

MASSART RESIDENCE HALL HANDBOOK

WELCOME

RESIDENCE LIFE ADMINISTRATION

CAPSTONE MANAGEMENT OFFICE

POLICIES

CONDUCT/DISCIPLINARY PROCEDURES

INTOLERANCE, PHYSICAL VIOLENCE, AND HARASSMENT

DISCRIMINATION

ALCOHOL POLICY

DRUG AND CONTROLLED SUBSTANCES POLICY

MEDICAL AMNESTY POLICY

SMOKING

ROOMMATE CONFLICTS AND FACILITATED DIALOGUES

GUEST POLICY

COMMUTER WORKROOM POLICY

FIRE SAFETY AND PERSONAL SAFETY POLICIES

APPLIANCE SAFETY

ART MATERIALS

DECORATING AND USING YOUR ROOM

OPEN FLAME

STORAGE

BIKES

COMMUNITY POLICIES

HALL SPORTS

QUIET HOURS AND NOISE

WEAPONS

EMERGENCY ASSISTANCE, EVACUATION AND HEALTH AND SAFETY CONCERNS

FIRE ALARMS

FIRE EVACUATION PROCEDURES

ENTRY INTO ROOMS/APARTMENTS

SECURITY

COLLEGE PROPERTY

COMMON AREA AND ROOM FURNISHINGS

UPHOLSTERED FURNITURE

WINDOW, SCREEN, DOORS, AND ROOF POLICY

WORKROOMS

KITCHENETTE (SMITH HALL)

KITCHEN (TREE HOUSE)

OPERATIONS

ELIGIBILITY

LICENSE AGREEMENT

MAINTENANCE REQUESTS FOR MASSART RESIDENCE HALLS PROCEDURE FOR MAINTENANCE REQUESTS

EMERGENCY MAINTENANCE REQUESTS

LAUNDRY ROOM

AIR CONDITIONING AND HEATING

CUSTODIAL SERVICES

DAMAGE POLICY

KEYS AND DOORS

PETS

MAIL

PARKING

Guest Parking

POSTING

ROOM CHANGES

WIFI NETWORK CONNECTION

TRASH AND RECYCLING

VACATION PERIODS AND SEMESTER BREAKS (SMITH)

VACATION PERIODS AND SEMESTER BREAKS (ARTISTS' RESIDENCE AND TREE HOUSE)

VENDING MACHINES

WELCOME

Welcome to residence life at Massachusetts College of Art and Design! Please review all of the information in this handbook, as you will be held accountable for knowing and understanding it. MassArt is committed to the principle that learning occurs both in and out of the classroom. Living in a residence hall is a central part of the overall collegiate experience. The Housing and Residence Life staff strives to create a strong sense of commitment to the welfare of the group and responsibility to self and others. Please note that policies and regulations in this Handbook are subject to change by the Office of Housing and Residence Life or other administrative departments at MassArt.

MassArt does not discriminate on the basis of race, color, religion, national origin, age, disability, gender, sexual orientation, gender identity, gender expression, genetic information, marital or parental status, or veteran status.

This Handbook is not intended to provide exclusive descriptions of inappropriate behavior. Inappropriate conduct will be subject to disciplinary action, even if the conduct is not described specifically herein.

Programs and activities in the residence halls are designed to help students meet each other and create opportunities for the exchange of divergent views and beliefs. The key to a successful residential experience is the willingness to get involved. You

can have an impact on the direction of your residence hall and MassArt through your participation in activities. We hope that you make the most of this opportunity by accepting the challenge and responsibility of being an active and concerned resident.

- MassArt is an educationally PURPOSEFUL community, a place where staff, faculty, and students share academic goals and work together to strengthen teaching and learning on campus, both within and outside of the traditional classroom.
- MassArt is an OPEN community, a place where freedom of expression is uncompromisingly protected and where civility is powerfully affirmed.
- MassArt is a JUST community, a place where the sacredness of the person is honored and where diversity is actively pursued.
- MassArt is a DISCIPLINED community, a place where individuals accept their obligations to the group and where well-defined governance procedures guide behavior for the common good.
- MassArt is a CARING community, a place where the well being of each member is sensitively supported and where service to others is encouraged.
- MassArt is a CELEBRATIVE community, one in which the heritage of the institution is remembered and where rituals affirming both tradition and change are widely shared.

Adapted from: The Carnegie Foundation for the Advancement of Teaching (1990). *Campus Life: In Search of Community*.

RESIDENCE LIFE ADMINISTRATION

The Director of Housing and Residence Life, (Kennedy Building, 2nd floor) oversees housing operations and the overall department. The live-in staff consists of an Assistant Director and two Residence Hall Directors (RDs); one for each residence hall. Their offices are located on the first floor of Smith and the Artists' Residence, and on the third floor of the Tree House. The RDs are responsible for the overall operation of their respective buildings; including programming, discipline within the hall, maintenance, counseling, advising, and staff supervision. RDs are full-time, live-in professional staff.

Resident Assistants (RAs) are full-time resident students who have successfully completed an extensive selection process and training. RAs are responsible for fostering a community atmosphere in the residence hall. They serve as non-clinical counselors, advisors, facilitators of hall activities, and monitors of residential policies.

Andrew Dore

Director of Housing and Residence Life

Email: andrew.dore@massart.edu

Office: 617-879-5104

Joe Grande

Assistant Director of Residential Experience, Artists' Residence

Email: jgrande@massart.edu

Office: 617-879-7752

Dee Dube

Residence Hall Director for the Tree House

Email: ddube1464@massart.edu

Office: 617-879-5106

Erin McCormick

Residence Hall Director for Smith Hall

Email: emmcormick@massart.edu

Office: 617-879-5240

Nathan Sherman

Housing Coordinator

Email: nsherman@massart.edu

Office: 617.879.7750

You can also contact the office by emailing housing@massart.edu.

CAPSTONE MANAGEMENT OFFICE

The Capstone Management Office is located in room 120 of the Artists' Residence (first floor near the laundry facilities). The staff are responsible for ensuring a safe, clean, and functional residential environment. Visit the office to request weekend parking or ask questions regarding the facilities.

