

2024-2025

# Resident Student Handbook



# Guidelines for Community Living

The overall goal of Residence Life & Housing (RLH) is to provide on-campus residents with clean, safe and secure environments in each of the residence areas. We believe this goal is attainable when all on-campus residents agree to follow a set of guidelines designed to insure the safety, respect, privacy and rights of all members of the on-campus community. The following pages detail this set of guidelines.

## Section 1: General Guidelines for Community Living

### The Residence Area Occupancy Agreement (RAOA)

As an on-campus resident, you have agreed to abide by all the guidelines set forth by Residence Life & Housing (RLH), the College and the Commonwealth of Massachusetts. It is your responsibility to be familiar with these guidelines. Please take time to carefully read this document and all other materials you receive from RLH.

The term of your agreement with RLH is for the full academic year. Students interested in an on-campus assignment in subsequent years participate in the returning student Housing Assignment Process (HAP) that takes place each spring. Students with an on-campus residency requirement are expected to live on campus. All students with a good record of citizenship are eligible to apply for housing after the completion of their on-campus residency requirement. You will receive additional information about the returning student Housing Assignment Process in the spring.

### Room Changes and Room Assignments

Room changes that are made without written approval from Residence Life & Housing (RLH) are not considered valid and will result in a \$50 unapproved room change fee and the loss of room change privileges for those involved. Townhouse residents who want to change bedrooms within their assigned apartment must also follow the formal room change process before making any moves.

### E-mails and Other Communications from Residence Life & Housing (RLH)

Your MCLA e-mail account is the official College communication vehicle. That means you are responsible for setting it up, checking it daily, reading the College e-mails you are sent and responding to any requests for information you may receive.

While this Handbook provides a comprehensive guide to on-campus living, you will receive other memos and notices from RLH throughout the year. These memos and notices will be sent to your MCLA e-mail account. The following are some of the memos that are sent out by RLH during the year:

- Vacation Notices
- End-of-the-Semester Closing Notices
- Returning Student Housing Assignment Process (HAP) Information
- Notice of Inspections

Other important notices will also be available through a student's Self-Service THD. Students who opt to receive text messages will also be provided important updates via text.

### MCLA Identification Cards

All students are expected to carry their MCLA ID cards with them at all times. An ID card is required to use campus facilities and services, to gain admission to College events and to enter Berkshire Towers, Hoosac Hall and the Townhouse Laundry Rooms. Your ID card also serves as your meal card and library card. Tampering with ID cards and the use of falsified ID cards are strictly prohibited. Public Safety can replace a lost or damaged MCLA ID card. The replacement fee for an MCLA ID card is \$25.

## Section 2: Safety and Security Guidelines

### General Expectations for Safety & Security

On-campus residents are expected to behave in a manner sensitive to general safety and security concerns. They are also expected to follow staff directions during emergencies. It is important for each resident to remember that their actions may have an impact on the safety and security of others. Any act that endangers the safety of self or others is not acceptable and will be dealt with through the Student Conduct Program. This includes a wide variety of thoughtless and/or careless acts including pranks.

## **I. Fire Alarms, Evacuations & Lockdowns**

All residents must vacate the building when the fire alarm sounds. Specific evacuation procedures for your residence area will be covered by your RA at your first floor/section meeting. After exiting the building, residents should gather in the following areas and wait for further instructions.

- Berkshire Towers residents should carefully cross Church Street and gather behind the MCLA gates.
- Hoosac Hall residents exiting the south stairwell should cross Highland Avenue and gather in the Upper Taconic parking lot. Hoosac Hall residents exiting the north stairwell should walk up the stairs and gather on the Campus Center deck.
- Townhouse residents should cross Montana Street and gather in the lower Quad.

Any person who fails to exit a building when the alarm is activated, willfully sets a fire, sounds a fire alarm falsely, tampers with fire equipment, sets off a fire alarm by carelessness or tries to prevent the normal functioning of the fire alarm system will be referred to the Student Conduct Program.

In case of a fire alarm, be sure you:

- Dress appropriately for the weather, including shoes and jacket.
- Feel door handles. If hot, do not open the door. Open the window and call for help.
- Keep low to the floor to escape smoke. Use a cloth or towel to cover your mouth.
- Do not use the elevator. Use the nearest exit or emergency stairwell.
- Never prop open fire doors. Their purpose is to hold back fire and smoke.

In case of a residence area lockdown:

- Remain in your room away from windows with your door locked and wait for further instruction from the residence area staff and/or Public Safety.

## **II. Fire and Other Safety Equipment**

Each of the residence areas is equipped with a variety of safety equipment. This equipment includes fire extinguishers, smoke detectors, exit signs, emergency lights and sprinkler systems.

The fire alarm system in each residence area consists of “state of the art” equipment. It provides excellent fire detection and is VERY sensitive. Take time to learn about the fire alarm system in your residence area, and where the equipment is located. Do not hang anything from fire safety equipment or cover it in any way (e.g. plastic bags and hats).

Needless false fire alarms occur when residents fail to be careful around smoke and heat detectors. Be sure to avoid spraying aerosols, using cleaning agents and creating steam in the vicinity of this equipment.

