Room Assignments - Bates College is a residential college. Campus residence is *required* of all students except for those individuals who have been granted special permission by the Office of the Dean of Students to reside off campus.

Student residence charges are based on capacity room occupancy. Therefore, *the Deans reserve the right to reassign students for any reason, including the relocation of students without roommates or the placement of additional students in rooms that are not full.* Whenever possible, such reassignments will be finalized at the start of each term. The Housing Office will not permit one person to live in a triple or a quad alone. Students in such situations must find a roommate or they will be reassigned to a new space on campus.

Room assignments for upper-class students are determined through a room lottery by class year and on the basis of room preference forms for new students. Unless a room change is specifically approved by the Office of the Dean of Students, students *must* reside in lottery-chosen rooms. Should a room/suite be picked with an upper-class student’s lottery number and not occupied by that student, all occupants may be removed from the room and reassigned to a different room.

Room assignments are for the entire year. Two legitimate reasons have been identified for a room change request: (1) serious health problems and (2) irreconcilable differences between roommates. As the College places emphasis on the value of mediation and conflict resolution as the means to resolve disputes, rooming changes will only be considered after the parties involved have attempted to reconcile differences with the help of a mediator such as a Junior Advisor or Residence Coordinator. Once the mediator judges such disputes, the Housing Office will review them. In situations involving first-year students the Housing Office will also attempt to mediate the situation before a change is made. First-year students will not be placed in single rooms, except in extreme cases of need. Students may *not* move from one room to another without obtaining written permission of the Director of Housing. If a student has changed rooms without obtaining the appropriate permission, a $200.00 illegal room change fine will be assessed to his or her account and the student will be required to return to the original room.

Short Term - Students registered and in residence for Short Term remain in the same rooms they have occupied during the winter semester, unless the residence is closed. *Students wishing to change residence for the Short Term must follow the same procedure as outlined above and receive permission from the Director of Housing.* The College
reserves the right to close certain residences for Short Term. Every effort will be made to provide a two-week notice.

**Furnishings** – Each resident student is furnished with a bed, desk, desk chair, bureau, mirror, wastebasket, and recycling containers. A cushioned side chair will be available per request, on a first come basis. *All furniture must remain in the original student’s room.* After students have vacated a room, any remaining items that were not originally allotted to the room will be removed and a disposal fee of $75.00 will be assessed. All lounge furniture must remain in the lounge space.

No structure serving as a bar or facilitating the distribution of alcohol is allowed. Questions regarding the purpose of a structure will be referred to the Dean of Students Office for resolution.

Alterations in the structure or painting of rooms, including built-in furniture, are prohibited. Waterbeds are not permitted.

**Telephones in Student Rooms** - The college-wide telephone system provides a telephone in each student room on campus. There are no installation fees and no fixed monthly charges for local calls. A $40.00 charge for a replacement phone may be assessed if the phone is damaged. *Any telephone problems should be reported to the Help Desk Services at Ext 8222.*

**Internet Connections in Student Rooms** – The college-wide network system provides a network port in each room for each student. Use of the network and network services is subject to the terms set forth in the college “Computer Use Policy”. In case of intentional damage to the network facilities, fees may be assessed for repair.

**Custodial Services** - Custodial workers are responsible for the normal upkeep of the bathrooms (with the exception of bathrooms within suites) and common areas of the residences. Any excessive mess is the responsibility of the students involved and under certain circumstances a cleaning charge may be assessed. Students are responsible for the upkeep of their room, including routine waste removal. Upon vacating the assigned room, all waste and personal items must be removed; if the room is carpeted it must be vacuumed, and if the room is a hard floor it must be swept clean. The Physical Plant will assess a cleaning fee of $50.00 per room occupant for any room found not in compliance with these guidelines. A student may check out a vacuum or broom and dustpan from their custodian.

**Residential Lounges** – Residence lounges may be reserved through the Student Activities Office for general social and cultural functions. Blue slip reservations must be initiated with the Student Activities Office and the Residence Coordinator. Activities that require additional cleaning in the residence on-campus will necessitate special charges made to the appropriate group or person. All lounge furniture must remain in the designated lounge space.
Cable – Cable access will be limited to lounges in halls and houses, and in common rooms of suites. Any use of cable outside those approved by college policy and the Cable Company is prohibited. Students are responsible for all cable fees. Satellite dishes are not allowed.

