

Guidelines for Community Living

The overall goal of Residential Programs & Services (RPS) 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, privacy and rights of all members of the on-campus community. The following pages detail this set of guidelines.

General Guidelines for Community Living

I. The Residence Area Occupancy Agreement

As an on-campus resident, you have agreed to abide by all the guidelines set forth by Residential Programs & Services (RPS), 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 Residential Programs & Services (RPS).

The term of your agreement with Residential Programs & Services (RPS) is for the full 2011-2012 academic year. Students interested in an on-campus assignment in subsequent years must participate in the returning student housing assignment process which takes place each spring. Students with a residency requirement are expected to live on campus. (MCLA requires students to live on campus for the first three years of their college career.) **All** students with a good record of citizenship are eligible to apply for housing after the completion of their residency requirement. You will receive additional information about the returning student housing assignment process in the spring.

II. Memos and On-Going Communication from Residential Programs & Services (RPS)

Resident students are responsible for setting up and regularly checking their campus voicemail boxes and their MCLA FirstClass e-mail accounts. These communication vehicles, along with your campus mailbox, are regularly used to establish contact and provide important information.

While this Handbook provides a comprehensive guide to on-campus living, you will receive other memos and notices from Residential Programs & Services (RPS) throughout the year. These memos and notices will be sent to your MCLA FirstClass account (e-mail) and posted in common areas in each residence area. The following are some of the memos that are sent out by RPS during the year.....

- Vacation Closing/Opening Notices (Thanksgiving and Spring Breaks)
- End-of-the-Semester Closing Notices (December and May)
- Returning Student Housing Assignment Process Information (January - April)

If you hear your friends talking about something you haven't heard anything about yet, make sure you ask someone who can help you, like your RA or the RPS office (ext. 5249)!

III. 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 the residence areas. Your ID card also serves as your meal card, library card and laundry/vending card. Tampering with ID cards and the use of falsified ID cards is strictly prohibited.

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. It is important for each resident to remember his or her 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 RPS judicial system. This includes a wide variety of thoughtless and/or careless acts including pranks.



I. Fire Alarm/Evacuation & Lockdown Procedures

All residents must vacate the building when the fire alarm sounds. Evacuation procedures for your specific residence area will be covered by your RA at your first floor/section meeting. Any person who willfully sets a fire, sounds a fire alarm falsely or tampers with fire equipment without cause of fire or other emergency will be charged the \$100 fee set by the City of North Adams and will be subject to removal from housing.

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 and wait for further instruction from the residence area staff and/or Public Safety officers.



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 area, particularly where the equipment is located. Be sure not to hang anything from fire safety equipment or cover it in any way.

Needless false fire alarms occur when residents fail to be careful around smoke and heat detectors. Be sure to avoid lighting birthday cake candles,

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 judicial action and removal from the residence areas. Anyone receiving or hearing such a threat should report it immediately to a Residential Programs & Services staff member and the Public Safety office.

IV. Elevator Safety

Berkshire Towers and Hoosac Hall both have elevator service. 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 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:

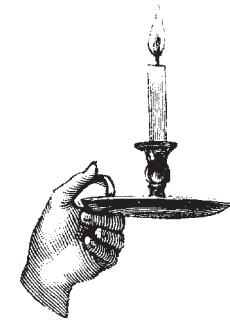
- Do not overcrowd the elevator.
- Do not force the door if it will not open or close on its own.
- Do not tamper with the cab or elevator buttons.
- Always use the “Door Open” button to open the door, not your hand, foot or body.

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 window sills, lean out of windows or drop items from windows. Air conditioners are not allowed in student room windows.

VI. Candles, Grills and Other Open Flames

Candles of any kind (whether the wick is burnt or not), incense and other open flame lamps and lanterns are not permitted in the residence areas. Charcoal grills may only be used in patio areas away from the outside 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 within 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

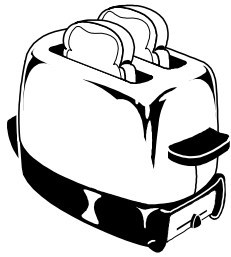
Residents may not enter upon, cross or use rooftops. Exit doors with alarms may not be used unless a fire alarm has been activated. Elevator, mechanical, storage or maintenance rooms, stairwells leading to rooftops and unoccupied resident rooms and floors are also restricted from unauthorized access.

