

# Anna Maria College Residence Life Policies 2023 - 2024



## Residence Life Policies

Anna Maria College students living in on-campus housing are expected to follow all the Residence Life Policies in addition to all College policies and procedures which can be found in the Student Handbook. Living on-campus can help to foster a sense of belonging, increase access to resources, and build a community for residential students. The Residence Life Policies serve as an agreement between the College and students to honor the standards, policies, and procedures set forth by the College to ensure a safe, respectful, and inclusive community.

When there is a potential violation of the Residence Life Policies, it can be difficult to accurately determine degrees of culpability, all residents in the area/room where the violation occurred may be referred to the Student Conduct Process. When responsible parties cannot be identified, entire groups, rooms, floors, wings and/or residence halls may be held collectively responsible for certain policy violations. For more information regarding the Student Conduct Process, you can reach out to the Office of Residence Life & Student Conduct at [reslife@annamaria.edu](mailto:reslife@annamaria.edu).

### Alcohol Policy

1. Consumption, possession, purchase, being in control of, or being in the presence of alcohol beverages by anyone less than twenty-one (21) years of age is not allowed.
2. Provision, distribution, sale, or transportation of alcohol beverages to/for anyone less than twenty-one (21) years of age is prohibited. This includes providing a place for those less than twenty-one (21) years of age to consume alcohol.
3. On College property, alcohol may be kept and/or consumed by those twenty-one years of age or older in designated areas only.
4. In the residence halls, designated areas included, but may not be limited to, a residence hall room where at least one assigned resident of the room is twenty-one (21) years of age or older.
5. In the residence halls, if no resident assigned to the room is twenty-one (21) years of age or older, there is to be no alcohol, shot glasses, alcohol containers (including sealed or empty), and/or alcohol paraphernalia in that room.
6. In the residence halls, the limit for alcohol possession per twenty-one (21) years of age or older resident assignee to the specific room is:
  - One (1) liter of wine or
  - One (1) liter of spirits or
  - Eighteen (18) twelve (12) ounce or smaller containers of beer, pre-mixed, or malt beverages (including wine coolers, Zima, hard lemonade, frozen punches, pre-mixed drinks, etc.)
7. Students cannot combine personal alcohol limits to be in possession of larger containers (for example, two roommates combine two liters of spirits to buy a handle; the handle would not be allowed).

8. Those who are allegedly in violation of the Alcohol Policy will be asked to remove all alcohol from their possession. This can include a search of and then emptying alcohol from the refrigerator, closet, under beds, backpacks, bureaus, desks, ceilings, and/or other hiding or storage places as deemed appropriate for the situation.
9. Open containers are not permitted outside of designated areas and are not allowed in public areas of the residence halls (for example hallways, lounges, lobbies, laundry rooms, computer labs, and bathrooms) at any time. "Open Container" for the purpose of the Student Code of Conduct is defined as a can, package, or bottle not having the original factory seal in place, as well as glasses, cups, water bottles, and other non-sealed containers.
10. Not allowed in the residence halls, common sources of alcohol such as:
  - Spiked punch
  - Jell-O shots
  - Grain alcohol
  - Powdered alcohol
  - Alcohol beverages with caffeine added
  - Large containers of alcohol including, but not limited to:
    - i. Beer, Malt or Pre-Mixed Beverages in containers over 40 ounces
    - ii. Kegs or beer balls
    - iii. Boxes over one liter
    - iv. Handles of alcohol
  - Such containers shall be confiscated and forfeited, including taps (with or without the keg present)
11. Any items, actions, activity, or games that encourage the consumption of large amounts of alcohol is prohibited. This includes, but is not limited to, kegs, funnels, pong tables and cups, etc.
12. The manufacture of alcoholic beverages in the residence hall is prohibited.
13. The sale of alcoholic beverages on campus property, with the exception of a sponsored event under the Campus liquor license, is prohibited.