Charbra Parkman

Director of Facilities and Conference Services

Email: cparkman@cocm.com

Office: 617.879.5105

Kaleb Figueroa

Housing Coordinator

Email: kfigueroa@cocm.com

Office: 617.879.5115

Evelyn O'Donoghue

Office Coordinator and Parking

Email: eodonoghue@cocm.com

Office: 617.879.5103

You can also contact the office by emailing capstonemanagement@massart.edu.

POLICIES

Most policies found within MassArt's residence halls fall into three categories. Therefore, the rationale for rules are centered around these categories and will be applied to individuals with regard to their rights and responsibilities as part of the campus community and within the residential life system. Of course, there is no way to cover every conceivable offense with a specific rule, but most are covered within the following three interests of MassArt:

1. Health and Safety
2. Property, Property Loss or Damage
3. Serious Disruption of the Educational Living Environment

Health and Safety

MassArt is responsible for establishing community interests with regard to the Health and Safety of students, members of the campus community in general, and to guests of MassArt as well. Policies and procedures have been developed to protect students against incidents or behavior that may jeopardize the physical, mental, and emotional health and/or safety of either the group or the individual. As such, there is a need to limit certain rights of the individual for the common good of the community. There are several ways in which MassArt goes about doing this, such as employing Public Safety officers, providing adequate lighting and facilities for people, performing semesterly health and safety inspections, and implementing policies designed to keep the campus community safe.

Property, Property Loss and Damage

MassArt is responsible for keeping its property and the property of the members of the campus community safe and free from damage. People expect to live, work, and learn in a place where their belongings are relatively safe and secure. No community can be totally risk-free from incidents that cause property loss and damage. However, care and protection of both community and personal property is a shared responsibility of all.

The Educational Living Environment

For large groups of people to live together successfully, each community member must respect the needs and rights of others. The establishment and enforcement of rules that foster and encourage a proper campus living environment are necessary for the efficient and successful operation of every residence hall. Throughout this Handbook you will find the expectations that MassArt has for all its residents. All residents should remember that they are responsible for their own behavior and their guest's behavior. They must abide by the community standards in order to protect their rights, and the rights of others.

COMMUNITY GUIDELINES

Living in a close environment presents unique challenges as well as opportunities. The process of developing your community must be based on listening, reasoned discussion, and negotiation. The following policies constitute parameters of acceptable behavior designed to ensure peaceful coexistence and personal freedom. You are encouraged to discuss group living issues amongst yourselves and with your residential staff to set whatever policies and limitations, within the established parameters, your group may feel appropriate (e.g., vote to set quiet hours).

RIGHTS AND PRIVILEGES

Within the residence hall community, guidelines for social conduct are based on mutual respect. It is important to know the difference between your **rights** and the **privileges** associated with living in MassArt housing. For example, it is your **right** to ask a roommate to moderate their noise if they are being too loud. It is a **privilege** to have guests in the building/room. If any right or privilege is violated, you may be subject to a disciplinary hearing. Responsibility for proper conduct is placed upon the student, not the college. You are expected to be honest at all times throughout a disciplinary hearing and to share all the information you know. If you withhold information or lie when being questioned, additional sanctioning may occur.

The conduct process is designed to redirect the behavior of students into acceptable patterns, to protect the rights and privileges of all students, and to encourage educational development. Students have the right to pursue their studies and to socialize in a safe and pleasant environment. Students are also responsible for knowing and abiding by the guidelines of the MassArt community.

RESPONDING TO SEXUAL HARASSMENT & SEXUAL VIOLENCE

The College is required to respond to all types of alleged sexual harassment and sexual violence in a timely manner. Students may file a complaint with the school regardless of where or when the alleged conduct occurred. MassArt's Equal Opportunity, Diversity and Affirmative Action plan can be found [here](#).

MassArt's Title IX Coordinator oversees coordination of Title IX investigations, compliance and resources at MassArt. The Title IX Coordinator is available to meet with students about questions or complaints. For more information you may contact Student Development at 617-879-7711.

A student who files a disciplinary complaint that results in the Hearing Officer bringing College charges of sexual harassment or sexual violence has the following rights in connection with the College's handling of his or her complaint:

- The right to be kept informed of the status of proceedings throughout the process.
- The right, in any meetings or disciplinary proceedings, to have the presence of an advocate, support person, counselor, or advisor present. Please notify the Chief Student Affairs Officer, or his or her designee, prior to bringing any non-MassArt community member to the hearing. This person may consult with the student but not participate directly in the hearing.
- The right to submit, orally or in writing, a victim impact statement to any Hearing Body.
- The right to have past, unrelated behavior excluded from any hearing.
- The right to be informed of the outcome of the disciplinary proceedings in a timely manner.

Both the complainant and the accused have access to the resources and support of the College's Title IX Coordinator. More information can be found on the MassArt

website at: <http://massart.edu/title-ix>. Complaints may be submitted online at <https://massart.edu/reporting-your-concerns>.

CONDUCT/DISCIPLINARY PROCEDURES

Guidelines and policies reflect our commitment to an environment that allows common goals to be achieved. For instance, the guidelines concerning quiet hours assure that study time has priority and that students who are inclined to disruptive behavior should do so elsewhere. Inappropriate use of alcohol and other drugs, vandalism, violence, harassment, and other forms of misconduct are viewed as inappropriate and unacceptable because they contradict the expectations that MassArt has of its students. All violations are reviewed individually and independently from other cases. The Department of Housing and Residence Life adjudicates cases through the process outlined in the MassArt Student Community Standards. Please consult the Community Standards for specifics relating to hearing procedures.

Resident students are responsible for abiding by the policies outlined in this handbook as well as those listed in the Community Standards. The Community Standards may be found online at: <http://massart.edu/community-standards>

CONDUCT HEARING & DETERMINATION OF A VIOLATION

The Department of Housing and Residence Life adjudicates Residence Hall cases through the process outlined in the MassArt Community Standards. Please consult the Community Standards for specifics relating to hearing procedures.

