

# Bates

*Office of Residence Life*

## **Residence and Dining Regulations 2025-2026**

*Students rights, privileges, and responsibilities*

### **Residences and Living Spaces**

The Office of Residence Life is dedicated to the development of inclusive communities that foster a sense of belonging for all students. Intentional programming, mentorship, and holistic well-being are at the heart of our residential model. Guided by our values, we promote accountability and skill-building to encourage individual growth and prepare students to engage in community.

**Residential Campus:** Bates College is a residential college. Campus residence is required of all students except for those individuals who have been granted special permission by Student Affairs.

**Room Assignments:** Room assignments for upper-class students are determined through a room selection process based on class year. Students who are ineligible for or miss the housing selection process will be assigned housing through a placement process. For new students—including first-years, transfer students, and exchange students—assignments are made based on room preference applications. Students may not move from one room to another without the permission of the Office of Residence Life. If a student changes rooms without permission, a \$200 unpermitted room change fine is assessed and the student will be required to return to the original room. Should a room/suite be picked with an upper-class student's room selection time and that student does not ultimately move into the room, all occupants may be removed from the room/suite and assigned to a different room/suite.

**Room Reassignment:** The Office of Residence Life reserves the right to reassign students for any reason, including the relocation of students without roommates or the placement of additional students in rooms that are not full. Whenever possible, such reassignments will be finalized by the start of each term. The Office of Residence Life does not permit one person to live in a triple or suite alone or students to reside in suites with low occupancy. Students in such situations must find a roommate or they will be reassigned to a new space on campus.

**Furnishings:** Each resident student is furnished with a bed, desk, desk chair, bureau, wastebasket, and recycling containers. All furniture must remain in the original student's room. After students have vacated a room, any remaining items that were not originally allotted to the room will be removed and a disposal fee of \$75 assessed. Alterations in the structure or painting of rooms, including built-in furniture, are prohibited. All lounge furniture must remain in the lounge space. No structure serving as a bar or facilitating the distribution of alcohol is allowed. Waterbeds are not permitted. Please see the Damage section for more information on prohibitions.

**Internet Connections in Student Rooms:** The college-wide network system provides network ports in each room. Use of the network and network services is subject to the terms set forth in the college's "[Computer Use Policy](#)." In case of intentional damage to the network facilities, fees may be assessed for repair.

**Damage to Personal Property:** Bates College will not be responsible for the theft or damage of student property. Students are strongly advised to ensure that their property is covered by family homeowners' insurance or private/dorm insurance to cover the repair or replacements of their personal property.

**Custodial Services:** Custodial workers are responsible for the normal upkeep of the bathrooms (with the exception of bathrooms within suites) and common areas of the residences. Any cleaning above and beyond routine maintenance may result in a cleaning charge being assessed. Students are responsible for the upkeep of their room, including routine waste removal. Upon vacating the assigned room, all waste and personal items must be removed; if the room is carpeted it must be vacuumed, and if the room is a hard floor it must be swept clean. Facility Services assesses a cleaning fee of \$50 per room occupant for any room not in compliance with these guidelines. Students may check out a vacuum or broom and dustpan from their custodian.

**Residential Lounges:** Some residence lounges may be reserved for general social and cultural functions. Reservations for event space may be made online at [events.bates.edu](https://events.bates.edu). At the time of approval, the sponsoring student or student club will be informed of any additional costs associated with cleaning up after an event in a lounge or other public space in the residence.

**Satellite Dishes and Cable Access:** Satellite dishes and individual contracts for cable or Internet services are not allowed. Cable access is provided in lounges in halls and houses and in other locations designated by the college. Common rooms of suites do not have cable. Any use of cable outside those approved by college policy is prohibited. Unauthorized cable installations will be removed and fined under the Damage Policy.

**Housing Accommodations:** Accommodations to a student's housing or a housing process come from one of two campus partner offices. Housing does not decide these accommodations, but implements them once an accommodation has been approved. To find out more about the approval processes, please check out the [Housing Accommodations page](#) of the Residence Life website. It is important to note that students are not making a request for a specific housing assignment, but rather a request for an accommodation. For the following academic year, accommodation requests are encouraged to be submitted by current students by February 1st and by incoming students by June 1st. For more information on housing accommodations and deadlines, please see the [Housing Accommodations page](#) of the Residence Life website and the [Housing Accommodations page](#) of the Accessible Education and Student Support website.

