The information in this guide is subject to change without notice.

INTRODUCTION AND WELCOME

The staff of the Campus Center are glad to hear that you are interested in coming to the University of Maine at Presque Isle for an event. We hope the contents of this guide will help you understand the rules of the University and the Campus Center specifically.

UNIVERSITY ANTI-DISCRIMINATION STATEMENT

In complying with the letter and spirit of applicable laws and pursuing its own goals of diversity, the University of Maine System shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status or gender expression, national origin, citizenship status, age, disability, or veterans status in employment, education, and all other areas of the University System. The University provides reasonable accommodations to qualified individuals with disabilities upon request.

The University will regard freedom from discrimination and discriminatory harassment as an individual employee and student right which will be safeguarded as a matter of policy. Any employee or student will be subject to disciplinary action for violation of this policy. Retaliation against anyone who makes a complaint of discrimination or harassment or who is involved in a complaint process will not be tolerated.

https://www.maine.edu/board-of-trustees/policy-manual/section-402/

Questions and complaints about discriminations in any area of the University should be directed to Dean of Students, Emerson Annex, 181 Main St., Presque Isle, ME, 04769, phone (207) 768-9518, TTY available upon request. Inquiries or complaints about discrimination in employment or education may also be referred to the Maine Human Rights Commission. Inquiries or complaints about discrimination in employment may be referred to the U.S. Equal Employment Opportunity Commission.

Inquiries about the University's compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin; Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability; Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex; and the Age Discrimination Act of 1975, which prohibits discrimination on the basis of age, may also be referred to the Office for Civil Rights, US Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, Telephone: 617-289-0111, FAX: 617-289-0150; TDD: 877-521-2172, Email: OCR.Boston@ed.gov. Generally, an individual may also file a complaint with OCR within 180 days of alleged discrimination.
CAMERAS AND ON CAMPUS
The University utilizes cameras on campus for the protection of its students, staff, and guests. These cameras are located in various public areas inside and outside campus buildings. The video produced by these cameras is stored for various lengths of time and is viewed as needed.

DECORATING AND USING THE CAMPUS CENTER
1. All burnable materials (cloth, paper, tissue, etc.) must be well clear of potential sources of ignition (hair dryer, high intensity lamps, heater, bare light bulbs, etc.). If a group uses their own curtains or draping, the group must show proof of fire retardation capability.

2. Posters and wall hanging must be approved by the Campus Center Director- when approved they must lay flat against the wall, nothing should be hung with permanent items (tacks, nails, etc.) or items that would peel paint (the only tape allowed is painters tape)

3. Do not attach items to or cover the Sprinkler heads or smoke detector.

4. Burning incense or candles of any kind is prohibited. Oil lamps, fireworks, blowtorches or any source of open flame are not allowed in the Campus Center. Candles may not be burned during a power failure. Melting of paraffin is prohibited in the Campus Center.

5. Nothing may be stored in the hallways, stairwells or entrances to building because of the obstruction that would be caused in the case of an emergency. This includes bicycles, furniture, boxes, decorations, etc.

6. Smoking is not permitted anywhere on Campus

KELLEY COMMONS MEAL HOURS –
Applicable during the semester when classes are in session.
Times and pricing are subject to change.
Monday through Friday  7:30am – 6:30pm
Saturday and Sunday  9am – 6:30pm

OWLS NEST/STARBUCKS
Monday through Friday  7am – 10pm
Closed Saturday & Sunday

GUESTS MEALS
Anyone not registered on the meal plan may pay the "casual rate" for the meal being served in order to enter the cafeteria during the meal serving times. Our campus caterer, Sodexo, also offers a wide variety of catering options. Catering may be ordered through the Conferences & Special Programs office: 207-768-9502

GENERAL BEHAVIOR IN THE CAFETERIA
Students and Guests are to treat the cafeteria as they would treat their own dining room. It is expected that they will treat the staff as they would treat any professional person. Food is not to be thrown. All dishes and waste must be bussed to the receiving window. Food is NOT to be taken out of the cafeteria. Dishware, glassware, utensils, and other materials are not to be taken out of the cafeteria. Do not harass the cafeteria staff personnel; this includes foul language, hollering, nasty gestures, and any other rude or insulting behavior.