## **III. Bomb Threats**

Making bomb threats or other types of false emergency calls is a serious offense which will result in referral to the Student Conduct Program. Anyone receiving or hearing such a threat should report it immediately to a RLH staff member and/or MCLA Public Safety. In the case of an emergency the College will notify students of the situation and provide direction of what to do.

## **IV. Elevator Safety**

Both Berkshire Towers and Hoosac Hall have elevators. Residents in these buildings are cautioned to observe the following elevator safety guidelines:

- Should the elevator become impaired during operation, press the alarm button and remain inside the elevator until help arrives.
- Trained elevator and fire department personnel are the only individuals authorized to remove occupants trapped inside an elevator.
- Do not ring the elevator alarm needlessly.

To avoid the inconvenience of unnecessary elevator breakdowns:

- Do not overcrowd the elevator.
- Do not force the door if it will not open or close on its own.
- Do not tamper with the cab or elevator buttons.
- Always use the “Door Open” button to open the door, not your hand, foot, body or belongings.
- Do not tamper with elevator lighting and ceiling tiles.

## **V. Window Safety**

Screens keep things like flies out of the living areas and keep other things like bodies and objects in. The screens provided for your room/apartment should be left in place at all times. For everyone's safety, please do not remove window screens, sit on windowsills, lean out of windows or drop items from windows. Air conditioners are not allowed in the residence areas.

## **VI. Candles, Grills and Other Open Flames**

Candles of any kind (whether the wick is burnt or not), wax melters, incense and open flame lamps and lanterns are not permitted in the residence areas. Charcoal grills may only be used in patio areas away from the exterior stairwells and steps in the Townhouses. At no time should a charcoal grill be used in an area that blocks a walkway or means of egress. After use, charcoal grills must be stored out-of-sight under the Townhouse exterior steps. Grilling supplies like charcoal and lighter fluid must be stored inside the Townhouse. Gas grills are not allowed in any location. Charcoal briquet waste must be disposed of properly (not placed in the landscaping beds or on walkways).

## **VII. Rooftops, Fire Escapes and Other Restricted Areas**

Residents may not enter upon, cross or use rooftops. Exit doors with alarms may not be used unless a fire alarm has been activated. Elevator, mechanical, storage or maintenance rooms, stairwells leading to rooftops, unoccupied resident rooms and unoccupied floors are also restricted from unauthorized access.

## **VIII. Townhouse Balconies & Stairwells**

For everyone's safety, the following activities are prohibited on Townhouse balconies & stairwells:

- Throwing off objects or trash
- Suspending or hanging objects
- Storing trash and boxes
- Group gatherings
- Using College furniture\*
- Using gas or charcoal grills.
- Chaining bicycles to egress railings

Each Townhouse must provide its own snow shovel. Townhouse residents are collectively expected to assist with the removal of snow from their exterior stairwells and landings.

\*Townhouse Residents: Please note that College furniture of any kind is not allowed on balconies or other outside areas. If you would like to sit out on your balcony, please use your own folding chair(s) and make sure you do not block egress in and out of the apartment.

## **IX. Electrical Appliances & Power Strips**

U.L.-approved coffee makers, Keurigs, and air popcorn poppers with a safety "shut off" mechanism may be used in the residence areas for the purpose for which they were designed. Rooms in Berkshire Towers and Hoosac Hall are equipped with a combination microwave and refrigerator called a MicroFridge. Stand-alone microwaves are not allowed in Berkshire Towers and Hoosac Hall. Other U.L.-approved cooking appliances (including stand-alone microwaves) may only be used in Townhouse apartment kitchens.

Blenders, lamps, clocks, electric razors, curling irons, hair dryers and electric blankets may be used by residents. No other appliances, including space heaters and air conditioners, may be used. Irons (with an automatic shut-off) may be used in designated areas only. These areas include lounges in Berkshire Towers and Hoosac Hall and the living room in each Townhouse. For safety purposes, please refrain from ironing in individual rooms.

Extension cords & outlet expanders are not allowed. Residents must use U.L.-approved power strips with surge protectors. Power strips cannot exceed 10 feet and 15 amps. Please do not plug power strips into each other and do not run cords across walkways or under rugs.

## **X. Internet, Phone and Streaming**

All three residence areas have WiFi. Each bedroom is also equipped with a hard-wired computer port for each student. The exact hardware and software requirements to access this service are available in the Tech Help section of the MCLA website. Students are not allowed to use their own wireless routers.

Each room on campus is equipped with local phone service. You can access this service with a special phone that the Help Desk in Murdock Hall can provide upon request. Each student has a personal voicemail box. Whether or not you connect a phone in your room, you will receive your voicemail in your College e-mail inbox.

Streaming or casting on devices of other individuals without their permission is prohibited. If found in violation of this, students will be referred to the Student Conduct Program.

## **XI. Weapons & Fireworks**

The possession of weapons and fireworks of any nature or description (any device of an explosive nature, hunting knives, bows, arrows, cross bows, slingshots, metal darts or any other instrument that could be considered a weapon) is prohibited in or around the residence areas and the MCLA campus-at-large (including parking lots). Please see the MCLA Community Standards for the full College weapons policy.