Damages – Damages occurring in a residence will be repaired by the Physical Plant Department at an appropriate time and charges will be assessed in the fairest possible way. If damage charges are incurred there will be a minimum charge to each student bill of $5.00. Students who wish to hang wall decorations are encouraged to do so from molding hooks or adhesive sponges provided by the Physical Plant, free of charge. Nails, tape and paste are damaging and their use may lead to charges. No articles may be draped or hung from sprinkler pipes or allowed to cover smoke detectors or light fixtures. Rooms are inspected for damages at the end of each semester. Items found in need of repair or replacement (caused by other than normal wear) will be charged equally to the last occupants, unless the charges have been previously assumed. If there is a change in occupancy, rooms will be specifically checked for damages, upon request, by a representative of the Physical Plant staff. Students are invited to review the checklist with the Physical Plant Department. Appeals should be made to the Physical Plant Office, in writing. Willful destruction of property may be cause for action by the Student Conduct Committee or the Dean of Students Office. The Physical Plant has the ‘Right of Entry’ at all times for all rooms for the purpose of maintaining a safe physical environment.

Bates College is not responsible for damage to personal items in the residences.

Pets – Small fish are the only pets allowed in residence halls. Upon receiving notice that animals have been located in a Residential Hall/House, the Dean of Students will send a letter to any student who has an animal residing in his or her residential room. This notification will require the immediate removal of the animal(s). A copy of the letter will be sent to the Office of Security and Campus Safety and logged there for follow-up by Security the next day. If the animal(s) is found on College property, the following procedures will be implemented immediately:

- A Security Officer will proceed to the room in question, make contact with the resident(s) of the room and remove the animal(s). Animal(s) will be transported to the Security Office. Students may not deny the Security Officer entrance to the room.
- A private contractor retained by the College will then be notified to pick up the animal(s) at the Security Office for transport to the local SPCA. Student(s) will be billed $15.00 charge for the SPCA expenses. The Dean of Student’s Office will then be notified that the animal(s) have been removed.
- There will be no second notification for repeat offenders, and these may be subject to disciplinary action through the Committee of Student Conduct.
SAFETY

Safety and Privacy – In taking a room in a residence hall, a student assumes responsibility for the use and general care of the room and its furnishings. The College respects the students’ right to privacy and their desire to control their own living environment in balance with the College’s responsibility to provide quality and safe residential facilities. Therefore, the College retains the right to enter students’ rooms, in cases of emergency or with cause, and only with permission of the Dean of Students or his/her designate with the reason for the examination and the objects or information sought.

This regulation in no way precludes normal maintenance required in students’ rooms, including custodial service and the scheduled review of residences for the assessment of safety, loss and damage. College personnel will contact Lewiston police if drug or drug paraphernalia is seen in plain view. Students may then be subject to disciplinary action. At all times the Physical Plant and/or the Environmental/Safety Department reserves the right of entry into any space for health, safety and building integrity purposes.

Except in cases of imminent danger, the occupant of the premises will be invited to be present during the examination, and will be informed of the reason for the examination and the object or information sought.

In unusual circumstances, if dangerous or unsanitary materials must be removed from the premises, the above procedures may be dispensed with. Whenever possible, the student will be notified in advance, unless imminent danger prohibits such a delay or the student cannot be reached.

Bicycles – Bicycles may not be stored on porches, in lounges or in hallways. Bicycles may not be locked to any part of a building other than an authorized bicycle storage rack. Bicycles found in violation of this policy will be confiscated. Chains, cables or locks will be cut if necessary and will not be replaced by The College. A bicycle may be reclaimed after the first offense but will be held until the end of the semester if a second offense occurs. Storage fees may be charged.

Flammable Materials – Candles, incense or any source of open flame or ignition are prohibited in student residences. Flammable materials such as gasoline, camp stove fuel, paint solvents, propane, butane, charcoal lighter fluid or other highly flammable material may not be stored or used in student residences and will be removed if found.

Electrical Appliances – Electric line load limitations prohibit the use of heavy-demand appliances in students’ rooms. Small refrigerators are permitted in students’ rooms or in common areas. In no case may the refrigerator exceed 3.0 cu. ft or operate at more than 350 kWh. Due to power limitations, full size refrigerators and air conditioners are not permitted.
Light-demand items, such as radios and stereos, may be used within limitations of safety standards. The Physical Plant staff should be consulted to ascertain the feasibility of several appliances in the same room. Keg-refrigerators, hot plates, microwave ovens, and space heaters are not allowed. All appliances using heating elements, including, but not limited to: toasters and toaster ovens, frying pans, bread makers, rice cookers, grilling machines, waffle irons and slow cookers must be used in a community kitchen area. In all cases the heating element must be enclosed within the appliance. Cooking of any kind is not permitted in student rooms. Alarms set off by cooking in rooms are subject to charges. All electrical items should be unplugged if the student room will not be occupied for an extended period of time such as break periods.