VIII. Townhouse Balconies

The balconies in the Townhouses provide residents with a unique addition to their apartment living space. For everyone’s safety, the following activities are prohibited on balconies:

- Throwing off objects or trash;
- Suspending or hanging objects;
- Storing trash & boxes;
- Serving or consuming alcohol;
- Gatherings of more than eight people;
- Using College furniture*;
- Using gas or charcoal grills.

*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, you may use your own folding chairs or stackable plastic chairs. Please make sure these items do not block egress in and out of the apartment.



IX. Electrical Appliances/Extension Cords

U.L.-approved coffee pots, hot pots, blenders and 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, however, students may bring an additional refrigerator (up to six cubic feet in size). Other U.L.-approved cooking appliances (including stand-alone microwaves) may only be used in Townhouse apartment kitchens.

Lamps, clocks, stereo equipment, razors and hair dryers may be used by residents. No other appliances, including space heaters and air

conditioners, may be used. Irons (with 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. U.L.-approved extension cords of No. 16 gauge wire and power strips may be used with the above-mentioned appliances. Please do not overload extension cords and do not run cords across walkways or under rugs in your room.

X. Cable Television and Telephone Service

Cable TV service is provided in every student room. The service provides for more than 60 channels including network channels from Boston and Albany and specialized channels such as Nickelodeon, Comedy Central, the Disney Channel, MTV, VH-1, Lifetime, PBS and the Learning Channel. Students must provide their own TV and cable wire to access the service. The cost of the service is paid through the "Technology Fee" which is charged to your student account.

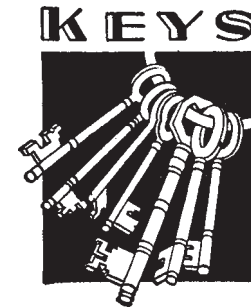


Local phone service and voicemail are provided in every student room. Students may access long distance service through a calling card or cell phone. Voicemail problems should be directed to the Voicemail Help Desk (ext. 5115).

Wireless internet is available in all locations within the residence areas. In addition, every student room is also equipped with a connection to the College computer network. If you need additional information about your in-room computer connection or assistance with installing your computer, please call the Computer Help Desk (ext. 5276).

XI. Weapons & Fireworks

The possession of firearms 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. Please see the MCLA Student Handbook for the full College weapons policy.



XII. Keys and Locks

The keys you are issued at check-in help to assure your safety, the safety of your possessions and the safety of your fellow residents. Carry your keys at all times and always lock your door when you leave your room, even if you're just going down the hall to use the bathroom. Take every precaution to keep your keys in your possession. There is a fee for replacing lost key(s).

Residents may not add locks to doors. Keys may only be duplicated by authorized College personnel. Possession and/or use of keys 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 are habitually locked out of their rooms will face judicial action and loss of lockout privileges.

XIII. Illegal Entry and Trespassing

Entering any room 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 and/or being in a student room when none of the assigned residents are present.



XIV. Building Security

Locked main entrance doors & 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 keys and ID card with you at all times to assure your entry into the building. Residents who cannot produce their keys and ID card upon request will be denied entry.

Guests (non-building residents) will only be allowed to enter and remain in the building if signed in on the Visitor Log and escorted by a resident of the building. Guests must also show an MCLA ID or the yellow copy of an approved *Overnight Guest Pass* before leaving the entry way. This system makes it imperative for you to make plans to meet your guest at the main entrance or to have your guest call you by phone to request an escort. (Please refer to section XV on “**Guests**” for more information regarding guest visitation.)

In the Flagg Townhouse Apartments, each resident is ultimately responsible for the security of his/her 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. 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 & for general emergency purposes. Campus extensions and local numbers can be dialed from these phones. In the Towers and Hoosac Hall, the phones are located directly inside the entrance doors. In the Townhouses, the phones are located outside the Greenhouse and outside the Phase I Laundry Room.

