

# MCAD HOUSING HANDBOOK 2023-2024

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**WELCOME**

We're glad you've chosen to live on campus! Our first interest is to give you a living space that will have a positive impact on your education at MCAD, while also providing you with a "ready-made" community of students who can encourage you, challenge you, and make college life memorable for you.

While you live in campus housing, you may have many questions that arise during the year. This MCAD Housing Handbook contains information that you need to know. If there is anything we can do for you or if you have ideas or suggestions about life on campus, please let us know. We want to hear from you.

Nate Lutz,

Director of Housing  
Morrison 119, 612.874.3780



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**RESIDENT ASSISTANTS**

There is a Resident Assistant (RA) in each of the MCAD residential buildings. The RAs are there to answer your questions, help you get to know other residents, and assist you in resolving roommate, building, or personal problems. Be sure to go to the RA with ideas, suggestions, general complaints, roommate conflicts, or other difficulties. All RAs have cell phones. The RA position is not a full-time staff position, so your RA will not always be available. If your RA is not available when needed, contact another RA or the Housing Office. The RAs will organize social and informational meetings during the year to help residents get to know each other, the campus, and the neighborhood. Your participation will be welcome and is encouraged.

**HOUSING INFORMATION**

This section is informational only. The terms of your individual Housing Contract supersedes any information contained in this Handbook, which may be contrary to or different from your Contract.

**CAMPUS HOUSING REQUIREMENT and ELIGIBILITY**

For housing during the academic year, residents of College Housing must be enrolled as degree-seeking students at the College. If you are no longer enrolled at MCAD, your contract will terminate within 48 hours of the date of withdrawal.

All first year students are required to live in campus housing unless a request to waive the exemption is submitted and approved. The request form is available on my.MCAD.edu under the Student Life tab.

The following categories of students are not eligible for on-campus housing, except on a space-available basis:

- + MFA students (except international MFA students)
- + Non-MCAD students, family members, friends

**TERMS OF OCCUPANCY AND CANCELLATION**

Your MCAD Housing Contract is not a lease. You are granted a limited right to occupy the premises. Ownership and control of the apartment remains with the College. The relationship between the College and student is that of a licensor and licensee, respectively. Your housing contract is for the entire academic year or the portion of the academic year remaining at the date of possession (the day you are issued keys to your apartment). You are not permitted to sell or assign your contract to any person without obtaining written consent of the Housing Director. The College has the right to make room assignments and reassign students as necessary.

If you terminate your Contract, any payments made, including your deposit, will be refunded according to the following schedule:



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1. Cancellation prior to the first day of Fall semester scheduled classes: The Student may cancel this Contract prior to the first day of scheduled classes by giving written notice of cancellation to the College. If written notice of cancellation is received by the College prior to July 1, a full refund of the housing fee and deposit will be made to the Student. If the College receives written notice of cancellation after July 1, but prior to the first day of Fall semester scheduled classes, the deposit will not be refunded, but a refund of the housing fee will be made to the Student.
2. Cancellation prior to the first day of Spring semester scheduled classes by new applicants not living in College Housing during Fall semester: The Student may cancel this Contract prior to the first day of scheduled classes by giving written notice of cancellation to the College. If written notice of cancellation is received by the College prior to December 15, a full refund of the housing fee and deposit will be made to the Student. If written notice of cancellation is received by the College after December 15, but more than 10 days prior to the first day of Spring semester scheduled classes, a refund of the housing fee and half of the deposit will be made to the Student. If the College receives written notice of cancellation less than 10 days prior to the first day of scheduled classes, but prior to the first day, no refund of the deposit will be made, but a refund of the housing fee will be made to the Student.
3. Cancellation for Spring semester by residents living in College Housing during Fall semester: The Student may cancel this Contract for the Spring semester by giving written notice of cancellation to the College no later than October 31. If written notice of cancellation is received by the College by October 31, a full refund of the Spring semester housing fee will be refunded to the Student; the deposit will be refunded as provided in Section 3 above. If written notice of cancellation is received by the College after October 31, the Student shall be responsible to pay the deposit and all of the contracted housing fee.
4. Cancellation on or after the first day of scheduled classes: The Student may cancel this Contract on or after the first day of scheduled classes, but the Student will be responsible to pay the deposit and all of the contracted housing fee.
5. Cancellation due to withdrawal from the College: If the Student withdraws from the College, the Contract will terminate within 48 hours of the date of withdrawal. There will be no refund of the deposit. Any housing fee refund will follow the Return of Tuition Formula described in the MCAD Student Handbook.
6. Cancellation due to immediate removal from College Housing or expulsion or dismissal from the College: If the Student is removed from College Housing due to violation of conduct policy, or is expelled or dismissed from the College, the Contract will terminate within 48 hours of the date of official notification of removal, expulsion, or dismissal. There will be no refund of deposit and the housing fee for the semester will be forfeited.



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Assigned apartment spaces that are not occupied by the first day of classes will be reassigned unless the student has notified the Housing Office and paid the appropriate fees.

**HOUSING DEPOSIT**

When you first apply for College Housing, you deposit with the College three hundred fifty dollars (\$350) as a deposit securing performance of all the terms and conditions of your housing contract. The deposit is refunded if you do not receive an assigned space in College Housing.

Upon expiration of the term of your contract, the deposit is returned to you within forty-five (45) days of check-out provided that:

1. You vacate and surrender possession of the premises in the condition required by the Housing Contract. You must follow established check-in and check-out procedures as outlined in this handbook.
2. You have made no application to return to College Housing at a future date.
3. There are no outstanding debts which you owe the College.

