

2019-2020

Booth University College

RESIDENCE HANDBOOK



BOOTH
UNIVERSITY
COLLEGE



BOOTHUC.CA

EDUCATION FOR A BETTER WORLD

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Welcome!

On behalf of the Student Services staff at Booth University College (Booth UC) let me welcome you to your new home for this academic year! I trust that as you engage in this community you will build some great friendships with others who are on a similar journey of learning and discovery. For those who are returning to our Booth UC Residence community after the summer break, "Welcome Home!"

Community living can be one of the best experiences of your time at Booth UC. It will also require you to step out of your 'comfort zone' and invest in the lives of others. This experience is what you make of it... so find some new friends, try some new activities, and become involved in residence life. You won't regret it!

While we want you to be comfortable and 'at home' during your stay in Booth UC Residence, we also want you to respect others around you so that everyone can have a positive living experience while here. Understanding our collective community living expectations will help you to know some basic guidelines that will promote healthy and positive relationships among residents. These expectations are summarized in this Residence Handbook, but if you have any questions or concerns, please come to speak with one of our Student Services staff.

Sherilyn Burke, Student Services Assistant and Receptionist: You can't miss seeing Sherilyn's welcoming smile as you come into the Booth UC Waldron Building. Sherilyn keeps everyone informed and up to date with Booth UC activities through the Student Services Information Desk. You are also able to pay fees, load photocopy and laundry cards, purchase Booth gear and obtain items like bus passes and used textbooks all through Sherilyn. Contact info: Sherilyn_Burke@BoothUC.ca

Derek Loepky, Student Services Coordinator: You will often see Derek walking around the campus, putting up posters, talking with students, and coordinating various student activities and events. Derek manages the Booth UC Residence and serves as the primary support for Residence Assistants. You can talk to Derek about anything related to your Residence experience, from pool tournaments to policy concerns and everything in between. Contact: Derek_Loepky@BoothUC.ca

Tim Plett is our Spiritual Formation Coordinator. If you enjoy singing or playing a musical instrument, talk to Tim about participating in our weekly Booth UC Community Gatherings. Even if music isn't "your thing" you'll find Tim to be someone who is a great listener and who offers good perspective on life circumstances. He is available Mondays and Wednesdays in his office located on the 3rd floor of Waldron Building. Tim welcomes conversations with students of all belief backgrounds. Contact: Tim_Plett@BoothUC.ca.

Darla Thiessen/Academic Learning Centre (ALC): Students who are serious about doing well in their academic program will seek out help in the Academic Learning Centre. A team of tutors will help you navigate your course syllabus, understand how to correctly reference your sources and complete assignments to assist you in your pursuit of top grades! You'll find the ALC in the basement of the Waldron Building. Contact Darla_Thiessen@BoothUC.ca.

As for me, I welcome you to stop by my office to introduce yourself. My priorities are to ensure that you have a positive, healthy, successful and overall awesome experience here at Booth UC. Welcome to our community! I look forward to spending the year with you.

Rhonda Friesen

Dean of Students

Rhonda_Friesen@BoothUC.ca

Meet your Residence Assistants (RAs)



Marissa Peacock

Hello! My name is Marissa Peacock, and I am a fourth year Social Work student here at Booth. Whether you are returning or new, I'm super excited that you've decided to make Booth your home! One thing that I have grown to love about Booth is the friends I have made in Residence, and I hope this is something you can find as well! I really hope that I can help to make your transition as easy as possible. So, if there are any questions I can answer about school, the city, or what Subway is the best one to go to, please don't hesitate to reach out! I'm excited to get to know you all –let's have an awesome year together!



Stephanie Sowa-Rajotte

I am so excited to have been chosen to be a Residence Assistant for this academic year of 2019-2020. I look forward to meeting the new faces that choose to make Booth home and seeing the returning students once again. This year I hope to make residence a little community where we can relax and have fun during the school year. If you have any question or need help don't hesitate to come see me.



Josh Tampai

Living on campus can sometimes be daunting. If you're living on campus, it's a good chance that you're living away from home, and therefore you're missing out on your mum's cooking, your dad driving you around and much more. However, campus life shouldn't be sad. You get a chance to make your own family with the people who share a similar experience with you, especially with international students like me. My goal is to make Residence as close to home as possible, and at the same time make it fun and exciting... because University can be stressful too. I look forward to doing that this coming year!

1. Community Living

1.1. Community Living Agreement

Community living is a shared responsibility that requires commitment and accountability between Booth University College student residents, staff and occasional tenants renting rooms through special contracts. It is good for everyone to have a clear understanding of the Community Living Standards at Booth University College. The Community Living Agreement (see Appendix A) identifies the specific expectations for each Residence community member.

By signing the Community Living Agreement, student residents agree to abide by the terms and conditions outlined in this Handbook. Violation of these expectations constitutes grounds for disciplinary action. All residents must sign the Community Living Agreement prior to acceptance into Booth University College Residence.

The Community Living Agreement applies during the occupancy period of August 31, 2019 – April 27, 2020. The occupancy period excludes the Winter Break between terms in December, as indicated in Appendix B. We hope every student will read it over carefully and keep it handy for reference through the year. Should students have any questions about the Community Living Agreement, please contact the Student Services Coordinator at Derek_Loepky@BoothUC.ca.

