

Maine Media Workshops 2015 / 2016 Residential Life and Meal Policy

The following is policy regarding open and off-campus housing, the meal plan and behavior while residing and studying on campus. This contract is binding for the entire academic year.

Name: Last _____ First _____ Initial _____

Program: PCVS CCF

Cell phone number _____ E-Mail _____

Permanent Home Address _____

Permanent phone number _____

In order that a safe and creative campus, conducive to learning and growth may be maintained, we offer the following policy. **Your following all of the rules stated here is not only important to a harmonious environment, but will be expected and any violations will be dealt with as outlined below.**

- I have read and understand the Terms and Conditions printed on the following pages of the Contract and will abide by these and all other Residence Life and Dining Services rules and regulations applicable during the period covered by this contract.
- This contract is binding for the 2015 - 2016 academic year. I understand that withdrawal from housing at any time after September 1, 2015 will not excuse me from the financial obligation to pay the term charges in full.
- *I am 18 years of age or older.*
- The College will attempt to meet all requests for accommodations on campus. Our acceptance of this application/contract does not necessarily guarantee an assignment of a room on campus. It is based on a first come basis and room preferences will be granted based on availability.
- No room assignment will be made until all forms have been submitted and the housing deposit has been paid to the Registration Office.
- PC students may reside off campus if they wish. We will require the address and phone number for all students residing off campus.
- I acknowledge and understand that by residing on campus I am responsible for the condition of the room which I am assigned, and thereby making myself liable for full payment of all resultant charges arising from condition of that room at the end of each term.

Date _____

Student signature _____

TERMS AND CONDITIONS

1. A security deposit of \$200.00 is required prior to check-in to your assigned room. These funds will be refunded to you within one month of Spring term close, less any amount retained for damages such as those listed in item #13 below. In the event that a student does not finish all Trimesters, the security deposit will be returned within one month of final checkout.
2. Occupancy in a room in on-campus housing is limited to full-time students.
3. Withdrawal from an assigned room must be made within ten days before the start of a program and there will be a cancellation fee of \$100.
4. Students will be fully responsible for following check-in, checkout procedures. Any damage to the room or its fixture and furniture must be noted on the Room Condition Report and signed by the students and the housing manager on the day of check-in. All rooms are inspected during weekly cleaning and at the end of the term. Students are financially responsible for any damage not noted on the Room Condition Report. Any excessive cleaning of rooms and removal of trash or disposal of personal belongings at terms-end will be billed to the student.
5. The College reserves the right to reassign student rooms at any time during the residence period.
6. Should a situation arise where students wish to be assigned to other rooms, all effort will be made to do so, but no guarantee is made that such will occur.
7. Damage to a room will be assessed to the occupant. The same will go for entire residences. If damage is done to a common area or building inside or out the damage will be assessed equally among the occupants, unless one occupant is willing to assume the financial burden.
8. A guest (one person staying overnight in the room) may stay for a maximum of two nights per any seven-day period. The Registrar must be notified in advance of a guest on campus. Guests must check in with Registration upon arrival. Host students / Guests must purchase meal tickets for any Guest meals. Host students are responsible for their guests at all times. Guests are subject to all rules and regulations of the College. Students are responsible for any damages caused by his or her guests, known or unknown.
9. Residence facilities are to be used as living quarters and in a manner as to comply with all federal, state and municipal laws and the rules and regulations of the College, most particularly the rules and regulations contained in the Terms and Conditions. It is the responsibility of each resident to familiarize him/herself with these rules and regulations. Students shall not use residential facilities or permit them to be used for any disorderly or unlawful purpose or in a manner offensive to any other resident of the building. Residents shall not make or permit to be made any disturbing noises, the loud playing of radios, televisions, stereos, or musical instruments, nor shall he/she do or permit any acts that would unreasonably interfere with the rights, comfort, or convenience of other residents. **Quiet time is from 11PM until 6AM.**
10. Each student is responsible for all assigned keys. When a key is lost, there will be a \$100 charge to replace the key and change the lock. Failure to surrender the key to the housing manager upon vacating housing will result in charges for the cost of changing the locks and keys. This is a \$100 fee. Unauthorized possession and/or use of keys are serious offenses, which will result in appropriate disciplinary action as determined by the Registrar or Administration.
11. Residence halls are closed during the winter break. Personal belongings may be left in your assigned room during the break, but must be stored in such a way as to facilitate a thorough cleaning of the carpets and all other spaces within the room. Maine Media College will not be responsible for belongings stored on campus during the break. This includes theft, damage, or loss.
12. The terms of this contract are for the duration of each academic year. Students must vacate all assigned rooms and remove all personal belongings at the end of the spring term.
13. Students are not permitted to modify or to authorize or order the modification of their rooms (including room

