

### Mail

Letters or small packages mailed through the United States Post Office Shepley and Miles Standish

The mail-carrier delivers mail to each apartment's mailbox. Mailboxes are located on the first floor of the building.

#### Oak

All mail sent to the Oak address is delivered to the RA Office and the RAs deliver the mail to students each evening.

The mailing addresses for our residence halls are:

**OAK STREET** 

Student's Name
51 Oak Street
Room #
Portland, ME 04101

SHEPLEY

Student's Name
15 Shepley Street
Apartment #
Portland, ME 04101

**MILES STANDISH** 

Student's Name
11 Shepley Street
Apartment #
Portland, ME 04101

Packages mailed through Fed Ex or UPS or other private carriers

Have packages sent directly to MECA's Porteous building. Private carries do not have access to our residence halls. The College Receptionist will sign for packages, preventing them from being left sitting unsecured outside of the residence halls. The mailing address for Porteous is:

#### MAINE COLLEGE OF ART

Student's Name 522 Congress Street Portland, ME 04101

## **Prohibited Items**

Items not permitted in the halls include: candles, incense, halogen lamps, lava lamps, any appliance that has an exposed heating element such as a toaster and toaster oven and extension cords. Please note that surge protectors are allowed.

### Coffee Makers

Coffee pots (including Keurig machines) are allowed in the halls.

### Pets

Only fish are permitted. They must be in a three-gallon tank or smaller. No other pets are allowed in the residence halls.

## Laundry

Laundry facilities are in each residence hall. Laundry costs \$1.50 to wash and \$1.50 to dry. Our washers and dryers run on quarters or you can use a credit/debit card.

# **Overnight Guests from Home**

One overnight guest is allowed, provided that your roommate(s) have OKed a guest staying over. Guests may only stay for two consecutive nights in a two-week period. You must sign your guest in with the RA on duty upon arrival. You must always accompany your guest in the residence hall and in the Porteous building.

# **Housing Over Breaks**

Halls are open to residents over holidays and breaks, excluding the winter and summer breaks. Take a look at the BFA academic calendar to learn about all breaks at: www.meca.edu/calendars

### Cable

The halls are wired for cable television however, residents who wish to have cable, will need to contract with the local cable provider on their own. In the lounges in both Shepley and Oak, there is a TV with cable access provided by the College.

#### Alcohol

MECA abides by all federal and state guidelines. Oak and Shepley halls are completely alcohol free. For the Miles Standish policy, please consult the Guide to Community Living at meca.edu/residence-life for details.

### Cars

Student parking is not available on campus. Students are strongly discouraged from bringing a vehicle with them due to the limited nature of parking in Portland. The City of Portland has public transportation, which students can utilize to get around the city. Conveniently, there is a bus stop in front of MECA.

#### METRO and South Portland Bus Service Information

The following METRO bus routes go by MECA: 1, 2, 3, 4,5 and 8 Please consult the METRO website for details: gpmetro.net

All South Portland Bus Service routes go by MECA

Please consult the South Portland Bus Service website for details: www.southportland.org/departments/bus-transortation/

# Cooking

Students residing in Shepley or Miles Standish will have a kitchen in their unit. Oak does not have a communal kitchen – but there is a small refrigerator and a microwave for students to use. Oak students have full access to Shepley's full communal kitchen, located in the first floor common room. It is stocked with some pots, pans and other cooking utensils provided by the College for student use.

# Refrigerator and Microwave

Shepley or Miles Standish

Apartments come with an apartment sized refrigerator. Microwaves are not provided. You are welcome to bring 1 microwave per unit.

Oak

Students residing in Oak are welcome to have a mirco-fridge (4.2 c/f max) and microwave. There is a microwave and small refrigerator in the Oak lobby. We encourage students to talk with their roommates about sharing.

## **Room Changes**

Room changes may be requested beginning in the third week of each semester. During the first two weeks of the semesters, a room-freeze is in place, which is a time intended for roommates to get to know each other and try to work out any differences that may arise.

### Other Questions?

Contact us at: Housing@meca.edu or 207.699.5038