## **XII. Keys, Locks and Card Access**

Your key(s) and MCLA ID card assure your safety, the safety of your possessions and the safety of your fellow residents. Carry your key(s) and MCLA ID at all times and always lock your door when you leave your room and/or apartment.

Residents cannot add locks to doors or tamper with their MCLA ID. Do not punch a hole in your MCLA ID, as it will destroy the card access function. Keys may only be duplicated by authorized College personnel. MCLA IDs can only be produced by the MCLA Public Safety department. Possession and/or use of keys or MCLA IDs issued to others is strictly forbidden.

It is your responsibility to carry your keys with you at all times and to request replacements if you lose them. If you are locked out of your room, you may need to wait until the appropriate staff is available to let you back in. Between 12:00 midnight and 9:00 am, lockouts are limited to once an hour on the hour.

Students who require a lockout or fail to carry their MCLA ID on multiple occasions will be referred to the Student Conduct Program.

## **XIII. Illegal Room and Apartment Entry**

Entering any room or apartment in the residence areas for which you are not issued keys constitutes illegal entry and trespassing and is strictly prohibited. This includes entering the room of another resident student without permission, being in a student room when none of the assigned residents are present and being on unoccupied floors or apartments in the residence areas.

## **XIV. Building Security**

Locked main entrance doors and emergency alarms constitute two major components of the building security system in Berkshire Towers and Hoosac Hall. Please do not prop these doors open or allow people you do not know to enter behind you.

The main entrance doors to Berkshire Towers and Hoosac Hall are locked 24 hours a day. Please carry your room key and MCLA ID card with you at all times to ensure your entry into the building. Students who cannot produce their room key and MCLA ID card at the front desk will be denied entry.

In the Flagg Townhouse Apartment Complex, each resident is ultimately responsible for the security of their apartment. This can best be accomplished by making sure apartment doors are locked at all times (whether someone is in the apartment or not); carrying apartment and room keys at all times; not storing keys on stairwell light fixtures or in other areas outside the Townhouses and not allowing in uninvited guests. Each apartment has a door viewer. For your safety, use it to see who is there before opening the door.

Courtesy phones are located in each residence area. They can be used by guests to contact residents and for general emergency purposes. Campus extensions and local numbers can be dialed from these phones. In Berkshire Towers and Hoosac Hall, the phones are located inside the first set of entrance doors. In the Townhouses, the phone is located inside the Greenhouse vestibule (next to T92).

It is a proven fact that the majority of personal safety and damage-related incidents are instigated by non-residents who have been left to wander through the residence areas on their own. Please take your role in maintaining building security seriously. Letting a “stranger” in the door just “to be nice” can end up costing you and the other members of your residence area community both personally and financially.

## **XV. MCLA Residence Area Guest Policy**

Students, by inviting or allowing a guest to come to the College, assume responsibility for their guest's behavior while they are on the Campus or involved in a College-sponsored event. The College reserves the right to have its staff ask any person who is not a resident student to leave the buildings and/or grounds of the College, and to stay away from such areas, if the presence of the guest is judged to be disruptive to the fundamental operations of the College or if the person violates the policies of the College.

Resident students are limited to 2 guests at any given time. All guests must be registered through the Visitor Pass Registration process if a guest is on campus past 8:00 pm. Guests are registered through Self-Service THD.

All students living in campus housing who host a guest shall be held responsible for the behaviors of their guest. The responsibility for registration and compliance with all College policies lies with the host. The host must escort their guest(s) at all times.

A guest is defined as any non-residential student. A foundation of this guest policy is that it is the responsibility of hosts and guests to be respectful of the MCLA Community.

Additional Information:

- A guest is limited to 3 consecutive nights (72 hours) in a 7-day period.
- A guest is limited to a total of 7 nights in a month (30 days).
- A guest must be registered with a visitor pass when visiting between the hours of 8:00pm-8:00am. This means if a guest is here any time after 8:00pm, they must be registered with a visitor pass even if they are not staying overnight.
- If a student is a minor (16-17 years of age), they must be approved 3 business days in advance of the time of arrival with written permission from the minor's parent or guardian provided to the buildings Area Coordinator. Note: Limited daytime visits by minors/children under the age of 18 are allowed in the company of their parent or guardian.
- Overnight guests will not be permitted before first day of classes and during finals week each semester. Guests may also be limited during any vacation and break period of the College.

Registering a Guest through the Self-Service THD portal

- Registering for a visitor pass is a 2-step process.
  - Step 1: Guest must register as a visitor using the following link:  
[https://mcla.datacenter.adirondacksolutions.com/mcla\\_vrp\\_prod/index.cfm](https://mcla.datacenter.adirondacksolutions.com/mcla_vrp_prod/index.cfm)
  - Step 2: Host must request a visitor pass for the guest through Self Service THD
    - Once each individual does the request the guest will receive a text message to verify the visitor pass registration.
- For any questions or concerns related to visitor pass registration, please contact a Residence Life staff member.

Parking for visitors is only available on weekends. To obtain a visitor parking pass, students should go to Public Safety with their guests.

