UNIVERSITY OF NEW ENGLAND



HOUSING HANDBOOK

UPDATED
FALL2026

UNE

UNIVERSITY OF NEW ENGLAND
Housing and Residential/
Commuter Life

DISCLAIMER

Please note: All policies and procedures in this document are subject to change.

If viewing a printed copy, please note there may be an updated UNE Student Handbook online at www.une.edu/studentlife/handbook.

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Mission Statement

The Office of Housing and Residential/Commuter Life is dedicated to the creation of a safe and inclusive campus environment for both residential and commuter students. With strong campus partnerships and unwavering support from a dedicated team of student-centered professionals, we create an environment that fosters academic success and personal growth through the celebration of individual identities, mentorship, and community building initiatives.

Our Shared Values

- Student Focus: We emphasize student needs and development through a deep commitment to prioritizing students' well-being and growth.
- Inclusiveness: We create a culture that honors diversity and fosters a safe, respectful and welcoming environment for all.
- Compassion: We establish supportive relationships and connect with students on a personal level.
- Integrity: We rely on a strong, ethical foundation that guides our interactions and decisions.
- Support: We help students challenge themselves and, through teachable moments, we show a commitment to fostering resilience and lifelong learning in our students.
- Advocacy: We champion the needs of our students and empower them to use their voices.

Important Dates

Biddeford Campus Residence Hall Calendar 2026-2027 Academic Year

FALL SEMESTER

Sunday, August 30, 2026
Residence Hall Check-In for New Students
Alfond Forum

Monday, August 31, 2026
Residence Hall Check-In for Returning Students
(Champlain, East, West, and Sokokis Halls)
Alfond Forum

Tuesday, September 1, 2026
Residence Hall Check-In for Returning Students
(Champlain, East, West, and Sokokis Halls)
East Hall Lobby

Wednesday, September 2nd, 2026
Classes Begin

Monday, October 12, 2026
Indigenous Peoples' Day, no classes. Halls remain open.

Wednesday, November 25, 2026
10:00 a.m. Residence Halls close for Thanksgiving Break. Last meal served is Tuesday dinner.**

Sunday, November 29, 2026
Halls Re-open at 10:00 a.m. Meal Plan resumes with Dinner. **

Friday, December 11, 2026
Last Day of Classes

Friday, December 18, 2026
9:00 p.m. Residence Halls Close for Semester Break. Last meal served is Lunch**

SPRING SEMESTER

Monday, January 11, 2027
Residence Hall Check-In for New and Transfer Students
Campus Center, 1:00 p.m. – 3:00 p.m.

Tuesday, January 12, 2027
Residence Halls Re-Open at 10:00 a.m. for Returning Students. Meal plan resume with dinner. **

Wednesday, January 13, 2027
Classes Begin

Saturday, March 13, 2027
10:00 a.m. Residence Halls close for Spring Break. Last meal served is lunch on Friday. **

Sunday, March 21, 2027
10:00 a.m. Residence Halls re-open at 10:00 a.m. Meal plan resumes with dinner. **

Thursday, April 29, 2027
Last day of Classes

Saturday, May 8, 2027
Residence Halls close at 12:00 p.m. to all students not directly involved with commencement or summer sessions. Last meal served is lunch on Friday, May 8.

Saturday, May 15, 2027
Commencement

Sunday, May 16, 2027
12:00 p.m. Residence Halls close for all students.

* *ALL DATES ARE SUBJECT TO CHANGE*

** *Dining Services are closed when the University is not in session. Students participating in Break Housing will need to plan accordingly during this time.*

About Our Staff

Director
The Director provides overall leadership for the department, supervises the staff and serves as a general resource for all University students.

Assistant Directors
The Assistant Directors oversee day to day housing operations, manage the residential experience, coordinate RA selection and training, and act as a second-level student conduct hearing officer.

Office Manager
The Office Manager provides overall support for the Office of Housing and Residential/Commuter Life team and is the initial point of contact for students and visitors.

Area Coordinators
Area Coordinators (ACs) are full-time, professional staff that live on campus and are on-call on a rotating basis. They supervise and support Resident Advisors, Community Assistants, and Community Life Mentors. They build community, maintain community standards, coordinate large-scale programs, and serve as student conduct hearing officers.

Student Staff
Resident Advisor (RA): The RA is a live-on student staff member that engages and acts as a resource for residents, plans programs, and supports campus safety through serving in an on-duty rotation.

Community Assistant (CA): The CA is a student staff member whose primary role is to support to the operations of the main housing office and the programmatic efforts of the University.

The Residential Student Experience

STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

The Office of Housing and Residential/Commuter Life at the University of New England is committed to building a partnership with resident students, and in assisting our community members in achieving both intellectual and personal growth. Our success in doing this is dependent upon the understanding that with rights, come responsibilities. Our students have the right to certain educational and residential living expectations and a responsibility to assist in creating an atmosphere that is conducive to our goal of assisting community members in achieving intellectual and personal growth.

Rights: Every residential student has the right to:

- A clean, safe and secure living environment within the residence hall community.
- A residence hall community that promotes respect, personal growth and development, appreciation for differences and diversity, and accountability for violations of residence hall policies, standards, rights and responsibilities.
- A residence hall community which creates an environment conducive to achievement of intellectual and personal growth.
- Programs and activities that encourage the development of community and social connections.
- Access to resources to assist with the myriad of issues confronting college-age individuals.
- An equitable and consistent enforcement of policies, with due consideration of the rights of all members of the residence hall community.

Responsibilities: Every residential student has the responsibility to:

- Take learning seriously: attend class, be prepared, participate in discussions, ask questions and get assignments done on time.
- Practice social responsibility in support of community health by practicing good hygiene, maintaining a clean-living environment.
- Be aware of how personal choices affect your academic success, personal growth, and the quality of life for other community members.
- Attend residence hall floor meetings, programs and events; get involved in campus-wide clubs and/or organizations; take on a leadership role in some capacity.
- Check UNE e-mail regularly.
- Treat fellow students and University faculty and staff with respect.
- Contribute to the enrichment of your room, suite, floor, residence hall, University, and local communities.

- Communicate effectively to prevent and resolve conflict with roommate(s) and other community members.
- Protect and preserve property belonging to others and the University.
- Be knowledgeable of and comply with University policies as outlined in the University Conduct Code and Residence Hall Standards, Policies and Expectations.

THE COMMON GOOD

One notable characteristic of positive communities is a shared concern for the common good. At UNE, we have as an objective that our residential students understand what it means to be a member of a community and therefore, they strive to set high standards for their own behavior. Never has this objective been more important than in this current time.

To achieve this goal, we work continuously to raise residents' awareness of their rights and responsibilities while living in our community. We encourage residents to take an active role within their living environment and to participate in the development of community standards. By reminding residents of these standards, holding people accountable through personal contact and group discussions, and taking swift action on behavioral and facilities issues, we help make the residence halls engaging and enjoyable places in which to live.

