resident(s) and to assure that the use of the rooms, apartments and suites is in accordance with University rules and regulations.
- Health and safety inspections will occur at least once per semester during the academic year, in addition to checks at semester closings.
- At the end of the spring semester most residence halls, apartments and suites will be inspected prior to closing for the summer. Housing Services 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 flyers in the residence halls and/or other means designed to make residents aware of this process (ex. email).

- 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. Referrals to the student conduct process will be made as appropriate. In the event of an obvious violation being covered (example: a sheet over an obvious pet cage), the AC/CC/ACC of that complex will be notified and will verify the violation, and follow up with the student.
- Areas such as windowsills and the space above ceiling tiles are subject to search to ensure the safety and security of all residents. Note: students should avoid storing anything in these locations.
- Alcohol, drugs, drug paraphernalia, and other contraband and illegal substances result in notification to UMPD and possible confiscation by the police. Additionally, any violations of the weapons policy including but not limited to: hunting rifles, ammunition, knives exceeding 4 inches, paintball guns, airsoft rifles, etc. will be confiscated by UMPD. In addition to UMPD being notified, students will be referred to the student conduct process. Items such as empty alcohol containers will be considered evidence of alcohol possession and may constitute a Student Conduct Code violation.
- Tampering with fire suppression and/or detection devices will immediately be addressed, and when possible immediately remedied by Residence Life staff. Possession of candles, incense, banned or inappropriately strung lights, and similar items will result in the student(s) being approached by Residence Life staff immediately on the return of the resident(s). The Residence Life staff will determine whether referral to the student conduct process is appropriate after talking with the student(s).

- Stolen property may result in notification to UMPD, and confiscation of stolen property, as well as a referral to the university conduct process (ex. street/traffic signs, dining commons items, building signage, etc.).

### **C. Cleanliness**

Custodial staff maintains the cleanliness of common spaces in the residence halls, such as bathrooms, hallways, stairwells, lounges, and lobbies. Frequently cleaning and disinfecting of common areas and touch-points occurs as a means to limit the transmission of disease in our communities.

Students are responsible for cleaning and sanitizing 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 Custodial staff must be utilized to assist in an excessive clean-up, the student will be billed an hourly rate.

Noxious odors that impact roommates, neighbors, or public areas (including corridors), regardless of origin, are prohibited.

### **D. Permitted Decorations Policy**

- No more than 20% of any wall or door should be covered with decorations. In order to prevent damage to painted walls, students should use painters tape, sticky tack, 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:



- String lights are acceptable ONLY if they are labeled with Underwriters Laboratory (UL) or Factory Mutual 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. For definition purposes, daisy chaining refers to two or more extension cords being attached to each other.
- No lit candles, open flames, or spark-producing devices are permitted. This includes incense.
- Do not obstruct corridors, stairways, exits or doors from closing.
- Decorations may not obstruct exit lights, sprinkler pipes or heads, smoke detectors, fire alarm pull stations, portable fire extinguishers or cabinets, or other safety apparatus.
- Only artificial trees/wreaths which are flame retardant are allowed in halls. No other cut greenery is acceptable. For artificial trees/wreaths, documentation should be available to prove their flame resistance.
- 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 interior glass if 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 can be hung in a student room if 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.
- Ceilings:
  - Nothing may be attached to ceilings.
  - Smoke detectors and/or sprinkler heads must remain unobstructed at all times.
  - 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.

## **E. Noise**

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.

## **F. Quiet Hours Policy**

Quiet hours during the normal academic year are as follows:

- Sunday – Thursday: 10:00pm to 7:00am the following morning.
- Friday & Saturday: 12:00 midnight to 7:00am the following morning.

During quiet hours:

- Noise should not be heard outside of a student's door or in adjacent rooms where others may be disrupted.
- Stereos, video games and televisions should be at a lower level so they are not likely to be heard outside of the student room or from open windows.

## **G. Courtesy Hours Policy**

Courtesy hours are in effect 24 hours per day. Courtesy hours mean that students are expected to refrain from noise which is a disturbance to another member of the community. If asked by any community member to lower their noise level, a student should appropriately do so immediately.

## **H. Finals Week 24-Hour Quiet Hours Policy**

Quiet hours run 24 hours a day beginning at noon the Wednesday before finals week until the hall officially closes at 7:00pm on Friday of finals week, when permitted. All students and their guests need to honor these quiet hours. Disruptive behavior may result in disciplinary action and may include being asked to leave the hall.