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 halls or apartment complex on their own. Please take seriously your role in maintaining building security. 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. Guests

All non-residents of a residence area are considered guests and must be escorted by their “host” at all times. College policy allows for 24-hour guest visitation within each residence area with the following restrictions:

- A resident may only host two guests (of any kind) at a time.
- A resident may only sponsor two overnight guests at a time.
- No more than 2 overnight guests may reside in any given room on any given night.
- Overnight guests are allowed to stay a maximum of two consecutive nights in any seven-day period, unless permission for a longer stay is granted by your Residence Director.
- Guests who are MCLA students (including commuter and off-campus students) must carry their student ID with them while visiting the residence areas. Guests who are not MCLA students must carry a valid photo ID with the individual's birthdate on it at all times.



- Guests who are not MCLA resident students (including commuter and off-campus students) must have an approved Overnight Guest Pass.
- Guests must use same sex bathroom facilities.
- Residents with roommates must have their roommate sign the Overnight Guest Pass.
- No resident must ever be denied free access to his/her room by the actions and/or behavior of a roommate, another building resident or guest.

- Residents are responsible for communicating all College and residence area policies and procedures to their guests and will be held behaviorally and financially accountable for the actions of their guests.
- Overnight guests are limited to individuals who are 18 years and older. Exceptions for overnight guests between the ages of 16-18 may be granted by your Residence Director with adequate notice (minimum of 10 days) and written permission (including emergency contact information) from the overnight guest's parent or guardian.
- Limited daytime visits by children under the age of 16 in the company of their parents or guardians are allowed with permission of the Residence Director. Baby-sitting services or any other form of business involving children may not be conducted in the residence areas.
- Residential Programs & Services (RPS) reserves the right to limit the total number of overnight guests approved for any given night.



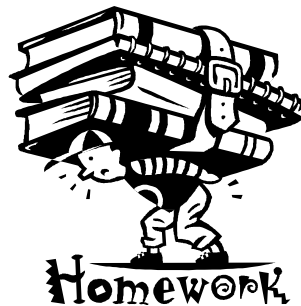
Overnight Guest Passes for non-MCLA Students (including commuters and off-campus students): Residents are permitted to sponsor two overnight guests (as described above). *Overnight Guest Passes* are available at the main desk of each residence area. A *Guest Pass* must be completed by the sponsor prior to the arrival of his/her guest and signed by the roommate (if applicable) and RA. The completed

pass is kept on file at the main desk until the guest arrives. *Overnight Guest Passes* will not be issued after 11:30 pm on any given night and non-MCLA guests (including commuters and off-campus students) may not be signed in after 11:30 pm without an authorized *Overnight Guest Pass*.

When the guest arrives, s/he must present a valid photo ID with the individual's birthdate on it and sign the *Overnight Guest Pass* in the presence of a staff member. The yellow copy of the *Overnight Guest Pass* is given to the guest to serve as a temporary ID during his/her visit. Overnight guests requiring a visitor parking permit must present their copy of their *Overnight Guest Pass* at the Public Safety office. (Please note: Weekday overnight guest parking in campus lots is not available.)

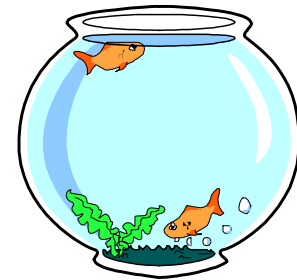
Please keep in mind that the ability to sponsor guests is a privilege of on-campus residency, not a right. The College retains the right to further limit or terminate this privilege as it deems fit. Educating your guests about College and residence area policies and procedures will enable you and your fellow residents to retain this privilege throughout the academic year.

(Note: In an effort to maintain an atmosphere that is conducive to the preparation and completion of final projects and exams, there is a ban on the ability to sponsor overnight guests during the last two weeks of each semester.)



XVI. Pets

Students may have fish in bowls or tanks with prior permission of roommates and proper care of the fish. For health and sanitation reasons, no other pets are permitted within the residence areas.