1.2. Community Living Goals

1.2.1. Respect

- Treat other people's space, interests, opinions and feelings with respect and tolerance; treat others in the way you would like to be treated yourself.
- Show kindness whenever possible.
- Be quick to listen with compassion and understanding, slow to speak with anger.
- Assume the best about others; respect diversity and the right that others have to see things differently than you.
- Before confronting someone about a wrong, try to see the situation from their perspective first; always use respectful language regardless of the topic of discussion.
- When disagreements arise, speak directly with the individual with whom you have the disagreement; do not speak to others about the disagreement unless they are in a position to help resolve the conflict.

1.2.2. Engagement

- Satisfying residence relationships start with individuals who decide to participate in events and activities that build healthy community—be a joiner!
- Take the first step in getting to know others in residence; be a friend to others and you will have many friends to turn to when you need them.
- Include others in your conversations and activities; do not shut out people who are different from you.

1.2.3. Personal integrity

- Be truthful and honest in both small and big concerns

- Observe modesty, purity and appropriate intimacy in all relationships
- Maintain cleanliness and care for your living environment; remember that others share this residence space!
- Exercise careful judgment in all lifestyle choices, and take responsibility for personal choices and their impact on others
- Practice responsible citizenship, taking care to build others up, protecting personal and institutional property, and abiding by Booth University College policies.

1.3. Compliance with Regional Laws

1.3.1. The resident and Booth University College will abide by all applicable Federal, Provincial, and Municipal laws.

1.3.2. Non-application of the Residential Tenancies Act

According to Part 1, Section 3(1)(g) of the *Residential Tenancy Act* of MB, the Act does not apply to “living accommodation provided by an educational institution to its students”, such as those provided by Booth University College.

2. Admission to Residence

2.1. Eligibility

To be eligible for residence at Booth University College the applicant must meet one of two criteria:

- 1) Be students of Booth University College for the duration of their occupancy, or
- 2) Be a student of another academic institution for the duration of their occupancy.

Students of other institutions are invited to apply for residence at Booth University College through our University Housing Program. This application can be found at

<https://www.boothuc.ca/wp-content/uploads/2014/08/Application-University-Housing-2016-17.pdf>.

2.1.1. Eligibility of Minors

Students who are under the age of majority in Manitoba (18 years of age) are required to have a legal guardian sign their Community Living Agreement to accept responsibility for the Community Living Agreement until the student’s 18th birthday.

2.2. Application Requirements

Students of Booth University College who wish to live in residence must submit a residence application through their account on my.BoothUC.ca. Any questions regarding the completion of this application can be directed to the Admissions department at Booth University College (Admissions@myBoothUC.ca). The Student Services Coordinator will notify students that their application to residence has been received.

Once a student’s application has been approved they will receive a written confirmation of their acceptance into residence from the Student Services Coordinator. Upon acceptance to the Residence, students will receive a formal room offer.

2.3. Room Offer

A room offer will be sent to the student when their Residence application has been approved. The offer will include a copy of the Community Living Agreement for the student to review, the amount of their room deposit, and a deadline by which the student must accept the room offer. Students who do not accept their room offer by the date provided will be placed on a waitlist and will not be guaranteed a room in residence.

2.3.1. Room/Floor Assignments

The Residence floors at Booth University College are divided by gender (male/female). Students will be accommodated on the appropriate floor according to the gender stated on their Booth UC student record.

2.4. Offer Acceptance

A room offer will be considered accepted when the student has submitted a signed Community Living Agreement and has paid the balance of their room deposit.

2.5. Community Living Agreement

The terms of the Community Living Agreement will be sent to the student with their room offer. Changes to the duration of occupancy can be made in compliance with Sections 2.13 and 2.14 of this Residence Handbook.

2.6. Occupancy

Booth University College rooms are designated as either single or double occupancy, and the room type will be indicated in each student's Community Living Agreement. Only the student(s) listed on the Community Living Agreement are allowed to sleep in the room overnight. Only the student to whom the room offer was made has the right to access and occupy the assigned room. The occupancy period is outlined in Appendix B of this handbook.

2.7. Move-In Procedures

Move-in for the Fall Semester is scheduled for the morning of Saturday, Aug. 31st, 2019. Residents should plan arrive on campus and move into their rooms during this time. Further details regarding Residence Orientation and other programming will be sent via email to residents to assist in their move-in planning. A Room Condition Report (Appendix H) will be completed with Booth University College staff prior to moving in.

Information regarding move-in for the Winter Semester will be emailed to new incoming residence students in advance of the January move-in date.

2.8. Residence Fees

Residence fees and payment due dates are outlined in Appendix C of this handbook. Residence fees are payable in full at the beginning of each semester.

2.9. Meal Plan

All residents are required to participate in a meal plan while in Residence at Booth University College. The meal plan consists of 5 suppers provided per week (Monday-Friday) and a declining balance of \$800 per semester for lunches which is reflected in the resident's Bistro account. Residents are responsible for their own meals on the weekends. No refunds are given on unused balances at year end.

The Bistro is operated under the direction of the Hospitality Services Manager. Any questions or concerns regarding the Bistro or menu items should be directed to the Hospitality Services Manager. Your student ID card may be required as proof of identification at meal time for service. Lunch is to be ordered off of the Bistro menu. For supper, a set meal will be prepared. Residents are able to order off the menu at supper time, but at additional cost outside of the pre-paid lunch/supper meal plan. Menus and prices are posted in the Bistro and on the Campus Life section of the website.

If for any reason a resident cannot attend a meal, Hospitality staff are able to pack meals for take-out. It is required that a packed meal form is filled out a day in advance so that preparations can be made. If a resident would like a peer to pick up their meal, they will need to indicate who is authorized to pick up their meal on the packed meal form.