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## **Section 7: Substance Use/Weapons Policy**

### **Substance Use Policy**

#### **A. Alcohol:**

- State and federal law prohibits the use of alcohol by anyone under the age of 21.
- In compliance with these laws, the University of Maine does not permit the use of alcohol by anyone under the age of 21.

- Students of any age, including over the age of 21 CANNOT furnish a place for students under the age of 21 to consume alcohol.
- Students over the age of 21 CANNOT provide alcohol to students under the age of 21.
- Alcohol may be consumed by students 21 or older inside a student's residence hall room, so long as the resident of that room is over 21.
- No students may possess or consume alcohol in public areas, including residence hall lounges, stairways, and hallways.
- If neither occupant of the student room is of legal drinking age then the use of alcoholic beverages in that room is prohibited. When a guest of legal age is visiting the guest is not permitted to possess or consume alcohol in the room.
- Students of legal drinking age are not permitted to have a common source of alcohol in the residence halls, including but not limited to: punch bowls, barrels, kegs, kegerators, beer balls, etc.
- While empty alcohol containers alone are not a violation of the Code of Student Conduct, they may be evidence of consumption in a conduct case.
- Students are advised to refrain from collecting, storing or displaying empty alcoholic containers in their room.

## **B. Cannabis:**

- Cannabis possession and use, regardless of form, is prohibited in the residence halls.
- Medical cannabis is not an accommodation made on campus. For more information about medical cannabis, please contact Student Accessibility Services at 581-2366.

## **C. Other Drugs:**

- Students using a prescription drug may not allow anyone else to use this medication.
- Sharing or selling of prescription drugs is illegal.
- Use or distribution of illegal substances is not permitted, and is a violation of the Student Code of Conduct.

- Use of a legal substance in an inappropriate or harmful manner (example: huffing) is not permitted.
- Drug paraphernalia is not permitted in any university residence, including but not limited to; bong, pipes, water pipes, hookahs, and scales. Possession of these types of items is a violation of the Student Code of Conduct.

#### **D. Tobacco:**

- The University of Maine is a tobacco-free campus. This policy applies to faculty, staff, students, contractors, vendors, and visitors. The use of tobacco and all smoking products is not permitted on any university-owned property, which includes but is not limited to; buildings, university grounds, parking areas, walkways, recreational and sporting facilities, and university-owned vehicles.
- Tobacco use includes the possession of any lighted tobacco products, or the use of any type of smokeless tobacco. This includes the use of electronic cigarettes.
- For more information on tobacco-free campus, please see: <http://umaine.edu/tobaccofree/>.

#### **E. Weapons Policy**

- Guns and ammunition of all kinds are prohibited from residence halls. This includes but is not limited to hunting rifles, airsoft guns, paintball guns, pellet guns, orby/orbeez guns, and bb guns.
- Bows and arrows, hunting knives (knives exceeding 4 inches in blade 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.

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### **Section 8: Pet/Service Animals Policy**

## **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.
- Residence Life staff are not responsible for feeding, removing, cleaning, or changing the water for fish aquariums left behind during closings.
- The university does not permit students to have any other pets inside the residence halls, including pets belonging to visiting guests.

## **B. Service Animals Policy**

- Prior to utilizing a service, therapy, and/or comfort animal, residents must seek and gain approval from Student Accessibility Services.
- Service, therapy, and comfort animals must be in the immediate control of the person to whom they are assigned and may not be allowed to be treated as a pet by others.
- Service, therapy, and comfort animals must be in good health and current with all required vaccinations.
- Because of health standards, service, therapy, and comfort animals must be kept clean at all times. It is the sole responsibility of the student to make the necessary cleaning and grooming arrangements. Residence hall facilities (showers, sinks, tubs, etc.) may not be used for this purpose.
- Service, therapy, and comfort animals must not be an undue annoyance to other residents (excessive noise, smells, physically threatening, etc.) nor cause damage to the property of others or damage to university provided property.
- If the accommodation to the student of the service, therapy, and comfort animal becomes unreasonable by violation of this policy, or becoming a health threat (allergies, etc) disability or safety concern to another, the student must cooperate with Residence Life staff, Student Accessibility Services, and others as appropriate to resolve

the conflict. This may require a change in housing arrangements including modification or discontinuance of the accommodation, or reassignment to another room, residential unit, or residence hall.