FIRE AND LIFE SAFETY
The following policies have been developed to assure the highest possible degree of safety from fire hazard in the campus buildings.

ELECTRICAL APPLIANCES
1. Cooking is not allowed in the rooms of the Campus Center.

2. Portable space heating or cooling units are not allowed in the Campus Center
ELECTRICAL CONNECTIONS AND PLUGS
1) Any electrical item that causes an overload of circuits will be traced and removed from the room. Multi-plug units or multi-plug extension cord arrangements are prohibited. One extension cord per electrical unit per wall socket outlet is the limit.
2) Tampering with or altering smoke detectors, circuit breakers, or any part of the electrical system in the room is prohibited.

FIRE SAFETY EQUIPMENT AND FALSE ALARMS
Anyone who tampers with fire safety equipment or who causes a false alarm will face charges under the System Conduct Code and may be subject to legal action.

FIRE DRILLS AND FIRE SAFETY INSPECTIONS
Periodic fire safety inspections of every space will take place on campus throughout the year. These may be announced or unannounced.

Fire regulations, although restrictive, are for everyone’s safety.
Non-emergency phone number for the Presque Isle Fire Department: 207-769-0881

EVACUATION PROCEDURES WHEN FIRE ALARM SOUNDS
Anytime the fire alarms sound, everyone in the Campus Center is required to leave. Everyone should go to the nearest building exit, and leave the building. Never assume it is a false alarm.

IN CASE OF FIRE

• Close windows and doors (if it is safe to do so)
• Leave immediate area
• Pull fire alarm
• Alert others in area
• Leave immediate area- GO OUTSIDE
• Leave via the nearest fire exit
• Exit building via stairways
• DO NOT use elevators
• If smoke is present, stay low
• Once out of danger, call 8-9-11 to describe situation
• Inform firefighters of any persons in building

WHEN FIRE ALARM GOES OFF- DRILL OR NOT

• Close windows and doors (if it is safe to do so)
• Alert others in area
• Leave immediate area- GO OUTSIDE
• Leave via the nearest fire exit
• No central gathering area is identified at this time for safety reasons
• Do not re-enter building until you’ve been informed by a building supervisor that it is safe to do so
• Building supervisors should wait until Facilities or the Fire Dept. tells them it is ok to re-enter building

ALCOHOL USE AND ABUSE
The University of Maine at Presque Isle is committed to promoting the health and safety of all members of the campus community. The University is dedicated to providing education and resources to assist all members in making responsible decisions regarding the use of substances. The University strives to develop alcohol and other drug policies that are clear, readily understandable, consistent, and fair to all; to create a supportive and non-threatening environment for those that choose not to drink and/or do drugs; to promote safety and individual accountability for those who decide to drink; and to assist those struggling with alcohol and drug related issues.

The following actions are prohibited:
a. Underage drinking. Only persons of legal age (21 or older) may possess or consume alcoholic beverages. Legal proof of age, such as a valid driver’s license or passport, may be required.
b. Purchasing, serving, selling, or furnishing alcohol to or for a minor.

c. Selling, manufacturing, or distributing alcohol without a license.

d. Providing false information about name, age, and other identification or failing to provide identification.

e. Administering alcohol to individuals against their will and/or without their knowledge.

g. Exhibiting signs of being visibly intoxicated. Intoxication is identified by generally reliable signs such as a strong odor of alcohol on an individual’s breath, slurred speech, impaired coordination, glassy eyes, and/or exaggerated emotions or behaviors. Individuals may be found in violation of the policy if their level of impairment attracts the attention of University, town, or other officials and/or warrants medical care or police custody.

h. Possessing alcohol in unauthorized spaces, public spaces, and outside on the campus grounds.

i. Bringing alcohol to a University event, or leaving a University event with alcoholic beverages provided at the event.

j. Containers of mass consumption such as kegs, punch bowls, etc.