APPEALS PROCESS

Students found responsible for violating policies outlined in this handbook or those listed in the Community Standards who wish to appeal the decision must follow the procedure outlined in the "Appeals" section of the Community Standards. The Community Standards may be found online at: <http://massart.edu/community-standards>

RESIDENCE HALL POLICIES & COMMUNITY STANDARDS

Resident students are responsible for abiding by the policies outlined in this handbook as well as the MassArt Community Standards. The Community Standards may be found online at: <http://massart.edu/community-standards>

INTOLERANCE, PHYSICAL VIOLENCE, AND HARASSMENT

Harming behavior, which includes, but is not limited to: the true threat of or actual physical force or abuse or bullying. In determining whether an act constitutes bullying, the Vice President of Student Development or designee will

consider the full context of any given incident, giving due consideration to the protection of the members of the University community, and the individual rights, freedom of speech, academic freedom and advocacy required by law. Please note that not every act that might be offensive to an individual or a group necessarily will be considered a violation of the Community Standards. In addition, please note that any allegation of harming behavior and/or bullying involving alleged discrimination and/or discriminatory harassment on the basis of race, color, creed, religion, national origin, gender, marital or parental status, age, disability, sexual orientation, gender identity, gender expression, genetic information, or veteran status, including, but not limited to, sexual harassment, sexual misconduct, dating violence, domestic violence, and stalking, will be considered to be possible violations the Equal Opportunity, Diversity and Affirmative Action Plan.

Disciplinary action, including dismissal from housing, and if appropriate, civil action may result from any such incident.

Complaints may be submitted online at <https://massart.edu/reporting-your-concerns>.

DISCRIMINATION

Any member of the MassArt community who believes they are a victim of discrimination may file a complaint in accordance with the processes outlined in the Equal Opportunity, Diversity and Affirmative Action Plan. Complaints may be submitted online at <https://massart.edu/reporting-your-concerns>.

ALCOHOL POLICY

Alcohol is not permitted in the residence halls for anyone under the age of 21 years old. Additionally, alcohol is not permitted at any time in Smith Hall, regardless of age. Residents who are of legal drinking age in the Artists' Residence or the Tree House who wish to possess/ consume alcohol within the building must first register with their respective Residence Hall Director. Only one open container per 21-year-old is allowed. All residents are expected to cooperate when asked by staff members to show identification. All guests follow the same guidelines as the host resident and are the responsibility of the host resident. Guests are not allowed to bring alcohol into any building regardless of age.

All residents under the age of 21 who are in possession of, consume, and/or are in the presence of an alcohol policy violation will be subject to disciplinary action. If you enter any of the residence halls when intoxicated, your safety becomes the responsibility of the staff. Public Safety and or a member of the Residence Life staff will not compromise your health and safety. You may be denied entry to the building and asked to remain at the security desk until a Public Safety Officer and/or a member of the Residence Life staff determines a course of action.

Listed below are some examples of situations involving alcohol where disciplinary action may occur:

- Entering the building intoxicated or under the influence.
- Involving staff and/or Administration during the consumption of

- alcohol within the residence halls and/or on MassArt property.
- Minors in possession of and/or consuming alcohol within the residence halls.
 - Providing alcohol to minors.
 - Underage residents possessing empty alcohol containers that could reasonably be assumed to have been consumed within the residence halls.
 - Hosting an illegal gathering, offering underage residents/guests alcohol in your apartment/room or allowing underage residents/ guests to consume alcohol in your apartment/room.
 - Being present where a violation of the alcohol policy is taking place.
 - Possessing or consuming alcohol without first registering with the respective building Residence Hall Director.
 - Having more than one (1) open container per resident of legal drinking age.
 - Excessive consumption that involves an administrative assessment and/or hospitalization.
 - Refusing to show staff proper identification of legal drinking age and/or being otherwise non-compliant.

Public Safety is available 24 hours a day and may be reached at 617.879.7800. A member of the Residence Life Staff should be notified immediately if someone is dangerously intoxicated.

DRUG AND CONTROLLED SUBSTANCES POLICY

The use, possession, or distribution of any non-prescription drug or controlled substance within the residence halls is prohibited. Returning to the Residence Halls under the influence of any non-prescription drug or controlled substance is also prohibited. Additionally, any paraphernalia that could reasonably be assumed to be used in relation to controlled substance abuse is not permitted. Violations will result in confiscation, disciplinary action, and if appropriate, civil/criminal action. MassArt offers no safe environment for, or protection of, any individual subject to criminal investigation for the use, possession, or distribution of illegal drugs, and cooperates with the authorities.

Listed below are some examples of situations involving illegal drugs where disciplinary action may occur:

- Entering the building under the influence of non-prescription drugs or controlled substances.
- Involving staff and/or Administration during the use of drugs within the residence halls and/or on MassArt property.
- Possessing, consuming and/or distributing non-prescription drugs or controlled substances within the residence halls.
- Hosting an illegal gathering, offering residents/guests non-prescription drugs or controlled substances in your apartment/room, or allowing residents/guests to use non-prescription drugs or controlled substances in your apartment/room.
- Being present where a violation of the Illegal Drug policy is taking place
- Use of non-prescription drugs or controlled substances that involves an administrative assessment and/or hospitalization.
- Refusing to show staff proper identification and/or being otherwise non-compliant.

MEDICAL AMNESTY POLICY

Always call 911 or Public Safety at 617-879-7800 for help if someone:

- Passes out and cannot be awakened
- Vomits while passed out
- Stops breathing
- Has a seizure
- Or any other medical emergency

In situations of medical emergencies caused by alcohol and/or other drug use, the primary concern is the health and safety of the individual(s) involved. No student seeking medical assistance for an alcohol or other drug-related emergency will be subject to College disciplinary action for the violation of possession or consumption of alcohol or drugs. This policy shall extend to the referring student/organization who called for medical assistance so long as the referring student/organization remains with the student experiencing the medical emergency until medical assistance arrives.

Students may be hesitant to report sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking or retaliation out of concern that they, or witnesses, might be alleged to have violated the University's alcohol and/or drug policies. While the College does not condone such behavior, a priority is placed on the need to address sexual violence and misconduct. Accordingly, College officials may elect not to initiate the Community Standards process against a student who, in good faith, reports, witnesses, or possesses personal knowledge of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking, or retaliation.