- An emergency contact person who is not the resident and contact phone number is required for service and emotional support animals. This person must be willing and able to come to get the service or emotional support animal in the event of an emergency.

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## **Section 9: Mail/Internet/Cable Policies**

### **A. Mail Service**

Your Mailing Address on Campus:

Student Name

Residence Hall and Room #

University of Maine

Orono, ME 04469

Mail is delivered each evening (Monday-Saturday) to student mailboxes before 12am.

Mail may not be handed to students. Students must retrieve their mail from their mailbox.

If you will no longer be residing in a residence hall, you will need to change your address so that you continue to receive your mail. You may do so either by visiting your local post office or [usps.com](https://usps.com). Please note that Residence Life does not automatically forward mail, nor do we forward mail to off-campus locations.

All packages (or mail exceeding the size of your residence hall mail box) sent by UPS, FEDEX, USPS, or any other carrier to students in residence

will be delivered to The Postal and Package Center (PPC) located in the Memorial Union. An e-mail will be sent to the resident student, alerting them that a package is available for pickup. The PPC's hours are 8:30am – 4:30pm, Monday – Friday. A photo ID (mobile/physical MaineCard, driver's license, etc.) of the addressee will be required when the resident student picks up a package. Please note: it is not uncommon for UPS, FedEx, or the shipper to send a delivery notification. This means your package has arrived in Orono, not necessarily to the PPC. Your package will not be available until you receive the email from the PPC.

## **B. Internet and Wireless Service**

All buildings on campus work off a wireless network.

Residents are required to register their computer and other connected devices on the network.

Wireless routers are prohibited from use in the residence halls.

Internet or wireless issues should be reported the following resources via Apogee:

Apogee Support

- Call [\(833\) 493-4889](tel:8334934889)
- Text "ResNet" to [84700](tel:84700)
- Chat at [MyResNet.com/support](https://myresnet.com/support)
- Email [support@myresnet.com](mailto:support@myresnet.com)

## **C. Streaming Service**

The University of Maine offers a streaming service to on-campus residents. To learn more about this service and the wireless internet, please click [here](#).

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## **A. UMaine Text Service**

UMaine.txt (<http://umaine.edu/emergency/umaine-txt-registration/>) allows for instant text message communication to subscriber cell phones regarding emergency situations, snow days, and urgent community health updates. We highly recommend that every student visit the UMaine.txt web site and sign up for this service. This service is free and residents are strongly encouraged to sign up. When you hear the campus siren, check the UMaine website. Messages will be sent directly to your cell phone if you sign up for the service.

The Black Bear Safe app has great features, including a “safe walk” on campus. Check [here](#) for details and sign up for free.

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## **Section 11: Property Insurance**

### **A. Property Insurance**

The University of Maine does NOT carry insurance protecting a student’s belongings.

Check that your items brought to campus are protected under your parents/guardian’s homeowner’s policy or a separate personal property policy. We strongly encourage insurance for your belongings. We also recommend you engrave valuable items and keep a record of serial numbers.

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## **Section 12: Common/Quad Area Policies**

### **A. Common Area Policy**

- Residence hall lobbies and lounges are reserved for residence hall students' use only.  
University organizations may not reserve or meet in any residence hall lobby or lounge, nor may a resident of a residence hall reserve or meet in their hall lobby or lounge for the specific purpose that supports a University organization without permission from Residence Life.
- All lobby and lounge programs or meetings should be sponsored by a Resident Assistant, Area Coordinator, Community Coordinator, or Assistant Community Coordinator.
- Each residence hall lounge is outfitted with furniture (couches, chairs, small tables and desks) and is intended for common use. Students may not remove lounge furniture out of the lounge or lobby for any purpose.
- Pianos are located in common areas of some residence halls and are maintained on a biannual maintenance schedule. If additional maintenance or tuning of the piano from student misuse is necessary, it may be charged to the hall as part of common area damage. Pianos should not be moved as this will result in additional tuning and maintenance charges. Pianos and/or any other musical equipment and instruments may not be used during quiet hours in any halls.
- Equipment, such as billiards, foosball, and table tennis, may be purchased by the university and placed in some residence halls. This equipment may or may not be available in your hall or complex. Use of some equipment after quiet hours may be limited in some buildings per that complex staff. Should limitations occur, this information will be clearly posted in the common rooms.
- Sound amplifiers may not be used in any area of the residence hall, including lounges.  
Skateboards, rollerblades, longboards, and other similar activities are not permitted indoors, or off of benches, buildings, handrails, etc.