2.10. Deposits & Room Reservations

2.10.1. The deposit amount reserves a room in residence for the student, and is kept in the student's account for the duration of their stay in residence as a damage deposit. For double occupancy rooms, cleaning fees and damage charges will be shared equally unless a degree of responsibility can be determined.

2.10.2. Booth University College Students

A deposit amount of \$300.00 is required for living in residence. For students who are eligible for residence in the following academic year, this amount will be used to hold a room for them over the summer break. If there have been any deductions made to the deposit amount due to fines or damages, the amount will need to be restored to the full deposit amount before a room will be held for the student.

At the end of the Residence Contract when students are not returning to residence for the following academic year, the deposit amount (less any applicable fines, fees, and/or damages) will be refunded to the student's account. At this time, any surplus in the student's account can be refunded to the student.

2.10.3. University Housing Students

For University Housing students who wish to pay their residence fees in full at the beginning of each semester, a deposit of \$300.00 is required.

For University Housing students who wish to pay their residence fees on a monthly basis, a deposit equivalent to one month's residence fees is required.

This deposit is kept in the student's account for the duration of their occupancy period. At the end of the occupancy period, the deposit amount (less any applicable fines, fees, and/or damages) will be refunded to the student. To receive their deposit refund, the student must provide a forwarding address to Booth University College so that a refund cheque can be mailed to them.

2.11. Room Changes

All room change requests are subject to approval by the Student Services Coordinator and will only be considered in exceptional circumstances.

2.12. Residence Confirmation Deadline

The Residence Confirmation Deadline is May 1st. Prior to this deadline residence students have the opportunity to withdraw their residence application and receive a 50% refund on their residence deposit.

Students who withdraw their application after this deadline, but prior to the commencement of the occupancy period forfeit their room deposit.

2.13. Contract Termination

2.13.1. Contract Termination Fee

In the event that a Residence Contract is terminated, either by the individual or the institution, a \$400.00 Residence Contract Termination Fee will be applied to their account.

2.13.1.1. Appeal of Contract Termination Fee

Residents may submit an appeal in writing to the Student Services Coordinator. Appeals will be considered on a case by case basis in consideration of the following:

- Incorrect application of policy
- Extenuating personal or familial circumstances, including medical emergencies and bereavement

2.13.2. Termination During the Occupancy Period

Termination of the Residence Contract after the commencement of the occupancy period will result in the termination fee being applied to the resident's account.

2.13.3. Termination between Fall and Winter Semesters

Residents who wish to terminate their Residence Contract for the Winter semester are required to submit a Contract Termination Form on or before November 29th, 2019. Residents who submit this form on or before this date will not be charged the Residence Contract Termination Fee. For residents who submit the form after this date, the Residence Contract Termination Fee will still apply.

2.13.4. Refund of Residence Fees

Following contract termination according to the terms stated above, a refund will be available at 100% of the prorated amount less any applicable fines, fees, and/or damages that are owing on the student's account.

2.14. Eviction (Termination by the Institution)

Significant violations of the terms and conditions set out in this Residence Handbook by the resident may result in eviction. Grounds for eviction may include:

- Non-payment of residence fees
- Severe or multiple violations of community standards and /or safety standards (outlined in sections 2 and 4 respectively)
- Non-compliance with eligibility criteria

2.14.1. Non-Payment of Residence Fees

Students can check their outstanding balance at any time by logging into their Student Portal (portal.boothcollege.ca/netclassroom7).

Students are required to pay their residence fees in full by the fee payment deadline (as stated in the Academic Calendar) or to speak with the Assistant Registrar regarding fee payment and have a payment plan in place within 2 weeks of the deadline. Any resident student who has an outstanding balance and has not made fee payment arrangements with the Assistant Registrar OR who has defaulted on their arranged fee payment plan will be issued a Residence Contract Termination Notice.

Any resident who has received a Residence Contract Termination Notice will be required to return their residence cards, fob, and keys and move out of residence within 48 hours. In any cases where a Residence Contract Termination Notice has been issued, the Resident's incident deposit will be forfeit.

2.15. Move-Out Process

Within 12 hours prior to moving out of residence, the resident must clean their room satisfactorily and review the Room Condition Report (Appendix H) with either a Resident Assistant or the Student Services Coordinator. Resident's must book an appointment to review their room condition in advance. Any assessments for damage above the room incidental deposit must be paid before leaving the Residence. Students that move out of the residence without having their room checked by the Student Services Coordinator will forfeit their room damage deposit and may be subject to further assessments. The parameters for satisfactory room cleaning will be provided to each resident in the form of a Room Cleaning Checklist. Any room that is not cleaned satisfactorily will be subject to additional cleaning charges as outlined in Appendix D of this contract.

2.16. Liability

Booth University College is not responsible for loss of, damage to, or theft of personal belongings. The resident is solely responsible for any damages to property not owned by Booth University College.

2.17. Unforeseen Circumstances and Residence Service Interruptions

In the case that Booth University College is unable to fulfill its obligations due to forces beyond its control, an alternate room will be provided (subject to room availability) or the student will be provided with a prorated refund of residence fees (less any outstanding fees owing) for the remainder of the resident's occupancy. Except as specifically provided herein, Booth University

College will not be liable for damages, losses, or its inability to provide the contracted services and room.

2.18. Tenant Insurance

Booth University College does not provide tenant insurance to cover any loss to personal property of student residents. Residents who require tenant property insurance are encouraged to purchase this insurance through private insurance providers.

3. Enforcement & Discipline

Living in Residence is a shared responsibility. You are part of a community and your actions will have an impact on others, whether for good or for harm. This is why we are careful to communicate clearly the consequences you should anticipate if you choose to act against the Community Living Standards set out in Section 4 (below).