Students must meet with an administrator or counseling services upon return from medical treatment or within 24 hours of being evaluated. At the discretion of the College, students receiving medical amnesty from disciplinary action may be required to complete a mandatory alcohol and/or drug evaluation and educational sessions and, where indicated, may be required to seek further treatment. Failure to complete the assigned supportive actions may result in disciplinary action.

In situations where there are repeated uses of the Medical Amnesty provision within the Community Standards, the College reserves the right to take disciplinary action on a case-by-case basis regardless of the manner in which the incident was reported.

SMOKING

Smoking and/or the use of tobacco products, including any system designed for nicotine delivery (e.g. e-cigarettes, vaporizers, or inhalers), is prohibited in all residence hall rooms and common areas.

ROOMMATE CONFLICTS AND FACILITATED DIALOGUES

Small conflicts amongst roommates are expected as students learn how to successfully live with people who are different from themselves. The vast majority

of these conflicts are worked out with a simple conversation amongst roommates. The department will provide roommate agreement forms to encourage healthy conversations amongst roommates. When roommates are unable to work out their differences, the department deploys a great deal of resources to help resolve the issue. If a student wishes to change rooms due to a conflict, it is expected that they will first actively participate in a facilitated dialogue process with their RA or RD to seek an amicable solution to the conflict. Some examples of dialogue activities include:

- Roommate mediation meetings
- Roommate agreements
- Life skills sessions

Room swaps are considered a last resort option for roommate conflicts and are only available based upon open and available spaces. Please contact your RA/RD with any questions you may have.

GUEST POLICY

Having guests is a privilege. That privilege may be revoked at the discretion of the Residence Director if the guest policy is violated. All guests must sign-in at the security desk of the building and will not be allowed in a residence hall unless accompanied by a resident of the building. All guests are subject to the rules laid out in the Residence Hall Handbook and the College's Code of Conduct. Hosts are responsible for the behavior of their guests. MassArt resident students who wish to enter MassArt residence halls other than their own are considered to be guests of that residence hall and must abide by the guest policy. MassArt students who are currently on a leave of absence from the college may not be signed into the residence halls as guests. Family members of residents are considered guests and must bring a valid photo ID when signing into the building. Guests must be vaccinated for COVID-19 and be able to provide proof upon request.

Guest Sign-In Locations & Hours: In the lobby of each residence hall there is a security desk that is staffed 24 hours/7 days a week.

Guest Sign-In Process: In order to ensure the safety and security of our students, it is necessary that the College strictly enforce our guest sign-in process. Every individual is required to present a valid, photo identification at the desk when they enter the building. This includes residents of the building. All non-resident guests, including residents of other buildings, must follow the guest sign-in policy. All guests will receive approval from security or from a professional residence life staff.

Guests must have appropriate identification at the time of being signed in.

MassArt Resident Students: When you enter your own building, you are required to show your MassArt ID to the Security Officer prior to swiping in. MassArt students who are visiting from another building are considered guests.

MassArt (Non-Resident) Students: MassArt students who are visiting from another building require a host from within the building to escort and take

responsibility for them. Both the host and the guest must present their MassArt ID at the desk. The guest will be signed in, and their ID will be held at the desk until they are signed out. If a MassArt student is unable to provide a MassArt ID, another valid photo identification (as explained below) will be permitted.

Guests (Non-MassArt): All non-MassArt guests require a host from within the building to escort and take responsibility for them. The guest must present their valid photo identification at the desk. Valid photo identification is limited to a drivers' license, state identification card, federal identification, military identification card, valid/current High School ID card, or a passport. Paper IDs will not be accepted. A guest who cannot provide a valid ID may not be given access unless the Residence Director agrees.

Non-photo IDs, expired IDs, or Paper IDs that indicate "Not Valid for Identification" will not be accepted as valid ID.

If you have a question regarding the ID that will be used, you should contact the RD of that building ahead of time.

- Each resident may have no more than three (3) day guests signed in at any one time.
- Each guest must be accompanied by their host at all times, including going to the front desk to be signed out.
- At midnight, day guests are no longer allowed. Your guest becomes an "overnight guest", and the host needs to sign out all but one guest.
- The host resident is responsible for informing their guests of all residence hall policies.
- The host is expected to report any residence hall infraction by your guests to the Residence Director.
- Guests are prohibited from bringing alcohol into any residence hall. Additionally, guests may not consume alcohol in Smith Hall at any time regardless of age.
- A resident may sign in only one (1) overnight guest unless permission is given by the Residence Director and the resident's roommate(s) at least 48 hours in advance.
- No overnight guests may be in a residence hall for a continuous period exceeding three (3) consecutive nights per week, nor may they spend more than fifteen (15) nights per semester, unless permission is given by the Residence Director and roommate(s).
- Roommate(s) must grant permission for their beds to be used by guests as well as give their consent for guests to stay overnight.
- Age: Guests under the age of 18, with a valid photo ID, require prior approval of the Residence Hall Director and a completed authorization form for the visit from a parent or guardian before they will be permitted to visit the residence hall. Special permission for under 18 overnight guests can only be obtained from the Residence Director of the building at least 48 hours in advance (2 business days). Guests under 18 with no valid photo-ID MUST first meet with the RD of the building and be accompanied by a parent or guardian. The institution reserves the right to not allow an individual under 18 without a valid photo ID to be allowed an overnight visit.

- The Residence Director will ask for contact information to assist in the visitation request once the request is made by the residential student. Please be prepared and plan ahead. This form is available at the end of this handbook.
- University staff may call to confirm authorization for a visit. Underage guests who violate University policies will be required to leave and face parental notification.

COMMUTER WORKROOM POLICY

Special exception from the guest policy will be given to commuter students who are using a designated Commuter Student Workroom within the Artists' Residence (workroom will be established on a yearly basis). Students who are using the Commuter Student Workroom will have previously completed a workshop with the Residence Director and the Studio Foundation Studio Manager and signed a contract for its special usage. They will be allowed to enter the building without a resident student escort. However, they will be required to sign in and out of the Artists' Residence and may only go to the designated studio space. The designated students may also utilize the spray booth on the 9th floor only when/if their project requires the use of any spray mediums.

