

HPL Visitor Housing User Agreement

This is your residential Contract with the University of Maryland Center for Environmental Science (UMCES) Horn Point Laboratory (HPL). It is a legal document binding you to its contents upon agreeing (signing). Before you obligate yourself to the terms and conditions, carefully read and understand this Contract. If you have any questions about the interpretation of this Agreement, please contact the Business Office at (410) 221-8335 for clarification before signing.

The University will furnish a space in a visitor housing unit and grant the resident use of the facilities in accordance with the Visitor Housing Guidelines (see below).

This Agreement grants authorization to use certain facilities for a particular period of time and does not establish or imply a landlord-tenant relationship between the resident and the University. The University reserves the right to amend these terms and conditions as warranted due to unforeseen circumstances or events beyond their control. When such amendments are made, residents will be given written notice in advance and provided the opportunity to cancel this agreement within a specified period of time.

This Agreement is effective on the date signed and expires upon the last date of occupancy. This Agreement may be terminated early only as provided herein.

Visitor Housing Guidelines. I have read the Visitor Housing Guidelines (below) and agree to abide by them:

- ☐ Yes
- ☐ No
- ☐ I request a waiver for _____

My Anticipated Length of Stay

First Day of Occupancy: _____

Day of Departure (Anticipated): _____

Payment Method. Cash and credit cards are not accepted. I will be paying for my room by:

- ☐ Grant – Provide Grant Number _____ or PI name _____
- ☐ Check
- ☐ Cashier's Check

This User Agreement is Accepted by:

Print Name: _____

Home Address: _____

Cell Phone Number: _____

Signature: _____

Date: _____

HPL Visitor Housing Pricing

In effect on October 1, 2025

Pricing for Visitor Housing Building and Marsh House Rooms

Single occupancy without bathroom (1 person/room)

- Daily - \$35/day
- Weekly - \$120/week
- Monthly - \$500/month

Single occupancy with half bathroom (1 person/room)

- Daily - \$40/day
- Weekly - \$145/week
- Monthly - \$560/month

Double occupancy (2 people/room)

- Daily - =\$25 each person
- Weekly - =\$95 each person
- Monthly - =\$380 each person

Pricing for Visitor Housing Building Apartments and entire Marsh House

- Efficiency Apartment A (not renovated) - \$190/Week, \$760/Month
- Efficiency Apartment B (renovated) - \$250/Week, \$1000/Month
- Entire Marsh House - \$400/Week, \$1600/Month

Payment Methods. If the room is being charged to a grant, the grant number must be provided. If you are paying for the room yourself, the method of payment is by personal check, money order (available at Walmart), or cashier's check (available from banks). Cash and credit cards are not accepted.

HPL Visitor Housing Guidelines

Overview and Objectives

These guidelines for visitor housing at Horn Point Laboratory (HPL), a research lab of the University of Maryland Center for Environmental Science, are intended to ensure that students and visiting scientists have access to temporary housing on a fair and supportive basis. The two visitor housing buildings – the Visitor Housing Building (open year-round) and the Marsh House (open during summer) – provide ample accommodation to meet recent demand. In the rare case of a housing shortage, these guidelines help ensure that those who need the housing most have access to it, such as those who have a disability or those with the least means to live off campus (e.g., without drivers license or car). In addition, these guidelines provide clear expectations for behavior that ensure safe, clean, and healthy living conditions for all visitors.

A. Reservations

1. Making reservations

- a. Faculty who are sponsoring a visiting scientist, postdoc, graduate student or undergraduate intern (outside the REU, HPOH, and EE programs) should:
 - i. email HPLVisitorHousingCommittee@umces.edu to let them know the person's name, start date, and length of stay and
 - ii. send the visiting scientists, postdoc, graduate or undergraduate student the [Visitor Housing Application Form](#) that should be filled out immediately upon learning a room is needed to ensure space is reserved for them.
- b. Program Coordinators of the REU, Horn Point Oyster Hatchery, and EE should request the number of rooms needed by February 1 and finalize room numbers by May 1.
- c. The Visitor Housing Committee Chair will send out emails quarterly to all-HPL reminding the community of the procedures for making Visitor Housing reservations and the link to the [Visitor Housing Application Form](#). The Visitor Housing Committee will include representatives from Housekeeping, Maintenance, FRAs, Students, and Faculty.
- d. Reservations should be made as far in advance as possible. For short term stays, at least 24 hours' notice is needed because last minute requests are not able to be accommodated.
- e. If a reservation needs to be canceled, email the HPLVisitorHousingCommittee@umces.edu as soon as possible.