By inviting a student to join the UNE community, the University assumes the student has developed and maintained a high degree of integrity and commitment to the personal values in their private and academic life. The faculty and administration at UNE are committed to fostering and furthering this sense of integrity and to helping students develop an ever-deepening awareness of the multi-faceted demands facing them. Students are ultimately responsible for their own learning, the consequences of their choices, actions and behavior, and should constantly appraise themselves and subsequently recreate their personalized plan for moving forward. Respect, openness to new situations and people, personal and intellectual curiosity and a commitment to meeting one's obligations are all expectations of the UNE student. The University articulates and clarifies expectations regarding behavior through the University Conduct Code and Residence Hall Standards, Policies and Expectations.

Leadership and Involvement Opportunities

RESIDENT ADVISOR DEVELOPMENT

Our commitment to the growth, development and performance of our Resident Advisors (RAs), is demonstrated through ongoing RA training. This comprehensive training program incorporates job-related training with educational, theory-based training, as well as coaching and mentoring by professional supervisory staff.

The program is launched each year with training in August, during which job-related policies and procedures are addressed. Additional training (referred to as in-services) is also offered to the RA staff on a monthly basis in order to complement the breadth of their job-related skills and knowledge.

Information about RA applications is posted throughout campus prior to the start of Winter Break. Contact the Office of Housing and Residential/Commuter Life for more information.

In addition to the formalized training that is provided the RA position also provides an experiential learning for applying existing skills, learning new skills and understanding the collaboration necessary to work in a dynamic team setting.

RESIDENTIAL STUDENT LIFE ASSOCIATION (RSLA)

The Residential Student Life Association (RSLA) is a student-run organization which provides a forum for on-campus residents to improve their residential experience, contribute to programming efforts, and to develop their leadership skills. All on-campus residents are considered members and are invited to attend the general assembly meetings. Each building elect's delegates to represent their voice, and to vote on important matters. Executive Officers include the President, Vice President, Secretary and Treasurer. Executive Officers are elected annually by the general assembly.

RESIDENCE HALL MEETINGS

Residence hall meetings provide an opportunity for students to gather and learn about the latest happenings on campus or in the hall, to discuss residence hall concerns and to plan activities. Specifically, students will receive information about openings, hall closings, room selection, etc. Each student is required to attend and may offer support, ideas, and suggestions to other residents and/or the hall staff. Each student is responsible for the information introduced or decided at these meetings.

Another way of finding information is to regularly refer to the weekly newsletters or the bulletin boards located on each floor of the residence halls. These newsletters and boards are updated with educational information, as well as on-campus activities and important University news.

At the beginning of each year, the members of each floor will attend meetings to discuss their community standards and other community guidelines. The guidelines will greatly affect each student throughout the year and therefore everyone is strongly encouraged to share in the development of their community.

PROGRAMMING

One of the foundations of the Office of Housing and Residential/Commuter Life is programming. We offer a wide range of educational, social, intellectual, physical, spiritual and cultural programs based on the residents' needs and interests. RAs have programming requirements and are interested in hearing residents' ideas. Students are encouraged to get involved in the planning of programs and activities for their floor and hall.

Living on Campus

OVERVIEW

The Biddeford Campus of the University of New England has ten residence halls that house undergraduate students. Five halls are traditional double/triple room residence halls: Assisi, Avila, Frederick, Padua, and Siena. Featherman is a track-style, triple room residence hall. Champlain, East, West, and Sokokis residence halls are suite-style accommodations with single or double bedrooms. A directory of numbers can be found in the Staff Directory section of the handbook.

ON-CAMPUS HOUSING SELECTION

All resident students who wish to reserve a room for the following academic year and/or the summer must complete a Housing and Dining Services Contract by the designated date.

The Housing Selection process takes place during the spring semester in which students and their potential roommates select academic year housing for the fall semester. Prior to housing selection, students who have submitted their Housing and Dining Contracts will receive a date and time in which they will select their housing for the following academic year. Due to the changing residence hall population, it is possible a room assignment will need to be modified over the course of the summer. If this occurs, affected students will be contacted.

For those students who are eligible to live off campus, the Off–Campus Requests Application will be made available online by the Office of Housing and Residential/Commuter Life. Please contact a Housing professional staff member for all inquiries as to eligibility.

Important Notes:

- There is a penalty for breaking the Residence Hall and Dining Services Contract. Please refer to Condition #6 of your housing contract in Residence for more information.
- With the exception of single rooms in East, West and Sokokis Residence Halls, single rooms may not be requested through the Office of Housing and Residential/Commuter Life room selection process. If a student has a specific medical purpose for requesting a single room, they must go through the Student Access Center for consideration of an accommodation. If appropriate, the Student Access Center will make a recommendation for placement in a single room which will be based on space availability.
- Students who are required to live on campus and who either do not sign up with a roommate or do not participate in the room selection process will be assigned a space. That space may be single occupancy, double or triple occupancy. It may house either a transfer, incoming, or returning UNE student.

OFF-CAMPUS HOUSING

The Office of Housing and Residential/Commuter Life also maintains a website of rental listings for those students who are eligible to live off campus. This list is compiled from listings submitted to the Office of Housing and Residential/Commuter Life by members of the surrounding community. **These listings and renters are not rated or inspected by the University and the University is not responsible for ensuring the quality of the rental properties or the landowners.**

On-Campus Housing Guidelines and Residency Requirement

GENERAL HOUSING INFORMATION

1. The University may deny or cancel assignments in the interest of health, discipline and academic standards. Applications shall be canceled and room deposits refunded whenever all available residence hall space is committed to early applicants.
2. Authorized UNE personnel may enter and inspect residence hall rooms to ensure compliance with safety, policy enforcement and maintenance procedures.
3. It is the University's responsibility to respect the rights of residential students to privacy. Proper written notice will be given in the case of a routine, scheduled room inspection and effort should be made to have the resident present if a search of a room by University personnel is necessary. Civil warrants do not require prior notification.
4. Confiscated, but not illegal, items will be stored by the AC but must be picked up and removed from campus property at the end of the semester. Items that remain at the end of each semester will be properly disposed of at the discretion of the institution. The university is not liable for lost or damaged items that have been confiscated.
5. The University holds residence hall students financially responsible for all loss or damage to institutional property, whether in assigned rooms or throughout the residence hall, except for those resulting from normal age, wear and tear.
6. The University requires completion of a Housing and Dining Contract by all residential students prior to assuming residency with the residence halls. The contract conveys the obligations of the University as well as the responsibilities of students in housing accommodations. The contract is for a full academic year, unless prior arrangements have been made. Students are bound by the terms of their Housing and Dining Contract.

Important Notes:

- Residence halls are closed during specified break periods unless the resident has been pre-approved for break housing.
- The University reserves the right to change room assignments at its' sole discretion.