3.1. Objectives of Enforcement

Booth University College upholds a strong commitment to the Christian ethos of Restorative Justice as it is found in Scripture. As such, our disciplinary practices seek first to mend broken relationships and restore respect and harmony to the community. We strive to practice empathy, patience, compassion, and forgiveness in a way that brings healing and provides for the safety of our students and the broader Booth University College community.

Breaches of the terms of this Residence Handbook are dealt with through a variety of mechanisms depending on the severity of the incident. Any sanction that is applied against an individual is applied for a number of purposes, including but not limited to changing behaviour, restitution for damages or cleaning, reparation of harm to the community, and protecting the safety of the individual or others.

Considerable care is taken to ensure that any resident who has been accused of a violation is treated in a fair and just manner. Accordingly, the disciplinary system is designed to be both flexible and accountable.

3.2. Discipline Process

The discipline process for minors differs slightly from the discipline process outlined below. The discipline process for minors can be found in Appendix K.

When a Community Living Standard is violated, the incident should be brought to the attention of the Student Services Coordinator, who will initiate an appropriate investigation of the incident. These investigations will include contact with the individual(s) involved to set up a meeting and discuss details of the alleged incident; witness statements may also be taken. If the individual(s) does not meet with the Student Services Coordinator within five (5) business days of being contacted, their right to provide their account of events relating to the incident may be forfeited at the discretion of Booth University College. A written incident report will be completed and the individual(s) will receive a copy of relevant incident materials to accompany a written statement of any disciplinary decision that has been made.

NOTE: This timeframe may be reduced or eliminated at the discretion of Booth University College in cases where the safety and wellbeing of others is at risk.

3.3. Violation Levels & Disciplinary Actions

Repeat offences at any level may be considered at an increased level of violation, and may incur more serious disciplinary action as a result.

3.3.1. Level 1 Violations: Informal warning

Level 1 violations are the least dangerous and least severe violations. They commonly apply to actions that interfere with the rights of another as it regards cleanliness and peaceful use of residence spaces.

Level 1 violations are normally handled by the Student Services Coordinator who may issue a verbal or unofficial written warning. Discipline actions imposed may require an apology from the perpetrator, community service, payment for damaged property, fines, or other similar level of action determined by the Student Services Coordinator.

3.3.2. Level 2 Violations: Formal warning

Level 2 violations are an increased level of severity in comparison with a resident's first level 1 violation. They pose risks to the safety and security of residents and their property.

Level 2 violations are normally brought to the attention of the Student Services Coordinator, who will meet with the individual(s) involved to review relevant policies stated in the Residence and Student Handbooks, and who may issue an official written warning upon approval from the Dean of Students. An official written warning may include notice that future violations could result in probation, suspension, or possible eviction from the BoothUC Residence. There may or may not be miscellaneous consequences in addition to the official warning.

3.3.3. Level 3 Violations: Probation

Level 3 violations are also those violations that compromise the integrity and wellbeing of Booth University College or its residence community, contravene Booth University College policy, or indicate repeated, willful continuation of a previous Level 1 or 2 violation.

Level 3 violations are normally handled by the Dean of Students, who will review the case and may take steps to place the student on Residence Probation. While on Residence Probation, the student remains living in Residence with the understanding that further violations of the Residence Handbook or Student Handbook standards would likely result in Suspension from the Residence. Probationary status does not allow a student to participate in Booth University College extra-curricular activities or in student leadership positions. Probationary status may extend for one or two semesters.

3.3.4. Level 4 Violations: Suspension

Level 4 violations are those violations that compromise the safety and security of self or others; compromise others' personal property or the property of Booth University College;

attack the dignity and/or integrity of others; or violate municipal, provincial, and/or federal laws.

Level 4 violations are normally handled by the Dean of Students, who will document the case and seek approval from Booth University College administration to temporarily Suspend the student from the Residence. Suspension can last for up to two semesters. While Suspended, the student will be required to move out of Residence until a decision is made regarding whether the student will be allowed to live in Residence in future semesters. Prior to returning to Residence, the student must prepare a case in writing, and meet with a committee established by Booth University College administration to demonstrate resolution to refrain from further violations of the Booth University College Residence and/or Student Handbooks.

3.3.5. Level 5 Violations: Expulsion

Level 5 violations are the most severe discipline category, representing actions that directly threaten the personal health and safety of others within the Booth University College community, cause irreparable damage to Booth University College's reputation, or violate municipal, provincial and/or federal laws.

Level 5 violations are normally handled by Booth University College senior administration. Upon receiving a documented case that has been investigated to the satisfaction of Booth University College administration, action may be taken to expel the student permanently from either the Residence only, or from Booth University College in its entirety.

3.4. Discipline Levels Applied to the Residence Handbook

Discipline levels for the Community Life standards and Facilities standards listed above, as well as those listed in the Student Handbook are as follows:

Section 4: Community Standards

- 4.1 Floor Meeting Attendance (Level 1)
- 4.2 Cooperation with Staff (Level 1-5)
- 4.3 Cleanliness (Level 1-2)
- 4.4 Keys, Cards & Fobs (Level 2-4)
- 4.5 Noise (Level 1-2)
- 4.6 Animals in Residence (Level 1-3)
- 4.7 Pranks, Raids, & Hazing (Level 2-5)
- 4.8 Theft & Removal (Level 2-5)
- 4.9 Trespassing & Unauthorized Entry (Level 1-3)
- 4.10 Visitors in Residence (Level 1-5)