2. Visitor Housing Building Apartments

- a. There are two studio apartments, each with a private bath and kitchenette (refrigerator, microwave, counter, and sink but no oven and no cooktop) and fixed windows. Access to the communal kitchen on the ground floor is available. The communal kitchen has pots, pans, dishes, and utensils. Communal washing machines and dryers are also on the ground floor. Parking is next to the building in the gravel lot.
- b. The apartments are intended for visiting scientists and postdoctoral researchers
- c. The expectation is that the visiting scientist/postdoc will use the apartment for up to one year before moving off campus, unless granted an exception to the maximum length of stay (see below).
- d. Priority will be given based on need, recognizing that arriving at HPL, and especially arriving at HPL from another country, can be challenging.
- e. Stays for short periods shall release the room for other residents.

3. Visitor Housing Building Rooms

- a. There are 12 rooms in the Visitor Housing Building, six on the ground floor and six on the floor above. Most rooms have two beds and fixed windows; three have single beds and fixed windows. Two shared bathrooms (sink, toilette, shower) are located on each floor. A shared kitchen space (with ovens, cooktops, and refrigerators) is located on the ground floor and residents are assigned shelves in the communal refrigerators and cabinets. The communal kitchen has pots, pans, dishes, and utensils. A communal washing machine and dryer are also on the ground floor. Parking is next to the building.
- b. The rooms are intended for undergraduate summer students and transitional living quarters for graduate students.
- c. Undergraduate students, especially REU, Horn Point Oyster Hatchery, and EE summer interns, have priority during the summer.
- d. Graduate students have priority during the fall, winter and spring semesters. The expectation is that graduate students will move off campus by May 1 each year to make room for the summer undergraduate students, unless granted an exception to the maximum length of stay (see below). The May 1 deadline provides time for the rooms to be cleaned before summer students arrive.
- e. Stays for short periods shall release the room for other residents.
- f. Priority will be given based on need, recognizing that arriving at HPL, and especially arriving at HPL from another country, can be challenging. In addition, priority room allocation will be given to HPL graduate students needing a room at the beginning and at the end of their graduate career. Staying in the Visitor Housing Building when students arrive is often necessary until they can find a rental off campus. Having access to space at the end of their graduate career may be needed when signing a long-term rental lease is not possible.
- g. HPL graduate students should not expect to use the Visitor Housing Building as a permanent residence.

4. Marsh House

- a. The Marsh House has one kitchen, four bedrooms, and one bathroom. There is a shared kitchen space (with an oven, cooktop, and refrigerators) and residents are assigned shelves in the communal refrigerators and cabinets. The communal kitchen

has pots, pans, dishes, and utensils. A communal washing machine and dryer are also on the ground floor. Parking is next to the building.

- b. The Marsh House is intended for use by Hatchery Interns and summer undergraduates.
- c. During the fall, winter and spring, the Marsh House will be winterized and closed unless the Visitor Housing Building is full and overflow space is needed. Closing the Marsh House during winter increases energy conservation and reduces personnel work load.

5. Exceptions to Maximum Length of Stay

- a. Exceptions can be requested from the Visitor Housing Committee on a case-by-case basis and with the intent of supporting the well-being of members of our community. Exception requests should be placed a minimum of three months before the end of stay to provide sufficient time for people to find housing off campus if there are more requests than there are rooms available.
- b. To request an exception for staying in the Visitor Housing Building over the summer, email the Visitor Housing Committee (HPLVisitorHousingCommittee@umces.edu) by February 1. The Committee will meet to evaluate requests and make recommendations to the Director for final approval.
- c. At other times of year, an exception can be requested by email to the Visitor Housing Committee (HPLVisitorHousingCommittee@umces.edu) no later than three months before the end of stay. The committee will evaluate the request and make their recommendation to the Director for final approval.

B. Check-In and Check-Out

1. Check-In

Instructions regarding room number, room key, and gate code will be provided prior to the day of arrival and after this Visitor Housing User Agreement has been signed. Acceptance of room keys constitutes official check-in.

2. Check-Out

When checking out, residents should email Housekeeping Laura Seabrease (Lseabrease@umces.edu) with the date of departure, then **remove food from the refrigerator and cabinets, remove belongings from room, tidy the room, empty the trash, and leave the room key in the room**. Failure to return the key prior to leaving will result in a charge of \$50. Unwanted items can be put on the recycle table in AREL or Coastal buildings. Anything left in the room will be considered abandoned property and given away.