XVII. Solicitation, Posting Policy & Private Enterprise

Since the residence areas are strictly for the private use of residents and their approved guests, soliciting of any type is not permitted. Exceptions to this rule for bona fide on-campus groups may be granted by the Director of RPS.

Individuals and groups wishing to advertise events or services of interest to on-campus residents should contact Residential Programs & Services (RPS) for permission. The Director of RPS 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 RPS staff members. Under no circumstances, should any individual or group 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 room or apartments is restricted to approximately two guests per resident. This means three per room in singles and premium singles, 6 per room in fully-occupied doubles, 9 per room in fully occupied triples and 12 - 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 in the open. To guard against theft, record the serial numbers of your personal property and mark all items such as TVs, stereos, cameras, etc. with your name and ID number. (Engravers are available from Public Safety as part of the "Operation ID" program.) In the event you are the victim of theft, notify a Residential Programs & Services (RPS) 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

Residential Programs & Services (RPS) 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, 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.

Guidelines to Ensure the Care of Facilities

General Expectations for the Care of Facilities

Each resident is responsible for the proper care of his/her room. Residents jointly share responsibility for the condition of common areas. At check-in, you will receive a Bedroom Condition Sheet. Please use this form to note any damages you find during your inspection of the room and return this form directly to your RA by the date indicated. Residential Programs & Services (RPS) staff will inspect the

common area of your floor or apartment prior to your arrival and to assure accuracy will review this form with selected representatives from your living area. Residents are expected to report any maintenance concerns to their RA, the main desk in their residence area or the RPS Central office so a Maintenance Requisition can be submitted. Please do not call the Department of Facilities Management directly.



Residential Programs & Services (RPS) Operations: How You Can Help...

Residential Programs & Services (RPS) operations consist of all the systems and staff that work together to keep the residence areas organized and in good condition. Residential Programs & Services (RPS) 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. We will

remedy what we can, or at the very least, explain the reasons why we can't.

Some of the many ways you can help include:

- Reporting maintenance concerns in your room/apartment (before 2:00 pm, if possible) to your RA or the main desk in your residence area so a maintenance requisition can be submitted;
- Reporting broken laundry or vending machines to the main desk and requesting a refund from the Bursar's 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 room or front door keys promptly, so a lock change can be completed;
- 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 *The Resident Student Handbook* and other memos distributed by Residential Programs & Services (RPS);
- And, most importantly, asking questions if you have them!



I. Damage and Vandalism

Bedroom Condition Sheets, 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, suites, floors, apartments or the entire residence area. Damages that cannot be attributed to a specific individual(s) may be prorated among the residents of the entire community or portion thereof.

After the conclusion of the academic year, residents will be billed for damages for which they have been held responsible. Individual damages in excess of \$5.00 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.



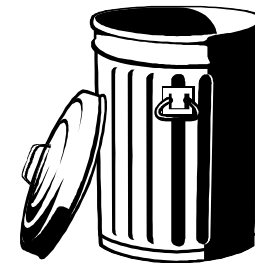
WRECKING

The College recognizes that some damages are 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 face judicial action in addition to paying restitution.

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 overhead and are subject to change.

Cleaning & Repair Charges:	\$25 per hour plus materials
Reassemble Furniture:	\$25 per hour plus materials
Relocate Furniture:	\$25 per hour plus materials
Improper Check-in/out Charge:	\$50
Illegal Room Change Charge:	\$50
Lock Change (bedroom door):	\$75
Lock Change (apartment door):	\$100
Replace Front Door Key:	\$50
Replace Broken or Bent Key:	\$25
Trash Removal or Extra Cleaning Fee:	\$25 per hour plus materials
City 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 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 working day to rectify the situation. If, at the end of the working day, the problem still remains, a Maintainer will be hired to do the cleaning on overtime and the cost will be billed to the residents deemed to be responsible.

Outdoor areas, including Townhouse 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.

Each residence area has cleaning supplies (vacuums, brooms, mops, etc.) available for resident use. Please check with your RA for specifics.