## Drug Policy

1. Use or possession of illegal drugs and/or the abuse or misuse of prescription medicine is prohibited.
2. Possession and/or use of drug paraphernalia is prohibited.
3. Use or possession of marijuana, including medical marijuana used or possessed under Massachusetts law is strictly prohibited in the residence halls. Any such use or possession is a violation of the Student Code of Conduct. Federal law, including the Drug Free Schools Act, continues to prohibit marijuana. Thus marijuana use is prohibited on-campus, including in student rooms. Information about marijuana laws in Massachusetts can be found in MGL c94 and Acts 2012, Chapter 369, section 7D.
4. Manufacturing, distributing, providing, or selling drugs or drug paraphernalia, on campus property or at Anna Maria College sponsored events is prohibited.
5. Misuse of legal substances, use of general products as intoxicants or “means to get high”; and inhaling or ingesting a substance (including but not limited to bath salts, nitrous oxide, glue, paint, gasoline, solvent, etc.) other than in connection with its intended purpose is also prohibited.
6. Evidence of drug policy violation and actions showing sufficient grounds for full disciplinary actions include but are not limited to: the presence of a controlled substance/illegal drug, drug paraphernalia, smoke or odors (in the case of marijuana). All students present at the time of the violation and, if in the residence hall, all residents of the room (present or not) may be held responsible for the infraction.
7. Those who are apparently in violation of the Drug Policy will be asked to remove all illegal drugs, prescription drugs for which they do not hold a prescription, and drug paraphernalia from their possession. This can include a search of and then emptying alcohol from the refrigerator, closet, under beds, backpacks, bureaus, desks, ceilings, and/or other hiding or storage places as deemed appropriate for the situation.

## Guest & Visitation Policy

In the Residence Halls, a guest is defined as any person (resident, commuter, or non-Anna Maria College student) who does not currently reside in the residence hall they are looking to enter. A resident student visiting a building to which they are not assigned is considered a guest of that building and must follow the guest policy for signing in/out of the building with a host of that building. A non-student is defined as (1) not currently enrolled within the minimum required classes as determined by the registrar to qualify as a "student," (2) is enrolled at another institution, and/or (3) has no affiliation with Anna Maria College in any regard.

### *Signing in Guests*

1. The host must always sign all their guests in and out of the residence hall regardless of times of visit.
2. Hosts must be with their guests at all times and are not to leave guests unattended in the host's assigned room, suite, or building for any reason.
3. Guests may not enter a residence hall prior to being signed in by their host. Hosts are prohibited from signing in or allowing into the building guests that they do not know.
4. Guests must have a valid state or federal picture ID and show that ID when asked by any Anna Maria College staff member, including Resident Assistants and Desk Attendants.
5. Guests must fill out the online form and present it to RAs on Duty upon checking into at the front desk.
6. The Director of Residence Life & Student Conduct (or designee) may restrict the number of guests a host may sign in during specific times of the year. Any bags that may belong to the guest are subject to inspection by the staff at any time.
7. During final examination and school breaks, non-student guests are not permitted on-campus with the exception of someone who is helping a student move on- or off-campus.

### *Overnight Guests*

1. An overnight guest is one who will be in the building any time between 12 a.m. and 8 a.m. weekdays (Sunday – Thursday) and 2 a.m. and 11 a.m. on the weekend (Friday and Saturday).
2. Overnight guests must be signed in by the RA on Duty or Desk Attendant by 12 a.m. on weekdays and 12 a.m. on weekends.
3. Overnight guests may stay up to two consecutive nights and no more than a total of four nights per month. If there are extenuating circumstances, students can ask for an extension by emailing the Office of Residence Life & Student Conduct at [reslife@annamaria.edu](mailto:reslife@annamaria.edu).
4. Overnight guests are not permitted during the first two weeks of occupancy of each semester and during final examination periods.
5. Vehicles of guests may be parked in the back area of Madonna Hall parking lot. Guests must park in the designated guest parking lot with a guest pass. Guest parking passes will be given out by the RA on Duty of Public Safety.



6. Guests must be at least 18 years of age. However, under extenuating circumstances those under 18 may be granted permission to visit. Please contact the Office of Residence Life & Student Conduct at [reslife@annamaria.edu](mailto:reslife@annamaria.edu) for additional information.
7. Room occupancy limits are three times the number of residents assigned to a room (for example, if there are two people assigned to a room, there can be six people total in the room).
8. Persons are not allowed on the residence hall floor of the opposite sex between 1 a.m. and 8 a.m. Monday through Friday. Children under the age of 13, Residence Life Staff, and Anna Maria College staff performing their job duties are exempt.
9. No resident may host an overnight guest of the opposite sex.