**FURNISHINGS**

MCAD provides the following in apartments:

- + Single bed for each resident (XL twin mattress, but standard-length twin sheets may fit as XL mattress is narrower)
- + Dresser for each resident
- + Kitchen table and chairs
- + Desk for each resident
- + Adjustable desk chair
- + Lounge chair for each resident
- + Floor lamp if no ceiling light
- + Shower curtain
- + Window shades
- + Refrigerator and range
- + Hive only: Microwave

Residents receive apartments and furnishings that are in good condition. It is the residents responsibility to to maintain the apartment and furnishings for themselves and future residents. When you move in, you and the RA will inventory the condition and furnishings of your apartment. Deductions from your deposit and relevant additional charges will be made if the apartment or any items are damaged, missing, or not clean when you move out. You are welcome to bring some of your own furnishings, but the College's furnishings must remain in your apartment.



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For the safety of the residents, no space heaters or waterbeds are allowed in any on-campus housing apartments. No furniture found outside may be brought into any on-campus buildings. Electrical fixtures and equipment that are not UL-approved are prohibited from on-campus housing.

**THE FOLLOWING ITEMS ARE *NOT* ALLOWED:**

- + Wireless routers and access points, including but not limited to:
  - Apple TimeCapsule
  - MiFi-style devices (re-sharing cellular phone data to WiFi)
- + Halogen lamps
- + Lamps with 5-light multi-colored plastic shades
- + Anything that produces an open flame, including incense and incense burners
- + Space heaters
- + Window air conditioners
- + Weapons of any type (real or imitation)
- + Waterbeds
- + Pets
- + Thin extension cords (heavy-duty surge-protected power strips are acceptable)
- + Mini fridges



## HOUSING POLICIES

### ALCOHOL POLICY

Campus residents who are of legal age may have alcohol in their apartments and serve it to their legal-age guests free of charge, in moderation, and observant of all applicable laws and MCAD Housing policies. It is illegal in the State of Minnesota for any person under the age of 21 to consume any alcoholic beverage.

1. Residents 21 years and older may not serve, provide, or purchase alcohol for residents or guests who are under the age of 21.
2. Residents 21 years or older may not consume alcohol in their apartment in the presence of anyone under the age of 21 (unless it is the assigned roommate). If a room is shared by those over and under 21 years old, it must be clear that alcohol is being consumed only by those 21 years or older.
3. In no case may alcoholic beverages be served to individuals who appear to be intoxicated; this includes those 21 years and older.
4. No alcohol may be present in a situation which is by definition a party (ten or more people in an apartment).
5. Open containers and consumption of alcohol is not allowed in any public areas of the apartment buildings or outside the buildings.
6. Multi-quart containers (kegs and "party balls") are not allowed in the apartment buildings; this includes possession by people 21 years and older.
7. According to state law, residents may not charge guests for alcohol in any way (i.e., donations may not be accepted).

### MINIMUM SANCTIONS FOR ALCOHOL VIOLATIONS:

Following are the minimum sanctions for violations of any of the above policies. Depending on the specific circumstances, sanctions could be much more severe and subject to other disciplinary procedures as noted in the Student Handbook's code-of-conduct violations. For instance, a serious first offense may result in immediate eviction or expulsion. Furthermore, parents may be notified if the situation warrants it. (Note: disciplinary probation history can be a factor in selection for special programs such as study abroad.)

1. 1st Offense = 12 months disciplinary probation.
2. 2nd Offense = \$50 fine and one-year deferred suspension (i.e., not allowed to reside in MCAD Housing the following academic year).
3. 3rd Offense = immediate eviction from MCAD Housing and indefinite suspension (i.e., not allowed to reside in MCAD Housing at any time in the future). The resident will not receive a refund of the housing deposit nor the remaining

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housing fee for that semester. Serious, on-going violations may also result in expulsion from the College.

**APARTMENT INSPECTIONS**

The College will check the physical condition of a resident's apartment only during semester breaks or if reported by Facilities, College personnel, or a student that the apartment is not conducive to maintenance work or being occupied as living quarters. After inspection of the apartment by the RA or other staff, the resident will be required to have the apartment returned to good condition by an arranged date. Failure to upgrade the apartment will result in a fine to the resident. Students are responsible for maintaining the apartment in good condition or may be evicted or denied campus housing if conditions are not met.

Apartment smoke detectors and toilets are checked on a monthly basis by RAs.

**BUILDING MEETINGS**

The RAs hold regular building meetings, some of which are mandatory as they cover information regarding resident safety or well-being. Your RA will post notices for an upcoming mandatory meeting. If you are unable to attend the meeting, it is your responsibility to contact your RA prior to the meeting to set up an appointment to meet with them at another time. Failure to do so will result in a fine of at least \$10.

**CANDLES/OPEN FLAME POLICY**

For the safety of residents and building maintenance, candles, incense and incense burners, hookahs, oil lamps, and other items that produce open flame are not permitted in MCAD housing. Cigarettes, cigars, other legal smokeables, or a vaping item may be brought into MCAD housing as long as they are not used inside.

**RESIDENT FOOD PLAN**

MCAD recognizes the importance of healthy eating and easy access to food for academic success. While MCAD's residential apartments provide fully equipped kitchens, MCAD also has an on-campus cafe serving breakfast, lunch, dinner, and snacks on weekdays during the academic year. To promote healthy eating habits, resident students are required to purchase an MCAD Cafe meal plan. The plan will be charged each semester along with tuition and MCAD apartment rent. Student's may choose to add additional funds to the minimum plan.