RESIDENCY REQUIREMENTS

The University believes that residence hall living is an important aspect of the development of each student and as a result impacts the entire University program. The Office of Housing and Residential/Commuter Life makes initial assignments for first-year students with changes allowed after the first two (2) weeks of the semester.

UNE has a three (3) year residency requirement for full-time undergraduate students. Students who wish to explore an exception to this policy should contact the Office of Housing and Residential/Commuter Life.

Important Notes:

- There is a penalty for breaking the Residence Hall and Dining Services Contract. See your completed Housing and Dining Contract in Residence for details.
- Part-Time Students: Should a part-time student subsequently establish full-time status, their off-campus permission may be reviewed and may be denied. Further, the residential standing of full-time students who drop to part-time status may be reviewed and may result in the student being asked to vacate their residence hall room.

Our Commitment to Residential Students

Residence Hall norms, policies, and expectations are established to protect the basic living rights of the residents of University residence halls (refer to University Conduct Code). This section refers also to the Residence Hall Services and Residence Hall Policies sections of this Handbook. Issues of significant importance include but are not limited to:

RESIDENCE HALLS SHOULD BE QUIET ACADEMIC ENVIRONMENTS

- Excessive noise (as determined by the residence hall staff) at any time will not be permitted.
- Loudly playing music or other noise to the campus beyond the residence hall is an intrusion upon the work and study of others and will not be allowed, except for special events and by permission of the Office of Housing and Residential/Commuter Life.
- It is important that students take into account that spontaneous gatherings can be bothersome to others on the floor or in lounges in the residence hall. Notice should be given to Resident Advisors so that floor members not wishing to be involved can either voice their dissent or make arrangements to be elsewhere during the event. What is acceptable in one residence hall or on one floor may not be acceptable somewhere else.
- Individuals – for their own listening – may enjoy radios, stereos or musical instruments, but no one has the right to compel others to listen beyond one's own room.

RESIDENCE HALLS SHOULD BE SAFE

- Tampering with fire emergency equipment in any way manner is strictly prohibited. Fire extinguishers, smoke detectors, heat detectors and other related fire protection equipment are installed to safeguard lives during a fire emergency. Any tampering with this equipment, including false alarms, will result in a minimum fine of two hundred and fifty dollars ($250.00) for a first-time violation and five hundred dollars ($500) for subsequent violations [SL1], being levied against each individual involved in addition to other disciplinary sanctions. Tampering with fire alarms or falsely reporting a fire constitutes as a felony. Criminal charges may be brought against the violator(s). (See also ROOM DECORATIONS)
- Any infringement on the privacy, physical safety or emotional safety of another student will not be permitted.
- Students are not permitted to have firearms (including fake or toy firearms), ammunition, or explosives in any form on campus. Possession or use of fireworks will be dealt with as

a very serious offense. No excuse or explanation for possession of firearms or fireworks will be accepted. Explosive components or chemicals such as explosives, gas or compressed air will not be used or stored in the residence halls or other University property, except under supervision of a faculty member.

- If it is reasonably suspected or determined that behavior in a room is in violation of University policy and occupants of that room fail to respond to a request to enter in a timely manner, a University official may enter a room upon identification.
- Hall sports may not be played within the residence halls due to the high risk of personal injury and/or property damage (See also HALL SPORTS).

PERSONAL AND UNIVERSITY PROPERTY SHOULD BE PROTECTED

- The destruction of personal or University property is forbidden. All damages inflicted intentionally or because of negligence will be paid for by the individual(s) responsible; the individual(s) may also be subject to Student Resolution.
- Whenever damage occurs by accident, the student(s) involved should report it promptly to the Office of Housing and Residential/Commuter Life staff.
- Movement of University owned lounge furniture or other University property into private rooms will not be permitted.
- The University respects the right to privacy. No student's private behavior will be intruded upon without good cause.

Important Note:

- Residential students are responsible for any behavior of their guests that is in violation of the Housing Handbook or of University policies (See: Guests below).

Residence Hall Services, Policies, and General Information

The following outlines information and policies regarding residential living at the University of New England. This listing not only contains important information for residential students, but also residence hall policies consistent with University Conduct Code, Violation of Residence Hall Standards.

ABANDONED PROPERTY

Students are expected to remove all items from their residence assignment when they check out. Any student who leaves abandoned property in their rooms should expect these items to be removed and not stored. Items such as computers, glasses, medications, and passports will be stored by Housing and Residential/Commuter Life, but the occupant must make arrangements with the Office immediately for retrieval of such items. Any items not obtained in 30 days or by the end of the semester will be disposed of or donated.

ALCOHOL

- Open alcohol containers are not permitted in common areas, including but not limited to hallways, lounges, bathrooms, and stairwells.
- Displays that contain content regarding alcohol may not be placed in areas of public view, such as room/suite windows facing out and room/suite door exteriors. This includes but is not limited to neon signs and posters. All decisions about public view compliance rest with the Housing and Residence/Commuter Life Professional Staff or designee.
- Alcohol containers, full or empty, may not be used for decorative or display purposes nor be stored in the rooms or suites of underage residents. Empty, decorative shot glasses are permitted but will be confiscated if found alongside a policy-breaking quantity of alcohol.
- Alcohol may be possessed or consumed by students who are “of age” (or older) in an “of age” student’s room/suite only. There can be one (1) open container per “of age” person in the room.
- “Of age” students may not possess in his/her room/suite more than 144 ounces of coolers, malt beverages, beers, or hard ciders, lemonades, sodas, seltzers and the like; or two 750 ml (about 25.36 oz). bottles of wine; or one liter of hard alcohol (up to 80 proof or 40% alcohol by volume (ABV)) per “of age” individual.
- Students, or their guests, under the age of twenty-one (21) may not be in the presence of alcohol in a residence hall room/suite.

- If “of age” student(s) are living with “underage” roommate(s), the “underage” roommate(s) may be present where there are open containers, but no other “underage” students may be present.
- “Underage” students may not consume alcohol or be in possession of alcohol.
- If “of age” student(s) are living with “underage” roommates, they may store a reasonable amount of alcohol (see above) in their personal bedroom refrigerator.

For more guidance regarding UNE’s alcohol policy, please refer to the Student Handbook.

APPLIANCES

Air Conditioner Units: Air conditioner units are only permitted with prior approval from the Student Access Center. It is the student’s responsibility to purchase a unit with 5,000 BTUs or less and for safety reasons all units must be installed by a UNE Facilities staff member.

Refrigerators: Refrigerators must measure 3.5 cubic feet or less. All suite style spaces come with a full-size refrigerator, and students may have a personal refrigerator in their individual rooms. Traditional and track style rooms are limited to no more than two refrigerators per room. All refrigerators must be plugged directly into a wall outlet.

Toaster/Toaster Ovens/Hotplates/Griddles: Toasters, toaster ovens, hotplates, and griddles are not allowed in any residence hall.