Alcohol for EVENTS: All alcohol for events much be purchased and handled by our on-campus catering company or other licensed, hired, vendor. There are multiple options available for bar set ups, alcohol variety, etc. Please reach out to the Conferences & Special Programs office to organize bar services for your event.

DRUGS
The unauthorized use, possession, or distribution of any prescription drug or legally controlled substance is forbidden. Additionally, any paraphernalia that is normally used in relation to drug use or misuse is prohibited.

The following actions are prohibited:

a. Illegally possessing, using, manufacturing, dispensing, or selling drugs

b. Using, possessing, selling, distributing, or manufacturing prescription medication without a properly issued prescription

c. Possessing drug paraphernalia containing illegal drug residue, including but not limited to bongs, glass pipes, syringes

d. Exhibiting signs of being under the influence of illegal drugs (such as a smell of having used marijuana, bloodshot eyes, vomiting, difficulty standing, agitation, etc.) anywhere on campus or at a University sponsored event, regardless of where the consumption or use has occurred

e. Administering drugs to individuals against their will and/or without their knowledge

The Presque Isle Police Department may be contacted for appropriate legal action by a University official, in any situation involving illegal drugs.

TOBACCO FREE
The University is a tobacco-free institution, prohibiting the use of any tobacco or non-FDA approved nicotine product, including smokeless tobacco and electronic nicotine cigarettes (e-cigarettes). This policy applies to all full-time, part-time employees, faculty, students, contractors, vendors, and visitors. The use of all tobacco and non-FDA approved nicotine products such as e-cigarettes are prohibited on all campus property owned or leased and the sidewalk adjacent to the campus. This includes in and around all buildings, common areas, and parking lots on the main campus as well as the Houlton Outreach Center and Skyway housing complex. Tobacco use is prohibited in all and any University owned or leased vehicles. Tobacco use is prohibited in any and all privately owned or leased vehicles while on University property.

Please see the Tobacco Free Campus Policy, for more information: www.umpi.edu/tobacco-free

DAMAGE AND VANDALISM
Students, Staff or Guests who vandalize University property will be charged for the cost of replacement or repair of the property, and will be subject to other sanctions as deemed necessary.
INSURANCE
The University of Maine at Presque Isle does not carry insurance for events or personal belongings, and therefore does not assume any responsibility for lost or damaged property. Groups are required to obtain event insurance for all events.

PARKING AND TRAFFIC
Parking passes are sent to visiting groups and these must be displayed on each attendee’s windshield.

The University reserves the right to tow vehicles if they are in violation of University Regulations or State Law; such parking violations include the following items (but are not limited to) obstructing snow removal, sidewalks, roadways, entrance ways, or parked in fire lanes, faculty/staff area, handicapped spaces, and/or other unmarked spaces. If you feel your vehicle may have been towed, please contact the Safety and Security office for more information. 207-768-9580

The University is not liable for any damage to vehicles that are operated in violation of University policy. The University will not be responsible for any damage done to vehicles on campus nor while a vehicle is being towed for violating University parking regulations.

Guests may park in any spot not designated for faculty/staff, visitors, or in any area otherwise designated for other individuals. An appropriate tag is necessary for parking in handicapped spots. Fire lanes will be strictly enforced. Parking in Emerson Circle, except in designated 15-minute spots, is prohibited due to fire regulations. All unattended vehicles may be ticketed and/or towed.

Driving on the pathways around campus is strictly prohibited exceptions may include University vehicles for business purposes, and emergency vehicles. Anyone found driving on the pathways will be ticketed and may lose their parking privileges, may face other student conduct or other legal action.