If commuter workroom students are found to be wandering through the building or otherwise abusing the privileges they have been given, they will face interim loss of access to the studio/building pending the outcome of a Conduct Hearing conducted in accordance with the Community Standards. Abuse of privileges by commuter students may result in sanctioning which may include permanent loss of all visitation privileges to all MassArt Residence Halls.

- Commuter workroom hours will be from 7:30am to 11:30pm unless otherwise noted by the Foundations Studio Manager and the Residence Director. *24-hour access to the commuter workroom will not occur.*
- Commuter workroom users will be held to the same damage policy, workroom ethic, and residence life alcohol/drug and quiet hour policies as those students living in the residence halls.
- Commuter Workroom users may visit the Residence Halls when they are not using the workroom. They must follow the day guest and/or overnight guest policies at that time.

FIRE SAFETY AND PERSONAL SAFETY POLICIES

Fire safety is a very serious issue in any residence hall. Violations of fire safety rules are grounds for dismissal. In any environment where students live in close proximity to combustible materials, the potential for an accident is high. MassArt is vigilant in ensuring that the residential environment is as safe from fire as possible. The following guidelines have been developed to safeguard the community.

APPLIANCE SAFETY

Due to Boston fire regulations, and for the safety of all residents, all cooking appliances (outside of an on-campus apartment kitchen) including hot pots, popcorn poppers, rice cookers, deep fryers and any items with exposed heating elements are prohibited.

Stereos (recommendation: bring headphones), televisions, reading lamps, personal computers, and portable hair dryers are permitted in the residence halls.

Electric blankets, sun lamps, halogen lamps, and electric heaters are prohibited within the residence halls.

Refrigerators four cubic feet or less, with an outside dimension not exceeding 48" either in length or width), are permitted in the residence halls. You must maintain (including cleaning) all appliances.

ART MATERIALS

Because of the health issues related to particular art-making processes, certain materials are not allowed in living quarters, and restrictions are placed on what types of artwork may be worked on within the halls. Flammable materials may not be stored in rooms. You may not use processes that give off harmful fumes or particles (i.e., spray paint, spray mount, air brushing). If resident students need to use spray mediums, they may utilize the spray room on the 9th floor of the Artists' Residence. Residents may not use public sidewalk space outside any residence halls for spray painting. Specific restrictions regarding Use of Art Materials in the Residence Halls are posted in the various workrooms.

DECORATING AND USING YOUR ROOM

Your residence hall room will be your home for the year and we want you to feel comfortable. Because residence hall rooms are combinations of living, sleeping, and studying areas, they contain all sorts of combustible materials. To minimize the risk of fire, please adhere to the following:

- Fire ignition sources (high intensity lamps, hot glue guns, hair dryers, etc.) should be kept away from combustible materials.
- The room's heating unit or radiator must be kept clear of combustible materials.
- If you use posters/wall hangings to decorate your room, do so in moderation. Entire walls may not be covered, as this ensures the rapid spread of fire. Decorations must be affixed flat against walls so that flames cannot reach both sides.
- Absolutely no cloth, paper, or flammable material (including lamp shades) may be hung from the ceiling, as this poses a hazard. If you choose to use your own curtains, you must be able to show proof that they are fire retardant.
- Nothing should be attached to or cover any smoke detectors, sprinkler head covers or fire alarm strobes/speakers. Water from sprinkler heads must be accessible to all areas of the room in the event of a fire. Furniture, fabric or

other dividers may not be placed in a way that the flow of water would be restricted in the event of an emergency.

OPEN FLAME

Candles, oil lamps, fireworks, blowtorches, or any sources of open flame are not allowed in any part of the residence halls. Smoldering incense is prohibited. Melting paraffin, or other flammable materials, is prohibited in the residence halls. Smoking any substance is prohibited in all residence halls.

STORAGE

No items (furniture, bicycles, etc.) may be stored in the hallways, stairwells, or entrances of the buildings except in specifically designated areas. No posters, projects, or other student work should be left in the hallways. At no time should posters, paper, or flammable materials be hung from the ceilings of the hallways or workrooms. If this occurs, the materials will be removed and thrown away.

BIKES

No bicycles are allowed in any MassArt Residence Halls. Bike racks are located in the Artists' Residence underground parking garage, and in the Vancouver Street bike cage. If you would like access to the bike cage or are looking to park your bike in the garage, you must first register your bike with MassArt's Public Safety Office.

COMMUNITY POLICIES

HALL SPORTS

Because of the potential for noise, damage to the building, and personal injury, the hallways and the public areas of the residence halls are not to be used for playing sports (including skateboarding, bicycling and rollerblading). Water pistols are also prohibited. Use of water pistols can trigger false fire alarms. Residents must restrict sporting activities to appropriate outside areas.

QUIET HOURS AND NOISE

In order to create an environment conducive to studying and individual well being, residents should refrain from creating loud or unnecessary noise at all times. Noise, including music and TV, should be confined to an individual's room. You should be aware of the effect your noise has on others. If noise can be heard outside a suite door, it may be a violation. Items may be confiscated if they continually create a nuisance within the community.

Quiet hours include the quiet room, TV lounge, and workroom areas. If you are bothered by noise, you should speak with the individual(s) creating the noise. Residents should honor the request of another resident to restrict their noise. Ask your Residence Life staff for help only when a request to reduce the noise level has

gone unheeded. Courtesy hours are in place 24/7.

Quiet Hours are as follows:

- Sunday through Thursday: 10:30pm — 8:00am
- Friday and Saturday: Midnight — 8:00am

WEAPONS

Weapons and firearms are banned from MassArt including the residence halls. Any person found with a weapon will be reprimanded and/or removed from the residence hall. This decision will be made by the Dean of Students and Director of Housing and Residence Life in accordance with student conduct procedures.

Weapons include, but are not limited to: firearms, BB guns, air rifles, knives, switchblades, swords, brass knuckles, martial arts weapons, explosives, fireworks and bows and arrows.

Firearms of any type, assembled or disassembled, ammunition, knives, machetes, javelins, martial arts devices, clubs, or any device that can be considered hazardous to the welfare of members of the college community are strictly prohibited on campus.