**Assistance Animals (ESA):** Assistance animals needed to support students with disabilities may qualify as service animals or emotional support animals. Individuals wishing to have an assistance animal live with them in a residence hall should contact the Office of Accessible Education to make appropriate arrangements. This conversation should occur prior to bringing an animal to campus. For definitions, policy, and procedures regarding assistance animals, please see the [Office of Accessible Education – Assistance Animals](#).

**Pets:** Small fish are the only pets allowed in residence halls, and fish tanks may not exceed 10 gallons in size. If a pet outside of this standard is found in a student room, the animal(s) will be required to be immediately removed. If the animal(s) are found on college property again, the animal will be immediately removed, brought to the local SPCA, and the student will be billed for any expense.

**Recyclables:** The Facility Services Department administers the comprehensive recycling programs in all residential, academic and administrative buildings. Once in the common bins, recyclables are considered property of the college.

**Solicitation / Use of Resources:** Bates College does not permit the use of its resources (physical, electronic, financial, or other) to support commercial enterprises, not-for-profit activities unrelated to the educational goals

of the college, work on behalf of political candidates, or any activity that could compromise the tax-exempt status of the college. Reasonable use of college resources for personal noncommercial purposes is permitted if it does not entail a direct cost to the college, impede operations, or violate college policies.

Bates College does not allow: (1) Students to contract with outside vendors to perform services inside residence halls or (2) door to door solicitation of any kind without prior approval from the Office of Residence Life.

Please refer to the College's "[Computer Use Policy](#)" for more information regarding computer use related to the above activities.

## **Safety**

Additional Safety Policies and information are listed on the [Environmental Health & Safety website](#).

**Safety and Privacy:** Bates College is an institution of higher learning and as such provides a safe and secure environment for academic and social development. With this in mind, Bates College retains the right to enter student rooms at any time. The Housing Contract provides a non-exhaustive list of reasons for college representatives to enter your room. The safety and well-being of Bates College community members will always be the overriding factor when determining when to enter student rooms.

Tampering with life safety equipment is a serious violation of Bates College policy. In order to ensure that local, state and federal fire safety rules, as well as Bates College policies are being followed, the Bates Environmental Health and Safety (EHS) Department, local Fire Department, as well as private contractors periodically inspect student rooms. During these inspections, any violations of Bates College policy that are found will be addressed as described by the EHS Department, and the responsible student will be fined and referred for follow up via Student Affairs. For a complete list, please visit the [Environmental Health & Safety website](#).

Bates Campus Safety will contact Lewiston Police if illegal drugs or drug paraphernalia are in plain view; students in violation will be subject to disciplinary action.

During these room inspections, special attention will be paid to unsafe conditions. Each item is described below, with the associated actions that will be taken.

**Fines:** Fines may be charged for safety violations. The level of fine will be determined based on the risk, the frequency of violations, and the time and effort required to restore safe conditions. Fines are \$75 for the first offense; \$150 for the second; \$300 for the third. If you receive a fine, all registered residents of the room will split the total fine amount.

**Bicycles:** Bicycles may not be stored on porches, in lounges, or in hallways. Bicycles may only be locked to authorized bicycle storage racks. Please refer to the [Bates Bicycle Policy](#) for authorized locations. Bicycles found in violation of this policy will be confiscated, and chains, cables, or locks on those bikes may be cut if necessary at the owner's expense. A bicycle may be reclaimed after the first offense by presenting a valid student ID and signing a claim form. Bicycles confiscated a second time are held until the end of the academic year. Fines will be charged.

**Cooking:** Cooking is among the most frequent causes of residential fires and is not permitted in student rooms. Fire alarms set off due to cooking in rooms are subject to safety fines and confiscation of prohibited

appliances. Cooking may only be done in designated kitchen areas and must not be left unattended. The following items may be used only in kitchens: microwaves, bread makers, and slow cookers. The following cooking appliances are not permitted on campus: deep fat fryers, toasters, and toaster ovens.

**Decorations:** No type of decorations, electrical lights, ropes, signs or personal items may be hung or attached in any way to electrical fixtures or on the sprinkler pipes or sprinkler heads. Clear space of 22 inches or more is required around each sprinkler head. Live trees, wreaths, and garlands are prohibited. No decorations may be placed on the outside of residences. No alterations or adjustments are permitted which could potentially cause a sprinkler head to discharge. Tapestries are not permitted on ceilings; they can be hung on walls as long as they do not interfere with fire alarms. Safety fines may be assessed for violations and items will be confiscated.