Section 5: Facilities

- 5.5 Repairs & Alterations (Level 2-4)
- 5.6 Damage & Destruction of Property (Level 1-5)
- 5.7 Reporting Maintenance Issues (Level 1)
- 5.8 Fire Safety (Level 4-5)
- 5.9 Tampering with Life Safety Equipment (Level 4-5)

Non-academic Misconduct (Student Handbook)

Offensive Language & Respectful Environment (Level 1-3)

Alcohol & Marijuana (Level 2-5)

Substance Abuse & Illegal Drugs (Level 2-5)

Smoking & Vaping (Level 2-3)

Discrimination, Harassment & Bullying (Level 2-5)

Dangerous Materials & Weapons (Level 4-5)

Dangerous or Violent Behaviour (Level 4-5)

Pornography, Graphic Material, & Other Sexual Misconduct (Level 2-5)

3.5. Appeals Process

The reasoning for an appeal must be based on one of the following grounds:

- Bias or unfair treatment
- Procedural error
- The Sanction is not a logical consequence of the Violation
- New information/evidence has been found

The process for appeals is in accordance with the Community Accountability and Discipline policy as outlined in the Student Handbook.

4. Community Living Standards

Residence students are required to comply with all Community Life Standards as stated in the *Student Handbook*. Student residents should refer to the *Student Handbook* for Booth University College policy information related to Respectful Environment (bullying/cyberbullying, conflict, harassment, offensive language and sexual conduct/ sexual assault) and Health and Safety (scent free campus, alcohol, drugs (including marijuana), smoking, vaping, dangerous/violent behaviour, and weapons/dangerous items).

In addition to these standards, residence students are also required to comply with all Community Living Standards listed below.

4.1. Floor Meeting Attendance (Level 1)

Residence Floor meetings will be held throughout the semester for both Booth and University Housing students. Floor meetings serve to build the residence community, attend to any minor issues, and ensure clear communication on housekeeping matters. These meetings also serve as a forum, at which the residence students can raise their concerns to their peers, the Resident Assistants, or the Student Services Coordinator.

Attendance is mandatory. If a resident does not attend the meeting without receiving permission from the Resident Assistant in advance, the student will incur a level 1 violation and subsequent disciplinary action may be taken. If a resident does receive permission to be absent, that student must make time to meet with the Resident Assistant to find out what information they have missed. Students are responsible to know and act in accordance with the information presented at these meetings.

4.2. Cooperation with Staff (Level 1-5)

Residents and visitors are expected to cooperate with staff members, including but not limited to Student Services staff, Facilities staff, Resident Assistants and emergency personnel. This

cooperation ensures that business runs smoothly and serves to enhance the student experience at Booth University College.

Failure to cooperate or comply with requests with staff members will not be tolerated.

Failure to cooperate with staff includes but is not limited to the following:

- Lying or misleading staff members
- Obstructing or interfering with any investigation
- Acting inappropriately or in a hostile manner towards staff
- Harassment or abuse of any staff member
- Noncompliance with verbal or written instructions and requests

4.3. Cleanliness (Level 1-2)

4.3.1. Common Areas

The common areas (lounges, kitchen, etc.) are available for the use of all residents. We rely on our residents to show courtesy to each other, and in that spirit of mutual respect we maintain specific standards for our common areas to ensure that they are clean and ready to be used by all residents. They are as follows:

- Personal belongings (dishes, cutlery, cups, etc.) are to be kept in the personal cupboards
 - Dishes, cutlery, cups, etc. are not provided. Students are required to provide their own.
- No dishes, cutlery, cups, etc. are to be left out or in the sink. Any item left in the sink will be thrown out after 24 hours
- Food, condiments, beverages, etc. in the fridge are to be labeled
- No food or drinks are to be left out in the open and will be thrown out within 24 hours.
- No trash is to be left on the furniture or on the floor
- No shoes or articles of clothing are to be left in the Common Area
- The Furniture is expected to be clean and free of food and/or spills
- The sink and counter area is expected to be kept clean and clear
- Washrooms are expected to be kept tidy and bins are provided for residents to keep their personal toiletries

4.3.2. Personal Area

In order to ensure the health and safety of our resident students, certain living and hygiene standards must be maintained. They are as follows:

- The floor is to be kept vacuumed (clean) and clear
- No dirty dishes or perishable food is to be left in the room (unless contained in a mini-fridge)
- The room should be kept well ventilated
- Clothes are to be kept in the closets and drawers provided (NOT on the floor), as any clothing on the floors can be a hazard in the event of a fire
- Shoes/personal belongings are to be kept inside the room, not in the hallway

4.3.3. Appearance/Hygiene

Residents are asked to remember that they are a part of a community and that their actions and appearance impact those around them and reflect the image of Booth University College. Appropriate attire is expected on campus at all times.

- No sleepwear/pajamas are allowed below the 4th floor.
- No slippers are allowed below the 4th floor at any time.
- Bare feet and/or socks are not acceptable; proper footwear must be worn at all times.
- Clothes that are found to be improper, immodest, offensive or below an appropriate standard of cleanliness will be subject to correction. Clothes should be tidy, free of stains and odors.

4.4. Keys, Cards & Fobs (Level 2-5)

Maintaining the safety and security of all persons on the campus of Booth University College is of the utmost importance. As such, residents are not permitted to copy, tamper with, lend, or give their keys and/or fobs to anyone else. Residents are also prohibited from other forms of negligent behaviour, such as leaving keys in the door lock, which can compromise the security of Booth University College and its students and employees. Keys that are left in door locks will be removed by Booth University College staff.

Residents are responsible for keeping their keys with them to avoid being locked out of their room. The repeated need for On-Call staff to give a resident access to their room will result in further fines and sanctions.