Any violation of state laws or city ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons may result in prosecution and will be subject to disciplinary action, up to, and including, dismissal from MassArt.

EMERGENCY ASSISTANCE, EVACUATION AND HEALTH AND SAFETY CONCERNS

FIRE ALARMS

If the fire alarms sound, you **MUST** leave your room immediately. WALK down the stairs, exit the building, and proceed to your building's fire evacuation location. Do not take the elevator and do not re-enter the building until you are given permission to do so by staff. NEVER assume the alarm is false.

- Tampering with fire-fighting equipment, alarms, or making bomb threats may result in immediate suspension from the residence hall.
- A resident who fails to evacuate the residence hall during a fire alarm or refuses to cooperate with staff and security personnel will be made to go through the conduct process.
- In addition, if the Boston Fire Department assesses a charge to MassArt for a false alarm, that cost may be passed along to the entire hall/floor if the responsible parties cannot be identified.

FIRE EVACUATION LOCATIONS

Smith Hall evacuates to the brick patio area of Mission Main (located behind the building).

The Artists' Residence and Tree House both evacuate to the MassArt Ward St parking lot (located next to the Artists' Residence).

FIRE EVACUATION PROCEDURES

Please familiarize yourself with exit routes (posted in each room). If you are in your room, feel the door first to see if it is hot. If it is, do not open it. Otherwise, open it slowly. Construction and furnishing materials emit highly toxic gasses when burning. Sudden sources of fresh air can cause a slow burning fire to explode. If you encounter heavy smoke or excessive heat in the hall, return to your room and close the door and place a towel under the door to keep the smoke out. Try to attract attention from your room window and wait for help. Do not attempt to break the glass or open the window, since additional air may accelerate the fire.

EMERGENCY ASSISTANCE - RESIDENCE HALL FRONT DESK

Safety Officers staff the residence hall desks 24 hours a day/7 days a week. An officer is stationed at the main desk on the first floor of each residence hall. If you need help, contact the officer in your building immediately at one of the numbers listed below. Please be respectful of the safety staff at all times. Safety Officers may detain students if they believe a violation is taking place. There is a first aid box at the main desk for minor cuts and burns. Public Safety or Boston EMS will transport anyone in need of further medical attention to a local hospital. The residence halls also have an on-call system to ensure that Resident Assistants and a Residence Hall Director are available during the evening and nighttime hours and weekends to assist with emergency situations.

Artists' Residence Desk - 617.879.5111

Smith Hall Desk - 617.879.7809

Tree House Desk - 617.879.5121

ENTRY INTO ROOMS/APARTMENTS

The College reserves the right to enter residential rooms in the following instances: (A) when there is sufficient reason to believe that you may be physically harmed or endangered or College property is being endangered; there exists any other emergency; or College policy is being violated; (B) to make periodic health, safety, and maintenance inspections; or (C) to make routine physical repairs to College property. If there is some specific reason to suspect that a criminal offense has taken place or that evidence of such an offense may be secured on the premises, College personnel will enter the room only with your permission or pursuant to a warrant. If in the course of any entry made pursuant to this section, illegal materials are found in plain view, they will be removed and the affected resident(s) will be notified of the confiscation and face possible disciplinary action. The College will have the option to repair, replace, clean, or otherwise deal with any damaged

items and shall invoice you for any such charges, including a reasonable charge for the management overhead as a result of said actions with respect to any matters other than reasonable wear and tear, and you shall pay within ten (10) days.

SECURITY

Because the residence halls are located in an urban area, all residents should be aware of safety and security concerns and should exercise caution and good judgment. After dark, residents are encouraged not to travel alone. Please be cautious and do not take any undue risks. Acts that compromise building security should be brought to the attention of the Residence Hall Director, Director, Director of Facilities and Conference Services, and/or Public Safety immediately.

In order to promote and maintain a safe environment, the residence halls are secured 24 hours a day. All outside doors are locked, except for the main entrance to the Tree House during daytime hours. Emergency exits are alarmed at all times. Entry into and exit from the residence hall must be through the main entrance.

Residents should safeguard their belongings by keeping their room doors locked at all times. Do not admit unknown persons into the residence hall or your room/apartment. Residents should report the theft and/or vandalism immediately to the Residence Hall Director or Public Safety.

COLLEGE PROPERTY

COMMON AREA AND ROOM FURNISHINGS

Furniture and accessories are provided in various common areas for everyone's use. Do not remove these items. Any common area property (including signs and furniture) found in a resident's room will be removed immediately. Removal of furniture from public areas may be reported as theft of state property. Residents may be subject to disciplinary action.

Furniture may not be moved from individual rooms or common areas (lobbies, lounges, etc.). No furniture is permitted outdoors. The furniture in your room has been designated for use in your room only and is inventoried when you move in and when you move out. You will be held financially responsible for any missing furniture.

UPHOLSTERED FURNITURE

Upholstered furniture is not allowed on the MassArt campus unless it complies with fire safety regulations of the Commonwealth of Massachusetts. Upholstered furniture means any futon, bed, chair, sofa, or any part of a pillow, mattress, cushion, et cetera, that contains an internal or external, decorative or functional, covering or padding made of any kind of fabric, plastic or rubber foam, cotton or wool ticking, etc. The upholstered furniture must have a label that indicates its

compliance with the fire retardancy rules. Students may check with the Director of Facilities and Conference Services for the most up to date fire code information. Anyone who owns or possesses furniture that does not meet fire retardancy rules and that is not properly labeled, will be asked to remove it from the college within a reasonable length of time (e.g. two weeks), or the furniture will be removed without further notice by the college.

WINDOW, SCREEN, DOORS, AND ROOF POLICY

The damage, loss, or removal of a window or window screen from student rooms or public areas is prohibited and may result in an installation and/or replacement charges and disciplinary action. Dropping or throwing objects from windows, sitting, standing, or leaning out of windows, and accessing the roof are prohibited and will result in disciplinary action. Students are responsible for any damage to the outside of their room/apartment doors.