C. Payments

For those residents whose housing fee is not covered by a grant, **payments will be due on checkout or, for stays longer than three months, every three months.** Invoices will be sent by email before the end of stay or every three months with cc to the HPLVisitorHousingCommittee@umces.edu. All payments are to be made by personal check, money order (available from Walmart), or cashier's check (available at banks) that should be made out to "UMCES" and delivered to Maureen Johnson in the HPL Business Office. Be sure to write the invoice number in the memo line of the check. Payments are considered late if not paid within 15 days of the invoice. Late fees are \$50.

D. During Stay

1. Fire Safety Regulations

DO NOT cook in rooms, smoke in rooms/apartments, burn candles or incense in the building, or tamper with smoke detectors or sprinklers. No portable cooking appliances are allowed in rooms/apartments unless already existing. Visitor housing fire and safety regulations are for everyone's benefit and must be observed. These include:

- a. Residents and guests must evacuate the residence immediately when the building fire alarm sounds.
- b. Tampering with the fire alarm horns, smoke detectors, sprinklers, pull stations, extinguishers, or other fire equipment is prohibited, and violators may be subject to judicial referral and/or arrest, and/or dismissal from the residence.
- c. The possession or use of firecrackers, firearms, ammunition, lighted candles/incense, open flame devices, and/or explosive material is prohibited.
- d. A resident may not store or maintain any flammable material within the residence.
- e. No resident shall alter or repair electrical equipment or fixtures, which belong to the University. Defects in electrical equipment should be reported to the facilities department to prevent possible fires.
- f. Fire alarm pull boxes and extinguishers are located in each building for emergency use only. If the glass on the pull box is broken, or if extinguishers are tampered with during a non-emergency situation, the residents will be charged the replacement cost.
- g. Residents should not overload electrical outlets or use multi-plug adapters. Multiplug adaptors/surge protectors can be used as long as not exceeding original outlet capabilities.
- h. Residents who commit serious fire safety violations (i.e., cooking in the room, burning candles, smoking in the room, tampering with smoke detectors) may be fined a penalty (at the discretion of the Visitor Housing Committee) in addition to any other sanctions allowed by the housing agreement.
- i. All rooms are equipped with wired fire alarms that automatically contact the fire department when triggered. In the Visitor Housing Building, the common kitchen and apartments also have battery-operated smoke alarms that will go off before the wired alarms to give notice to the person cooking to stop cooking and ventilate the area immediately. In the Marsh House, there is one independent battery-operated smoke detector that is located in the kitchen. In both buildings, the kitchen is the only location where cooking should take place.
- j. A fire blanket and fire extinguisher are in the common kitchen areas.

2. Security

Safeguard property and report suspicious persons.

- a. Residents should take precautions to safeguard property and are urged to lock their doors during periods of absence. During holiday periods, additional precautions should be taken such as removing valuables and small portable items; closing curtains, and unplugging appliances.
- b. The University is not responsible for items stolen from rooms, even if proper precautions are observed and a theft occurs. Any losses should be reported to the University by contacting HPLVisitorHousingCommittee@umces.edu as soon as possible.
- c. Residents should report any suspicious persons to Dorchester Sheriff Department (410-228-3333) or 911 (if an emergency) and then contact Maintenance at 410-221-8334.

3. Resident Responsibilities. The resident agrees to:

- a. Read and sign the Visitor Housing User Agreement with Guidelines without alteration.
- b. Comply with the University's immunization requirements and abide by the rules, regulations, policies and procedures established by the University, including the University drug and alcohol policies and the UMCEs Principles of Conduct (see fact sheet below).
- c. Conduct themselves in a manner that promotes a quiet, safe, and secure environment beneficial to the pursuit of academic goals as well as a respectful and supportive working environment for all staff, students, and visiting scholars. This includes refraining from disruptive/destructive behavior, behavior such as intimidation or harassment that threatens the safety, security, health, well-being, and property of others, threats to and/or interference with University staff in the performance of their duties, and making excessive noise.
- d. Be held accountable for their actions and those of their guest(s) and to ensure that roommates, if any, have access to and equitable use of the assigned space.
- e. Take reasonable action to protect the residence and property from reckless or negligent damage; refrain from encouraging or participating in activities that may cause damage; report damages, interrupted service, or need for repairs; and assist the University to identify individuals responsible for damage, theft, or loss.
- f. Abide by rules and regulations that include but are not limited to use of unauthorized cooking appliances, **no smoking within residence buildings, no flammable materials, weapons, fireworks or pets in the building**, no duplication and transfer of University keys, improper use of fire/safety or building security equipment, no subletting, selling or soliciting, and no threats to or interference with University staff in the performance of their duties. Violation of rules and regulations can be grounds for eviction.
- g. Maintain rooms/apartments and common spaces in clean and orderly conditions by:
 - i. not painting, wallpapering, putting up stickers, using command strips, or modifying rooms, doors, or furniture.
 - ii. only affixing pictures, posters, or other wall decorations to the cork strips on the walls. The use of nails, tacks, screws, tape, glue, or other adhesives directly on the walls, ceiling, wardrobes, woodwork, doors, or furniture is prohibited.
 - iii. notifying housekeeping of accidental spills on carpets in the Marsh House as soon as possible. Housekeeping will clean the affected area(s) at no charge when the resident(s) notify housekeeping within a reasonable period of time. Failure to provide this notification may result in a charge assessed for cleaning service.