**GENDER POLICY**

MCAD strives to provide safe living spaces for all students and to be inclusive of all genders, gender identities, and gender expressions.

While all MCAD residence buildings are mixed-gender, it is the College's standard procedure to provide students with same-sex housing assignments within each apartment. The College





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recognizes, however, the need to consider requests for exceptions to this procedure to accommodate gender-diverse students.

Students have the opportunity to disclose their gender identity on their housing application; those who identify as gender diverse may indicate their preference of their roommate's gender. All disclosed information is kept confidential except for those who need such information for housing assignments.

Students may request specific individuals as roommates. Gender-diverse students who do not specify roommates will be assigned with students who identify as a GLBTQ ally.

**GUESTS**

Only those students who have a contract with the College are allowed to occupy the apartments. Residents may have guests, but must always have roommate approval prior to the guest staying in the residence. Residents may not have overnight guests more than two nights a year. Guests should not be in the apartment when the host resident is not home.

If residents allow an apartment to be occupied by someone who does not have a housing contract with the College, they will be charged for the time that person has stayed in the apartment and will be subject to College disciplinary procedures, including eviction.

Residents are held responsible for the behavior of their guests at all times and will be subject to fines and disciplinary procedures, if necessary, due to the behavior of their guests. It is expected that overnight guests be of an age where they can exit the residence hall without the need of supervision in case of an emergency (such as fire alarm evacuation).

**MINORS IN MCAD HOUSING**

No person under the age of 13 is permitted to enter any MCAD residence hall without their parent or legal guardian present. People between the ages of 13-17 years may visit an MCAD student in MCAD Housing as long as written permission has been granted from the minor's parent or legal guardian. When a person in this age group visits, they must be accompanied by their MCAD student host at all times. No one 16 years of age or younger is permitted to stay in MCAD Housing overnight.

**KEYS**

Your student I.D. card functions as the key to your building door. The keys to your apartment door and mailbox are issued at the time you move in. These keys are the property of the College and must not be duplicated or loaned out to any person. If keys are lost or duplicated, the apartment door lock will be re-cored and new keys issued. Costs to the resident are \$50 for the apartment key and \$15 for the mailbox key. There is also a \$65 charge for failure to turn in keys at the time of move-out. Residents who repeatedly request assistance due to locking themselves out of their apartment may be charged.

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**LAUNDRY/VENDING**

Laundry is free and available in every residential building or unit. Contact your RA if a machine in a shared laundry room is not working properly. Send in a work order maintenance request if your Hive apartment laundry machine is not working properly.

**MAIL**

After moving in, post your name on your mailbox in the entryway of the apartment building. Do not mark directly on your mailbox in permanent marker or paint as you will be charged for its removal. If your name is not on the box, your mail might not be delivered. Keep your mailbox locked. A mail carrier is not required to leave mail in an unlocked box. If there is a problem with your mailbox lock or mail service, contact the Housing Office. Please have all your mail delivered to your residence, and packages delivered to the Main Building (Address: 2501 Stevens Ave, Minneapolis, MN 55404).

*Tampering with mail not addressed to you is a federal offense and is cause for immediate removal from MCAD Housing.*

**MAINTENANCE**

Residents are entitled to a clean and operational apartment. Therefore, you are responsible for keeping your apartment clean and reporting any necessary repairs. When your apartment needs maintenance, make a maintenance work order request by following the instructions posted on the back of your apartment door. Under normal circumstances, the Facilities maintenance crew is able to respond within 24 hours. They will leave a note in your apartment indicating that the problem has been fixed or, if not, why and when you can expect it to be corrected. If Facilities has not responded within 24 hours, notify the Housing Office. If you have a maintenance emergency submit a work order request but also immediately contact an RA and Campus Safety.

A few maintenance tips:

- + If a portion of your apartment electricity is out, look for and reset tripped circuit breakers and GFI receptacles. If you need assistance, contact your RA.
- + The RAs have light bulbs if you need them.
- + Use a 60-watt bulb or less in any light fixtures; halogen bulbs are prohibited.
- + The RAs have plungers for your use for clogged drains or toilets. you should use plungers before calling for maintenance. If your RA is not available, call the other RAs. Do not use any chemical drain cleaner.
- + Never use anything sharp to loosen ice in your freezer or refrigerator.
- + If your apartment is not warm enough, make sure there is nothing blocking the heating units. When you leave your apartment for a few days or more, turn your thermostat to no lower than 65 degrees so that pipes don't freeze in a cold snap.



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You will be held liable for all damages that occur as a result of frozen or burst pipes.

- + A deadbolt is not a door stop; it can stress the hardware and can break the lock.

**MOVING OUT**

The term of your Housing Contract with the College is for one academic year. You may move out between semesters with no obligation for Spring semester rent if you notify the Housing Office in writing by October 31. Those who move out between semesters must vacate their apartment by January 2. If you move out at any other time during the academic year, or if you give insufficient notice before the semester break, you will be held responsible for the housing fee. Refund of your deposit will be provided if all the terms of the contract have been honored.

When you move out, you must do the following:

1. Contact your RA well in advance to make an appointment to check out before the move-out deadline.
2. Give your forwarding address to the Post Office, Housing Office, and Records Office.
3. Thoroughly clean the entire apartment, including oven, stove top, refrigerator, kitchen cupboards, floors, and bathroom. Defrost the freezer.
4. Remove your name from the mailbox.
5. Keep your appointment to check out with the RA and turn in your keys. A missed or late appointment will result in a \$50 fine. Failure to check out at all will result in a \$100 fine.