**Electrical Appliances:** Electric line load limitations prohibit the use of heavy-demand appliances in student rooms. One small refrigerator/freezer/microwave combination unit is permitted per room. Students should coordinate this with their roommate(s). Larger sized refrigerators, keg refrigerators, coolers, air conditioners and space heaters are prohibited and will be removed if found, and students are subject to a safety fine.

If in doubt about multiple appliance usage, please contact the Facility Services electrical staff for guidance. All electrical items should be unplugged if the student room will not be occupied for an extended period of time, such as break periods.

**Electrical Safety:** Any electrical device which is modified after purchase or shows signs of visible damage is prohibited and will be removed. Students may not add wiring, remove or alter existing wiring or use unsafe wiring devices. Outlet expanders are prohibited and will be confiscated. Thin wire extension cords used for any purpose other than extending a single, low wattage item (e.g. lamp, radio, alarm clock, cell phone charger) will be removed. Overloading thin wire extension cords can lead to overheating and fire. Do not plug power strips into thin wire extension cords. In no case should power strips be plugged into a second power strip.

In no case may wires be run under carpets or taped across walking paths, door thresholds or through doorways or windows where pinching or other damage can result. Fines may be issued for unsafe wiring practices.

**Flammable Materials:** Candles, wax melters, incense, or any source of open flame or ignition are prohibited in student residences. Flammable materials may not be stored or used in student residences. If found, safety fines will be immediately assessed and items confiscated. Students may retrieve confiscated items at the end of the semester by contacting the Office of Environmental Health and Safety.

**Firearms and Weapons:** Firearms, fireworks, paintball guns, sling shots, bows and arrows, knives, and ammunition are not permitted anywhere on campus, except in the secured location provided by the Campus Safety Office. Please make arrangements for storage with the Campus Safety Office to avoid violation of local ordinances and college regulations.

**Fire Extinguisher Discharge Policy:** If a fire extinguisher is discharged for reasons other than to put out a fire, the individual or individuals will be charged for the activation of the fire alarm, the cost to recharge or replacement of the fire extinguisher, and fees associated with the clean-up. Depending on the circumstances, individual(s) discharging an extinguisher may be referred to the Student Conduct Committee and/or other appropriate judicial actions. If no individual comes forward to take responsibility for the discharge, the fines will be attributed to all students in the residence.

**Life Safety Tampering Fines:** Fines for tampering with life safety equipment start at \$75. If a fire extinguisher has been used improperly, the cost is \$135 for a recharge or \$180 for a full replacement. Cleanup costs associated with life safety violations carry a minimum charge of \$1,000. Fines and charges related to false fire alarms are outlined in the [“False Fire Alarm Policy”](#) and in the [Social Misconduct Policy](#).

**Fire Protection and Combustible Materials:** A fire in a college residence is a disaster that can be avoided by the mutual effort of residents and staff. The misuse of fire safety equipment (e.g., fire escapes, fire extinguishers, smoke detectors, sprinkler systems, and fire alarms) is not permitted and is a violation of public safety laws in the State of Maine. Smoke detectors, sprinkler heads and fire alarms may not be covered with tapestries or other materials. A \$75 is assessed and items confiscated. Students are responsible for all costs for the repair/replacement to any life safety item.

**False Fire Alarm Policy:** Bates and the City of Lewiston charge a fine for false alarms. False alarms produced by human error, faulty equipment, or pre-meditation, waste money and endanger the lives of firefighters and civilians. A false alarm is defined as: “a visual or audible signal transmitted by an alarm system which indicates the existence of an emergency situation, when in fact no such emergency exists.” This includes the activation of an alarm system by the following means:

- The intentional and/or accidental pulling of a fire alarm pull station.
- Intentionally and/or accidentally introducing smoke or other objects into a smoke detector. Smoking is not allowed anywhere in student residences.
- The throwing of articles such as balls and frisbees, which inadvertently activate a smoke or heat detector.
- The cooking or heating of food and water in a bedroom or any room other than the kitchen.
- Improper use of the kitchen facilities which could include allowing food to burn in an oven, toaster, toaster oven, or microwave oven.

The current charges for false alarms in a building are listed below and are subject to increases by the City of Lewiston.