**Electrical Safety** – Any electrical device which is modified after purchase is prohibited and will be removed. Students may not add wiring, remove or alter existing wiring or use unsafe wiring devices. Outlet expanders are prohibited. Lamp wire or thin wire extension cords are not recommended. Power strips with built in over current protection should be used to address electrical extension issues. In no case should power strips be plugged in to other power strips.

**Firearms and Weapons** – Firearms (including air guns), paintball guns, sling shots, bows and arrows, and ammunition, are not permitted anywhere on campus, except in locations provided by the Security Office. Please make arrangements for storage with the Security Office to avoid violation of local ordinances and College regulations.

**Fire Protection and Combustible Materials** – A fire in a college residence is a disaster that can be avoided by joint effort. Candles, firecrackers, flares, or explosives are prohibited. The misuse of fire escapes, fire extinguishers, smoke detectors, sprinkler systems and fire alarms is not permitted. Smoke detectors and sprinkler heads may not be covered with tapestries or other impervious materials. Nothing may be attached to or hang from sprinkler pipes or sprinkler heads. A $75.00 fine will be assessed along with the repair/replacement cost if any life safety item is tampered with. All students should become familiar with policies regarding fire and life safety, administered by the Office of Environmental, Health and Safety.

**False Fire Alarm Policy** – Bates and the City of Lewiston charge a fine for false alarms. False alarms produced by human error, faulty equipment, or pre-mediation, waste money and endanger the lives of fire fighters and civilians.

A false alarm is defined as: “a visual or audible signal transmitted by an alarm system which indicates the existence of an emergency situation, when in fact no such emergency exist.” This includes the activation of an alarm system by the following means:

1. The intentional and/or accidental pulling of a fire alarm pull station.
2. Intentionally and/or accidentally introducing smoke or other objects into a smoke detector. Smoking is not allowed anywhere in student residences.
3. The throwing of articles such as balls and Frisbees, which inadvertently activate a smoke or heat detector.
4. The cooking or heating of food and water in a bedroom or any room other than the kitchen.
5. Improper use of the kitchen facilities. Examples of improper use include but are not restricted to:
   a. Allowing food to burn in an oven, toaster, toaster oven, or microwave oven.
   b. Cooking with dirty equipment

The charges for false alarms in a building are:
   • First false alarm - $75.00
   • Second false alarm - $150.00
   • Third false alarm and subsequent false alarms - $300.00

Lighting – Halogen lamps are prohibited in all residences. If found the lamp will be confiscated. Lamps of any kind may not be covered with fabric, clothing, athletic gear or other potentially combustible material. Lamps with bulbs which exceed their recommended wattage will be confiscated or the bulbs will be removed.

Lofts – Loft-beds are permitted to be built only under certain circumstances consistent with room safety standards. None may be installed without prior approval/permit from the Safety Office, which is located in Human Resources, #8226. Students interested in installing a loft in their dormitory room must obtain a “Loft Building Permit” prior to building the loft. Regulations regarding loft construction are attached to loft permits and should be used as a reference guide during construction. Lofts must be free standing. They may not be built in or attached to walls or woodwork in any way. Within one week of permit issue, all lofts will be inspected and if found acceptable, a “legal loft permit” sticker will be attached to the loft. Lofts must be inspected any time they are moved to a new location (that is, each year or each semester if moved to a new room). Lofts found not in compliance with safety standards will be required to meet standards within a specified time frame, or will be removed and the appropriated fees assessed. If a legal loft has not been removed prior to the student vacating the room, it will be removed and a fee of $75.00 will be charge to the student account. Should there be a loft in a room where no permit was obtained (an illegal loft), it will be removed and a fee of $150.00 will be charged to the student account, covering the permit, removal and disposal fees.

Personal Items – Personal items must remain in student rooms or be in authorized storage areas. No decorations or personal items may be placed in hallways and other common spaces or on the outside of the buildings. Items that are deemed hazardous to life safety will be removed regardless of their locations. If these items are found a second time they will be confiscated and held until the end of the semester. A removal and storage fee may be charged.