The RA will inventory the apartment for damage and cleanliness. You will be charged for: damage, missing items, failure to remove personal items, cleaning of the apartment or its contents, unreturned keys (\$65), and failure to check out (\$100). Please understand that anything beyond minor damage may affect your privilege to return to MCAD Housing.

You must turn in a summer housing application in advance if you wish to stay on campus beyond the spring move-out deadline. You will be required to move to your summer apartment by move-out day. If you stay past the move-out deadline, you will be fined \$100, plus \$25 per day with no exceptions.

**NOISE AND QUIET HOURS**

To ensure residents have adequate quiet time for work and rest, all noise should be kept at reasonable levels at all times. Designated quiet hours begin at 11:00 p.m. Sunday through Thursday, and 1:00 a.m. on weekend nights. During quiet hours there should be no audible noise either inside or outside the buildings. If you feel that a resident is making too much noise, contact that person to let them know what the problem is. If that doesn't work, contact your RA



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for assistance. Minimum fines of \$10 or other disciplinary procedures will be imposed for persistent problems with noise.

Playing drums or amplified musical instruments either inside or outside the apartment buildings is not allowed.

**OFF-CAMPUS HOUSING**

For [information on available rentals in the neighborhood](#), see MCAD's website for sources of listings.

**TENANT-LANDLORD RELATIONS**

Resources are available should you need assistance in relations with your landlord.

- + [Minnesota Tenant-Landlord Law](#)
- + Attorney General's Office: 651.296.3353  
[Landlord's and tenant's rights and responsibilities](#)
- + For information on [safety/crime prevention](#)

**PARKING**

The College does not have sufficient parking space to accommodate both on-campus and commuter students. Therefore, MCAD does not provide on-campus parking for students who live in campus housing, except at The Hive building where parking is available via lottery and additional costs. Information about The Hive parking lottery can be found on the MCAD intranet.

**PARTIES**

If you want to have a party in your apartment, you must fill out a Party Request form, available from your RA. Since a party is defined as ten or more persons in an apartment, at no time may you have more than nine persons in your apartment without an approved Party Request form. Party Request forms must be filled out and turned in to your RA at least two days before the party. Your RA or the Housing Office will notify you if your request to have a party has been turned down. Please plan well ahead by getting your party permit approved before you make your invitations!

Party hosts and guests must comply with all the requirements contained in the Party Request form. Building quiet hours must be observed, parties must not go out into hallways, and an RA must be present in the building during any party. No alcohol may be present in a situation which is by definition a party (ten or more people in an apartment).

Residents are responsible for maintaining reasonable noise levels as noted under "Noise and Quiet Hours". Excessive noise levels and damage to any building property will not be tolerated. The RAs are required to interrupt any party that is disruptive to campus residents or neighbors.



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If necessary, Campus Safety will be called. The residents hosting the party are held responsible for the behavior of all guests and any damage they may cause.

**PETS**

Animals (including fish) are not permitted in campus housing. Residents having a pet will be fined \$50 and required to remove the pet from their apartment. If the pet is not removed within 48 hours, the resident will be charged an additional \$50. Failure to remove the pet after the second notice will result in eviction of the resident and forfeiture of housing fee.

Animals that meet the ADA definition of service animals (i.e., one that accompanies the person at all times and is specifically trained to assist the individual with a disability) are permitted. Emotional support animals are not considered pets and are permitted with proper advanced approval from the Learning Center, [learning\\_center@mcad.edu](mailto:learning_center@mcad.edu).

**PROPERTY INSURANCE**

MCAD strongly recommends that all students staying in on-campus housing have personal property insurance. The College is not responsible for damage to or theft of personal items. Many insurance companies offer renters/property insurance at reasonable rates.

The Housing Office has some information about property insurance policies. Parents with homeowner's insurance may be able to obtain a rider on their policy that will cover your belongings.

**RECYCLING AND COMPOSTING**

There is a blue recycling container in each apartment for recycling commingled items (paper, cans, glass bottles, and plastic bottles with necks and screw caps). Please rinse your food containers well. Please do not try to recycle pressboard, tagboard, or contaminated or wax-coated cardboard. Paper products with food contamination (such as pizza boxes) cannot be recycled.

There is also a green composting container in each apartment. Look for signs posted in your building or ask your RA for information on where to empty your recycling and composting bins. Please pitch in for the recycling and composting effort!

**RENT CREDIT**

All College property is tax-exempt. Therefore, the State Homestead Rent Credit Program does not apply to the MCAD apartment buildings.

**ROOM DECORATING**

Residents are encouraged to personalize their rooms, but must follow some basic guidelines:



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- + For hanging items on walls or ceilings, use only push pins. Removable stick-on hangers are not permitted as that often damages the wall paint. No screws or nails are permitted. You will be charged for holes and damage to walls, ceilings, and woodwork. Please report damage to walls and ceilings immediately to the Housing Office.
- + Any room dividers, lofts, or other additions to the apartments must be free-standing and cause no damage to the apartment.
- + College-provided furnishings must remain in the apartment. At move out, furnishings must be placed in the same location as they when you moved in.
- + Painting may be done by College staff only.
- + Murals or any marks applied to walls or in a manner that causes a need for repainting or repair are prohibited and will result in a minimum \$200 fine.