Air Fryers/Crockpots/Rice Cookers/Pressure Cookers: Air fryers (bucket style only), crockpots, rice cookers, and pressure cookers are permitted in suite-style housing (East, West, Champlain, and Sokokis) only, and must be kept in the suite kitchen area. Air fryers (bucket style only) in a traditional residence hall (Featherman, Avila, Assisi, Siena, Padua and Freddy) must be stored and used in the residence hall common kitchen. The University is not responsible for stolen or misused appliances stored in common kitchens. *See Fire Safety (pg. 26)*

BREAK HOUSING

Break Housing is available only to residential students demonstrating a need to remain on campus (please inquire with a Housing staff member regarding conditions upon which one can reside on campus during break periods) for extenuating circumstances. Students requesting to stay on campus during break periods will be directed to fill out a Break Housing Application in Residence by a deadline. Students may be required to submit further documentation before being approved to stay during a break period. Once submitted, students will be notified of their Break Housing status. Typically, those approved will be allowed to reside in the spaces in which they currently live.

CHECK-IN/OUT

Upon a student's arrival into the residence hall, they will be asked to review a Room Condition Report (RCR) form with an RA, which will detail the condition of the room upon their arrival. It is the responsibility of each resident to make sure their RCR includes all missing items, damage or other issues or traits of the occupied space. This report will be used at the time of the student's departure to assess discrepancies and damage charges. RAs do not determine whether or not a student will be billed for cleaning or damages at check out. All rooms will be thoroughly inspected and assessed for damage by the Office of Housing and Residential/Commuter Life and Facilities staff once the buildings have closed.

When a student is ready to leave the residence hall, they must move all belongings from the room; clean the room and return all furniture to its original place (with the exception of bunked/lofted beds which may remain as is); and follow all checkout procedures. Students are responsible for any damages, missing furniture and excessive cleaning issues. Failure to properly check out with a Housing Staff member may result in additional charges. See Abandoned Property and Damage of University Property for a description of procedure.

CLEANING

Students are expected to keep their rooms clean. In Champlain, East, West and Sokokis Residence Halls, students are expected to clean their own common areas, including their bathrooms and kitchens. The Office of Housing and Residential/Commuter Life Staff will make regular inspections of suites and rooms, and all violations will be documented.

The University of New England operates a Wastewater Treatment Plant (WWTP) through which all water wastes are treated. The WWTP is a fragile environment where bacteria digest sewage. It is therefore important that no more than the usual amounts of detergents go down the drain. Students having a large quantity of detergent to dispose of should contact the Office of Sustainability. The use and disposal of bleach is prohibited on the Biddeford Campus.

CLOSING OF HALLS FOR VACATIONS/EXAMS

The closing of residence halls corresponds with break periods. A list of the days and times of closings can be found in the Residence Hall Calendar in this handbook and online. No student may remain in or return to any residence hall once it has officially closed or before it has officially reopened (unless approved for Break Housing). The last meal served in the Danielle Ripich Commons dining hall before each break will be either lunch or dinner on the last day of classes/exams. The first meal served in the dining hall after a break period ends will be dinner on the day before the first full day the University is open for classes. Housing and Residential/Commuter Life Staff are required to enter student rooms during break periods to verify that lights are off, windows are locked, appliances are unplugged, etc.

Important Note:

- Students must move out of the residence halls within 24 hours of their last exam and not beyond the designated closing time on the final day of Exam Week each semester.

DAMAGE OF UNIVERSITY PROPERTY

Damage done to a residence hall, rooms, or furniture will be charged to the occupants of the damaged room or building. Damage charges are assessed and placed on students' bills on a monthly basis and /or at the end of the semester or academic year. Student rooms are reconditioned during the summer months, therefore it is presumed that the rooms are properly cleaned and equipped at the beginning of the school year. Defects should be reported to the Resident Advisor upon completion of the Room Condition Report and within twenty-four (24) hours after occupancy.

Each incident of damage will be investigated and then will be reviewed on an individual basis to determine payment responsibility. If damage takes place in the residence halls or elsewhere and those responsible are not known, the following procedure will be used:

1. If damage is done to a student's room, door or window (including screen), etc. the occupants of the room shall make payment, unless special circumstances determine otherwise.
2. If damage is done to common area property, e.g. corridors, lounges, elevators, rest rooms, etc. it shall be paid for by all occupants of the floor or residence hall, depending upon the circumstances of the damage.
3. If damage took place during a particular floor event, those responsible for the event will be held responsible for the damage unless specific individuals are identified.
4. Excessive trash, contamination of University recycling containers will be assessed on a weekly basis and may result in community wide charges.
5. If a guest causes damage, the student who is host for the guest will be billed.
6. The University does not, under any circumstances, assume responsibility for loss or damage to personal property through fire, flood, theft or other causes. Loss through these causes should be reported immediately to the Office of Safety and Security and to the student's personal insurance representative.
7. Reporting damages or maintenance needs should be done through the RA, Area Coordinator or Office of Housing and Residential/Commuter Life. Residents are not permitted to submit their own work orders. No maintenance personnel are available for repairs after 3:00 p.m. except in the case of emergencies.
8. If damage is done to the external portion of the building, the individuals responsible for the damage shall pay for it.

DINING SERVICES

Students may choose between their meal plan, and there are a variety of food service locations available on the UNE campus. For more information, please refer to Parkhurst Dining at https://unedining.catertrax.com/

DOORS

For safety reasons, exterior doors of the residence halls are locked 24 hours/day. They cannot be propped open at any time. Anyone found propping a door is subject to disciplinary action that could result in student resolution action. Students are expected to carry residence hall keys and their ID card at all times. All residential students are reminded that their ID cards will gain them access to the exterior hall doors and should be handled both cautiously and responsibly to ensure that easy access to the residence halls remains the privilege of resident students only. For reasons of safety, lost keys and ID cards must be reported to the Office of Safety and Security and the Office of Housing and Residential/Commuter Life immediately. Students must not give their keys or cards to anyone. It is against UNE Conduct Code to lend out room keys/cards.

Individual residence hall room doors should only remain open if the room is occupied. Rooms left open and unattended will be closed and locked by staff members when observed. Keys may not be left in the door to permit others' entry.

In the event of a power outage, all ID cards will continue to work on individual suite doors, but not exterior doors. Depending on the duration of the outage, Facilities and Housing will work together to allow access to the building via your bedroom key. Residents in Featherman will be issued temporary hard keys during specific blocks of time communicated to them via their RA and signage in the building. These keys must be returned within 48 hours of power restoration or residents will be charged $60 for a lock change.

E-MAIL/UNIVERSITY COMMUNICATION

UNE Outlook 365 is the official way the University will communicate with students; therefore, students are responsible for regularly accessing their email account for messages. The Office of Housing and Residential/Commuter Life relies on this mode of communication extensively.