### *Unaccompanied Guests*

1. Unaccompanied guests will be considered trespassers.
2. Residents are responsible for their guest's behavior at all times. Residents must inform their guests of College and Residence Hall policies. Anna Maria College students are held personally accountable for violations committed by their guests whether or not that guest is signed in. Sanctions will be imposed on the Anna Maria College host as if they had violated the policy themselves. Abuse of this policy may result in the loss of guest privileges by the host and the guest may be banned.
3. Any guest who is found in the residence halls at any time without being signed in and/or any guest found to be violating Anna Maria College policy will be considered to be trespassing and is subjected to immediately banned or escorted from the residence halls and/or campus.
4. The host may be referred to the Student Conduct Process for a potential violation of the guest policy.
5. A guest that gains entry to the residence halls through a non-traditional point of access (windows, fire doors, etc.) will be escorted out of the building and referred to the Student Conduct Process, lose guest privileges, or be banned from a specific residence hall/campus.
6. Paxton Police has the right to enforce all policies and require a guest to leave campus for violation of policies or other reasons.

## Fire, Health, and Safety

1. Students are not to tamper with this equipment in any manner or attempt to block the proper working of the detectors. Tampering with fire safety equipment will result in referral to the Student Conduct process and repeat violations could result in loss of housing. Students are expected to report any disabled fire safety equipment to the staff immediately. The Residence Life Staff will conduct random room inspections throughout the year to ensure that detectors are functioning properly, and other health and safety requirements are being met.
2. Students are expected to respond immediately to the building fire alarm by evacuating the building in an orderly and timely manner. Students are expected to respond to room smoke detector alarms in a timely manner.
3. Activation of and/or causing the activation of a fire alarm under false pretenses will result in referral to the Student Conduct Process and may result in immediate interim suspension from the residence halls. Random room inspections occur as part of the procedure in response to a fire alarm.
4. All ceilings, room doors, fire doors, stairwells and hallways in the residence halls must be kept free of loose flammable materials. Hallways and stairwells must be kept clear of obstructions. There must be a clear egress in each student room to the doorway and the door must be able to open in at least a ninety-degree angle.
5. Except in case of emergency, entering upon, crossing, or using rooftops or stairwell roofs, using windows as a means of ingress or egress, and/or scaling the exterior of any building is strictly prohibited.
6. Screens, screen guards, and window guards are not to be removed from windows. Students will assist in the securing of the building by immediately reporting any missing screens to the Residence Life Staff or Paxton Police.
7. The residence halls are locked at all times. Residence hall exterior doors may not be propped open or unlocked. Students will assist in the securing of the building by immediately reporting any propped or disabled exit doors to the Residence Life Staff or Paxton Police.
8. For security reasons, students should not open the doors of the residence halls to people unknown to them.
9. If a resident loses their Anna Maria College ID, they may obtain a new one at the Student Life Suite during business hours. There is a \$25 charge for the replacement of an Anna Maria College ID. Residents may not loan their Anna Maria College ID to others.
10. Students are responsible for carrying their keys and Anna Maria College ID card at all times. If a resident becomes locked out of their room, they can contact a Resident Assistant, Residence Director, or Public Safety.
  - A lost key will result in a \$75 replacement fee added to the student's account. Students can report lost keys to their Residence Director or the Office of Residence Life & Student Conduct at [reslife@annamaria.edu](mailto:reslife@annamaria.edu). Students are required to report lost keys within 24 hours of the key being missing.