## **XVI. Pets and the ESA Approval Process**

Students may have fish in bowls or small tanks (no larger than 5 gallons) with prior permission of roommates/apartment and proper care of the fish. No other pets are permitted within the residence areas. Note: Please do not bring fish to campus unless you devise a plan for how you will care for them during school recesses and breaks.

Emotional Support Animals (ESAs) are not the same as pets. An ESA is an animal that provides emotional support and alleviates one or more identified symptoms or effects of a person's disability. An ESA is also not the same as a service animal and is subject to a number of restrictions if a student is approved to have one.

The ESA approval process falls under the umbrella of the On-Campus Housing Accommodations process. The Housing Accommodations process is managed by Disability Resources. You can read more about the Housing Accommodations process on the Disability Resources Office web page.

Note: ESAs are not allowed to take up residence on campus until RLH receives official approval from Disability Resources and the student completes the RLH portion of the approval process generally includes a meeting, the completion of forms and notification of the residents who live in the surrounding area.

## **XVII. Solicitation, Posting Policy & Private Enterprise**

The residence areas are strictly for the private use of residents. Soliciting of any type is not permitted. Exceptions to this rule for on-campus groups may be granted by Residence Life & Housing.

Individuals and groups wishing to advertise events or services of interest to on-campus residents should contact Residence Life & Housing (RLH) Central Office for permission at in Townhouse 89 or 413-662-5249. Residence Life & Housing reserves the right to refuse permission to advertise events or services that promote the use of alcohol or are insensitive to members of the campus community. If

permission is granted, advertisements will be posted and/or distributed by RLH staff members. Individuals or groups may not enter a residence area to post advertisements on their own. Any unapproved posting materials will be removed and discarded.

Students may not run private businesses of any kind from within their rooms or any other location within the residence areas.

### **XVIII. Room Occupancy Limits**

Building fire code requires that we set a limit on the number of individuals occupying a room or apartment at any given time. Occupancy of student rooms or apartments is restricted to no more than two guests per resident present. This means 3 per room in singles and premium singles, 6 per room in fully occupied doubles and 9 - 18 in the apartments (depending on the number of residents actually assigned to the apartment).

### **XIX. Safeguarding Valuables and Other Personal Property**

Lock your room door at all times. Do not leave cash, jewelry or other valuable items out in the open. To guard against theft, record the serial numbers of your personal property and mark all items such as TVs, computers, cameras, etc. with your name and ID number. In the event you are the victim of theft, notify a RLH staff member and Public Safety immediately.

The College is not liable for loss of or damage to personal property by fire, theft or any other cause including the failure or interruption of utilities, such as heating, water and electricity. Residents may wish to purchase renter's insurance and/or check whether they are covered by their parents' insurance policies while residing at college.

### **XX. Resident Privacy**

Residence Life & Housing (RLH) will provide notification prior to entering resident rooms for routine inspections such as vacation closings and health & safety inspections. Authorized College personnel may, however, enter a resident's room without notice for maintenance and housekeeping purposes, fire and safety concerns, emergency purposes and if there is reasonable cause to believe a violation of College rules or regulations is taking place.

The College also reserves the right to inspect items brought into the residence area (e.g. paper bags, backpacks, gym bags, boxes), College-owned MicroFridges and refrigerators and student-owned mini-fridges if there is reason to believe that a violation of College rules or regulations is taking place.

### **XXI. Administrative Inspection & Search Policy**

College officials have the ability to enter students' residential spaces for reasons related to normal inspections, maintenance purposes, general safety and security of the community, and to address policy violations in progress or that may have occurred. Staff members who need to enter a room during the performance of their duties will knock and identify themselves. A student does not need to be present for a staff member to enter the room.

Students are reminded that the MCLA campus is the property of the College. When a staff member reasonably suspects that prohibited items are contained within an assigned residential space students are expected to cooperate, if present, with the staff conducting an administrative inspection or search of a space. Furthermore, any student who chooses not to cooperate with the staff member conducting an administrative inspection or search of a space may also be subject to additional student conduct violations.

Items prohibited by law or College policy that are present in a student residential space will be confiscated by the staff member conducting the administrative inspection or search of the space. Depending on the item, and the nature of the policy violation, students should not expect that confiscated items will be returned to them. Students are directed to the Office of Residence Life & Housing and/or Public Safety to confirm if confiscated items will be returned.

In the event that the search of a student room or shared common space is believed to be appropriate, the Dean of Students or designee shall have the ability to authorize the appropriate staff member to conduct an administrative inspection or search of MCLA property and premises (to include the search of university property present in residential spaces) under emergency circumstances, and/or when violations of the law or campus policy are in question.

Reasonable effort shall be made to have the student present during any search, and the student shall be informed as to the reasons for the search and the objects or information sought, except when the staff member believes that a serious policy violation, a concern for a students' safety, or concern for the safety of the campus exists.

## Section 3: Expectations for the Care of Facilities

Each resident is responsible for the proper care of their room. Residents jointly share responsibility for the condition of common areas. Students should log into their Self-Service THD to review and accept the Room Condition Report (RCR) within the first week of moving in. If a resident finds concerns they would like added to their RCR they should speak with a Residence Life staff member within the first week of moving in. Residents are expected to report any maintenance concerns on-line via the SchoolDude Maintenance Requisition system. You can access SchoolDude on the MCLA Portal under Student Life, on the RLH web page or your Self-Service THD.