III. Mandatory Recycling

Residential Programs & Services (RPS), in cooperation with the City of North Adams, has a mandatory recycling program. All on-campus residents are expected to participate in this program by taking time to sort their trash into three categories: paper (newspaper with inserts, magazines/catalogues, clean corrugated cardboard, brown paper grocery bags and white letter paper); plastic containers, glass bottles and cans; and trash (all other items).

Recyclable materials should be deposited in the designated containers in each residence area. In Berkshire Towers, these containers are located near the lobby level elevator in each tower. In Hoosac Hall, these containers are located in the vending lounge on the main floor. In the Townhouses, these containers are located in the Greenhouse. Trash should be disposed of in the suite lounge trash receptacles in Berkshire Towers; the TV lounge trash receptacles in Hoosac Hall; and in one of the two dumpsters in the Townhouses (located near Townhouses T04 & T77).



IV. Sanitation and Personal Hygiene

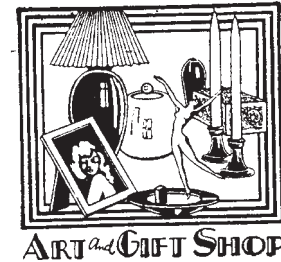
Behaviors deemed to be unsanitary and/or unhealthy are strictly prohibited. Residents found to be participating in these behaviors will face judicial action and be required to pay restitution.

V. Playing Sports in the Residence Areas

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

Playing sports is also prohibited in and around the stairwells and walkways of the Townhouse Complex. Basket shooting is allowed at the Phase II

hoop and sports such as volleyball, whiffle ball, hackey sack 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 note that these activities are restricted to daylight hours.



VI. 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 and putty should **not** be used to hang pictures and belongings
- plant hooks should not be driven into ceilings or walls
- room and common area painting is only permitted with prior written approval from Residential Programs & Services (RPS)
- alcohol-related paraphernalia 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
- last, no items should be posted on or suspended from ceilings

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 RPS website.



VII. Use of Lounges

Each of the residence areas has student lounges. Main floor lounges are for the use of all students and their guests. Floor and suite lounges are for the use of the residents assigned to that area and their guests. 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 and raising furniture off the ground with the use of anything other than Rackraisers. Waterbeds, 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 or any means of egress.



X. Other Storage

The College does not, at any time of the year, provide storage for personal belongings. Floor and suite lounges and mechanical rooms located in downstairs townhouse apartments may not be used for storage.

XI. Parking and Parking Permits

Residential Programs & Services (RPS) coordinates the parking permit distribution process. Parking permits are available to sophomores, juniors and seniors on a space-available basis. Each semester, a parking permit lottery process takes place during the first week of classes.

It is important for resident students to follow Residential Programs & Services (RPS) and 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; not parking or driving on the Firelane, grass, sidewalks, pathways or loading zones in any of the residence areas.

If you expect a visitor with a car, please see Public Safety for a temporary parking permit. An approved RPS *Overnight Guest Pass* is required. (Note: Overnight guest parking is not available on weekdays.)

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.

In order to assure the swift cleaning of parking lots after a snowfall, a plowing procedure has been created. If you have a parking sticker, you will receive a memo about this procedure in November.



Guidelines for Individual and Interpersonal Behavior

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 RPS staff assigned to positions that support both the physical and developmental needs of the community. Residents are expected to work cooperatively with Residential Programs & Services (RPS) staff in all aspects of community living.

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 such official is enforcing RPS or College regulations.
- **Complicity:** Having knowledge of and/or witnessing the violation of any RPS 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 RPS and College regulations or conducting a judicial investigation or hearing.

• **Disruptive Behavior:** Participating in any behavior that is deemed to be disruptive to community living or personal safety. This may include assault and a variety of "acting out" behaviors.

• **Harassment:** Participating in or instigating any behavior or behaviors aimed at demeaning, threatening or harming another individual or individuals. This may include verbal, written or physical harassment.

• **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 these two areas regardless of the age of the residents and their guests. All apartments in the Townhouses are alcohol-prohibited with the exception of those apartments that have been designated as 21+ by Residential Programs & Services. 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 and their guests (regardless of their age) 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. Guests, regardless of age, are prohibited from transporting alcohol into the residence areas.