FURNISHINGS

The residence hall rooms are furnished with the basic necessities for living, sleeping, and study. Rooms in Assisi, Avila, Featherman, Frederick, Padua, Siena, Champlain and Sokokis residence halls are furnished with extra-long single beds and mattresses, closets (or free-standing wardrobes), dressers, ladders, guardrails, desks and chairs. Suites in East and West Halls are furnished with full-size mattresses, dressers, desks, and chairs. Students should plan to bring anything else they may need. Most furniture is moveable. In Featherman, Avila, Assisi, Siena, and

Padua, beds can be either bunked or lofted by submitting a work order through your RA. In Freddy, beds cannot be bunked or lofted but can be raised to their highest level. In Champlain and Sokokis, beds cannot be lofted but can be bunked. No changes can be made to the beds in East and West. Room set-up must be requested in the first two weeks of the semester. All furniture and furniture parts MUST remain in the room or suite and cannot be arranged in a manner to block egress from either windows or doors. Room furniture may not be stacked on top of each other.

FIREARMS, FIREARMS STORAGE, FIREWORKS, AND PROHIBITED ITEMS

No person shall possess weapons or any device(s) that, in the opinion of the Director of Safety and Security, present a danger to the community. Prohibited items may include but are not limited to devices with a lithium battery or gas powered, tattoo supplies (i.e., Tattoo machining gun, needles) and examples of weapons include swords, axes, machetes, martial arts weapons of any kind, knives, slingshots, paint-ball guns, nerf guns, any device that propels an object including but not limited to pellet guns, “soft pellet guns”, bb guns and the like, as well as bows, arrows, hunting knives, harpoons, and any firearm or ammunition. Pepper spray and or any other similar product are prohibited from all University buildings without the express consent of the Director of Safety and Security. Small "pocketknives" for personal use with blades no longer than 2 ½ inches in length are generally acceptable. No person shall possess replica or toy firearms that resemble an actual firearm or weapon.

Recognizing that any object could be a potential weapon, the Director of Safety and Security shall evaluate any questionable object and determine if the device shall be prohibited under the terms of this policy. This policy shall in no way be used to prohibit the possession of kitchen-type knives used for food preparation as long as they remain in the owner’s "kitchen" area. Weapons are not allowed on any University-owned or leased property, including parking lots and roadways and are not permitted at any University sponsored event on or off University property. Individuals should contact the Office of Safety and Security if they are unsure if an item would be considered a weapon or prohibited item. The officers will work with a community member to make sure the item is stored appropriately.

Any weapon as defined by the policy or determined to be so by the Director of Safety and Security that is found on campus, including any residence hall space, will be confiscated. The violation will be addressed expeditiously through the student conduct process with related sanctions including the potential of suspension or removal of the individual(s) from all campus properties.

FIRE SAFETY

1. Unannounced fire evacuation drills will be held regularly throughout the school year in each residence hall. Students who fail to exit the halls, attempt to re-enter the building without the permission of proper authorities, or fail to comply with University officials will be subject to disciplinary action and the assessment of student conduct sanctions.
2. Tampering with fire safety equipment or fire alarms is a violation of State Law, as well as University policy. Persons found in violation will be subject to serious disciplinary action.
3. Fire detection units should not be covered, blocked, or otherwise disabled at any time.
4. All devices must be UL approved and in good working condition. Electrical appliances are permitted for use in resident rooms except for appliances which 1) have exposed heating units or open flames; and 2) are used for the specific purpose of cooking food, apart from small appliances with enclosed heating elements and automatic shut off (see "Appliances" for more information). Other appliances are prohibited except with appropriate approval in residence hall kitchens, not suite kitchenettes. Such items may be stored in rooms as long as they are not used in rooms.
    a. UL-rated, surge-protected power strips must be used. These power strips can be purchased in a number of different lengths. The "cheater units" do not provide any fuse protection and, therefore, provide no protection for the system. In addition to power strips, only UL-rated extension cords are allowed. Extension cords can only be plugged directly into a wall outlet.
    b. For reasons of fire safety, the following items are not permitted in student rooms: irons (may be used in laundry areas); Cheater Units, plastic lamp shades, space heaters, LED light strips, halogen lamps, lava lamps, non-UL-rated lamps, any non-UL rated decorations requiring electricity, sun lamps/tanning beds, toaster ovens, hot plates, griddles, 3D printers, candles with or without wicks, decorative candles, incense, candle warmers, tart burners (unless those with a lightbulb), non-light bulb potpourri burners, scented oil burners, live/cut Christmas trees and wreaths.
    c. Office of Housing and Residential/Commuter Life staff have authority to prohibit and/or remove without prior notice all illegal or potentially dangerous appliances/devices for reasons of health and safety.
    d. Students are expected to use reasonable care with regard to the appliances in residence hall kitchens. It is the responsibility of all residents to properly maintain (including cleaning) all appliances. Report any maintenance problems immediately to an RA.
5. Extension cords cannot be plugged into other extension cords (and power strips cannot be plugged into other power strips.) Therefore, it is advisable to purchase the cords in adequate lengths.
6. Unauthorized possession, storage or use of hazardous or dangerous weapons, explosive components or substances including, but not limited to, firearms, ammunition, fireworks and chemical materials such as gasoline/fuels, kerosene or compressed gases/air in University residence halls is specifically forbidden and, is subject to disciplinary action.

7. The roofs and fire escapes of each building are for emergency purposes only and under no other conditions should these be used for any other purpose. Failure to comply will lead to disciplinary action.
8. Do not hang anything from the sprinkler heads. This can cause damage to the system that will be charged to the occupants of that suite/room. Additionally, decorations or objects hung on the walls must be at least 18 inches away from the ceiling.
9. For reasons of fire safety, the maximum occupancy may not exceed eight (8) people at any one time for a residence hall room and twelve (12) for a suite.
10. Fire Safety tips:
    a. Know where alarm pull stations are in your building.
    b. Know all of the exits and evacuation plans to your building.
    c. If you discover smoke or fire:
        i. Sound the alarm.
        ii. Call the Office of Safety and Security at x366 from any phone on campus or call local emergency department at 911.
    d. If you are in a burning building:
        i. Close the window.
        ii. Close the door.
        iii. Go to the nearest exit or stairs (If you are in a smoke-filled area, keep low to the floor).
        iv. Leave the residence halls immediately.

GUESTS

UNE students are responsible for their guests (both fellow UNE students and non-UNE students) and are accountable for their guests' conduct on campus, including damage to University property. Guests are expected to abide by the University Conduct Codes, Policies, and Guidelines. Failure to do so may result in removal from campus and restriction from future visits to a particular residence hall or the campus.

If guests (non-UNE students) are staying on campus overnight, a Guest Pass must be completed through the online system, linked below this section.

Overnight guests (non-UNE and UNE students) are permitted only during the academic year. A guest is considered an overnight guest if the guest is in the hall at the start of quiet hours, Sun.-Thurs. at 9:00 p.m. and Fri.-Sat. at Midnight.