4.5. Noise (Level 1-2)

Booth University College maintains the right of each resident to live in a safe, secure, respectful, and peaceful environment. As such, excessive noise at any time can result in disciplinary action towards the responsible resident.

In the pursuit of the well-being of each resident, the residence also has posted quiet hours which must be observed. Failure by any resident to observe these quiet hours can be treated as a level 2 violation.

4.6. Animals in Residence (Level 1-3)

Booth University College (“Booth UC”) is committed to the inclusion and accommodation of students with disabilities in all aspects of our programs, including those who require either a Service or Support Animal. To better meet this commitment, Booth UC has adopted a Service/Support Animals in University College Housing Policy setting out the procedure for students seeking to have a Service/Support Animal in on-campus housing. This policy is available on the web site: <https://www.boothuc.ca/campus-life/student-services/student-policies/>

Students seeking to have a Service or a Support Animal reside in on-campus housing are required to be registered and approved with the Accessibility Program in the Student Services Department (SSD) and also submit the following supporting documentation to verify the need for a Service or Support Animal:

- a) For Service Animals: Evidence of the animal's participation in a training or certification program to assist with the student's disability; or
- b) For Support Animals: Evidence from the student's treating physician confirming that the animal is required because of the student's disability.

Students submitting documentation from a physician as set out in 2(b) above must use the Request for Service/Support Animal in On-Campus Housing Form (Appendix J).

Notwithstanding the Service/ Support Animal Policy, no pets of any kind are permitted in Residence rooms. Prior to either a Service or a Support animal being permitted on any residence floor, the resident must provide the Student Services Coordinator with appropriate documentation of the need for the service animal and that the animal is certified to meet such a need.

In the event that a Service/ Support animal is permitted in Residence, the Student Services Coordinator will inform all residents of its presence, including the type of animal and the floor on which it is located. Animals are not permitted on floors for which permission has not been granted by the Student Services Coordinator. Any residents with animal allergies or other concerns may contact the Student Services Coordinator and, where deemed appropriate by the institution, alternate accommodation arrangements can be made.

4.7. Pranks, Raids, & Hazing (Level 2-5)

Any action that violates the Community Standards set out in both the Student Handbook and this Residence Contract, regardless of whether or not that action was intended as a prank, will be regarded as a violation of Booth policy and treated accordingly. Clean up of any mess created by pranks is the responsibility of the people involved and may be followed by disciplinary action.

Raids and hazing are prohibited at Booth University College and will be subject to disciplinary action.

4.8. Theft & Removal of Property (Level 2-5)

Living in community requires mutual respect to be extended to the other residents. Respect for others also requires respecting the personal property of the other residents. Theft of another student's property can result in a serious breakdown in trust and respect, and it is because of this that the theft of any other person's property, including possessions, clothing, food and beverage items, will be addressed in accordance with the disciplinary actions stated in Section 3 above.

Theft or possession of another person's property without permission is prohibited and may result in paying restitution and/or referral to the police.

Removing or relocating University College furniture or equipment from its original or intended location is considered theft and is not permitted. This includes the relocation of furniture from lounges or common areas to the resident's room.

4.9. Trespassing & Unauthorized Entry (Level 1-3)

Residence students have 24/7 access to the following areas of the Waldron building (447 Webb Place):

- Common lounges
- Residence floors
- The Bistro
- Computer lab
- Gymnasium (some exceptions may apply)

There are, however, several areas to which students do not have access without prior authorization from Booth University College faculty or staff. These areas are staff and faculty offices, board rooms, the server room, closets and storage rooms, and the 3rd floor faculty lounge.

Additionally, throughout the year rooms on the hospitality floors (floors 4-7) may be rented to groups or individuals for various periods of time. Out of respect for the safety, security, and various needs of these guests residence students are not permitted to access hospitality floors that are designated as non-residence floors.

4.10. Visitors in Residence (Level 1-5)

The Booth UC residence is separated into male and female floors. A residence floor serves as the home of students who live on that floor. The security system is in place to protect the safety and privacy of students on the residence floors. Residents are welcome to visit same gender floors between the posted visiting hours. Residents are welcome to visit opposite gender floors at the explicit invitation of a resident on that floor.

4.10.1. Residence Visitation Hours

During Residence Visitation Hours, resident students may invite guests to visit with them on their residence floor. Individuals who are not residents may only be on the residence floor if accompanied by a student who is residing on that floor. All non-residents must exit the building by 11:00 pm unless they have made arrangements to stay overnight (see Section 4.10.3).

Non-Resident Visitation Hours are 11:20 a.m. to 11:00 p.m. DAILY.

Outside of these hours, non-residents are not permitted on the residence floors. Permission may be granted by the RA or the Student Services Coordinator in the case of a visit from special guests (i.e. family) to go on the residence floor during non-visitation hours. These requests must be made in advance, any special guests who are on the floor after visiting hours without permission being granted in advance will be asked to leave the residence floors.

Residents are permitted to visit rooms of other Residents during the following times:

Sunday through Thursday – 11:20 a.m. to 11:00 p.m.

Friday and Saturday – 11:20 a.m. to 12:00 a.m.

The day before the Long Weekend – 11:20 a.m. to 12:00 am

The day at the end of the Long Weekend – 11:20 a.m. to 11:00 pm

4.10.2. Responsibility for Guest Behaviour

It is the responsibility of the host resident to follow the sign-in and sign-out procedures to their floor. Residents who invite guests/residents from other floors are responsible for the behaviour of their guest. Any guest whose behaviour or presence is deemed by the University College to be disruptive or detrimental to the quality of residential life will be asked to leave the residence and may be prohibited from being in the residence, and the host residents can be denied guest privileges for a minimum of 1 week to a maximum of the length of their stay in residence.