- First false alarm - \$55
- Second false alarm - \$90
- Third false alarm - \$115
- Fourth false alarm - \$145
- Fifth and subsequent false alarms - \$380

**Healthy Living Conditions:** Rooms and common areas (including hallways) must be kept clean and uncluttered to maintain a clear pathway for egress in the event of an emergency. Living conditions that could adversely affect residents' health and safety are prohibited. When residence hall staff, residence hall occupants, or other college staff determine that such conditions exist, immediate corrective action must be made. Cost of additional cleaning will be charged to room occupant(s). Hallways may not be used to store personal items (i.e. boots, sneakers, skateboards, scooters, bikes, snowboards, skis, etc.).

**Lighting:** All lamps must be safely designed and operated. Halogen lamps, lamps with bulbs that exceed their recommended wattage, or which operate at high temperatures, pose a serious fire risk and are prohibited. Lamps taped to bed frames or covered with potentially combustible material (e.g. clothing, tapestries, fabric, paper, athletic gear) will be confiscated. Fines may be charged.

**Lofts:** Loft beds are permitted only under circumstances consistent with room safety standards. Students should contact Facility Services with questions or concerns. It is the student's responsibility to dismantle and

dispose of all loft materials when vacating their room. If a permitted loft is not removed prior to the student vacating the room, it will be removed and a fee of \$75 will be charged to the student's account. Lofts installed not meeting room safety standards will be removed and a fee of \$150 will be charged.

**Roofs:** It is unsafe for students to be on roofs and occupying a roof is therefore prohibited.

**Smoking:** Smoking or the burning of any type of pipe, cigar, cigarette, vape, or similar product, legal or illegal, is prohibited in all campus buildings including residence halls and houses and their stairwells, porches or garages. Smoking is also prohibited within 50 feet (approximately 20 paces) of all campus buildings, including residences.

The presence of any smoking paraphernalia, including but not limited to ash-filled ashtrays and/or hookahs and water pipes will be considered proof of smoking in rooms and will be reported to Campus Safety and Student Affairs. Water pipes and hookahs will be confiscated. First violation will result in a warning. Second violation will result in a fine of \$75. Third violation will result in being moved to a different building on campus and a mandatory meeting with the Alcohol, Tobacco, and Other Drug Counselor.

## **Damage**

Additional damage policies and information is listed on the [Facility Services website](#).

Traditionally, Bates has taken pride in the responsibility of its students and the social and educational atmosphere of its campus. We hold our students responsible for their conduct at all times. In the context of this policy, "damage" is defined as damage that exceeds a physical condition that would be expected from normal wear and tear. Each instance of damage is recorded, a work order and bill are created, and then the repairs are scheduled and performed. A full description of damage costs can be found on the Facility Services website.

Students are responsible for any damage caused to their own rooms. Damage to common areas is assumed by the person or group deemed responsible. When it is impossible to identify the responsible party, charges for repairs are billed to all building residents. Charges will appear on end of semester bills. Failure to pay dorm damage charges may lead to transcripts being withheld and/or disciplinary action. Willful destruction of property will result in disciplinary action. If you have a question regarding your student's dorm damage charges, please contact: David Larrabee in Facility Services at [dlarrabe@bates.edu](mailto:dlarrabe@bates.edu).

If the College is able to determine which individual or individuals caused the damage, the penalties will be as follows:

- 1st Incident: Referral to the Office of Community Standards for adjudication. Student charged for the cost of the damage.
- 2nd Incident: Referral to the Office of Community Standards for adjudication. Letter sent home to parents. Student charged for the cost of the damage.
- 3rd Incident: Referral to the Office of Community Standards and/or the Student Conduct Committee for adjudication; Possible removal from on-campus housing.

**Room Inspections for Damage:** Rooms are inspected for damage at the end of each semester. Items found in need of repair or replacement (other than normal wear) are charged equally to the most recent occupants unless the charges have been previously assumed. If there is a change in occupancy, rooms are specifically

checked for damages upon request by a representative of the Facility Services staff. A full description of damage costs can be found on the Facility Services website.

## **Guests in Residential Rooms**

**Overnight Visitation:** Each student is entitled to the full use of their room at all times when the college is in session. If a student's comfort or sense of privacy is violated by unwelcome guests, they should discuss the situation with their roommate(s). If this is not satisfactory, they should report immediately to their Junior Advisor (JA), Community Advisor (CA), or the Office of Residence Life. Measures may include mediation or other forms of reconciliation.