WORKROOMS

All residence halls are equipped with workrooms for residents. You may use these areas, provided that you observe the contract you signed at your first floor meeting. If you use the workroom, you must clean up after yourself. If a violation occurs, the workroom will be locked with a notice explaining the violation. Responsible students are expected to come forward within 48 hours to take responsibility and/or clean the area or the entire floor will be billed. "Works in Progress" must be labeled as such with the provided tags. Be conscious of space limitations and be considerate of others needing to use the workroom. Deliberate graffiti is not permitted. Spray paint, spray mounting, and airbrushing are prohibited in and around Smith Hall and the Tree House but may be used in the spray booth on the 9th floor of the Artists' Residence. You may use also spray paint in the designated space in the Tower Building on the tenth floor.

KITCHENETTE (SMITH HALL)

The kitchenette is located on the first floor near the lounge area. It is open at all times. Students who use the kitchen must leave it in a neat, clean, and orderly fashion after every use. Using the kitchen for purposes other than food preparation is prohibited. Custodial staff will throw away any rotting food items or dirty dishes left in the kitchen. If residents do not leave the kitchen in reasonably clean condition after use, it may be locked off for a time. Any damages or cleaning charges will be billed back to the entire building.

KITCHEN (TREE HOUSE)

The kitchen is located on the third floor near the lounge area. Students who use the kitchen must leave it in a neat, clean, and orderly fashion after every use. Using the kitchen for purposes other than food preparation is prohibited. Custodial staff will throw away any rotten food items or dirty dishes left in the kitchen. If residents do not leave the kitchen in reasonably clean condition after use, it may be locked off for a time. Any damages or cleaning charges will be billed back to the entire building.

OPERATIONS

ELIGIBILITY

You must currently be enrolled or accepted at MassArt as a full-time matriculated student (at least 12 credits), in order to occupy a MassArt residence room. The Dean of Students and/or Director of Residence Life may make exceptions for part-time students. Bills must be paid in full prior to occupancy.

LICENSE AGREEMENT

The Residence Hall License Agreement sets forth the basic terms and conditions for living in the residence halls. It contains the MassArt housing policy, explains room assignment and billing procedures, specifies the duration of the agreement, withdrawal and refund policies, rules and regulations, and contains information regarding meal plan options and policies. All residence hall students must submit a signed copy of the Residence Hall License Agreement. This is a binding document for the entire academic year. Residents are released from the yearlong contract only under certain, special circumstances explained in the License Agreement and with the permission of the Director of Residence Life. Submitting a request to be released from the License Agreement should not be considered an automatic acceptance of release. The College will make decisions to terminate a License Agreement in a timely manner. Please note that the License Agreement does not convey a tenancy or other property interest to you; it creates a licensor/licensee relationship subject to the terms and conditions in the Agreement, in this Handbook, in the Student Handbook and in the Student Code of Conduct.

MAINTENANCE REQUESTS FOR MASSART RESIDENCE HALLS PROCEDURE FOR MAINTENANCE REQUESTS

Maintenance requests will be completed in a timely manner. Non-emergency requests will be completed between 9:00 a.m. and 3:00 p.m., Monday–Friday, excluding holidays. Should you have a Non-Emergency request for maintenance service, please utilize the CrowdComfort system via its mobile app. Be as specific as possible with your request to ensure that all necessary repair work is completed to your satisfaction. The app allows for the attaching of photos, which can greatly help when determining repair work to be done. Information about Crowd Comfort is posted on the back of all apartment doors and in common spaces throughout the building.

Your online request is permission for the maintenance personnel to enter your apartment in your absence. Maintenance will always knock on your door and announce themselves prior to entering your apartment. If you request maintenance service, please notify your roommates so they will expect a visit from the maintenance team. A copy of the service request will be left in your apartment after the completion of the request. Our goal is to complete any service requests within

twenty-four hours. However, if your request necessitates us having to contact an outside contractor, it may extend the time required to complete your request.

EMERGENCY MAINTENANCE REQUESTS

Maintenance requests will be handled after office hours only if they are emergencies. We define EMERGENCIES as situations as the following:

Issues that present a danger to people:

- fire
- lack of electricity
- broken or non-working doors, locks, windows
- lack of heat during heating season
- lack of air conditioning during cooling season
- lack of water
- lack of functioning hot water
- toilet not functioning (when there is only one in an apartment)
- strong smell of natural gas within the building

Issues that present a danger to property:

- flooding
- broken pipes

After scheduled maintenance staff hours, emergency maintenance requests can be reported to the Security Desk, located in the lobby area on the first floor. The Security Desk is staffed 24 hours a day. The Safety Officer will contact the on-call maintenance employee, who will respond as quickly as possible.

LAUNDRY ROOM

There are laundry (washers and dryers) machines on the first floor of Smith Hall and the Artists' Residence as well as the 3rd floor of the Tree House for your use. Machines accept quarters, credit cards, and payment via app.

AIR CONDITIONING AND HEATING

Your room is equipped with an air conditioning and heating unit that may be regulated by adjusting the wall unit controls. The A/C is turned off in mid October and turned on in mid May.

CUSTODIAL SERVICES

Custodial staff are responsible for the daily cleaning of public areas, removal of trash from designated areas, and routine minor repairs to maintain the residence hall. They are not responsible for cleaning extraordinary messes, resident rooms, or bathrooms and hallways within a suite. Students may be assessed a service charge when excessive maintenance and custodial services are required. Custodians work hard, so please respect the work that they do and make the effort to get to know them.

DAMAGE POLICY

All residents share in the responsibility for the condition of the public areas of the building. You are responsible for the care of your room or apartment. At check-in, residents will be asked to complete a Room Condition Report (RCR) that outlines the condition of the room they will be moving into. It is important to go over the inventory report carefully to ensure accuracy. The form is used to assess damages to the room when you move out. The final damage report is determined by maintenance, the Director of Facilities and Conference Services, and the respective building Residence Hall Director.

Damages are assessed on an individual room basis. Where individual responsibility for damages is not possible to ascertain, the cost will be divided among the residents of the suite, apartment, floor, or the entire building. Residents who incur individual damage charges will be required to pay within ten (10) days of the receipt of the bill. Vandalism, theft, damage, loss of college property, or extraordinary uncleanliness will be billed directly to the resident. In serious cases, a resident may be removed from the residence and face disciplinary action. Contested damage charges can be appealed to the Capstone Office or the respective building Residence Hall Director (for paint charges only). The appeal must be as specific as possible and must be made in writing. These appeals must be received within ten (10) days of the damage bill being sent to the resident's official college email address.