11. After a third lockout, the student may be referred to the Student Conduct Process.
12. No person shall be allowed entry into a room to which they are not assigned. Under specific circumstances, with written or verbal permission from the assigned occupant, the Director of Residence Life & Student Conduct or designee may make exceptions to this policy.
13. Laundry facilities are only for use by and for current resident students. Only residents living in the residence hall where the laundry facilities are located are permitted to use the space unless given permission by the Office of Residence Life & Student Conduct. Residents are expected to keep the laundry area clean and to report issues promptly to the Residence Life Staff. The College is not responsible for laundry left unattended.
14. There is no smoking permitted in any residence hall, including student rooms. Smoking is not permitted outside within 30 feet of any window or door of the residence halls.
15. Students are responsible for keeping their room free of unsanitary conditions. Students are expected to be respectful of others when using public areas and bathrooms. Students are expected to refrain from creating unsanitary conditions, including exposing others to bodily fluids or wastes, in all public areas.
16. Students are expected to be able to carry on student responsibilities while in the residence halls. The intentional attempted physical harm or injury to oneself, or the intentional, attempted or threat of physical harm to others, or the assault or battery, sexual assault, harassment, or hazing of another member of the College community is prohibited. Violation of this policy may result in immediate suspension from the residence halls or the College.
17. Hall sports are not permitted in the residence halls to ensure the safety of others, to decrease unnecessary damages and to enhance a cooperative community environment.
18. Students are expected to immediately identify themselves and show proper identification when asked by any Anna Maria College staff person, including Resident Assistants and Desk Attendants. Students are expected to confirm the identity of their guests.



## Room Searches

1. The student's right to privacy in their room is recognized and will be protected by the College. However, the College reserves the right to inspect all rooms for the purpose of inventory, fire protection, sanitation, safety, maintenance, and policy enforcement. This will be done whenever possible in the presence of the student but may occur in their absence or without their approval. Staff may confiscate evidence of violations of the College policies during any room entry. If there is a policy violation, the student will be referred to the Student Conduct Process.
2. When staff has reason to suspect that a violation of College policy is occurring, the staff reserves the right to investigate the situation and confiscate evidence of such violation(s). The staff may make a superficial search of the location of the incident including, but not limited to, refrigerators, furniture, closets, storage cupboards, clothing, bags, trunks (locked or unlocked) and boxes. Material evidence such as alcohol beverages and containers, drug paraphernalia, suspicious odors or noise, disruptive behavior or behavior which is suspect will generally be considered the basis for a search. A thorough search may be undertaken with the permission of the Director of Residence Life & Student Conduct in situations where there is reasonable suspicion that a serious violation of College policy is occurring.

## Housing and Occupancy

1. All housing at Anna Maria College is for the full academic year. The College does not provide housing without board. Please refer to the Anna Maria College Housing Agreement for details regarding occupancy and cancellation due dates, fees, and guidelines.
2. Housing is intended for full-time students. Students who change their status from full-time to part-time may petition to live in Anna Maria College Housing by emailing their request to the Office of Residence Life at [reslife@annamaria.edu](mailto:reslife@annamaria.edu).
3. Residence halls are to be used only as student living spaces. Commercial operation is prohibited except if a student is provided written agreement from the Director of Residence Life & Student Conduct.
4. The College reserves the right to re-assign a student's housing assignment as it deems necessary for reasons including but not limited to: health, safety, consolidation of resources, maintaining full rooms, or conduct of its residents. If at any time a vacancy occurs, a student may be assigned to fill it or the resident with the space may be asked to move to maintain their occupancy rate or status.
5. Students may not change rooms without the permission of the Director of Residence Life & Student Conduct or their designee. Specific housing placement is not guaranteed.
6. Students who have a vacancy in their room may be given an opportunity "pull-in" another student to live in the vacant space within a timeline provided by the Director of Residence Life & Student Conduct. If the student is not able to "pull-in" another student by the timeline provided the space may be filled at the discretion of the Office of Residence Life Staff. Students with vacancies in their rooms are not guaranteed a "pull-in" option based on overall housing occupancy and needs.

7. Students cannot deny a roommate assignment. Should a student have a concern about a roommate assignment, they are encouraged to reach out to the Office of Residence Life at [reslife@annamaria.edu](mailto:reslife@annamaria.edu).
8. A student may “buy out” a vacancy in a regular double room if it is determined by the Office of Residence Life that the space is not needed. The Office of Residence Life determines the “buy out” rate. Students will only be given the opportunity to “buy out” a vacancy in their double room after the first week of the Spring semester.