- Hoverboards or other similar battery operated personal mobility devices are not permitted for use or storage in the residence halls (unless approved through Student Accessibility Services).
- Drones are not permitted on campus or in residence halls.

## **B. Quad Area Policy**

- The space outdoors between a group of two or more residence halls is referred to as a quad and is available for residential programs, recreation and leisure.
- Quad space may be reserved by student groups by contacting [shane.p.smith@maine.edu](mailto:shane.p.smith@maine.edu).
- Whoever is using the quad, including groups who reserve the space, must abide by all campus policies, including appropriate noise levels that do not interfere with building quiet hours, etc. For student organized events, use the [Event Management process](#).
- Parking any vehicle on a quad, except for bicycles, is prohibited.
- Groups who do not properly reserve a quad will be asked to vacate.
- Amplified music outdoors is not permitted except during Residence Life and/or Student Life sponsored events.
- Outdoor fires are prohibited without the appropriate permits. Exempted from this are fires within outdoor grills used for cooking purposes. Any event with a fire must be approved through the [Event Management process](#).

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## **Section 13: Solicitation/Posting/Gambling Policies**

### **A. Solicitation & Posting Policy**

- The university expects each resident or visitor to respect the privacy of other residents. Commercial endeavors and activities direct or indirect by outside vendors are not permitted in residence halls or quads. Residents

cannot run a business of any kind from their room or any residence hall/university property.

- Fundraising events, including charitable drives, may be permitted when authorized in writing at least 10 days in advance by the Area Coordinator, Community Coordinator, or Assistant Community Coordinator in consultation with the Director of Residence Life.
- Fundraising must benefit a charitable cause, and may not be used as a fundraiser for a club or organization's benefit.
- No student may represent any outside agency or campus organization in selling or distributing products or services in the residence hall or any university property.
- Door-to-door fundraising or advertising is not permitted by any organization outside of Residence Life and Residence Hall Association.
- Students shall not use nor permit their rooms to be used for any sales.
- Posting Materials in the residence halls:
  - The Department of Residence Life will distribute flyers to residence halls for posting if submitted at least one (2) week prior to the event from UM/UMS departments and UM recognized student organizations.
  - Once materials have been approved the organization must count and label them as ready for delivery. Posters can be clipped in batches of eight for each residential complex and brought to the Department of Residence Life in 311 Memorial Union for distribution.
  - Notices of items for sale (personal property), lost and found, rides needed etc. may be posted in the halls by hall residents on designated spaces/bulletin boards.
  - Failure by an organization to follow the procedures for posting materials may result in the loss of posting privileges for that organization.
  - The hall staff or students may refer any infractions of this policy to the Area Coordinator, Community Coordinator, or Assistant Community Coordinator.

## **B. Gambling Policy**

Gambling or participation in games of chance on campus for money or other things of value is prohibited, including but not limited to bingo and poker games, except as provided by law. For more information regarding games of chance, contact the Center for Student Involvement (CSI) at 207.581.1406.

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## **Section 14: Housing**

### **A. Residency Requirement**

All first year students are required to live on campus. For information about the first year residency requirement, please see [umaine.edu/housing](http://umaine.edu/housing). Academic, personal, and programmatic support is provided to first-year and transfer students living on campus by Residence Life.

### **B. Eligibility**

- All students living on-campus must be enrolled in a minimum of 9 Orono campus credit hours.
- Students intending to enroll in fewer than, or otherwise fall below 9 Orono campus credit hours must secure an exception from their academic unit or Student Accessibility Services by the Monday following the end of the add/drop period. Exceptions may also be granted on a limited basis by the Director of Residence Life.
- Students who do not meet the above conditions must vacate their campus residence within 48 hours.
- Failure to do so will result in denial of residence hall access as well as referral to the university conduct process.

### **C. Housing Application**

The University of Maine uses an online application for housing assignments. Once accepted, first-year students are provided the proper identification numbers to log into the system and sign up for housing. Upper-class students are provided housing sign up information at the onset of housing registration in the spring semester. More Housing Services information can be found at <http://www.umaine.edu/housing/>

#### **D. Housing Room and Board License**

Terms and Conditions of your Room and Board License are available online at <http://umaine.edu/housing/room-board-license/>.