Residence Life & Housing (RLH) Operations: How You Can Help...

RLH operations consist of all the systems and staff that work together to keep the residence areas organized and in good condition. RLH operations include room assignments, housekeeping and maintenance services, refurbishing and renovations, damage billing, fire and safety protection, laundry and vending services, purchasing and clerical support. Our major goal is to work closely with other departments on campus to make the residence areas as safe and comfortable as possible.

If it sounds like a big job to you, you can rest assured that it is. And the most important person helping us to do the best job we can is YOU! As the “consumer” of our services, we rely on you to provide the feedback and information essential to keeping each and every operational system running. Please keep that in mind and pass on any concerns or problems you have about any of the operational areas.

Some of the many ways you can help include:

- Reporting maintenance concerns in your room/apartment on SchoolDude (before 2:00 pm, if possible)
- Reporting broken laundry or vending machines to the Front Desk or RLH office
- Taking responsibility for reporting individuals who cause damage on your floor or in your apartment
- Using the appeal system if you feel you have been wrongfully billed for damages
- Reporting the loss of MCLA IDs and keys promptly, so they can be replaced promptly
- Doing your fair share to keep your living area clean (e.g. picking up after yourself), so the cleaning staff can spend their time completing their assigned work
- Carefully reading this document and other memos distributed by RLH
- And, most importantly, asking questions if you have them!

### I. Damage and Vandalism

Room Condition Reports, Common Area Inspection Sheets and routine inspections are used to determine wear and tear, damage and vandalism. Depending on the circumstances involved, damages may be charged to individuals, floors, apartments or the entire residence area. Damages that cannot be attributed to a specific individual(s) may be prorated amongst the residents of the entire community or portion thereof.

After the conclusion of the academic year, residents will be billed for damages in their rooms and associated common areas. Individual damages in excess of \$10.00 that occur during the year will be billed to the resident(s) as the work is completed. Specific information regarding payment and the appeal process is included with each bill.

The College recognizes that some damage is the result of accidents, while others are the result of intentional vandalism. Unfortunately, regardless of how the damage occurs, restitution must be made by the individual or individuals responsible. Residents found to be responsible for intentional vandalism will be referred to the Student Conduct Program.

#### Damage Billing Price List

The following is a list of some typical damages and their approximate repair costs. These prices are an estimate of the cost of labor, materials and administrative over-head and are subject to change.

- Cleaning Charges:
  - \$30 minimum per hour or portion thereof plus materials
- Repair Charges:
  - Reassemble Furniture: \$40 minimum per hour or portion thereof plus materials
  - Relocate Furniture: \$40 minimum per hour or portion thereof plus materials
  - Improper Check-in/out Charge: \$50
  - Unapproved Room Change Charge: \$50
  - Lock Change (bedroom door): \$75
  - Lock Change (apartment door): \$100
  - Replace Broken or Bent Key: \$25
  - Trash Removal or Extra Cleaning Fee: \$30 minimum per hour or portion thereof plus materials
  - City of North Adams Fire Alarm Fee: \$100



## **II. Cleanliness**

Residents are responsible for keeping their rooms clean and free from clutter. It is the shared responsibility of all the residents of a floor or apartment to keep their common areas clean. A staff of Maintainers work within the residence areas. The Maintainers are responsible for cleaning certain portions of each residence area on a regular basis. In Berkshire Towers and Hoosac Hall, they clean the main floor, bathrooms, hallways and stairwells. Residents in Berkshire Towers and Hoosac Hall are expected to keep their own lounges clean. In the Townhouses, residents are responsible for keeping their apartments and exterior stairwells clean, while the Maintainer staff clean the laundry rooms and attend to the grounds.

It is important to keep in mind that the Maintainer staff is responsible for routine cleaning. If any indoor area is found to require extra cleaning due to student actions, the RA will be informed and the floor/apartment will (in most cases) have until the end of the working day to rectify the situation. If the problem still remains at the end of the day, a Maintainer will be hired to do the cleaning on overtime and the cost will be billed to the residents responsible.

Outdoor areas, including Townhouse exterior stairwells, found to require extra cleaning or trash removal will be cleaned immediately by the Maintainer staff. The Maintainer staff will identify which apartment or apartments are responsible for the cleanliness issue and the individuals involved will be billed.

## **III. Mandatory Recycling**

Residence Life & Housing (RLH), in cooperation with the City of North Adams, has a mandatory recycling program. All on-campus residents are expected to participate in this program. We are fortunate to have single-stream recycling on campus, so there is no need to sort recyclables by type - paper, cardboard, glass, plastic and cans can all be deposited in the same recycling containers.

In Berkshire Towers, recycling containers are located on the lobby level near each of the building elevators.

In Hoosac Hall, recycling containers are located in the lounges on each floor and in the Recycling Center located near the entry level elevator.

In the Townhouses, recycling containers are located next to the Bowman Hall dumpster and the dumpster located next to T77.