**APPLYING FOR HOUSING FOR NEXT ACADEMIC YEAR**

Currently enrolled students can apply for fall housing in early spring when the updated application becomes available. Because MCAD Housing is limited, there may not be enough on-campus housing for everyone who wants it. If demand for on-campus housing exceeds availability, the College will utilize a lottery system to determine which students will be guaranteed housing. The lottery works via a "randomizer" software program that assigns a random number to each applicant's name.

The following categories of students receive priority for on-campus housing if their housing application is received by the due date\*:

- + New incoming undergraduate students
- + International undergraduate students (F-1 or J-1 visa holders)
- + International MFA students
- + Current lower-level undergraduate students (defined as students with 44 or fewer completed credits as of April 1)

The following categories of students are eligible to enter the housing lottery if their housing application is received by the due date\*:

- + Current upper-level undergraduate students (defined as students with 45 or more completed credits as of April 1)

The following categories of students will be placed on the waitlist:

- + Students whose housing application is received after the due date\*
- + Current upper-level students who do not receive a spot via the lottery process



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The following categories of students are not eligible for on-campus housing, except on a space-available basis:

- + MFA students (except international MFA students)
- + Post-Baccalaureate students (except international P.B. students)
- + Non-MCAD students, family, and friends

*\*The due dates for the fall semester housing application (and \$350 housing deposit, if not already on file) are: April 1 for returning students and May 1 for new incoming students. The application due date for the spring semester is November 1.*

The system for placement in housing is as follows:

- + The Housing Office accepts a student for available housing "space", defined as the right to live in the on-campus apartments, but does not signify a specific apartment.
- + The Housing Office assigns a student to a specific apartment. Assignment to a specific space may be revised at any point.

Once it is determined who will receive a housing "space", students will be assigned to specific apartments. Priority for specific apartment requests is based on the number of semesters a student has lived in campus housing (excluding summer). Students who have lived on campus longest have first choice. Final decisions are at the discretion of the Housing Office. The date the Housing Office receives the student's application and deposit may also influence the chance of getting their first choice for a specific apartment.

Students who do not receive a housing "space" will be placed on a waiting list. Priority on the waiting list is based on factors which may include the distance the student's permanent address from MCAD, international status, date of completion of admissions requirements, date housing application and housing deposit are received, and new/returning status.

**SMOKING/VAPING**

All MCAD dorms are entirely smoke-free and vape-free. Smoking or vaping of any type is allowed outside at least 20 feet from all buildings. Smokers must make use of the cigarette receptacles.

**SQUIRRELS**

Do not under any circumstances feed the squirrels on campus. Squirrels have done extensive damage to dorm windows and screens due to feedings by residents. Squirrels who are fed will eventually enter the apartment.

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**STORAGE**

MCAD Housing does not provide storage for residents. Residents who need to store items during the summer will need to find rental storage space off campus. Internet search “storage facilities in Whittier Minneapolis” for local resources.

**SUMMER HOUSING**

Limited housing is available on campus during the summer. You do not need to be enrolled in MCAD summer classes to live on campus during the summer. Information about summer housing is available from the Housing Office in early spring. If you live on campus during the Spring semester and want to live on campus for summer, you must notify the Housing Office by turning in a summer housing application in advance. You will be required to move to your summer apartment by the move-out deadline.

Summer housing is available all summer and the move-in date may be flexible, however no summer housing move ins are allowed after July 31.

Those who are not assigned to live on campus the following fall semester are required to move out by August 1. Those who are assigned to live on campus fall semester must move to their fall apartment on the specific date in early August as specified by the Housing Office. Notice about these dates will be provided to summer residents in July.

**TRASH**

There are dumpsters located just south of the 144 building, in the 2540 parking lot, and on the south side of the Main Building (across the parking lot from 2537 Stevens Avenue). Please empty your garbage often. Garbage accumulation encourages cockroaches and rodents.

Fire code requires that halls and stairwells stay completely clear of trash and personal belongings. If there are problems with trash accumulation inside or outside the buildings, the residents responsible will be fined a minimum of \$10.

Also see the “Recycling and Composting” section.

**WINDOWS AND SCREENS**

For the safety of residents, removing screens from windows or using windows as doors is not allowed and results in a \$25 fine, plus the cost for repairs to screens or frames. It’s also important to keep windows latched when no one is home. Please check with your RA to make sure you understand how your window latches operate. Ground floor window security screens are to be opened only for emergency egress from the building.





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**WORK SPACE**

Much of the class work or projects can be done responsibly in your apartment, but caution is advised. Necessary repairs caused by careless work will be charged to the resident. Common spaces, such as the hallways and laundry rooms, are not to be used for work areas. In order to keep the air clean and spaces safe, any materials that create fumes, such as, but not limited to oil paint and turpentine, are not allowed in MCAD residences. Spray paint, fixatives, or spray mount must be used in the spray booth in the 3D Shop, not in or around the residences. Use a protective material over furniture when using knives to cut flat materials in order to keep furniture in good condition. Ovens and stovetops may not be used for art-related activities.

**GROUP LIVING**

Living on campus is meant to enhance your MCAD experience and sense of community. It also allows you to learn from others and learn more about yourself. In a group living situation, guidelines are drawn to protect the rights of all residents and create a positive environment for as many as possible. When issues arise or communication breaks down, you can get help and support from your roommates, other residents, and RAs.

**ROOMMATES**

Sometimes college roommates hit it off from the start and proceed without a hitch. But there can be at least minor problems or irritations throughout the year. The basic rule for campus living is that roommates do not have to be friends to live together successfully. All roommates do have to respect individual differences.