Your room and board license is nontransferable and covers the entire academic year unless you are leaving on a University-sponsored program. Student may not cancel their license during the year unless there is an academic assignment (student teaching, internship, study abroad) which places the student at an unreasonable distance from campus. Residents who leave the residences halls while still enrolled will incur a fee.

Residents who officially withdraw from the university and properly check out from the residence hall are entitled to a prorated refund of the room and board balance reflecting the time that they were in housing prior to checking out. Failure to check out properly may result in additional housing charges and may hinder application of this refund.

Students are not considered withdrawn from the residence halls until all personal possessions have been removed and they have formally checked out with a Residence Life staff member.

University regulations and policies affecting residence hall licenses are subject to changes and additions. Such changes and additions shall be officially posted on the Housing website. This constitutes legal notice. The changes and additions become effective and binding 48 hours after the date of posting or announcement.

#### **E. Housing Assignments**

The Assistant Director for Housing and Communications is Sally Clark. She can be reached at 207.581.4580 or by email at [um.housing@maine.edu](mailto:um.housing@maine.edu).

During the spring semester, currently enrolled students complete their Housing Application and requests online for the subsequent academic year. Information sessions are held in the residence halls prior to housing selection to explain the process to current first-year and upper-class students.

Following the upper-class housing sign-up process, incoming first-year students are given housing assignments in the halls. These assignments are made on a first come-first served basis. If two new students want to room together it is crucial that this information is submitted on the housing application of both students, each indicating the other as a requested roommate. Both applications should be submitted at the same time. Roommate requests from new students cannot be guaranteed after July 15. Assignment as roommates will not occur unless both parties follow this procedure. Note: if assignments have already occurred, it may not be possible to change the assignment given.

Students must live in the room they are assigned. All room change requests must be approved and are at the discretion of Residence Life staff. **Please note that no room changes are permitted in the first 2 weeks of any semester.** Should a conflict occur between roommates, Residence Life staff members are available to mediate a resolution. It is uncommon for a room change request to be granted until all possible roommate mediation efforts have been exhausted.

Should a conflict occur between roommates, Residence Life staff members are available to mediate a resolution. It would not be uncommon for a room request to be denied until all possible roommate mediation has been exhausted.

No roommate(s) may force another roommate to move out. If conflict cannot be resolved and no one is willing to move, staff may relocate both roommates (or in apartments, all residents). If a student refuses to accept

a roommate, that student may face student conduct charges, and could be billed the cost of a double-single room.

\*Room changes occurring as a result of a conduct resolution will be billed at the rate of the room reassigned to. Note that this may result in additional housing charges.

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## **Section 15: Subletting/Summer Housing**

### **A. Subletting Policy and Unauthorized Use**

Students may not sublet their residence hall room at any time. Students may not allow anyone to live in their residence hall room who is not assigned to the space by the Housing office. Students may not assign their Room and Board License to any other person.

Residents who allow their spaces to be used in any of the above ways are in violation of this provision and are subject to a penalty, fine, or charge. This charge could be as much as the full room charge for each violation during the period of their contract.

### **B. Summer Housing**

On-campus housing will be open to students for summer housing who are taking classes on a limited basis. If a student is taking classes in various summer terms, they will need to secure housing for each term. If there is a gap in time between classes, students may need to move out of the building between sessions. For more information about summer housing, please contact Housing and Dining Services at 207.581.4580.

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## **Section 16: Property Management/Custodial/Maintenance**

### **A. Property Management**

The Housing Services of Auxiliary Services is charged with making on-campus living the style of choice for students attending the University of Maine. The condition of your rooms and buildings are paramount in this effort and we strive to make your living experience a positive one.

Property Management, within Housing Services, provides maintenance of the building infrastructure, repairs and facility improvements of all 18 residence halls, one village complex, dining commons, the Marketplace, Union Central, Student Service Center, Catering, the University Bookstore, Printing Services, Cutler Health Center and University Park.

Phone: 207.581.4444

### **B. Custodial Services**

Custodial Services, an area of Housing Services, provides for the cleaning, disinfecting and health & safety in and around the Auxiliary buildings and service centers. Our Staff transport recyclables, replenish supplies and materials as well as relocate and adjust departmental furniture within our residence halls and service centers.