4.10.3. Overnight Guests

Overnight guests must register with the Hospitality Services Manager and will be assigned a room. The room cost is \$25.00 /person/night plus all applicable taxes. Bed linens, pillows, and towels are provided for the duration of their stay.

Overnight guests must be housed in their own room due to fire regulations.

4.11. Illness

If a resident is feeling unwell and unable to attend normal activities, they are encouraged to inform their Resident Assistant (RA). This is particularly important if they should require outside medical help. The Resident Assistant will provide what assistance they can and may take action by:

- Informing the Student Services Coordinator
- Calling the Health Links medical services line (non-emergency situations)
- Calling a taxi if the student requires transportation to a nearby hospital
- Calling an ambulance in a medical emergency

In order to maintain the safety and well-being of all residents, those who are suspected of being infected with a communicable disease may be required to seek medical attention and/or be quarantined from other residents.

5. Facilities

5.1. Bed Linen

Students must supply their own bedding and linens.

5.2. Mattresses

Due to concerns regarding the transport of pests (i.e. bedbugs) into the residence, all students are required to use the mattresses provided by Booth University College. Students can make a request to bring in their own mattress, but requests will only be considered in exceptional circumstances (ex. documented medical concerns).

5.3. Entrance to Room

5.3.1. Entry with Notice

Booth University College maintains the right to enter, or authorize entry, into a resident's room whether or not a resident is present for the following purposes:

- The resident has given verbal or written permission for the entry (ex: reporting a maintenance issue).
- Booth University College has provided the resident with a minimum of 24 hours notice of their intention to enter the room for inspection, maintenance, and other related issues.

5.3.2. Entry without Notice

Booth University College may authorize, without notice, entry into a resident's room by University College employees, maintenance personnel, emergency personnel, and/or authorized contractors if there is evidence the following:

- A maintenance situation that poses a serious risk to wellbeing of Booth University College's students, employees, or property.
- A medical emergency.
- A violation of residence policy that is related to safety.
- A violation of municipal, provincial, or federal laws occurring inside the room.

5.4. Appliances in Residence

Toaster ovens, toasters, hot plates, halogen lamps, microwaves, space heaters, coffee makers, or any other kitchen heating element are not to be kept in or used in student rooms as they easily set off the heat detectors and fire alarms. Breaches will result in a major infraction and a fee to the student from the fire department. While cooking in dorm rooms or residence common lounges is not allowed, a kitchen is available on the 3rd floor for these purposes.

Mini compact 'bar' refrigerators are allowed in residence rooms. Refrigerators can use no more than 1.3 amps.

5.5. Repairs & Alterations (Level 2-4)

All repairs and alterations to the interior or exterior of residence rooms must first be authorized by Booth University College and may only be conducted by persons who have been authorized to do so. The responsible resident will be liable for all violations and damages that result from unauthorized repairs and alterations, or repairs and alterations being conducted by unauthorized persons.

5.6. Damage & Destruction of Property (Level 1-5)

Residents and their guests are responsible for all damages they cause while staying at Booth University College and they will be responsible for paying any repair costs. Any damages to an individual resident's room, including those caused by decorating, will be charged to that person and they will be held responsible to pay for any repair costs in that room. In common areas when damage occurs and one person cannot be specified, all residents and their guests on the floor will be responsible to pay repair costs.

5.7. Reporting Maintenance Issues (Level 1-2)

Residents are responsible for reporting any maintenance issues that arise in their room during the occupancy period. Failure to report maintenance issues in a timely fashion will result in a level 1 violation and the resident will be responsible for any further damages that are caused by the failure to report maintenance issues. Examples of such maintenance issues are plumbing leaks, windows not closing/latching properly, door locks not working properly, doors becoming detached from the door closer, etc.

It is also the responsibility of all residents to report any maintenance issues or concerns that affect life safety equipment IMMEDIATELY. Failure to report maintenance issues and concerns that affect life safety equipment will be treated as a level 2 violation.

5.8. Fire Safety (Level 4-5)

Open flames of any kind are not permitted in Booth University College. (No candles, matches, lighters, incense, etc.!))

The resident shall keep all common areas, including hallways, stairwells, fire exits and main floor commons free from boxes, plastic tubs, sports equipment and other personal belongings due to hygiene and fire evacuation requirements.

5.9. Tampering with Life Safety Equipment (Level 4-5)

Tampering with Life Safety Equipment is a serious hazard to the safety and well-being of Booth University College's students, employees, and property. As such, it will not be tolerated. Life safety equipment includes sprinklers, smoke detectors, heat sensors, fire exit signs, fire extinguishers, fire alarm pull stations, alarm bells, door closers, AED machines, elevators, surveillance equipment, and any other equipment which is deemed necessary by Booth University College to ensure the safety and well-being of all students, employees, and the property itself.

5.10. Room Inspections & Compliance with Standards

Once a semester there will be scheduled room inspections. Residents will be given 24 hours prior notice to this inspection occurring. However, at the discretion of the Student Services Coordinator, unannounced room inspections can be made dependent on the situation/maintenance of the Residence Community Standards. The scheduled inspection will occur with/without the resident present.

The purpose of the inspections is to:

- Ensure that the rooms are maintained in compliance with Fire, Safety, and Health code regulations:
 - Unauthorized appliances, candles, obstructed smoke detectors, extension cord usage, etc.
 - Confirm that the room is being kept in a clean condition (e.g. no food left lying around that might attract various pests and rodents)
- Ensure that students are following Residence Community Standards, e.g. no unauthorized guests living in the room, no prohibited items in the room, and any violations to the rules will be reported for further action.