doors on both sides) or other parts of the building. Room painting or removal of college furniture from the room is not permitted. Students will keep their room in a reasonable manner and keep in clean condition all electrical, plumbing, sanitary, heating, sprinklers, ventilation, or other facilities, fixtures, and appliances in the residential facilities. No refuse of any type or other items belonging to the student will be allowed in the hallways or common areas at any time. Students shall adequately package, store, or contain refuse and regularly dispose of it in a receptacle made available by the College. Charges will be assessed for removal of furniture, repainting and refinishing, repair or replacement of damaged or missing furnishings and equipment, and any special cleaning deemed necessary. Students are responsible for advising the Housing Manager of any deteriorated or altered room conditions. Charges will also be assessed for damages or vandalism to common areas of the room or building. Charges will be divided among all students sharing responsibility for the applicable common areas whenever individuals causing such damages or vandalism cannot be specifically identified.

14. Commercial use of any part of the residence facilities or grounds and solicitation anywhere on the premises by students residing therein or by any other person are strictly forbidden, except as authorized in writing by the Housing Department Manager. Students shall not place any signs or other advertising matter upon or in the windows, doors, and hallways or outside the building.

15. Items and materials prohibited from possession and use in housing include but are not limited to firearms, knives, improperly stored volatile solutions, explosives, controlled substances or prescription drugs not accompanied by a prescription, drug paraphernalia, or other dangerous materials. All animals are prohibited from residential facilities. The use of additional heating or air conditioning units, except those already provided for by the College is strictly prohibited. Microwave ovens, hot plates or other cooking equipment is strictly prohibited. The dining hall has a community refrigerator, microwave, and toaster for the use of the students.

16. Motorbikes and mopeds are not permitted in residential facilities. Bicycles must be kept in areas designated for that purpose. Bicycles may not be kept in hallways, entrances, student rooms or other public areas.

17. The College reserves the right to reassign student rooms or remove students from housing, especially those who by their behavior have exhibited disregard for the residential community, the terms and conditions of occupancy, or other college rules and regulations. The Housing Manager in consultation with Administration will make such determinations.

18. The College may terminate this agreement and take possession of the room at any time for any violation of the provisions herein or upon recommendation of the Housing Manager. The College will take possession of the room within 48 hours after the student has been notified in writing that this contract has been terminated. Any of the student's possessions remaining on the premises 48 hours after such notification shall be deemed abandoned. Any cost incurred in the removal of abandoned property will be charged to that student.

Check In/Out

Check-In Time: Students are welcome to move into their room on the Sunday at the start of each term.

Checkout Time: Noon on the day following the final day of each term. Each residence will be closed and cleaned for the next term. All student belongings must be removed on that date, or suitable arrangements made with the Housing Manager.

Room furnishings

Rooms in the campus residences are small with little storage space, there is no storage space available other than the closets and dressers in your room. Students are required to furnish their own sheets, pillows, blankets/bed spreads, mattress covers and towels. Beds are all queen size.

Students are responsible for the cleanliness of the rooms to which they are assigned. Students are not permitted to remove or move furniture from their rooms or common areas without permissions of the Housing Manager.

Housekeeping will clean bathrooms on a weekly basis. Due to sanitary reasons all bathrooms in student rooms must be accessible by the housekeeping department. There will be no exceptions.

Students may bring their own furnishings: desk and chairs with the permission of the Housing Manager. Such furnishings are the responsibility of the student and their use and condition bear no financial burden on the College.