The custodian monitors and reports issues involving maintenance or damage. The staff is trained in biohazard cleanups, and the use of environmentally friendly cleaning practices and products. Hours of operation: Custodial Services is available for routine services to the residence halls from 6:00am to 2:30pm Monday through Friday.

These folks are an integral part of the residence community and essential to the operation of our residence halls. Please thank them whenever you are given the opportunity. To contact the Custodial Services Supervisor, please call 207.581.4850.

### **C. Maintenance Services**

Residents should submit maintenance concerns or room repair online at <https://umaine.edu/housing/maintenance-requests/>.

It is the policy of the university to ensure that students' privacy in their residence hall rooms is consistent with the basic responsibilities of the institution to fulfill its educational function and to conduct day-to-day operations. The responsibilities of the university require the reservation of a reasonable right of entry into student rooms to assure proper upkeep, to paint, to repair, and to provide for the health and safety of all residents in a residence hall, and/or to investigate when reasonable cause exists to believe that a violation of residence hall or other university regulations is occurring within student rooms. As an occupant of a room, a student is responsible for its upkeep and is liable for damage to or loss from the room.

Students are not permitted to paint their rooms. The university maintains a painting schedule to repaint buildings. Should paint be needed in your residence, please contact Property Management.

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## **Section 17: Recycling**

### **A. Recycling & Sustainability**

Students must remove personal trash directly to the dumpster. Each hall has a Zero Sort recycling receptacle where cardboard, returnables, glass, tin, #2 plastics, batteries, ink cartridges and plastic bags should be deposited. Residential students are required to participate in the University's recycling program. Failure to remove recyclable materials from student rooms within a reasonable amount of time may result in a referral to the student conduct process.

We ask that you join us in the conservation of energy and water through the following methods:

- Please be sure to unplug items not in use that are drawing wasted power such as computers and phone chargers.
- Please shut off lights, televisions, stereos, and other electronics when you leave the room.
- In the winter, please be sure your window is closed tightly.
- Please try to cut a couple of minutes off your shower time to conserve water.
- Please don't run water continually while doing things like brushing your teeth, shaving or washing dishes.

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## **Section 18: Pest Management**

### **A. Pest Management**

Screens are in place to prevent bugs and other debris from entering a student's room when windows are open. For safety, security, and to prevent infestation, do not remove screens. If a screen comes loose for any reason, students should immediately submit a maintenance request.

Property Management proactively works to control pests in the residence halls. Students play a significant role in keeping pests out of residence halls. Room cleanliness is essential when it comes to pest management. Making sure to empty trash regularly and remove open food containers from the room immediately after use are the most proactive ways to avoid pests. Collecting empty cans can attract pests very quickly, be sure to recycle them regularly. If a resident suspects bed bugs or other pests, the resident should call Property Management immediately at 207.581.4444.

The Property Management Office maintains a contract with an outside agency to implement an Integrated Pest Management System to regularly inspect and spray all the residence halls for ants, beetles, silverfish and cockroaches. Residence halls are monitored on a weekly basis for any other issues that may arise concerning pests. Any request for special pest

control services should be directed to the Property Management Office at 207.581.4444.

If you would like information on any of the following pests, or treatment of them, please contact Property Management at 207.581.4444, (a) Ants: crazy ants, field and yellow ants, little black ants, thief ants, pavement ants, pharaoh ants (b) Bed Bugs (c) Fruit Flies (d) Beetles (e) Silverfish (f) Cockroaches (g) Rodents.

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## **Section 19: Elevators**

### **A. Elevators**

If the elevator in your building is not working properly, please submit a maintenance request or call us at 207.581.4444 to report the problem. The maximum capacity for the elevator is listed in each elevator. Students should not exceed this capacity. Jumping in, and overcrowding, an elevator are known to cause serious damage. When this happens the cost of the repair is paid for by the students involved or the residents of the residence hall.

If an elevator is stuck, do not attempt to open the doors from inside. Always push the safety call button for UMPD who will then contact the appropriate individuals for repair. Elevators are essential for students with physical disabilities so it is essential that everyone protect them and avoid activities that may damage them or cause them to be out of service.

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## **Section 20: MicroChill/Washer/Dryer/Vending Policies**

### **A. MicroChill Combo Units**

Students are permitted to have one miniature refrigerator or MicroChill per residence hall room. In apartments, no additional refrigerators are permitted since one is provided by the University. Refrigerator units should not be more than 4 cubic feet and must be UL or FM approved, drawing no more than 10 amps and properly grounded. The university provides grounded outlets.