Roofs – It is unsafe for students to be on roofs and therefore prohibited.

Smoking – Smoking, the burning of any type of pipe, cigar, cigarette, or similar product, is prohibited in all campus buildings including residence halls. Smoking is also
prohibited within 50 feet, approximately 20 paces, of all campus buildings, including residence halls.

First violation will result in a warning.
Second violation will result in a fine of $75.00.
Third violation will result in being moved to a different building on campus and a mandatory meeting with the ATOD.

Tapestries – Tapestries which cover lights or fire safety equipment are not allowed. If found during room safety inspections they will be removed. Any hanging which impedes the effective operation of sprinklers will also be removed.

VISITATION IN RESIDENTIAL ROOMS

Overnight Visitation – Each student is entitled to the full use of his/her room at all times when the College is in session. If a student’s comfort or sense of privacy is violated by unwelcome visitation, he or she should discuss the situation with the roommate. If this is not satisfactory, he/she should report immediately to the Resident Coordinator, Junior Advisor or to the Housing Coordinator. Measures may include mediation or other forms of reconciliation.

Guest Policy – Guests who are not residents of the College and who use campus facilities for more than three nights in succession may face financial penalties and/or legal action. The host must report the name and car license of the guest to the Bates Security. If the situation warrants, an exception to the three-night limit may be obtained from the Office of the Dean of Students. Any resident who provides permanent residence to a non-student or an off-campus student is in violation of College regulations and may be subject to disciplinary action.

Vacations – For the protection of students’ safety and property, residences will be closed during some vacations. Students are not permitted access, except in the presence of College personnel. Rooms will be available for occupancy one day prior to the opening of each term and will be closed at the end of the examination period.

The College may provide residential accommodations for certain vacation periods to a limited number of students by prior arrangement. Whenever such an opportunity arises, the Dean of Students Office will notify all students in advance.

SOCIAL RESPONSIBILITY

Any student who becomes disorderly and is involved in a disturbance, interferes with the rights of others, damages property, or is involved in unacceptable social behavior,
individually or as a member of a group, shall be subject to disciplinary action at the discretion of the Dean of Students Office and the Student Conduct Committee.

Students are reminded that excessive noise, unruly behavior and residence hall damage often compromise the quality of residential life and may be subject to disciplinary action, including removal from College housing.

Consistent with the Bates College Code of Conduct and the Student Conduct Committee, the College reserves the right to withdraw the privilege of attending college at Bates from any student. Neither the College nor any of its members shall be under any liability whatsoever for such exclusion.

STORAGE OF STUDENT PERSONAL ITEMS

The College has a limited amount of space, which can be utilized for student storage. The College cannot assume any legal or financial responsibility for property left in designated storage areas. The College, however, will attempt to safeguard all property left in these designated storage areas if securely packaged in accordance with the storage policy and tagged with Bates College Student Storage Tags. The student’s identification (name, class year and address) should also be listed inside the package, in the event that the exterior tag is separated from the package. There will be no storage provided for graduating seniors and there is a ONE YEAR storage limitation for under class students. After that time, the items will be considered “abandoned,” and will be disposed of. The Storage Policy is posted at all storage locations or may be obtained by contacting the Physical Plant Office.

SECURITY

Access Cards – All students will be issued a Bates ID card. ID cards are used to gain entrance to the student’s residence building 24 hours a day and all other student residences during specific hours. Some academic and athletic buildings may also be accessed with the ID Card during evenings and weekends. The card is also used for identification in the College Library and Dining Services. The Bates ID card may also be used as a Bank Card with TD Banknorth.

ID cards may be replaced for a fee of $25.00. Replacement ID cards will be issued from the Access Control office Monday through Friday from 8:00 am – 4:30 pm. Hours may be extended at the start and end of each semester and at the end of breaks. If an ID card is lost outside of business hours, a temporary ID card allowing limited access will be issued from the Security Office, valid until noon of the next business day.

Keys – Each student is allowed one set of keys to his/her room. Keys are issued at the Access Control office Monday through Friday from 8:00 am – 4:30 pm. Other distribution places and times may be used at the beginning of each semester. Students must present their Bates ID card and sign for all keys received at the time of issuance. Students who leave campus early for any reason must return their keys.
Key Return/Key Loss – Loss of and/or failure to return keys pose a serious threat to the security of the residents in the affected building and their property. Students must take responsibility not to lose keys and to return keys on time.