Payments

Room and (if applicable) board charges for the period of this contract are due at the same time as the term bill is due, and are payable at the Registration Office.

Release from contract

Students who submit this contract are not eligible for release from the contract if they are continuing students of the College. Exceptions may be made under the following conditions: over subscription beyond standard housing capacity, marriage, military service, medical need as verified or college initiated separation. Documentation will be required.

Students in housing, who, after signing this contract, voluntarily withdraw from housing, are removed from housing by the College, shall be liable for payment of charges until the date of contract termination.

Loss

The College is not liable for damage or loss of any student's personal property from any cause whatsoever. We recommend students insure, at student's expense, all personal property brought into any residential facility.

Room entry

It is the College's intention to insure all reasonable privacy in student rooms. In the interest of health and general welfare of the residents and/or buildings, the college reserves the right to enter a room for verification of occupancy, for performance of housekeeping and maintenance functions, to investigate evidence of illegal activity or violations of regulations, for health and fire safety inspections in which the college deems it necessary in order to protect the interests of the college or general welfare of a student.

Maine Media College Alcohol Policy

Please see section 500.5 Alcohol on Campus in the Student Handbook.

A student, who leaves the school for the purpose of drug or alcohol abuse rehabilitation, may re-apply for admission to the school with appropriate documentation and recommendations from their attending physician or counselor.

Smoke Free Campus Policy

As of June 1, 2015, the campus shall be a smoke-free campus, including the prohibition of smoking in all indoor and outdoor areas except for the designated outdoor smoking area away from public activity. Maine State law prohibits persons less than 18 years of age from smoking. By December 31, 2015, and in light of the transition efforts and effectiveness of smoking cessation and educational activities, the campus will evaluate the success of the program in order to evaluate the ongoing necessity of the designated outdoor smoking area.

At this time, the use of smoking products of any sort shall be prohibited on all Workshops-owned, leased and operated campus grounds both indoors and outdoors. This smoking ban does not apply to public rights-of-way (sidewalks, streets) at the perimeter of the campus.

Drug Policy

The Campus environment is drug free. Use or possession of illegal drugs on campus is forbidden. Any student found using, in possession of, or evidence of using illegal drugs on campus will be expelled immediately **without refund**.

Any violation of the terms above the student will be notified with an Administrative Probation notice. See Student Handbook for Administrative Probation.

Dining Services

(Applicable to all residence hall students and participating residents)

1. All full time students, regardless if living on or off campus must subscribe to the College's meal plan, with the exception of those residing at home with parents or living at home with their immediate family. In such cases, please notify the Registrar for arrangements.

2. **Students with specific dietary requirements must provide, in writing, a list of those requirements,**

signed by a doctor to our Director of Dining Services. If the Director of Dining Services is unable to meet the requirements, the student will be released from the meal plan.

3. Meal hours and food service locations may be adjusted by the college, as circumstances require.

It is over meals that students, faculty and guests share the day's discoveries, and discuss issues that were not raised in class. Meals are served in the Dining Hall, near classes, labs, and studios. The meals are hearty, ample and served buffet style in a comfortable setting. During the warmer months, the patio is covered with a tent for outdoor dining, and picnic tables are scattered throughout the grounds providing an intimate setting for discussions.

Dining Hall Schedule (Late fall and winter/spring)*

Breakfast	8:00 – 9:00 AM - Monday through Friday (Saturday continental available thru Fall Trimester)
Lunch	12:30 - 1:30 PM - Monday through Friday
Dinner	6:00 - 7:00 PM - Sunday through Friday (Sunday dinner served Fall Trimester only)

Meal Plan: All students are required to purchase the meal plan.
Fall Trimester: \$225 per week and includes all meals from Sunday dinner through Saturday breakfast.
Winter/Spring Trimesters: \$1,000 per trimester includes breakfast and lunch Monday-Friday

For those students in campus housing, a common area with refrigerator, microwave, and hotplate will be available in the dining hall for those wishing to prepare and store food on campus for dinner and weekends. Students will be expected to keep this area clean at all times.

**STUDENT HOUSING OFFICE
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