## Prohibited Items

For safety reasons, the following items are not permitted within any residence halls:

- Air conditioners, unless for an approved medical accommodation by Student Health Services & Residence Life.
- Pets, except for fish and any animals approved for medical accommodation by Student Health Services & Residence Life.
- Candles and Incense
- Wax Melters
- Oil Lamps
- Cinderblocks
- Electric Blankets
- Halogen Lamps
- Hot Plates, including NuWave and other induction plates
- Space Heaters
- Lava Lamps
- Microwaves over 700W and no more than one per room
- Mini fridge larger than 3.2 cubic feet and no more than one per room
- Extension Cords that are not UL-approved or surge protected
- Live/Natural Trees or greens except those nursery-grown with root systems in containers
- Explosive Devices, including but not limited to fireworks and compressed gas canisters
- Firearms, ammunition, and other weapons including, but not limited to, all types of guns, electrical weapons (stun gun/taser), toy guns, paint ball guns, BB guns, cap pistols, laser targeting devices, slingshots, martial arts weapons, knives, brass knuckles, and other weapons
- Launching devices and fuels including, but not limited to, propane, charcoal, and charcoal lighter fluid
- Cable Boxes (also called ‘black boxes’) or other similar devices that allow viewing of cable channels that are not a part of the College’s contract with the cable company

- Homemade Lofts (including beds placed on cinder blocks)
- Coffee Pots and Coffee Makers, with the exception of Keurig-like brewing systems
- Toasters

The following items are not permitted in residence hall rooms but can be used in building communal kitchens. Aside from these areas, these items can be stored in Residence Hall rooms but must always remain unplugged:

- Air fryers
- Blenders
- Coffee makers
- Crock pots
- Rice cookers
- Sandwich makers
- Toasters

## Noise

1. Consideration is to be observed at all times in the Residence Halls. Consideration is defined as courteous and careful thought of the residents on the floor, in the building, and in the surrounding buildings. Students have the right to always request and receive a reasonable degree of quiet at all times.
2. During “Quiet Hours” noise must be kept at a low level. Quiet hours are in effect within student spaces, in public areas, and immediately outside of buildings including in smoking areas. Quiet hours occur throughout the entirety of the semester during the following times:
3. Sunday – Thursday, 11 p.m. to 9 a.m.
4. Friday and Saturday, 1 a.m. to 9 a.m.
5. Quiet hours for exams are extended to 24 hours a day from 8 p.m. the night before reading day through closing. Noise violations during this time may result in the immediate and non-appealable loss of residency for the duration of the semester and referral to the Student Conduct Process.
6. Noise coming from open windows should not cause a disturbance to others. Students are not permitted to place speakers to play through windows.

## Rights of Others

1. It is expected that students will respect the rights of people in their residence hall community. The residence halls are within the larger Anna Maria College and Paxton communities. As such, students are expected to recognize and respect the rights of these communities.
2. Any incident of discrimination or bias will be considered a violation of this policy and the Student Code of Conduct and will be administered under the guidelines of the Hate Crime, Bias, and Discrimination Policy found on page 37 of this document.
3. In accordance with guidance issued by the Department of Education, students who self-identify as transgender will be assigned access to facilities consistent with the gender with which the student identifies.

## Building and Room Condition

1. Students are responsible for maintaining their Room Inventory. If a student moves out of their housing assignment, it is their responsibility to check-out of their old room with a Residence Life Staff Member and, if applicable, into their new room. If a student does not appropriately check-out of their old room, the student is responsible for all damages in that room at the end of the academic year and will not be able to appeal any damage charges.
2. A student is responsible for immediately returning their room key to a Residence Life Staff Member when moving out of their housing assignment.
3. Students assigned to a room will be held financially responsible for damage beyond normal wear and tear to the room and its furnishings. The use of agents and/or tacks, nails, staples and/or hooks on the walls, doors and/or ceilings will exceed normal wear and tear. The use of these items may result in a fine. The approved adhesive agent is "3-M Command" brand adhesive produced (used according to the manufacturer's instructions. Students shall not paint, alter, repair damage in, or remove permanent features from the room. No building of furniture or other construction within the residence hall is allowed.
4. Furniture is not to be stacked on other furniture, in any room structure (such as window-sills, radiators, or cabinets), or upon blocks. Beds may be raised only by using one set of approved "bed raisers" that may be purchased at bed and bath stores for that specific purpose. Cement blocks and/or homemade blocks are not allowed.
5. Furniture owned by the College and located in public areas or in storage is not to be moved from those areas unless authorized by the Director of Residence Life & Student Conduct.
6. College-owned student room furniture may not be removed from rooms. All furniture assigned to the room is expected to remain in the room in the same condition as it was at the beginning of the academic year.
7. College-owned student room furniture found in common areas will be removed from those areas. If the furniture can be traced to its room, each resident of that room shall be charged \$75 per item in addition to a charge for any damage to the furniture. Rooms missing furniture shall be assessed the replacement cost of the missing furniture.