Overnight guests must be at least 16 years of age unless accompanied by a Parent/Guardian. Those who are under 18 must provide a Parental/Guardian Overnight Visitation Approval form. Residential students are limited to two (2) overnight guests at any one time. Guests may stay no longer than two (2) consecutive nights within a (2) two-week period and passes will not be reissued consecutively. The maximum occupancy per first year room is limited to 6 people in a double, 8 people in a triple. The maximum occupancy for suite style housing is 12 persons.

Guests are welcome contingent upon mutual agreement of roommates/suitemates. Excessive requests for overnight guests or visitation can be denied at any time by University Officials. Unresolved conflict may result in restrictions of guests. All guests must obtain a parking permit from the Office of Safety & Security and are also expected to always carry appropriate picture identification and produce identification when requested.

Parental/Guardian Overnight Visitation Approval Form

https://www.une.edu/pdfs/overnight-minor-guest-form

Guest Registration Form

http://bit.ly/housingguest

Important Note:

- Guests are not permitted during exam periods, breaks, or summer housing.

HALL SPORTS

Due to the potential harm to individuals and property, hall sports are not allowed in the residence halls. Students caught playing hall sports will face student conduct review and may be charged to repair or replace any property damaged. Items may be confiscated.

HEALTH AND SAFETY INSPECTIONS

The offices of Housing and Residential/Commuter Life, Safety and Security and/or Facilities Management will conduct periodic room inspections to help ensure that all residents are in compliance with health, fire and safety guidelines. To the extent possible, students will be given prior notice of these inspections. Staff conducting general room inspections will document violations and will advise students to correct violations. Violations may result in an applicable fine, confiscation of property and/or student resolution action.

HOLIDAY DECORATIONS

Students are encouraged to express their observances of holidays within guidelines:

- Live and cut trees and wreaths are prohibited.
- Candles or other open flames or burning items are not permitted.
- Lights must be UL rated, small, non-heat producing.
- Decorations in the public areas must be approved by the Director of Housing and Residential/Commuter Life or their designee for safety.
- Decorations must be removed prior to break.
- Nothing should be hung from ceilings or smoke/sprinkler heads.

ID CARDS

A student's ID card is as important as their key to their room. Students should keep their ID with them at all times. It opens the door to a student's residence hall, and provides direct access to spaces in Featherman, Champlain, East, West, and Sokokis Residence Halls. Residents must never give their IDs to another student or guest. Only the owner of the ID card has access to the privileges and services of their card. If an ID card becomes lost or stolen, notify the Office of Housing and Residential/Commuter Life at 207-602-2272 and then the Office of Safety and Security at 207-602-2298 immediately.

INTERNET

The University provides both wireless and internal Ethernet connections in the residence halls. The Ethernet network can be activated upon request for students by putting in a ticket request for activation to the IT Help Desk:

https://portal-tools.une.edu/google_web_forms/portalwebforms/it-help-desk-self-service/

KITCHENS/LAUNDRY ROOMS

Residential students are expected to clean up after themselves when they have used the kitchen and laundry facilities. This is not the job of the housekeepers. Messes, spills, lint, etc. must be cleaned up and disposed of properly. Processing wild/game animals in community kitchens is strictly prohibited. Failure to do so will result in excessive cleaning charges assessed to the hall. Laundry facilities are located in each of the ten residence halls. Included in the room and board rate is a laundry fee that covers the cost of the use of machines for residential students.

For your convenience, the University utilizes the Laundry View system which allows students to monitor the availability of washers and dryers. To access this online system, go to www.laundryview.com/noreaster then select the correct residence hall.

Troubleshooting:

- If there is a problem with a machine, a member of Housing and Residential/Commuter Life Staff should be contacted immediately so they can place a work order. Be sure to give them the machine number and a description of the problem with the machine (i.e., won't turn on, won't spin out the water, etc.). This will help the service person understand how best to resolve the problem. The turn-around time to fix a problem is usually 24-72 hours, with the exception of weekends.
- Do not unplug the machine! Attempts to unplug the machine will shut down the system. If this should occur and the identity of the user making the attempt is unknown, the students of that residence hall will be billed for the service.
- Any questions about the system should be directed to a member of the Housing and Residential/Commuter Life Staff.

LOCKOUTS

Students are expected to have their room key and ID card with them at all times. Should a student become accidentally locked out, they should first contact the RA residing on their floor. If their RA is not available, they should try another staff member in the building. If the student is unable to find an RA, they should call the Office of Housing and Residential/Commuter Life at 207-602-2272 Monday-Friday, between 8:00 a.m. and 4:30 p.m. to request to be let in. If it is after- hours or on the weekend, and you cannot find an RA, please contact the Office of Safety and Security at 207-602-2298 for assistance. Prior to completing the lockout, a Housing or Security staff member will request that a student provide some proof of identification. While lockout assistance is provided as a courtesy, repeated lockouts may be addressed through the student conduct process and/or educational interventions when they become excessive or place an undue burden on staff resources.

LOUNGE FURNITURE

Furniture has been placed in all common areas in the residence halls for the comfortable gatherings of residents. The furniture must remain in the common areas. Students found in possession of common area furniture in individual rooms will be subject to student conduct review.

MAIL SERVICES

All residential students may claim mail and packages at their designated mailrooms. Residents of Champlain, Frederick, East, and West Halls designated mailroom is located in East Residence Hall. Residents of Assisi, Avila, Featherman, Padua, and Siena Halls designated mailroom is located in Avila Hall mailroom. Residents of Sokokis Hall may claim mail and packages at the UNE Mailroom located in the rear of the Facilities Building behind Security.

MAINTENANCE REQUESTS

Maintenance requests are made through an RA or other Office of Housing and Residential/Commuter Life staff members. It is important to give complete information about the request, including a detailed description of problem, the date the problem occurred, how the problem occurred, the specific location of the problem, etc. Once a request for maintenance has been placed, it is assumed that permission has been given for a Facilities staff member to enter the room to complete repairs.

MEDICAL AND PERSONAL CONCERNS

Emergency medical care between 4:30 p.m. and 8:00 a.m. is accessed through an RA, the Office of Safety and Security, and/or the Area Coordinator on duty. Issues of a more personal nature may be discussed with an RA. It is important to remember that while RAs do have some training

in peer counseling, they are not counselors and therefore cannot promise confidentiality. RAs and professional staff, however, will maintain students' privacy to the extent that the legal system and the University will allow. Individuals may need to be referred to Counseling Services or the Health Center for proper attention. It is important to keep in mind that your emergency contact may be notified as deemed necessary.

NOISE

Quiet Hours

In order to meet the goal of providing a residence hall environment that is conducive to rest and study, we hold that the right of a student to study takes precedence over the right of a student to make noise and disturb others. Noise is defined as sound that can be heard outside a room with the door closed or sound that is disruptive or uncomfortable for others as they sleep, study or carry out their daily living. All students are expected to be quiet enough to respect the rights of others.

Quiet hours are uniform throughout campus:

Sunday - Thursday: 9:00 p.m. – 9:00 a.m.

Friday - Saturday: Midnight – 10:00 a.m.