- iv. consult with Housekeeping before putting decorations in common areas to ensure safety and compatibility with the facility (e.g., no artificial snow on windows).
- h. Assume financial responsibility for damage, theft, or loss caused by them or their guests if the University determines the resident/guest violated this Agreement or any University rule, regulation, policy, or procedure, or state or federal law. Administrative action by the University associated with the violation may range from a verbal or written warning to termination of housing.
- i. Complete check-out procedures (above) when vacating an assigned space, leaving the space and its furnishings in the same condition as when initially received, except for reasonable wear and tear.
- j. Only use personal electrical equipment authorized for use in individual rooms that include: televisions, radios, stereo equipment, gaming stations, personal hygiene devices (i.e., razors, toothbrushes), laptops/personal computer, printer, mobile phone, fans and/or humidifiers, clocks, hair dryers, and lamps.
- k. Agrees to NOT use the following in the buildings: wax warmers, incense/incense burners, bulbs that are not LED, George Foreman grills, hot plates, heat lamps, electric blankets, electric heaters, electric frying pans, griddles, mini refrigerators, toaster ovens, exterior antennas/personal routers, electric woks, smoking paraphernalia such as hookahs, vapes, other appliances that use great amounts of electricity to generate heat and/or are potentially unsafe.

4. University Responsibilities. The University will:

- a. Provide services described in this Agreement on a continual basis, although interruptions may occur by an act of God, availability of resources as determined by the University, maintenance activities, or other conditions that are reasonably beyond administrative control. Standards and levels of services are determined by the University. The University expects any disruption of services vital to the health and safety of residents will be restored within a reasonable amount of time.
- b. Furnish a space in a residential building and will grant the resident use of the facilities of the community in accordance with the terms and conditions specified within this Contract.
- c. Not discriminate in room assignments on the basis of race, color, creed, religion, sexual orientation, personal appearance, age, national origin, political affiliation, physical or mental disability, or any other protected classification, or on the basis of the exercise of rights secured by the First Amendment of the United States Constitution.
- d. Provide heat, air conditioning, water, electricity, internet connectivity (wired or Wi-Fi), remove trash from designated areas and clean common hallways, lounges, public areas, and bathrooms (except those located in resident units) on a scheduled basis.
- e. Provide to the resident: a bed, mattress, dresser, desk, lamp, and chair. Linens, towels, and pillows are provided with the expectation that the resident will keep them clean during their stay. No furniture is to be removed from the rooms. All furniture is to remain in the room and in the upright position for which it was designed. Students cannot bring additional furniture for the room.
- f. Provide regular cleaning of common spaces. Housekeeping staff will clean at least once a week, time permitting. Residents are expected to work together to maintain clean common areas at all times. Housekeeping's cleaning includes only the following specific areas:

- i. Common Use Bathrooms - Housekeeping will clean toilets, sinks and showers. You are responsible for cleaning and removing your personal hygiene items, especially in the bathrooms.
 - ii. Trash - Residents are responsible for removing all trash to the dumpster located next to the student parking lot as often as needed. For the Marsh House, use the trashcans located on the porch. These will be emptied by the housekeeping department.
 - iii. Common Areas - Housekeeping will periodically vacuum for normal messes/dirt in the kitchen, TV room, and hallways. They are not responsible, however, for cleanup after parties, cookouts or movie marathons. Again, residents are responsible for cleaning up after themselves, especially in the kitchen.
- g. Make repairs and perform maintenance in the residence halls and the resident's room through authorized personnel. Repairs to room or University furnishings will occur upon request or in accordance with the routine schedule. Repairs and maintenance activities shall be conducted under a system of priority scheduling based on the University's desire to provide a safe and healthy living environment. Residents are not authorized to make any repairs. Maintenance and Housekeeping staff are authorized to enter living areas to inspect physical conditions, to clean, or make repairs.
- h. Accommodate service animals. While pets are prohibited in residence halls, under both the Fair Housing Act and Section 504 of the Rehabilitation Act of 1973, persons with disabilities may request reasonable accommodation for an assistance animal (including an emotional support animal) or a service animal.
- i. Reserves the right to move residents from one space to another and to change occupancy numbers. The University reserves this right, even after the signing of a Residence Housing Agreement, for reasons including but not limited to the following: to meet the needs of a student with a disability if that space is occupied by a student who does not need that particular type of space; to meet its responsibilities to student health, safety, and well-being; to maintain, operate, close, or renovate facilities; to convert rooms for occupancy by the opposite sex; to consolidate residents for security reasons; and whenever the University determines in its sole discretion that such action is necessary due to residence hall space limitations or other exigencies. In the event the University exercises this right, the resident will be presented with several options, including but not limited to cancellation of the Residence Housing Agreement without financial penalty, or requesting reassignment to another location, if available.
- j. Reserves the right to enter rooms for purposes of (a) improvements, (b) maintenance, (c) recovery of University/State owned property which is not authorized for use in the assigned space, (d) fire and safety inspection, (e) suite and room inspection, (f) actions necessary to ensure the safety, health and general welfare of the resident or others, (g) the protection of University or student property, (h) in response to a reported incident of, or believe there is, serious physical or psychological distress or imminent danger to the room's occupants or contents. A resident's request for maintenance or repairs gives consent for room entry. The University will not use such entries and inspections as an opportunity to search a resident's room for other reasons for which consent, a warrant and/or probable cause are required.
- k. Will consider a resident's request for maintenance or repair as his/her consent for room/suite entry. While entry without notice may be necessary, attempts will be made to provide prior notification whenever reasonable. Only recognized law-enforcement

officers who have obtained appropriate legal authorization may conduct searches for contraband.

- l. Reserves the right to remove and dispose of any personal property remaining in a room following (a) termination or expiration of this Contract, and/or (b) the resident's separation by/from the University, and/or (c) the date the resident officially checks out of the room. A charge for costs incurred by such removal may be assessed to the resident.
- m. Agrees to provide the resident notice of the violation charged and an opportunity to present their version of the incident, when an allegation of a violation of a rule, regulation, or procedure is received and the review process is initiated. See Section E for further clarification.
- n. Reserves inherent authority to take prompt administrative and/or disciplinary action, including temporary suspension from visitor housing, and/or termination of this Agreement when, in the University's judgment, there is a reasonable basis to believe such action is necessary to protect the safety, health, property and/or well-being of the University community and/or the resident. Such action typically will result from a decision under University policy or procedures.
- o. Reserves the right, when individual responsibility cannot be determined, to hold residents collectively responsible for damage, theft, loss, or special service to University property, including common areas.

5. COVID

In the event of a COVID case in the Visitor Housing buildings, HPL will provide at no cost a package of 2 COVID tests and KN95 or equivalent face masks for anyone in visitor housing who wishes to make use of them. To ensure that an infected and a non-infected person do not share a bedroom, an empty room will be made available to the infected person at no cost. If no space is available at the Visitor Housing Building or Marsh House, then the uninfected person will be sheltered at a nearby hotel for the duration of the sickness (fever) at no cost to them.

6. Bed Bugs

If you suspect there may be bed bugs present in your room or in your luggage, please report it immediately to the Facilities Department via email to Jeff Miley, jmiley@umces.edu or by calling 410-221-8334. To reduce your risk of getting bed bugs, please keep your room as uncluttered as possible, keep clothes and cloth items off the floor, vacuum your room frequently, do laundry often (especially bedding), and dry laundry on the hottest setting. See the **Bed Bug Prevention** fact sheet below for more information.

7. Guests

Guests (including family members) are defined as anyone who visits a resident who has not signed a Visitor Housing User Agreement form and is a not designated resident. The maximum visitation period shall not exceed two nights for overnight guests. Residents may have only one guest at a time and should notify HPLVisitorHousingCommittee@umces.edu about their guest's name and duration of stay. Residents assume full responsibility for their guest's behavior and actions. See the **Guests** fact sheet below for more information. If a longer stay for a guest is requested, please contact the Visitor Housing Committee for review and guidance.

8. Additional Guidelines

Additional Guidelines include **quiet after 10 pm**, no smoking, do not adjust thermostats, do not block handicap parking, and store bikes, fishing and scuba gears in room or in designated spaces. See the ***Additional Guidelines*** fact sheet for additional information as well as information about parking, recycling, deck use, and fishing.

E. Incidents and Eviction

If residents or their guests do not follow the guidelines for safety, cleanliness, appropriate behavior, or payment, a verbal warning or email should be made to the resident and an email should be sent to the Visitor Housing Committee. If a second notice is necessary, it will be made via email to the resident with a copy to the Visitor Housing Committee and the resident's sponsor/adviser. The third breach of guidelines will result in a 30-day notice to leave visitor housing, sent via email with a copy to the Visitor Housing Committee and the resident's sponsor/adviser, and with approval by the HPL Director. Egregious behavior that is harmful to others can be subject to immediate removal.