8. Residents are allowed to bring their own furniture into their rooms. It is the responsibility of the resident to remove that furniture, including rugs, from the campus when they leave the residence hall. The Office of Residence Life reserves the right to collect and maintain an inventory of resident-owned furniture. Resident-owned furniture found in common areas at any time or in rooms after closing shall be removed and disposed of at the discretion of the Director of Residence Life & Student Conduct. A fee is charged to the resident(s) for the college removing resident-owned furniture. The College is not responsible for resident-owned furniture while it is on campus.
9. A student must leave the room in the condition it was upon occupancy. A cleaning charge of a minimum of \$150 will be assessed if the student(s) does not clean their room before leaving.
10. Damages in common areas will be charged to the individuals responsible whenever possible. If responsibility is not accepted or known, then the charge will be distributed amongst the residents of the floor or hall at the discretion of the Director of Residence Life & Student Conduct.



## Advertising

### *On-Campus Events*

All postings in the residence halls must be approved by the Director of Residence Life or designee. Students can have postings approved at the Student Life Office located in the Campus Center. Flyers about on-campus events that do not exceed 8 ½ by 11 in size may be posted in the residence halls on designated bulletin boards. Larger posters about on-campus events may be posted in the lobby areas on the appropriate bulletin boards. No postings are allowed in stairwells or on doors, walls, or windows. Posters that are fire hazards will be removed without notice and destroyed.

Posters and notices about major on-campus events may be placed on the front doors of the residence halls with the permission of the Director of Residence Life & Student Conduct or designee. Flyers may not be placed under room doors.

### *Off-Campus Events*

Flyers from off-campus individuals, groups, or organizations must be approved by the Office of Residence Life and, after approval may be posted in the main lobbies on the appropriate bulletin boards. Flyers must be appropriate to the Mission of the College. No flyers advertising alcohol or events where alcohol will be served shall be approved. Unapproved posters from off-campus individuals, groups, or organizations will be removed and destroyed without notice.

### *SGA Elections*

Postings during election times by candidates for SGA or other campus leadership positions shall be limited to space provided by the Director of Residence Life & Student Conduct in the lobby of each residence hall. To make sure that there is space for all candidates, one poster per candidate (whether singularly or as part of a group poster) will be allowed in each hall. Posters for candidates will be posted no more than 10 days prior to the election and shall not exceed standard poster board size. Only posters that are in the spirit of the College shall be accepted. Posters that are placed outside of the designated posting area or that are in violation of the election posting policy shall be removed without notice or destroyed.

## Lounge Reservation

During the academic year, lounges in the residence halls may be used for small events hosted by College community members, clubs and organizations, or departments. College community members can reserve a space on a “first-come, first-serve” basis by emailing the Office of Residence Life at [reslife@annamaria.edu](mailto:reslife@annamaria.edu). Rooms are reserved as-is and any questions regarding furniture needs can be directed to Physical Plant. The host(s) of the event is responsible for the clean-up of the area and any damage to the space and furniture in the space occurring during the event.

## Solicitation

On-campus groups may solicit within the residence halls with permission from the Director of Residence Life & Student Conduct. Off-campus individuals, groups, or organizations are not permitted to solicit which includes, but is not limited to, placing flyers under room doors, leaving materials in common areas, or hanging flyers up on the walls. Anna Maria College community members hired by or volunteering for off-campus individuals, organizations, or groups will fall under the off-campus solicitation restrictions.