PHYSICAL VIOLENCE OR HARASSMENT
Physical violence or harassment of another individual will not be tolerated.

Since such behavior is in violation of the University Conduct Code, it could also result in disciplinary action under the Conduct Code or other legal action as deemed necessary according to the law.

WEAPONS
The possession and/or storage of weapons on University property is forbidden. "Weapons" include but may not be limited to firearms of any kind that propel a projectile, and knives used for cleaning, cooking, or hunting, and/or have a blade longer than 4 inches. Violation of the weapons possession policy will result in confiscation of the weapon and appropriate judicial action. Any questions, please contact the Director of Security and Safety. 207-768-9580
TELEPHONE DIRECTORY

If you are on campus you must dial 8 prior to calling off campus numbers.

Emergency Numbers
(8) 911 Police, Fire, or Ambulance 768-4000 Presque Isle Hospital

U.M. Presque Isle - main number
768-9400

Campus Personnel - Phone Extensions

Allen, Lea 9521
Ardell, Corazon/Cory 2106
Ball, Jennifer 9500
Barbosa, Mary Kate 9613
Beals, Damon 9569
Belair, Leigh 9440
Belanger, Nola 9540
Berube, Amy 9587
Blackstone, Barb 9415
Blaisdell, Alan Watson 9576
Boma, Courtney 9437
Boucher, Laurie 9512
Bowman, Jonathon 9477
Boyce, Caroline 9685
Breton, Zachary 9453
Bridges, Matt 9576
Brown, Cole 9619
Bruso, Dawn 2105
Bushey, Sarah 9744
Buza, Jennifer 9508
Cameron, Jessica 9536
Chang, Dr. Susan 9765
Chase, April 9614
Churchill Sydney 9470
Cole, Miranda 9582
Corriveau, Meagan 9438
Cote, Jamine 9510
Coyter, Sarah 9518
Crane, John 2100
Cummings, Jeffrey 9640/9641
Cushman, Shea 9433
DeCambre, Destin 9468
DeMerchant, Melissa 9462
Descene, Jennifer 554-4810
Dias, Rebecca 9465
Dionne, Sloan 9776
Dobbs, Michael 9689
Dorsey, Carolyn 9584
Dorsey, Kim 9651
Easler, Pamela 9450
Elliott, Dylan 9576
Emery, Stacey 9603
Feinstein, Larry 9498
Fletcher, Heather 9543
Foster, Lynnelle 9545
Furst, John 9478
Gavrilovski, Kristijan 9531
Gibson, Lorne 9598
Gordon, Alan 9473
Green, Daren 9650
Harding, John 9736
Haskell, Shawn 9461
Hassan, Rafiul 9627
Hathaway, Maxine 9576
Henderson, Jean 2103
Hernandez, Angelita 9593
Herzog, Tomasz 9429
Hester, Marteen 9529
Hodgkins, Deborah 9423
Hopkins, John 9738
Howlett, Richard 9576
Humphrey, Cody 9413
Jackson, Nancy 9524
James, Mitchell 9576
Jayasundara, Udaya 9483
Jenkins, William 9457
Johnston, Paul 9455
Johnston, Jason 9652
Jones, Kimberly 9459
Kan, Dan 9475
Kane, Gavin 9792
Kieffer-Till, Lydia 9502
Knight, Mark 9406
Lalonde, Dan 9626
Lambert, Barbara 9549
LeBlanc, Keely 9570
Leduc, Lisa 9436
Levesque, Alyre 9578
Lowman, Jacquelyn 9745
Madore, Danette 9618
Malenfant, Wendi 9435
Margeson, Alana 9554
Marston, Keli 9773
Masse, Kim 9577
Mastro, Linda 9586
Mazorow, Heather 9560
McDougall, Sandra 9506
McGinn, Carol 9693
McLaughlin, Linda 9740
McPherson, Ralph 9791
McPherson, Rowena 9604
McPherson, Shawn 9605
Moir, Joseph 9649
More, William 9576
Morrill, Allen 9595
Morrison, Brian 9474
Nichols, Nancy 9532
Nonken, Reed 9445
Nunez-Olmstead, Heather 9544
Papsadora, Matt 9678
Papsadora, Tracie 9542
Pelkey, Danielle 9513
Pierce, Nancy 9550
Piggee, Dan 9537
Rice, Rachel 9447
Rice, Pres. Raymond 9525
Richards, Michelle 2116
Roark, Deborah 9755
Robinson, Jay 9576
Rockwell, Tracy 2102
Roe, Judith 9446
Royer, Mark 9411
Saucier, Leo 9421
Sawhill, Betsy 9515
Sebold, Kim 9721
Senechal-Jandreau, Suzanne 9635
Sinko, Leah 9535
Sleep, Shannon 9503
Sleep, Tanya 9709
Smith, Christopher 9472
Smith, Lisa 9581
Soucier, Levi 9576
Soucy, Erin 9709
Strickland, Fred 9441
St.Pierre, Teri 9574
Stubbs, Steven 9580
Sutton, Donald 9576
Thibodeau, Stacy 9709
Thibodeaucorey, Kaitlin 9556
Traugh, Shawna 9422
Trombley, Denise 9520
Turner, William 9575
Udasco, Lisa 9558
ViSTA 9602
Wagner, Beverly 9427
Wang, Chenzeng 9412
Wasson, Ricki 9579
Weatherbee, Ericka 9732
White, Donn 9576
White, Susan 9533
Winslow, Jessica 9668
Woodman, Mark 9576
Woodman, Seth 9657
Zaborney, John 9409
Zuras, Richard 9403
### Campus Offices - Phone Extensions