Fact Sheets and Info for Posting in the Visitor Housing Buildings

- [UMCES Principles of Conduct](#)
- **Bed Bug Prevention Fact Sheet**
- **Guest Guidelines Fact Sheet**
- **Additional Guidelines Fact Sheet**
- **HPL Walking Trail Map**

UMCES Principles of Conduct

Updated 10 November, 2021

Principles of Conduct for the UMCES Community:

UMCES does not tolerate discrimination, harassment, or intimidation of any person or group on any basis, including race, ethnicity, religion, age, sex, sexual orientation, gender identity or expression, disability, national origin, citizenship status, socioeconomic background, position or title, political affiliation, caretaker status, or other characteristics. Accordingly, all members of the UMCES community should expect to be held to the following Principles of Conduct:

1. **Treat all members of the UMCES community with respect, fairness, and courtesy at all times.** Actively cultivate a work environment that is respectful, supportive, friendly, and free from harassment and intimidation. Your colleagues are people first and foremost. Physical and mental health, safety, and well-being are always top priorities.
2. **Conduct yourself in a professional manner.** Expect and require the highest professional and ethical standards not only from yourself but also from your colleagues, collaborators, mentors, and mentees. Hold one another accountable.
3. **Communicate openly and honestly** within UMCES, with outside colleagues and collaborators, and with the public.
4. **Critique output, not individuals.** Give constructive feedback with kindness and respect, and receive constructive feedback with an open mind.
5. **View challenges, setbacks, and criticism as opportunities for growth and learning.**
6. **Educate yourself on structural inequalities and recognize that many people face barriers to success that you yourself may not have encountered.** Learn about the role UMCES can play in dismantling these barriers and ensuring that everyone has opportunities to reach their potential academically, professionally, and/or personally without unnecessary hardship.
7. **Respect one another's cultural backgrounds and life experiences.** Remember that personal and societal circumstances, both outside and within the institution, affect individuals differently.
8. **Remember that your actions can inadvertently be injurious to others even if you do not intend them to be.** Intent does not mitigate impact. Behave towards someone whom you unintentionally harmed emotionally the same way you would respond to someone whose foot you accidentally trod upon; acknowledge the impact of your actions, apologize, and do better going forward.
9. **Be mindful and respectful of constraints on one another's time, both in and out of the workplace.** Everyone balances many duties and demands on their time. Set clear expectations for schedules and deadlines.
10. **Recognize the value and unique contributions of everyone within the institution, regardless of job description or seniority.**
11. **Be mindful of power hierarchies and consider how power imbalances can affect how people interpret your words, behaviors, and actions.**

Related UMCES Policies and Procedures

In addition to the UMCES Principles of Conduct, every member of the UMCES community is expected to fully comply with all policies as outlined in the Consolidated USM and UMCES Policies and Procedures ([link](#)).

Resources

When disagreements arise, UMCES recommends a three-tiered process:

1. Whenever possible, engage in honest and civil dialogue between the parties involved as a first step toward resolving disputes.
2. If attempts at resolution are not successful, or if guidance from a third party is necessary, report the situation to a direct supervisor or laboratory director, or to a designated Ombudsperson* who will facilitate resolution in an anonymous, confidential, and neutral manner.
3. If the first two suggestions do not resolve the issue or are impractical to undertake, individuals may engage with [UMCES Human Resources](#) or seek support from other offices including the [UMCES Title IX Office](#), or others as appropriate. Should a supervisor/director wish for additional input or guidance in resolving a dispute they are likewise encouraged to reach out to UMCES HR or the UMCES Title IX Office as appropriate.

* UMCES graduate students may consult the Graduate Student Ombudsperson in the [UMD Ombuds Office](#). UMCES is developing its own Ombuds Program which will be available to all members of the community; staff and faculty are encouraged to use the other resources listed in this document until that program is established.

Bed Bug Prevention Fact Sheet

ACTION: If you suspect there may be bed bugs present, please report it immediately to the Facilities Department via email to Jeff Miley, jmiley@umces.edu or by calling 410-221-8334.

UMCES Horn Point Lab is committed to an effective and organized response to assist students and faculty who suspect they might have bed bugs. We have established bed bug procedures and work closely with a licensed pest control service expert.

It is important to know that a bed bug infestation can happen to anyone. Bed bugs have become increasingly common with the number of reported infestations growing exponentially over the past decade. Bed bugs are great hitchhikers and can travel easily from place to place in luggage and personal belongings. Greater worldwide travel and mobility have contributed to increasing infestations.