**Guest Policy:** Guests who are not residents of Bates may stay in a student's room for a maximum of three nights. If the situation warrants, an exception to the three-night limit may be obtained from Student Affairs. Hosts are responsible for the actions of their guests/visitors and will face disciplinary action if their guests/visitors violate college or residential policies. Guests' presence may not infringe upon the rights of other Bates students. Any Bates student who feels inconvenienced by a guest should first discuss the matter with the host student. If that brings no result, the student should contact their JA, CA, or the Office of Residence Life.

The host must report the name and car license of each guest to Bates Campus Safety. Any resident who provides permanent residence to a non-student or an off-campus student is in violation of college regulations and may be subject to disciplinary action.

**Storage of Personal Items:** Additional storage policies and information is listed on the [Facility Services website](#).

### *During Academic Year*

The college has a limited amount of unsecured space in designated buildings for student storage available on a first come, first served basis. Students must contact the Office of Residence Life to apply for use of the storage spaces. Students will have access to student storage only during the academic year. This lasts from the campus arrival date in Fall Semester until five (5) days following the date of Commencement. After this time, all items in student storage will be removed and donated to local charities. In storage areas with cages, all locks will be cut, and the college will not be responsible for reimbursement for cut locks.

Academic year student storage is limited to 3 containers (boxes, totes, bags) (3' x 3' x 3') per individual, clearly labeled with the student's name and class year. All items not labeled properly will be removed and donated. Additional storage policies and information is listed on the Facility Services website and posted at all storage locations.

### *During Summer*

There is no summer storage provided at Bates College, and no storage will be provided for students studying abroad.

## **Campus Safety and Security**

Additional Campus Safety policies and information are listed on the [Campus Safety website](#).

**Access Cards:** All students are issued a Bates ID card which is used to gain entrance to the student's residence building 24 hours a day and all other student residences during specific hours. Some academic and

athletic buildings may be accessed with the ID card during evenings and weekends. [Current building hours may be viewed at Access Control's website here.](#) The card is also used for identification in the college Library and Dining Services. ID cards may be replaced for a fee of \$25.

**Keys:** Each student is issued one set of key(s) to their room, if applicable. Students must present their Bates ID card and sign for all key(s) received at the time of issuance. Students who do not pick up their key(s) within the first week of the semester will have their card access cut off.

**Key Return/Key Loss:** All room keys must be returned prior to leaving campus. If keys are not returned to the Access Control Office on the final day of authorized residence or Commencement Day, whichever comes first, they will be considered unreturned/lost and a per key charge and late fee will be billed to the student's account. [Current fees may be reviewed at Access Control's website.](#)

**Room Changes:** If the Office of Residence Life authorizes a room change during the semester, all exchanges must be conducted at the Access Control Office to ensure proper documentation. Key swapping among students is not allowed. Students have 48 hours to hold keys to both their previous residence and their new residence. Failure to return the key for the previous residence within 48 hours will result in a charge. [Current fees may be reviewed at Access Control's website.](#) Students who leave campus early must surrender their keys to the Access Control Office prior to leaving campus, or their accounts will be charged as stated above.

**Security Screens:** Security screens are to be opened only in cases of emergency. Failure to comply will result in a \$150 fine.

### **Dining Regulations**

Additional Dining policies and information are listed on the [Dining Services website.](#)

**Meal Plans:** All on-campus students are required to be on the meal plan. All off-campus students, having signed the Agreement Governing Off-Campus Living with the Office of Residence Life, may adjust their meal plan selection in accordance with its terms.

**Meal Schedule:** The meal plan provides three meals per day Monday through Friday, and two meals on Saturday and Sunday. Meals are available for purchase during limited serving hours during all vacation periods with the exception of October Break, during which meals are included in the meal plan.

**Dining Hall Access:** Access to the dining hall is limited to those students who have the proper identification card and to guests who purchase individual meals or use a student's guest pass. Students who give their ID cards to another person, share meals with someone not on the meal plan, carry food out of the dining hall, or otherwise create a disturbance therein may be subject to fines, loss of dining privileges, and/or community service hours in Dining Services. Shirts and shoes must be worn in all college dining areas at all times.

**Dietary Concerns:** Should an individual have special dietary concerns (e.g., food allergies or special dining needs), arrangements can be made with the Director of Dining for alternate dining options. More information can be found on the [Dining Services Nutrition and Dietary Needs website.](#)