When you first meet each other as roommates, take the time to get to know each other. Start with the basics: Where are you from? What's your family like? Where did you go to high school? Why did you come to MCAD? What do you like to do in your spare time? Then talk about your personal preferences regarding neatness, study habits, sleeping hours, and having guests. Talk about what things get you down and what cheers you up; how you like to socialize; how you feel about drinking and drugs; what your religious values are; what you'd like your relationship as roommates to be. Together set some house rules, recognizing up front what areas you will have to compromise on. Some of the biggest roommate conflicts start because dishes don't get done or floors vacuumed or sinks scrubbed. Write down your house rules and change them if you need to during the year.

Harmonious living is possible! If you are not getting along with your roommate, talk with them about it in a non-judgmental way. Use phrases such as: "When this happens, I feel..." rather than being accusatory. Focus on the things your roommate does that bother you, not on personality differences. Try to work out a compromise that is acceptable for both of you. Setting reasonable limits on, for example, music volume or length of a shower may help. Some of you may want to work out an agreement about switching bedrooms at the semester break or another time. If you'll be more comfortable, ask your RA to help you.

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Roommate changes will be made only as a last resort after a concerted effort has been made to set some boundaries for living together successfully. When room changes are made, they are generally made at the semester break. Feel free to contact your RA or the Housing Director if you're having roommate problems. They will do everything possible to help you get along.

Residents of on-campus housing have reason to expect the following:

1. The ability to read and study in one's room, free from undue interference.
2. The ability to sleep without undue disturbance from a roommate or guests of a roommate.
3. Respect from a roommate for one's personal belongings.
4. A clean environment in which to live.
5. Free access to one's apartment and its facilities without pressure from a roommate.
6. Personal privacy.
7. The ability to entertain guests for a reasonable period of time as long as the guests respect the host's roommate and other building residents.
8. Reasonable cooperation in the use of apartment furnishings.
9. Freedom from fear of intimidation, physical and/or emotional harm.
10. Access to redress of grievances. RAs and the Housing Director are available for assistance in settling conflicts.



## SAFETY AND SECURITY PROCEDURES

### BUILDING SAFETY

Residents have the right to feel safe in their residence and building. All residents are responsible for their own comfort and security as well as that of their neighbor. Building doors must be kept closed and locked. Do not admit people you don't know to the building. If you develop the habit of locking your apartment door at all times (use the deadbolt!) and locking your windows at least when you are not at home, it will improve security and make burglary less likely for everyone. Report any problems with door or window locks to the Housing Office immediately. Please check with your RA to make sure you are using your window locks properly. Ground floor window security screens are to be opened for only emergency egress from the building.

The College is not responsible for damage to or theft of personal items. Many insurance companies offer renters/property insurance at reasonable rates. Parents with homeowner's insurance may be able to obtain a rider on their policy that will cover personal belongings. We strongly recommend that you have insurance coverage for your property.

Each apartment is equipped with a smoke detector. Apartments with gas stoves have a combination smoke detector/CO detector. Keep the apartment ventilated when you're cooking so the alarm does not go off. Do not disconnect the detectors! If you have recurring problems with your detector, contact the Housing Office. If you use a fire extinguisher, you must notify Campus Safety and the Housing Office so it can be recharged.

The following activities are subject to a minimum \$25 fine:

- + Propping open an outside security door and leaving it unattended.
- + Discharging a fire extinguisher unnecessarily.
- + Setting off a fire alarm unnecessarily.
- + Going up on the roof of any building.
- + Disconnecting a smoke detector.
- + Smoking in any building.
- + Failure to vacate dorm building during a fire drill

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**EMERGENCIES**

Any time there is an emergency of any kind, call 911 immediately followed by MCAD Campus Safety (612-874-3555). Campus Safety Officers can provide immediate help and will direct emergency vehicles to the right place. If you're not sure whether a situation is an emergency, contact an RA or Campus Safety immediately.

If you see a fire:

1. Pull the fire alarm in the hallway.
2. Leave the building.
3. Call 911 from the nearest available phone.
4. Call 612-874-3555 to inform MCAD Campus Safety.

If you hear a fire alarm:

1. Exit through the nearest available outside door.
2. If the nearest stairway is smoky or the fire door is hot, use the other stairway.
3. Go to the central mall area until an all-clear signal is given.

In event of a tornado:

1. When you hear the emergency warning siren, go to the basement (ground floor) hallway.
2. Stay there until an all-clear signal is given.
3. Stay away from glass doors and windows.

If you are locked outside, go to the bottom level of the parking ramp or to the basement of Morrison Building.

**FIRE-SAFETY SYSTEMS**

All resident apartment buildings have smoke, heat, and carbon-monoxide detectors in the common areas which report to a central panel at the Campus Safety Office. In addition, there are smoke detectors inside each apartment. Apartments with gas ranges have combination smoke/carbon-monoxide detectors.

Fire drills are conducted several times each year for the resident apartment buildings. Failure to vacate a building during a fire drill will result in a \$25 fine.

MCAD has an active Safety Committee that annually evaluates and recommends safety improvements to the College administration.



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**MISSING PERSONS NOTIFICATION POLICY**

The Higher Education Opportunity Act of 2008 (HEA) requires institutions with on-campus housing must develop a missing person notification policy. This policy informs students who live on campus that they have the option to identify an individual to be contacted by MCAD no later than 24 hours after the time that a student is deemed, or determined through investigation, to be missing.