What is a bed bug?

A bed bug is a very small wingless oval-shaped bug with a flat body, approximately the size of a lentil. It looks similar to a tick. Bed bugs are usually active at night. They do not transmit diseases, but they do bite to feed on blood. Bed bugs are rarely spread from person-to-person contact. Bed bugs tend to live in very small spaces, such as seams of mattresses, behind bed headboards and bed frames, in cracks and crevasses of walls and baseboards, in electrical outlets or electronics, in furniture and drawers, and in seams of curtains that touch the floor.

How are bed bugs discovered?

Bite marks are usually the first sign that bed bugs are present. Small, dark red or black spots on sheets or mattresses are also signs. Bed bugs multiply quite rapidly, increasing the probability that they move to other locations, such as adjoining rooms. If you suspect there may be bed bugs present, please report it immediately to the Facilities Department via email to Jeff Miley, jmiley@umces.edu or by calling 410-221-8334.

What does HPL do to get rid of bed bugs and help those affected?

The Facilities department will contract with a licensed pest control company to examine the affected area(s) and provide a professional opinion on how to proceed, either via chemical or heat treatment.

Facilities will also coordinate a temporary room for the resident during the duration of this process. Specific instructions will be given for the resident to follow, such as how they need to prepare their personal belongings and what they need to leave or take.

How can I reduce my risk of getting bed bugs?

Taking some precautions can help to give you a piece of mind, and make it easier for Facilities and pest control companies to do their jobs should an outbreak occur:

- Keep your room as uncluttered as possible.
- Keep clothes and cloth items off the floor.
- Do laundry often, especially bedding, drying on the hottest setting.
- Vacuum room frequently.

Guest Guidelines Fact Sheet

Guests (including family members) are defined as anyone who visits a visitor housing resident who has not signed a Visitor Housing User Agreement. The maximum visitation period shall not exceed two days for overnight guests. Residents may have only one guest at a time.

Resident Responsibility

Residents are responsible for the actions of their guests and for ensuring guest's compliance with University regulations, code of conduct, and visitor housing guidelines.

Occupants must inform their guest that should circumstances and/or incidents arise in which their guest is in violation of laws or University policies, the guest can be held liable for civil action. Should the host not make every reasonable effort to ensure the guest's compliance with University policies and regulations, the host may be subject to disciplinary action.

Hosts must show proper concern for the rights of roommates.

Guest Responsibilities

Guests must abide by all University regulations, code of conduct, and visitor housing guidelines while on campus.

It is the responsibility of guests to familiarize themselves with these policies, code, and guidelines through their hosts.

Additional Guidelines Fact Sheet

Fire Alarm. In the event the **battery alarm** goes off in the kitchen and the situation is minor and controlled (e.g., smoke from the oven), a fan can be used to disperse the steam/smoke. If the **building alarm** goes off and the situation is minor and has been controlled, please call the Central Station Monitoring at 1-800-356-2222 to report that there is no fire emergency and first responders are not needed. If the building alarm goes off and there is no activity in the kitchen or if there is any smoke or flames that are not controlled, **all should evacuate immediately**.

Quiet. The walls and floors are hollow. You will be surprised and possibly annoyed by the amount of noise that people can make just by walking around. **Tread lightly late at night, close doors softly, and keep TV and stereo volumes down after 10:00 pm.** There are two apartments directly on the other side of the VERY thin wall where the TV set is located. Please be respectful of the noise level (including outdoors between the dorm and the cove, where the apartment windows are located) after 10:00 pm so everyone has a chance to get adequate, well-deserved rest.

No Smoking. All buildings on campus are non-smoking. This is State law. Smoking is permitted on the deck, where a sand bucket for cigarette butts is provided. Do not dispose of butts in the grass, deck or parking areas.

Temperature. Do not adjust the thermostats. If the temperature in your room is uncomfortable, contact Maintenance (410-221-8334, 24-hour answering service) and let them know so that the problem can be addressed.

Parking. Parking is free and is available in the gravel lot off the side of the Visitor Housing Building. No special parking stickers are required. The entire cement area near the kitchen entrance is HANDICAPPED parking only. This is state law, so please refrain from occupying this space for any reason as well as blocking the driveway leading to the handicap parking space.