Courtesy Hours

Courtesy hours have been established to assist students with noise or disruptions beyond the established quiet hour period. Students have the right to ask roommates or neighbors to lower voices, stereos, etc. in an effort to study or rest. Courtesy hours are 24 hours per day, 7 days per week.

Floors and/or residence halls may elect to make established quiet hours more restrictive by extending the quiet hour period. Any revision requires the approval of the Area Coordinator responsible for the floor or building in which the revision is desired.

During final exam periods, 24-hour quiet hours will be enforced. Violations of quiet hours are referred for a student resolution review.

PARKING

Students must register vehicles through The Permit Store, vehicle owners must pay close attention to all parking regulations. Tickets are expensive and add up quickly. Repeated offenses can lead to towing or the loss of on-campus parking privileges. Resident students must park in resident lots only. It is especially important to be aware of regulations during the winter months. The residence hall staff will review winter parking and snow removal procedures during floor

meetings. For more parking regulation updates, and to register your vehicle, refer to the Office of Safety and Security parking website at https://www.une.edu/studentlife/security/parking.

PERSONAL PROPERTY

The University is not responsible for damage or loss of personal property. Students are urged to check individual insurance plans to ensure coverage against fire, flood, or theft. Parents' homeowner's policies very often cover such losses and if not, students may want to looking into renters' insurance. Stolen property should be reported immediately to the Office of Safety and Security.

PERSONAL TRANSPORTATION

In response to Fire Safety and Regulation requirements set forth by the local Fire Departments. The term personal transportation vehicle is inclusive of but not limited to, pedal or electric bikes, motorized scooters or any other motorized transportation powered by battery or gas.

1. No personal transportation vehicles may be left or used in the suite/room, corridor or public areas (i.e., laundry rooms, lounges, stair wells, etc.) in any residence hall at any time.
2. Bike racks are available around campus on a seasonal basis. Racks are not available during the snow ban parking season: mid-November – end of March.
3. Bicycles should be stored in the Sokokis or Champlain bike rooms when bike racks are no longer available. Space is limited and can only be accessed once a space has been reserved. To learn more about bike storage, contact the Coordinator of Outdoor Recreation and Wellness at 207-602-2768.
4. If any personal transportation items are found in a corridor or public area, it will be immediately confiscated by Security. If necessary, chains and locks will be cut.
5. UNE is not responsible for any lost or stolen personal transportation. It is strongly recommended that all personal transportation be locked at all times.

RECYCLING

The University of New England's faculty, staff and students are committed to providing a waste-recycling program. As such, the University currently employs a single-sort recycling program. Each building is equipped with the appropriate recycling containers. Please dispose of all approved recycling contents in the appropriate containers. Following this simple procedure will prevent contamination and the rejection of recycled material. Questions about specific materials may be directed to the Sustainability Coordinator at 207-602-2507.

ROOM DECORATIONS

Students are encouraged to personalize their rooms to make them comfortable while they are on campus. Below are guidelines that must be followed:

- Hanging posters/pictures etc. should be done with poster putty only. Tape and other adhesive materials will remove the paint.
- No objects or materials may be hung on the walls within 18 inches of the ceiling. Additionally, no items may be suspended from the ceilings.
- Tapestries may be hung under guidelines of the tapestry policy (see Tapestry Policy below).
- Tape, stickers or other adhesive materials are not to be placed on ceiling or ceiling tiles. Students will be charged the replacement cost for each tile damaged in this way.
- No decorations should, at any time, be attached to or cover any fire safety equipment. This includes but is not limited to stickers on smoke detectors; any items that cover detectors or fire horns; and any items that cover the evacuation map or hang from the sprinkler heads.
- If a student hangs curtains, the student must show proof of "flameproof," "flame-resistant," or "flame-retardant" in accordance with NFPA 1701.
- Decorations may not cover more than 1/3 of any wall or door in or outside a student's space.
- LED strip lights are not permitted in residence hall rooms or apartments. Due to the damage caused by their adhesive backing, any wall damage resulting from the use of LED strip lights will be billed to the responsible student(s).
- UL approved lights can be hung on the walls, but may not be suspended from the ceiling, in front or above windows or doors and cannot be wrapped around furniture.
- Empty beer boxes, bottles, and other alcohol paraphernalia are prohibited as decoration in student rooms. Empty, decorative shot glasses are permitted.

ROOMMATES

Fostering a positive relationship between roommates is an important aspect of residential living. Not all roommates are best friends, but it is imperative that they establish a respectful and communicative dynamic. The Housing and Residential/Commuter Life staff are available to assist students in fostering this dynamic. A roommate relationship can result in social, cultural and values-related conflicts, particularly when said differences are not addressed in an appropriate manner. All residents will complete a Roommate and/or Suitemate Agreement in order to foster communication and to create common guidelines for their room. It is important for roommates/suitemates to know their expectations of each other, as well as areas of agreement and disagreement. These agreements will become the basis for any mediated conversations and may be revisited/revised with the agreement of all parties.

ROOM CHANGES

Residents who want to change their housing assignment must complete the Room Change Request application online. Room changes are offered no earlier than two weeks after the beginning of each semester. Students requesting a room change must first meet with their Area Coordinator in order for the request to be considered. In the case of a roommate conflict, the RA and/or AC will require mediation before a room change will be considered. The room change period ends on the last day of classes each semester. Room changes will not take place during finals week to avoid the potential of disrupting study for others. The Office of Housing and Residential/Commuter Life does reserve the right to move a student during the finals period if it is necessary. If the student loses a roommate during the year, the University reserves the right to assign another student to that space. The University also has the right to relocate students at any time for any reason. If a student changes rooms without authorization from the Office of Housing and Residential/Commuter Life they are subject to disciplinary action and billing.

ROOM ENTRY AND SEARCHES

The University respects students' privacy while maintaining its responsibility to provide a safe, secure, and healthy residential environment. Residence hall rooms, suites, and apartments are University property and are subject to entry by authorized University personnel when necessary.

Authorized University personnel may enter a student space in the event of an emergency; to address health, safety, maintenance, or facilities concerns; or when there is reasonable cause to believe that a violation of University policy, housing regulations, or applicable law has occurred. Entry may occur with or without prior notice depending on the circumstances.

The University reserves the right to search a residence hall room, suite, apartment, or other residential space when there is reasonable cause to believe that University policies, housing regulations, or applicable laws have been violated, or when necessary to protect the health, safety, and welfare of members of the campus community. Prohibited items discovered during a search may be documented, confiscated, and/or referred for disciplinary action or law enforcement investigation, as appropriate.

ROOM KEYS

Upon arrival, each resident student will be given a room key. If a student should lose their key or fail to return it once they've vacated their residence hall space, they will be billed $60 for a lock change and key replacements. If a student should lose their ID card, they will be billed $10 to replace it. Arrangements can be made for a replacement key with the Office of Housing and Residential/Commuter Life and for a new ID with the Office of Safety & Security. For safety reasons, lost keys and ID cards should be reported immediately. Students are responsible for returning the key assigned by the Office of Housing and Residential/Commuter Life. Returning the wrong key will result in a lock change charge.