All room keys must be returned prior to leaving campus. If keys are not returned to the Access Control office on the final day of authorized residence, or Commencement Day, whichever comes first, they will be considered unreturned/lost and a $75.00 per key charge and a $25.00 late fee will be billed to the student’s account.

The cost replace a room key and re-key the lock during the academic year is $75.00 per key.

If the Housing Office authorizes a room change during the semester, all exchanges must be conducted at the Access Control office to ensure proper documentation. Key swapping among students is not allowed. Students returning keys not issued to them will be subject to the above key charges.

Students, who leave campus early must surrender their keys to the Access Control office prior to leaving campus, or their accounts will be charged as stated above.

For your convenience, a drop box is available at the door of the Access Control office. This box may be used when the office is closed. Keys in the drop box must be identified with the student’s name, ID number, and residence for proper identification.

Security Screens - Security screens are to be opened only in cases of emergency. Failure to comply will result in a $150.00 fine.

DINING SERVICE REGULATIONS

All residents students are entitled to three meals a day Monday thru Saturday, two Sunday with unlimited access to the Dining Hall between the hours of 7:00a–2:30p and 4:30p–8:00p. The first board plan meal for each semester is the Sunday before classes begin and for breaks the dinner meal the day before classes are scheduled to resume. The last meal for the semester is dinner the final day of exams and for breaks the dinner the final day of classes. Dining Services is closed most vacations.

Access to the dining hall is limited to those students who have the proper identification card and to guests who purchase individual meals or have been granted access by students who used a guest pass. Students who give their ID cards to another person, share meals with someone not on the meal plan, carry food out of the dining hall or otherwise create a disturbance therein may be subject to fines, loss of dining privileges, community service hours in dining services as determined at the discretion of the Deans Office.
All on-campus students are on the meal plan. Off-campus students may purchase meal privileges by the semester at the Financial Aid Office or by the meal in Commons at the current door rate. Off campus students can make changes to their meal plan in the Housing Office. The decision to change is irreversible after the first week of class. College charges are computed on the average number of meals consumes; therefore no allowance is made for meals missed. Students withdrawing from the College should consult the refund policy as outlined below.

*Should an individual have special dietary concerns, food allergies or special dining needs, arrangements can be made with the Director of Dining for alternate dining options. Whenever feasible, arrangements for special menus for groups, organizations or individuals can also be made with the Director of Dining Services.*

The private dining rooms may be reserved by student groups or organizations in the Student Activities Office.

Shirts and shoes must be worn in all College dining areas.

**PAYMENT AND REFUND POLICY**

College charges must be paid before the beginning of each term unless other arrangements are made with the Student Financial Services Office.

Withdrawals and leaves of absence from the College — Students who withdraw prior to the beginning of either the first or second semester must notify the College by the deadlines published in the College catalog to avoid being charged a fee of $150.00. If a student withdraws prior to the 50th day of a full semester, a percentage of the annual charge (not including residence hall allocations) will be refunded as follows: before the first day of classes 100%, 2-10 days, 90%; 11-20 days, 75%; 21-30 days, 50%; 31-50 days, 25%; no refund after 50 days.

Prorated adjustments also will be made in financial aid awards made by the College when a student withdraws prior to the 50th day of a full semester if the student leaves because of extenuating circumstances such as illness or personal emergency.

Refunds for students receiving federal aid are outlined in the Catalog. Students who do not attend or who withdraw from Short Term are not entitled to a refund.

**SHORT TERM**

There is no additional charge for degree candidates attending Short Term up to the limit of three. Therefore, no refund will be made for non-attendance. Off-campus Short Term programs usually involve charges in addition to those covered in this contract. Students are not eligible for a fourth short-term.
Every student who will be on campus for Short Term and have entry to the residences and dining services must be:

A registered student in a Short Term Unit;
A Teaching Assistant in a Short Term Unit;
A Research Assistant confirmed by the Dean of Students Office;
A Sport Term participant until the last date of the sport; or
A graduating senior who already has completed three Short Term Units
AND is engaged in approved work or voluntary work for 20 hours or more on campus or in the community by the Dean of Students or Housing Offices.

Students, especially First-Years and Sophomores, should note that if it is predictable that staying on campus during the Short Term of the final year of study at Bates is desired or necessary for reasons of distance or otherwise, then plan to take a Short Term in the final year, or plan to have completed three Short Terms Units in order for working on and/or off campus to be an approved reason in that final year.