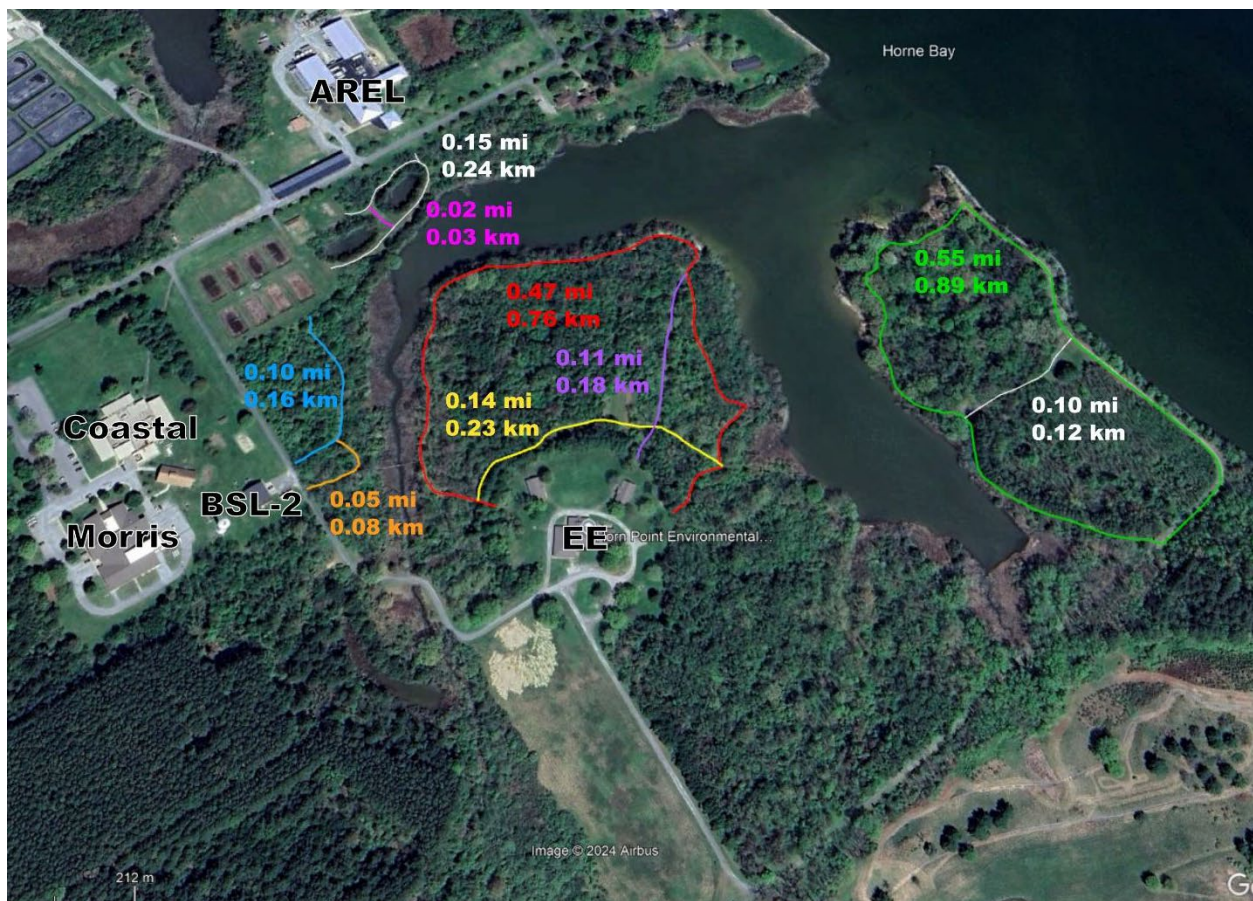
Bicycle Storage. Several bicycle racks are located throughout the campus to safely secure your bicycles. At the Visitor Housing Building, bikes can be parked undercover on the walkway of the ramp entrance as long as they do not block access to the ramp and doors. Any bikes that cannot be accommodated in this area must be parked on the grass, or in individual dorm rooms.

Deck. The deck is available for all residents to sit and enjoy the view. Please keep the deck and deck furniture clear of sporting equipment so that it is free for the resident's use. Dive gear should be stored in individual guest rooms. If you need to dry out wet suits, booties, gloves, towels, etc., drape them over the railings around the visitor housing overnight (or into the next day if necessary) but do not use the deck and deck furniture as long-term storage.

Fishing. Fish need to be cleaned outside, and all fish byproducts and waste (scales, bones, skin, guts, heads, etc.) must be disposed of in bags and placed in the dumpster or thrown back in the water. All fishing equipment should be stored in your room.

Recycling. Recycling bins are provided and located on the front porch. Be sure all items are rinsed clean and free of food or beverage residue so that recyclables do not attract racoons or other critters. Please DO NOT leave recycling on kitchen counters.

HPL Walking Trail Map



Many thanks to Catherine Fitzgerald for this map.