In Berkshire Towers and Hoosac Hall, trash and non-recyclable items should be disposed of in the floor lounge trash receptacles. In the Townhouses, they should be disposed of in the dumpsters (located behind Bowman Hall & next to T77).

## **IV. Playing Sports in the Residence Areas**

Participation in sports on patios and within the residence facilities is strictly forbidden. Physical sports (e.g. soccer, hockey, wrestling, football, running, hackey sack, ball bouncing) when played in a closed environment, are disruptive and dangerous. In addition to the activities mentioned above, using metal darts in the residence areas is prohibited.

Playing sports is also prohibited in and around the stairwells and walkways of the Townhouse Complex. Sports such as volleyball, whiffle ball, hackey sack, corn hole, ladder ball, Kan Jam and frisbee are allowed in the area between C & D blocks (parallel to the apartments) and the grassy lot behind F Block (T65 - 76). Please remember that these activities are restricted to daylight hours, including the basketball hoop located between E & F Block.

## **V. Decorating Rooms and Apartments**

As you make your decorating plans, please adhere to the following guidelines which are designed to assure that no permanent damage is done to the room or its furnishings and that fire safety standards are upheld.

- duct tape, scotch tape, double-stick tape, nails, command strip-type products and putty should not be used to hang pictures and belongings
- LED strip lights with adhesive backing are prohibited in the Residence Areas as they damage the walls and paint. UL approved LED String lights are permitted as long as they are not hung from the ceiling or obstruct egress.
- no items should be adhered to wooden furniture surfaces in any way, at any time
- hooks should not be driven into ceilings or walls
- room and common area painting is only permitted with prior written approval from RLH
- alcohol and drug-related items such as containers, signs and lights should not be displayed in the windows of resident rooms or common areas regardless of the age of the residents
- window glass painting is not permitted
- using chalk on brick walls or other surfaces is prohibited in the residence areas (both indoor and outdoor)
- hanging items of any type (tapestries, posters, shelves, etc.) on brick walls or ceilings is prohibited

- due to fire safety codes, non-college issued upholstered furniture is not allowed in any residence area
- due to fire safety concerns, tapestries, posters, wall hangings and other billowy items larger than 3'x5' are prohibited from walls and no more than 50% of any wall should be covered with flammable items

As you plan your decor, it is imperative to stay mindful of fire and health & safety issues. If you have any questions, please refer to the publication *From Dorm Room to Your Home Away From Home* which is located on the Campus Housing web page.

## VI. Prohibited/Restricted Items

The list of items below are prohibited in the residence areas or are restricted to specific locations within the residence areas. This list is subject to change at any time. If a change is to occur during the academic year, Residence Life & Housing will provide notification to all current resident students.

<p><b><u>Prohibited Items:</u></b></p> <ul style="list-style-type: none"> <li>• Extension cords</li> <li>• Outlet expanders</li> <li>• Weapons of any kind; please refer to MCLA Community Standards for the full college policy</li> <li>• Pets</li> <li>• Duct Tape</li> <li>• Command strips</li> <li>• LED Adhesive strip lights</li> <li>• Décor putty</li> <li>• Non-College issued furniture</li> <li>• Drugs/Drug paraphernalia</li> <li>• Alcohol &amp; Alcohol paraphernalia</li> <li>• Candles, incense, wax melters, lanterns</li> <li>• Stand-alone microwaves in bedrooms</li> <li>• Dart boards with metal tip darts</li> <li>• Fitness equipment over 25lbs</li> <li>• Flammable liquid</li> <li>• Gasoline</li> <li>• Explosive devices</li> <li>• Air Conditioners</li> <li>• Portable heaters</li> <li>• Wireless routers</li> <li>• Wall décor exceeding 3'x5'</li> </ul>	<p><b><u>Restricted Items:</u></b></p> <p>The following items are restricted to specific use/size in the residence areas.</p> <ul style="list-style-type: none"> <li>• Irons – with auto shut off; can only be used in common area lounges and laundry room</li> <li>• Power Strips/Surge Protectors; Must be UL Approved and no longer than 10ft &amp; 15amps</li> <li>• Fish; can have in no larger than a 5-gallon tank</li> <li>• Electric Blankets – UL Approved with auto shut off</li> </ul> <p><b><u>Townhouse Specific:</u></b></p> <p>The following items are only permitted to be used in Townhouses</p> <ul style="list-style-type: none"> <li>• Microwaves: in kitchens only, not permitted in bedrooms</li> <li>• UL-Approved Cooking Appliances</li> <li>• Alcohol – In designated 21+ Townhouses only</li> <li>• Charcoal Grills – kept outside and only used in the courtyards</li> </ul>
---	--

## VII. Use of Lounges

Each residence area has student lounges. Main floor lounges and the Greenhouse are for the use of all resident students. Floor lounges are for the use of the residents assigned to that area. Lounges are not to be used for cooking, sleeping or any form of disruptive behavior.

## VIII. Lounge and Bedroom Furniture

Each lounge, bedroom and common area is assigned specific furniture. It is important that this furniture remain in its proper location for both practical reasons and inventory control. Residents will be billed for the replacement of missing furniture, the reassembly of disassembled furniture and the relocation of furniture that is found in unassigned areas.