**MAKING A REPORT OF A MISSING PERSON**

If someone has reason to believe a student who lives in on-campus housing has been missing from campus for 24 hours, they should contact one of the following:

- + Todd Jones, Director of Campus Safety  
+ [tjones@mcad.edu](mailto:tjones@mcad.edu)  
+ (612) 874-3728
  
- + Nate Lutz, Director of Housing  
+ [nlutz@mcad.edu](mailto:nlutz@mcad.edu)  
+ 612.874.3780

**IDENTIFYING A CONTACT PERSON**

A student who lives in on-campus residential housing has the right to identify a contact person or persons whom MCAD will notify within 24 hours of the determination that the student is missing, if the student has been determined missing by Campus Safety, or the Minneapolis Police Department. This contact person is strictly for missing persons purposes. A person designated by the student as a general-emergency contact person will not automatically be treated as the missing student contact. To protect confidentiality, general-emergency contact information and missing-student contact information must be kept separate, even if the student has registered the same person for both purposes. Because the HEA requires the information to be kept confidential, student's contact information has greater privacy protections than the Family Educational Rights and Privacy Act (FERPA) provides.

The Housing Office is responsible for maintaining contact record information for students living on campus. The contact information can be accessed by authorized campus officials only. Those officials can disclose the contact information only to law enforcement officials and for the purpose of a missing student investigation.

**DETERMINATION THAT A STUDENT IS MISSING**

The official determination that a student is missing can be made at any time by the Department of Campus Safety, or by the Minneapolis Police Department. Depending on the circumstances, a determination may be made in fewer than 24 hours that a student is missing. Once the determination is made that a student is missing, MCAD must notify the contact person identified by the student.



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**NOTIFICATION OF MINNEAPOLIS POLICE DEPARTMENT**

Once a determination has been made that a student living in on-campus student housing is missing, MCAD will notify the City of Minneapolis Police Department of the situation within 24 hours, regardless of whether the student has identified a contact person. The only exception is when the Minneapolis Police Department was the law enforcement agency that made the determination.

**STUDENTS UNDER 18 YEARS OF AGE**

If it has been determined that a student under the age of 18 and not emancipated has been missing for 24 hours, MCAD will notify both the student's custodial parent or registered guardian and the student's contact person that the student is missing.

**NEIGHBORHOOD SAFETY**

MCAD is located in an urban neighborhood that has a high crime rate. We are fortunate to have a 24-hour security force on campus and a strong neighborhood organization that works hard to reduce crime in the area.

Some basic guidelines to follow to increase your safety while you're here:

- + Report any suspicious activity or people to Campus Safety immediately.
- + Walk with a friend whenever possible.
- + Avoid walking in the neighborhood after dark.
- + Always lock your car doors when driving or when your car is parked.
- + Contact Campus Safety for an escort when walking on campus, especially after dark.

**RIGHTS, REGULATIONS, AND SANCTIONS**

While affirming the individual's freedoms and rights, MCAD recognizes that certain basic behavioral guidelines must be followed for individuals to live together successfully. When there are behavior problems in a building, the RA will file an incident report and submit it to the Housing Office. Residents will be notified if an incident report has been filed and will be given a copy of the report if desired.

Residents with grievances should contact their RA, the Housing Director, or the Vice President of Student Affairs. Residents may seek redress with the Student Appeals Review Board by contacting the Vice President of Student Affairs. Residents are held responsible for and are subject to sanctions for their own behavior and that of their guests.

Sanctions for behavioral problems will follow one or more of the following guidelines:

- + Fines as established and explained in this Handbook.
- + Charges to cover loss or damage.



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- + Written warning to offending resident.
- + Disciplinary probation.
- + Removal from College housing and/or denial of readmission to College housing.
- + Referral to counselor or to civil authorities.

In addition to the above sanctions, the following are cause for immediate removal from College housing:

- + Possession of real or imitation weapons, explosives, or firearms, including BB and paintball guns.
- + Threatening behavior to any student or staff person.
- + Vandalism.
- + Possession, use, or sale of illegal drugs, which is a violation of federal, state, and local laws.
- + Theft of or intentional damage to another student or College property.
- + Violation of the College alcohol policy.
- + Disorderly, illegal, immoral, or other improper conduct.
- + Assault (including sexual assault).
- + Sexual harassment of any student or staff member.
- + Expulsion or dismissal from the College.
- + Failure to remove an unauthorized pet after second notice.
- + Tampering with mail addressed to another person.

*Please see the alcohol policy section in this Handbook regarding sanctions for violations.*

**CHARGES AND FINES**

The following is a partial list of housing fines and damage and cleaning charges:

- + Failure to check out = \$100
- + Missing check-out appointment = \$50
- + Unnecessary use of fire extinguisher = \$50
- + Breaking fire extinguisher glass = \$25
- + Disconnecting smoke detector = \$25
- + Entering/exiting through window or removal of screen = \$25 min.
- + Lost apartment key = \$50
- + Lost mailbox key = \$15
- + Candle or open flame = \$25
- + Failure to turn in keys at checkout = \$65
- + Painting/marking mailbox = \$25 min.
- + Problems with trash removal = \$10 min.
- + Unauthorized animal = \$50 min.
- + Failure to vacate by move-out date = \$100 (plus \$25/day)



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- + Excessive noise = \$10 min.
- + Murals/painting/marks on wall = \$200
- + Propping exterior building door = \$25
- + Using deadbolt as a doorstop = \$10
- + Unnecessarily setting off fire alarm = \$25
- + Failure to vacate dorm building during a fire drill = \$25
- + Going up on roof of building (or beyond railings on The Hive roof) = \$25
- + Damage to carpet, upholstery = cost to repair plus 10% administration fee
- + Cleaning of the apartment = \$25 min. (\$15/hour)
- + Any other damages = cost to repair plus 10% administration fee
- + Anything (including belongings, trash, etc) left behind at move out = \$50 plus charge for time to remove

Residents who damage carpet, walls, or furnishings will be charged the replacement or repair cost plus 10% to cover time spent handling replacement orders, etc.