Examples of common damage bill charges:

- Painting charge for one wall: \$ 50
- Excessive trash (lots of items/trash left in room): \$50
- Excessive cleaning (very dirty, no attempt to clean): \$100
- Lock re-coring (due to lost/not returned keys): \$50/lock
- Mattress replacement: \$80
- Improper check-out fee: \$150

KEYS AND DOORS

Residents who do not return a room key upon check out will be charged accordingly. Keys are the property of MassArt and are loaned to residents. Keys may not be duplicated or given to others. You will be issued a key and MassArt ID that you should carry with you at all times. IDs must be shown upon entry to all MassArt buildings.

You should also carry your key at all times. If you are locked out of your room, notify the officer at the main desk, who will arrange to have your room door opened, either through an escort or spare key. If you are issued a spare key, it is expected you will return it immediately. Failure to do so may result in a recore charge. Keep your doors locked at all times, even if leaving the room for brief periods. Never leave a door propped open. If you lose a key, you should get a replacement as soon as possible. Report a lost key to the Residence Director immediately. For security reasons, we are required to change a lock if the key is

lost. You will be billed \$50 per lock re-cored.

Your room door and residence hall door are supplied with high security locks. Please remember that these doors are to be kept secured at all times. Avoid the temptation to leave your door unlocked or open for "just a minute." Unfortunately, in a minute, someone could remove your property from your room.

PETS

Pets, other than fish, are not allowed in the residence halls. Fish must be contained in properly maintained tanks of no more than a five gallon capacity. Fish may not remain in the residence halls during College break periods. For accommodations regarding service and/or emotional support animals please contact Elizabeth Smith-Freedman, Associate Dean of the Academic Resource Center, via email at esmith-freedman@massart.edu or phone at 617.879.7278.

MAIL

Mail is delivered daily (excluding weekends, federal holidays and vacation breaks).

The mailroom hours are posted on each mailroom door. The mailrooms are closed during all college breaks (Thanksgiving, Semester/Winter, and Spring break). While mail and packages may be delivered to the building during college break times, it may not have been sorted. If the mailroom is closed, you may not be able to retrieve your package or mail until the mailroom re-opens. Please plan accordingly.

Student building mailing addresses are as follows:

For Smith Hall

Student name
640 Huntington Ave
Boston, MA 02115

For the Artists' Residence

Student Name
600 Rear Huntington Ave
Boston, MA 02115

For the Tree House

Student Name
578 Huntington Ave
Boston, MA 02115

Mail that is addressed to MassArt's main address (621 Huntington Ave) will take an additional 2-7 days to reach you, because it must travel through the campus mail system.

At the end of the academic year, all mail and packages left in mail boxes or in the mail room will be forwarded to the forwarding address on file, or returned if no forwarding address was provided.

PARKING

Resident students are prohibited from having cars, motorcycles, and mopeds on campus. MassArt assumes no responsibility for cars of visitors to the campus.

Guest Parking

There is NO GUEST PARKING available Sunday at midnight through Friday 5pm. Weekend parking is available through the Capstone Management Office. To register for weekend parking you must register by noon on the Friday of the weekend you wish to use the lot. Bring a check or money order for \$15 payable to the Artists' Residence, to the Capstone Management Office (room 120) in the AR. Your Student ID will be activated to allow access to the lot. You must hang your hangtag on the vehicle's rear-view mirror to avoid towing. Capstone will not reimburse any towing costs if the hangtag is not properly displayed.

Any parking questions should be directed to the Capstone Office at 617.879.5103 or by email at parking@massart.edu.

POSTING

All postings must be stamped as approved by Student Development, and must be posted on designated bulletin boards. The Residence Director or Student Development must approve all postings. They reserve the right to remove any notices that are not in compliance with this policy, and that are improperly posted on walls, woodwork, in stairwells, or windows. All outdated notices will be removed.

ROOM CHANGES

Changes of room assignment are sometimes necessary or desirable in order to make the residents' living conditions as conducive to academic achievement as possible. Generally, room changes are not allowed during the first two weeks of a semester. During the third week of each semester, room change requests may be submitted. If you wish to initiate a room change request, contact your RA for information. No requests will be approved unless all affected parties have freely agreed to the proposed move. After the designated period (the third week of each semester), room change requests will be approved only if the Office of Housing and Residence Life determines that the change is critical to a resident's success and well being.

Residents who change rooms without approval will be required to return to their original assignments. MassArt reserves the right to change a room assignment at any time.

WIFI NETWORK CONNECTION

Each residence hall room is equipped with wifi. If you need assistance with connecting to the wireless network, contact IT directly. IT can be reached in person on the 3rd floor of Tower, by phone at 617.879.7888 or by email at helpdesk@massart.edu.

TRASH AND RECYCLING

Residents must maintain reasonably clean rooms. Excess trash in a room can present sanitary and fire safety problems. Custodial staff empty the trash and recycling bins daily.

- SMITH HALL: Bring trash and recycling to the Trash Room on the first floor next to the laundry room.
- ARTISTS' RESIDENCE: Bring trash and recycling to the trash room located on each floor.
- TREE HOUSE: Bring trash and recycling to the trash room located on each floor.

VACATION PERIODS AND SEMESTER BREAKS (SMITH)

Smith Hall is closed during the semester break period. The residence hall may not be occupied or entered during this time, unless permission is granted by the Housing and Residence Life Office. This period is not covered by the occupancy agreement or the room charge. Any student with permission to stay during the semester break will need to pay an additional fee. Smith does remain open during both the Thanksgiving Break and Spring Break periods.

VACATION PERIODS AND SEMESTER BREAKS (ARTISTS' RESIDENCE AND TREE HOUSE)

The Artists' Residence and Tree House are open during breaks. There is no charge to students. Guest restrictions are in place over the break and must be pre-approved by the Residence Hall Director.

VENDING MACHINES

Soda and snack machines are located on the first floor of both Smith Hall and the Artists' Residence, as well as on the third floor of the Tree House.