Stand-alone microwaves are not permitted due to energy conservation practices. Approved microwaves are provided in individual apartments and residence halls have community microwaves available. In order to have a microwave in the room, a student must rent the MicroChill unit by calling 712.226.3250. The MicroChill units allow for the safe draw of electricity, in addition to being UL listed and approved by the university.

## **B. Washers, Dryers & Vending Services**

Washers and Dryers – Call Property Management at 207.581.4444 for on campus concerns.

Soda Vending Machines – Call Property Management at 207.581.4444 for on campus concerns, or call 207.942.5546 for problems that resulted in loss of money from the soda machine.

Food vending (Athearn Food Products) – Call Property Management at 207.581.4444 for on-campus concerns, or call 1.800.649.1931 for problems that resulted in loss of money from the food vending machine.

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## **Section 21: Heating/Ventilation/Furniture/Window Policies**

### **A. Heating & Ventilation**

Property Management works closely with Facilities Management and the Steam Plant to provide proper heating and ventilation in the residence halls. For students living in control rooms, it is very important to keep the

windows closed, the radiator turned on and keep items from resting on or blocking the radiator during the heating season. Heating problems may be reported by submitting a maintenance request (<https://umaine.edu/housing/maintenance-requests/>) or by calling the Property Management office at 207.581.4444.

During the break closings the temperature in closed buildings is reduced to 52 degrees. It is vital all windows be closed prior to leaving for break.

## **B. Furniture & Windows in Residence Hall Rooms**

The furniture typically provided for each residence hall room consists of a bed, mattress, desk, chair, bureau, trash can, and recycling bin for each resident as well as window blinds. All furniture must remain in the student's room and is the student's responsibility. Storage is not available in the halls. Students who move furniture out of their room do so at their own risk. If furniture is missing or damaged at the time the student moves out, the student can be charged for the repair or replacement cost of the item(s). Do not place furniture in the hallway as it is not only a safety hazard but damage or loss of the furniture may result.

No furniture or decoration should hinder the exit of your room. There must be a minimum unobstructed pathway of 28 inches. Windows may not be used as an exit or entrance into a building. Throwing or dumping any item out of a window is dangerous, and therefore, prohibited.

## **C. Loft Policy**

Lofts are beds that sit up above the floor giving students more usable floor space to store desks, dressers, etc. Housing Services has loftable bed frames available in many student rooms. Each year more of these beds are added to the system. All available loftable bed frames are already in student rooms at the time of hall opening in August. All beds are set to the "midloft" position, with approximately 27-30 inches of space between the mattress and floor. If you would like your bed/mattress to be lowered,

please submit a maintenance request to custodial services. High lofts are not permitted.

Note: In Oak, DTAV, and Patch, loft pieces will not be removed from rooms as building storage is not available.

## **D. Windows & Screens**

All residence hall rooms come equipped with window screens. Screens are in place to prevent bugs and other debris from entering a student room when windows are open. Screens should never be removed from the frame or student window. Windows may not be used as an entrance into or exit out of the student room. Throwing items out of a student room is a danger to all students.

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## **Section 22: Bicycle Storage**

### **A. Bicycle Storage**

- Every residence hall has at least one outdoor bike storage unit. Some halls also provide indoor bike storage.
- For safety reasons, bikes may not be stored in lounges, hallways or stairwells. If bikes are found in these areas, they will be removed and the cost of removal will be assigned to the owner.
- All students are strongly encouraged to register their bikes on campus through UMPD.
- Students are responsible to bring locking mechanisms to secure their bikes.
- Bikes may not be locked to sign posts or trees.
- Bikes remaining on campus after the close of the academic year are considered abandoned and are removed.
- No motor-bike, motorcycle, or other bicycle containing gas or other flammable substance is permitted in the buildings.

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## Section 23: Parking Permit

### A. Parking Permits

- Parking permits are required for any vehicle on campus.
- Register before coming at [umaine.edu/parking](https://umaine.edu/parking)
- Print your receipt and put it in your dashboard until you pick up your permit.

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**Thank you for being a part of our residential community. If you have any questions about the provisions in this guide and/or you have questions regarding anything stated herein, please contact Residence Life at 207.581.4801. Have a great year!**