In order to keep furniture in good condition and to avoid potential safety hazards, residents are also asked to refrain from piling pieces of furniture on top of each other, raising furniture off the ground and adhering any items or materials to the furniture. All beds in the residence areas are adjustable to a variety of heights and bunkable. Lofts and cinder blocks are not permitted anywhere in the residence areas.

## IX. Bicycle Storage

Indoor public bicycle storage is not available anywhere on campus. If you choose to bring a bicycle to school with you, it must be stored in your room/apartment or in one of the outdoor bicycle racks. In the Townhouses, residents may store their bicycles in the exterior Townhouse stairwell in a manner that does not block the stairs, railings or any means of egress.

## X. Other Storage

The College does not, at any time of the year, provide storage for personal belongings. Floor lounges and mechanical rooms located in downstairs Townhouse apartments may not be used for storage. A list of local storage areas is on the Residence Life & Housing webpage.

## **XI. Parking and Parking Permits**

Public Safety coordinates the distribution of all campus parking permits. Please visit the Department of Public Safety web page for more information about this process. It is important for resident students to follow Public Safety guidelines to avoid being ticketed and/or towed. Important parking reminders include parking in the proper lot; not parking in spaces designated as handicapped or reserved; not parking in front of Berkshire Towers or Hoosac Hall; not parking on Montana or Corinth Street overnight; not parking or driving on the Firelane, grass, courtyards, sidewalks, pathways or loading zones in any of the residence areas. Parking in any of the MCLA resident student parking lots is at your own risk. The College cannot assume responsibility for any damage that may occur to vehicles parked in campus lots.

Violations of the above parking policies (including creating a fake permit or using the permit of another) may result in the loss of parking privileges on campus and referral to the Student Conduct Program.

## **Section 4: General Expectations for Individual and Interpersonal Behavior**

Each residence area on campus is a community in and of itself and requires each resident to participate in its creation and equilibrium. This requires each resident to adopt a code of individual and interpersonal behavior that acknowledges the rights of others and respects the essence of community living.

At the heart of each residence area is the RLH staff assigned to positions that support both the physical and developmental needs of the community. Residents are expected to work cooperatively with RLH staff in all aspects of community living. Those who do not cooperate with the expectation of community living will be referred to the Student Conduct Program.

### **I. Behavioral Standards**

In recognition of the cooperative relationship needed to maintain community living, all residents are expected to refrain from the following behaviors:

- **Failure to Comply:** Failing to comply with a College official's (including student staff) request when the official is enforcing RLH or College regulations.
- **Complicity:** Having knowledge of and/or witnessing the violation of any RLH or College regulation or state or local law without making reasonable effort to stop the behavior or to notify a College official.
- **Dishonesty/Fraud:** Providing false information or identification to a College official while such official is enforcing RLH and College regulations.
- **Disruptive Behavior:** Participating in any behavior that is deemed to be disruptive to community living or personal safety.
- **Threats:** Participating in or instigating any behavior or behaviors aimed at threatening or causing physical harm to another individual or individuals.
- **Theft and/or Misappropriation of Property:** Possession of the property of other residents, the College and/or other entities without the express permission of the owner.

### **II. Alcohol Policy**

#### **General Information**

Berkshire Towers and Hoosac Hall are alcohol-prohibited buildings. Under no circumstance is alcohol allowed in or around either building regardless of the age of the residents. All apartments in the Townhouses are alcohol-prohibited with the exception of those apartments that have been designated as 21+ by RLH. For complete information about the residence area alcohol policy, please carefully read the remainder of this section.

#### **If You are Under the Age of 21**

Individuals under the age of 21 years of age are prohibited from the possession or consumption of alcohol on or off campus. Individuals under the age of 21 are also prohibited from 1) being present in an area where alcohol is being served, consumed or possessed; 2) being present in any area where there are alcohol containers or other vessels containing alcohol whether they are full, partially full or empty; and 3) being under the influence of alcohol. Individuals under the age of 21 who are found to be in violation of any aspect of the alcohol policy will face disciplinary action. Individuals under the age of 21 should avoid all situations where legal-age residents and their legal-age guest(s) are appropriately consuming or in possession of any form of alcohol.

#### **If You are a Townhouse Resident Who is 21 Years of Age or Older and Assigned to an Apartment Designated as 21+ by RLH:**

Residents of RLH-designated 21+ apartments may responsibly consume alcohol in the privacy of their apartments. The consumption of alcohol is not permitted in 21+ apartments if anyone under the age of 21 is present. The College can revoke 21+ status if your apartment is

not fully occupied, there is a change in housemates or if there are behavioral concerns addressed through the Student Conduct Program. Changes to 21+ Status is determined by RLH and should your status change you will be notified.

Alcohol may only be transported into 21+ apartments by residents assigned to that apartment. (The quantity of alcohol allowed is limited to amounts deemed appropriate for personal consumption.) Guests and others of legal age may not transport alcohol into 21+ apartments. Under no circumstance may any alcohol in the possession of residents in 21+ apartments be shared with minors. Residents of 21+ apartments who are found to be in violation of any of the above policies or procedures will be referred to the Student Conduct Program.