**FREEDOM FROM UNWARRANTED SEARCH**

MCAD assures the students' right to privacy. The College and its officials abide by the following procedure pursuant to entering College property contracted for by students with the understanding that this procedure in no way limits bona fide law enforcement officials from lawful search.

The College officials and agents have the right to enter apartments in cases where they need to:

- + Show apartments to parties wishing to rent.
- + Make physical repairs, improvements on the premises or elsewhere in the building.
- + Offer medical attention.
- + Investigate violations of local, state, or federal laws or College regulations.
- + Make repair plans at semester break.
- + Assess summer projects and furnishing replacements in the spring.
- + Check smoke detectors and toilets monthly by RA.

When entry is sought to make improvements or repairs, notice will be given in advance to the occupant(s) if possible. If this is not possible, the authorized repair person will knock before entering to inform the resident(s) of their arrival. In emergency circumstances when imminent danger to life, safety, health, or property is reasonably feared, rooms will be entered without advance notice or warrant. If students believe their apartment has been unlawfully entered, they may seek redress before the Student Appeals Review Board.





## THE HIVE POLICIES

Policies for The Hive are intended for the safety and well-being of the residents and their guests.

### BALCONIES

Some of The Hive apartments have balconies. In order to enjoy the balconies, these requirements below must be followed:

- + Balconies must be kept neat and clean at all times.
- + No rugs, towels, laundry, clothing, appliances, or other items can be stored, hung, or draped on railings or other areas of balconies or patios.
- + No misuse of the space is permitted, including but not limited to, throwing, spilling, or pouring liquids or other items, whether intentionally or negligently, over the balconies.
- + No smoking or vaping of any type.
- + No flame devices of any kind.
- + No grills, BBQs, or cooking of any kind.
- + Noise must be kept to a minimum to avoid violating city ordinances
- + No service animals or emotional support animals, or pets on balconies for the safety of the animal.

For the safety of all residents, the balcony policies must be followed. Balcony policy violations will be addressed under the Rights, Regulations, and Sanctions portion of the Handbook and may result in losing access to the balcony. Violations may be addressed under code-of-conduct violations in the Student Handbook.

### SHARED ROOFTOP

For the safety of all residents, the requirements below must be followed:

- + Access available to any Hive resident via their student ID.
- + Roof access is available approximately April 1-November 1 from 8:00 a.m.-10:00 p.m.; hours are subject to change dependent on weather conditions.
- + No alcoholic beverages allowed.
- + No smoking or vaping of any type.
- + No flame devices of any kind.
- + Noise must be kept to a minimum to avoid violating city ordinances.
- + Space is limited to 20 people at a time.
- + Fire pit access from 9 am to 10 pm. The key to use the fire pit can be checked out from Campus Safety 9 am to 8 pm.
- + No grills, BBQs, or cooking of any kind.

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- + No misuse of the space is permitted, including but not limited to, throwing, spilling, or pouring liquids or other items, whether intentionally or negligently from the roof.

For the safety of all residents, rooftop violations will be addressed under the Rights, Regulations, and Sanctions portion of the Handbook and may result in losing access to the balcony. Some violations may fall under the code-of-conduct violations in the Student Handbook.

**FIRE PIT POLICY**

The fire pit is an outdoor tool for recreational purposes. The following guidelines shall be followed when a group or organization plans to use the fire pit on the Hive:

- Fire pit is for use by campus groups or organizations only. Use of fire pits by external entities is not permitted.
- No items should be burned in the fire pit
- Maximum burn time is 4 hours
- Accelerants such as lighter fluid are prohibited
- Jumping over the fire pit or general horseplay near the fire will not be allowed.
- Alcohol is NOT permitted at the fire pit site. Smoking of any kind is prohibited at the fire pit site.
- Email or text 612-874-3801 to Campus Safety to obtain the fire pit key between 9 am to 8 pm. Per City Ordinance, the fire pit can be used from 9am until 10 pm, and the key must be returned to Campus Safety.
- A maximum capacity of 20 people will be allowed at the firepit.

**SHARED KITCHEN/LOUNGE**

For the safety of all residents, the requirements below must be followed:

- + Alcohol is prohibited in all common areas, including in the lounge and shared kitchen.
- + No smoking or vaping of any type.
- + No flame devices of any kind.
- + Kitchen equipment and supplies should be used responsibly and not be removed from the shared space.
- + No running, fighting, dangerous conduct, or noise that disturbs others in the shared space.
- + Removal of all personal items in this area after use, including in the common refrigerator or freezer. Housing & Residential Life is not responsible for any lost, stolen, or damaged items.



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- + No private signage of any kind is allowed in the lounge or shared kitchen area, or other common areas. All posted materials must meet the Bulletin Boards and Posting Policy found in the Student Handbook.

To ensure all residents have the right to use and congregate in a safe, clean, shared area, violations to the above policy will be addressed under the Rights, Regulations, and Sanctions portion of the Handbook and may result in losing access to the shared kitchen. Some violations may fall under the code-of-conduct violations in the Student Handbook.