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

Residents of RPS-designated 21+ apartments may responsibly consume alcohol in the privacy of their apartments. This privilege is extended to guests of the residents in these apartments as long as the guests are also of legal drinking age. The consumption of alcohol is not permitted in 21+ apartments if anyone under the age of 21 is present.

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 face disciplinary action and possible loss of 21+ apartment status.



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 and your guests (regardless of age) may not consume or possess alcohol or alcohol containers (full or empty) anywhere within Berkshire Towers, Hoosac Hall or the alcohol-prohibited Townhouses. You may consume, but not transport alcohol, if you are a guest of a resident of a 21+ apartment.

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 and their guests, 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 Fire Lane, 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 may 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 under any circumstances. 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 narcotics, hallucinogens, or any other dangerous and/or illegal drugs, without a prescription from a licensed physician is prohibited both on and off campus. The possession or sale of drug-related paraphernalia is prohibited. Being in the presence of illegal drugs and/or paraphernalia is also prohibited.



IV. Noise Issues

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 courtesy hours are in effect 24 hours a day. Campus-wide quiet hours are in effect starting at 11 pm on weeknights (Sun. - Thurs.) and 12 midnight on weekends (Fri. & Sat.) They end at 9 am the following morning. At the end of each semester, 24-hour quiet hours go into effect at 9:00 pm on Reading Day.

In order to **ensure the most** conducive atmosphere for studying and sleeping, noise levels should be kept at a minimum at all times. (A good rule of thumb: If you're making enough noise to be heard outside your room, you're making too much. Turn it down!) If you find that quiet hours are not being respected or there is excessive noise at anytime, we encourage you to approach the source of the disruption and request cooperation. If your approach is not successful, then you have the right to ask your RA for support.

V. 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 the painting of Greek letters and symbols on student room and floor windows and graffiti of any nature.) Any individual or group of individuals found to be in violation of this policy will face disciplinary action through the Residential Programs & Services (RPS) Discipline System. Information regarding policy violations in this area will also be shared with the Inter-Greek Council and the Dean of Students. Further action may be taken at their discretion. (For more information regarding the Greek system, please contact the Office of Student Affairs.)



VI. Musical Instruments

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

VII. Room Changes and Room Assignments

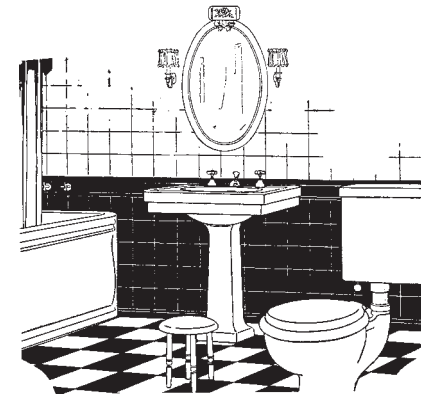
The first room change request period starts two weeks after the start of the each semester. Subsequent room change request periods take place on the first Monday of each month. Room Change Request Forms are available at the RPS office and should be turned in at the same location.

Room changes that are made without written approval from Residential Programs & Services (RPS) are not considered valid and will result in a \$50 illegal 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.



VIII. Smoking and Tobacco Products

All residence areas are smoke-free. Smoking is limited to outdoor areas away from the main entrances of Berkshire Towers, Hoosac Hall and individual apartments. Chewing tobacco is banned from all indoor common areas and those who chew tobacco are expected to dispose of their waste in a manner that is considerate of the health and safety of others.



IX. Bathroom Facilities Usage

Bathrooms in Berkshire Towers are designated as male or female by the suite. Certain suites have a private bathroom with a lock and are considered unisex bathrooms. There are also two unisex bathrooms on the lobby level of Berkshire Towers. In Hoosac Hall, each floor has male and female bathrooms and a private use unisex bathroom. A unisex bathroom is also located on the main floor of Hoosac Hall. It is the responsibility of the resident who has a guest to direct that individual to the gender appropriate bathroom. Showers and bathtubs in all residence areas are designed to be used by one individual at a time.