SECURITY

The security of UNE students and the residential facilities are of primary importance. The University has instituted processes (i.e., 24-hour locked halls, code systems on keys, coded IDs) to improve security services. Safety and Security Officers regularly patrol the residence halls and are very interested in getting to know students. Students are encouraged to say hello and to get to know the officers. Security may be reached at 207-602-2298 for a non-emergency and at x366 for emergencies. Both of these numbers (x2298 and x366) may be dialed directly from a hallway phone or campus call box.

SERVICE ANIMALS, EMOTIONAL SUPPORT ANIMALS, AND PETS

The University of New England recognizes the importance of "Service Animals" as defined by the Americans with Disabilities Act (ADA) and the broader category of "Emotional Support Animals" (ESA) under the Fair Housing Act (FHA) that provide physical and/or emotional support to individuals with disabilities. More can be found on UNE's policy and guidelines here.

For health code reasons, and due to allergies and restricted living environments, pets are not permitted in student residence hall rooms. The only exceptions to the pet policy are pets of live-on professional staff and small fish, fresh-water turtles or aquatic frogs and salamanders contained in aquariums. Aquariums are restricted to one 20-gallon tank per student in each room. Animals approved through the Student Access Center are welcome contingent upon mutual agreement of roommates. Service animals are permitted only through the approval of Student Access Center.

TOBACCO/SMOKING

The University of New England is a tobacco and smoke free campus. Smoking of tobacco or other substances and use of all tobacco products, including electronic cigarettes or any form of vaping will not be permitted anywhere or anytime on the University campuses. This includes all parking lots (including personal vehicles), buildings, residence halls and their grounds, clinics, laboratories, classrooms, private offices, balconies, roofs, plazas, vestibules, loading docks, sidewalks, and on any other campus property, as well as within close proximity to or causing the obstruction of any building entrance, covered walkway or ventilation system.

Please note only FDA approved nicotine replacement therapy products will be permitted (Nicotine pouches are not FDA approved). The full Tobacco Policy may be found here.

STORAGE

There are no storage spaces on campus for students' belongings. The University is not responsible for anything left behind at the end of the academic year. Arrangements for storage rental can be made with local establishments.

TAPESTRY POLICY

Students may hang a tapestry in their rooms under the following guidelines:

1. Tapestries may not be hung from or covering the ceiling in any way.
2. The tapestry may not cover or block fire safety or heating equipment.
3. A tapestry hung vertically must be against the wall only. It may not be hung in front of the doorway or to divide the room.
4. The tapestry must be hung at least 18 inches away from the ceiling, no larger than 4ft by 6ft, and only one per wall in a student's room/suite.
5. Failure to abide by these guidelines will result in immediate and permanent suspension of the privilege to hang a tapestry in the room.

This policy is subject to change depending on municipal and state fire codes.

TELEVISION

Each residence hall lounge is equipped with a television that is connected to cable that provides over 70 channels for viewing. Issues or concerns with common area televisions and service should be brought to the students Resident Advisor.

TRASH REMOVAL

Students are expected to assume responsibility for the disposal of all personal trash. Dumpsters have been conveniently placed outside residence halls. Personal trash is not to be placed in residence hall bathrooms, laundry rooms, lounges or recycling bins. Students will be billed for removal of personal and excessive trash. Excessive trash may include any excess amount that is produced by an event or through carelessness if it is left for the Housekeeping Staff to remove. If a dumpster is full, it is expected that the student will dispose of their trash in another dumpster. Trash should not be left outside of the dumpsters.

USE OF ROOM

Residents are not permitted to use their rooms or residence hall for any commercial purposes (i.e., Scentsy, Pampered Chef Parties) without the express written consent of the Director of Housing and Residential/Commuter Life or their designee.

VANDALISM

Vandalism is any defacement of university or personal property included, but not limited to, damaged exit signs or emergency lights; damaged doors/door hardware; ripped posters, bulletin boards, door decs; offensive words or phrases written on white boards on room/suite doors; trashed/destroyed spaces including common areas, hallways, stairwells, laundry rooms, lounges, study rooms, and suites/rooms. All incidents of vandalism will be investigated by the Office Housing and Safety and Security and may result in common area shared damage billing and/or student conduct action.

VENDING MACHINES

Vending machines in each residence hall may be operated by coin/cash. Problems should be reported to the Office of Housing and Residential/Commuter Life. When reporting problems, please be as specific as possible as to which machine needs attention and the type of problem that exists.

WINDOWS

Students are responsible for the condition of the windows in their residence hall room. Screens may not be removed, and trash or other items may not be thrown from them. If a screen comes off, contact a Resident Advisor immediately to put in a maintenance request. Missing or damaged screens are considered Damage of University Property and will be billed accordingly.

On/Off-Campus Resources

ON-CAMPUS RESOURCES

Office of Safety and Security

Emergency Situations: UNE Extension 366 or (207) 283-0176
Non-emergency situations: (207) 602-2298

Student Health Center

Biddeford (207) 602-2358
Portland (207) 221-4242

Student Counseling Center

Biddeford (207) 602-2549, bcstudentcounseling@une.edu
Portland (207) 221-4550, pcstudentcounseling@une.edu

Office of Title IX and Civil Rights Compliance
Portland (207) 221-4554
Biddeford (207) 602-2931
Angela Shambarger, ashambarger@une.edu
Website: https://www.une.edu/title-ix-civil-rights-compliance
Reporting: https://www.une.edu/title-ix/reporting

Resources: https://une1.sharepoint.com/sites/TitleIX Office of Housing and Residential/Commuter Life
(207) 602-2272
housing-office@une.edu

Student Affairs
Biddeford (207) 602- 2372, student-affairs@une.edu
Portland (207) 221-4212, pcstudentaffairs@une.edu

Student Disability Access Center
Biddeford (207) 602-2815, bcstudentaccess@une.edu
Portland (207) 221-4438, pcstudentaccess@une.edu

Office of Community and Belonging
Biddeford (207) 602-2525
Shannon Zlotkowski, szlotkowski@une.edu

OFF-CAMPUS RESOURCES

Police/Fire/Medical Emergency
Dial 911

Maine Crisis Line
(888) 568-1112

National Crisis Text Line
Text HOME to 741741

National Suicide Prevention Lifeline
(800) 273-8255

Sexual Assault Response Services of Southern Maine
24 hours, 1(800) 871-7741

Caring Unlimited (DVRC York County)
24-hour hotline, 1(800) 239-7298

Through These Doors (DVRC Cumberland County)
24-hours hotline 1 (800) 537-6066

Rape, Abuse & Incest National Network (RAINN)
24-hour hotline, (800) 656-HOPE

The Trevor Project
1 (866) 488-7386

Trans Lifeline
(877) 565-8860



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