If You are 21 Years of Age or Older and Live in Berkshire Towers, Hoosac Hall or the Alcohol-Prohibited Townhouses:

Even if you are 21 years of age or older, you may not consume or possess alcohol or alcohol containers (full or empty) anywhere within Berkshire Towers, Hoosac Hall or the alcohol-prohibited Townhouses.

Regardless of Your Age:

Alcohol containers (full, empty or decorative) are not allowed in any on-campus area designated as alcohol-prohibited. If you live in a 21+ apartment, we strongly encourage you to store any alcohol bottles (even empties) out of plain view to prevent being held responsible for an alcohol violation if someone under 21 is present.

Any resident, regardless of age, will be held accountable for any alcohol-induced behaviors that result in disruptive acts or the inability to take responsibility for one's actions.

Consuming or carrying open containers of alcohol is prohibited in all outdoor locations surrounding each residence area. In the Townhouses, this includes stairwells, balconies, parking lots, courtyards, the area between C and D blocks, the Phase I Laundry Room and the Greenhouse.

Any alcohol found on the scene of an alcohol policy violation will be confiscated regardless of the age of the individuals involved in the incident. The College also reserves the right to inspect the contents of all refrigerators in the common areas and bedrooms in the vicinity of the incident (regardless of whether they are College-owned or not). Confiscated alcohol will be discarded and the students involved will be asked to participate in the process of pouring out the contents of the alcohol container or containers. Communal sources of alcohol such as kegs & mini-kegs (empty or full), punch bowls and funnels and any paraphernalia deemed to promote the irresponsible consumption of alcohol are not allowed anywhere in the residence areas. Drinking games and paraphernalia used to perform drinking games are prohibited, whether alcohol is clearly visible or not. At no time will commercial delivery of alcohol to any residence area (including external areas) be allowed.

### **III. Drugs**

The possession, use or sale of the following items is prohibited in the residence areas and on the campus-at-large.

- Narcotics, hallucinogens, marijuana and any other dangerous or illegal drugs.
- Prescription drugs without a verifiable prescription from a licensed physician.
- Drug-related paraphernalia.

Being in the presence of any of the above items and/or drug-related paraphernalia is also prohibited.

### **IV. Smoking and Tobacco Products**

MCLA is a smoke- and tobacco-free campus. Smoking and/or the use of any tobacco products or devices is not allowed anywhere on MCLA property including the sidewalks in front of Berkshire Towers and Hoosac Hall. A copy of the MCLA Tobacco-Free policy can be found on the MCLA Human Resources web page.

### **V. Musical Instruments**

Due to noise concerns, the use of certain musical instruments is prohibited in the residence areas. The use of drums and amplified instruments is not permitted. Amplifiers and drums may be stored in student rooms but are not allowed to be used within the residence areas. Individuals who practice instruments should seek appropriate practice space and be responsible for the noise guidelines outlined above.

## **VI. Noise**

In an academic environment, each person has the right to a reasonable amount of quiet. Weeknight and weekend study hours during the morning, afternoon and evening may be set at the discretion of groups of residents.

Campus-wide quiet hours are in effect starting at 11:00 pm on weeknights (Sun.-Thurs.) and 12:00 midnight on weekends (Fri. & Sat.) They end at 9 am the following morning. During quiet hours, noise must be contained within a resident's room. Individuals in hallways or common areas should take all reasonable measures to ensure that they keep their voices down and refrain from making a level of noise which can be heard in another room.

Campus-wide courtesy hours are in effect at all other times. Only levels of noise, which are confined to the proximity of the resident's room and not disruptive to others are acceptable during courtesy hours.

Unless otherwise posted, 24-hour quiet hours go into effect at 10:00 pm on Reading Day and continue on a 24-hour basis until the residence areas close at the end of the semester.

If you find that courtesy hours or quiet hours are not being respected or there is excessive noise at any time, we encourage you to approach the source of the disruption and request cooperation. If your approach is not successful, ask an RA for assistance.

## **VII. Pledging Activities**

Conducting and/or participating in fraternity or sorority pledging activities of any kind in or around the three campus residence areas is strictly prohibited. This includes painting Greek letters and symbols on student room windows and common area windows.

## **VIII. Bathroom Facilities**

Each suite in Berkshire Towers has a bathroom with toilet(s), sink(s) and shower(s). The designated bathroom gender is posted outside of each of the suite bathrooms.

Three single-use bathrooms are located on the lobby and ground level of Berkshire Towers.

Each floor in Hoosac Hall has both a male and female bathroom with multiple toilets, sinks and showers. There are also single-use bathrooms on each floor.

Two single-use bathrooms are located on the lobby level of Hoosac Hall.

Resident students may use the bathroom of the gender with which they identify. Showers and bathtubs in all residence areas are designed to be used by one individual at a time.

Dyeing hair and clothing is strictly forbidden in any residence area bathroom, including the Townhouses. Dyeing hair and clothing is allowed in the laundry room sinks with advance approval from the Area Coordinator and proper precautions.

Changing of shower heads and sink faucets is prohibited.