**August 25, 2023**

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<td>Athletic Department</td>
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<td>Carleton Project</td>
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<td>Chancellor’s Office</td>
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<td>Communication Center</td>
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<td>Conf. &amp; Special Programs</td>
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<td>Cooperative Extension</td>
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<td>Counseling Center</td>
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<td>Dean of Students</td>
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<td>Facilities Management</td>
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<td>M-F, 7:00 am to 5:00pm</td>
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<td>Night &amp; Weekend Phone</td>
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<td>Sat-Sun: 24 hour/until 7:00am</td>
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<td>Honors Program</td>
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<td>Houlton Center Outreach</td>
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<td>Houlton Toll Free</td>
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<td>Housing &amp; Residence Life</td>
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<td>HR Campus Office</td>
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<td>Lost and Found</td>
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<td>Mail room</td>
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<td>Maine School Sc &amp; Math</td>
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<td>Media Relations</td>
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<td>MLT Program</td>
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<td>MEA</td>
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<td>UCU Campus Office</td>
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- Student Teaching: 9467
- The Learning Commons: 9644
- University Credit Union: 554-4808
- University Services: 9552
- Upward Bound: 9464

### Residence Hall RA’s & Front Desk

- Emerson Desk: 9713
- Merriman Desk: 9722
- Park Desk: 9702
- RA Emerson 109: 9714
- RA Emerson 117: 9715
- RA Emerson 201: 9716
- RA Emerson 216: 9717
- RA Emerson 301: 9718
- RA Emerson 315: 9724
- RA Emerson 316: 9719
- RA Emerson 327: 9485
- RA Merriman 203: 9720
- Ra Merriman 303: 9708
- RA Merriman 215: 9548
- RA Merriman 314: 9734
- Park Suite 1: 9471
- Park Suite 2: 9493
- Park Suite 3: 2074
- Park Suite 4: 2100
- RA Park 104: 9703
- RA Park 211: 9704
- RA Park 216: 9724
- RA Park 302: 9476
- RA Park 311: 9705
- RA Park 312: 9677
- RA Skyway 2/4: 2162