- Confirm room inventory (including unauthorized common area furniture moved into rooms)
- Report any damage or change in the condition of the room

5.11. Pest Treatment

Booth University College maintains a regular preventative pest control program to promote a healthy environment for all students, staff, faculty, and guests.

To ensure the success of this prevention program, it is important that all residents contact the Student Services Coordinator immediately if they suspect that pests are present in the residence. Booth University College maintains the right to dispose of any item, especially improperly stored food that attracts pests. Booth University College will arrange to have the residence inspected and treated as soon as possible.

Booth University College is not responsible for the cost of replacing personal items that may be damaged as a result of pests.

If the suspected cause of pests is negligence on the part of the resident, Booth University College maintains the right to charge the responsible resident for the cost of the pest treatments.

5.12. Mail Delivery

Booth UC maintains an area designated for student mail. Incoming mail is delivered to the University College. A mailbox and key will be issued to each resident. Outgoing mail is the responsibility of the resident. During summer vacation returning students are encouraged to leave a forwarding address or leave stamped, self-addressed envelopes with the Front Desk. Graduating and non-returning students are required to leave a forwarding address directly with Canada Post. All unclaimed mail will be returned to sender after the first week of classes in the fall.

5.13. Storage

There are storage cupboards with limited access reserved for resident's use in the sub-basement of the University College. Residents who are returning to residence in the fall will have the option of keeping a small space in the storage room to store their belongings during the summer. Residents are required to empty out their storage lockers by September 15, 2019 unless they have made special arrangements with the Student Services Coordinator. This ensures that as many lockers as possible are available in the spring for those students who require summer storage.

5.13.1. Use of Storage Lockers When Not Returning to Residence

In the event that a resident is using a storage locker but decides not to return to residence, is dismissed from residence, or is dismissed from Booth University College, the resident will have 60 days to come and empty the storage locker of its contents. After the allotted 60 days, Booth University College will clear the locker of its contents and either discard them or donate them to a charitable organization.

5.14. Kitchen Access (3rd Floor)

This kitchen is provided for residents to use on weekends and at night time. It is for occasional meal use and cannot be used for meals in place of a meal plan. As refrigerators are shared between residents, all stored food must be clearly labelled and no food should be consumed except by the person who purchased it. Booth University College provides refrigerators for the convenience of the residents and we cannot guarantee the security of items stored in shared spaces. Food taken without permission of the individual to whom it belongs is considered theft, and is subject to disciplinary action.

Regular cleanup of fridge will be scheduled and notice will be sent to all residents. During the cleanup, food that is not properly stored, or is without label, will be disposed of in order to maintain the hygiene of the kitchen. Abuse of the area will result in suspension of access.

Residents are responsible for bringing their own pots, pans, dishes, cutlery, and other utensils.

5.15. Laundry

The laundry room is located on the 3rd floor and requires a 'Smart Card' which is issued upon arrival. The facilities are open 24 hours a day, seven days a week. A load costs* between \$2.25 and \$3.00 dependent on temperature to wash and \$2.00 to dry. The machine to top up the Smart Card with money (pay as you go) is found in the laundry room, requiring debit or credit card. Use ONLY 'H.E.' (High Efficiency) detergent in the washing machines.

Laundry services at Booth University College are controlled by a 3rd party and as such, costs are subject to change at their discretion.

*Prices listed are current as of May 1st, 2019

5.16. Security

For the safety and well-being of residents and guests, Booth University College asks students and staff to not permit anyone into the building after hours or allow anyone to ride with them on the elevator to a card protected floor without confirming what purpose they have for being in the building. If a student sees a person in the University College who appears to be looking for someone, either ask them if you can assist them and/or report to the Facilities Manager's office during business hours or the On-Call Attendant after business hours. The following list is posted on the intercom box and should be followed prior to allowing anyone entry to the building:

- Have them identify themselves. Don't open the door until they respond.
- Ask what their purpose is and who has invited them to campus.
- Ask them to wait either outside or between the front doors. They should NOT go unaccompanied to a floor.
- Call the On Call Attendant (number posted next to intercom) to deal with any matters that arise.

At no time should a staff or student approach a situation in which they experience uneasiness. Inform the Facilities Manager/On Call Attendant if you encounter an individual you suspect

should not be in the building. Anyone found to have let in an unknown guest onto a residence floor may face disciplinary action.

6. Emergency Procedures

6.1. Emergency Fire Equipment

The fire extinguishing equipment is to be maintained for emergency use only. Unauthorized usage may mean that it would not be available in time of need and that the consequences could be severe loss of property and perhaps life.

Hanging items from, touching, and/or tampering with the fire prevention systems is not permitted. Non-emergency use of fire equipment and/or alarm system may result in a financial penalty in addition to other disciplinary action.

As per fire regulations, all the dorm doors are installed with an Automatic Door Closer. Any attempts to tamper with the door closer or propping open the door with any object is a violation of fire regulation and will be a major offense which lead to fine and disciplinary action.

6.2. Emergency Fire Procedure

The fire alarm should be set in operation immediately upon discovery of a fire. The moment the alarm sounds, close windows and go to the nearest exit. Walk rapidly in a single file, at arm length apart. Go down the nearest stairwell. **Do not use the elevator.** Move away from the building. Under no circumstances should anyone interfere with the fire warning system. Every student should know the evacuation procedures. These procedures are posted on each floor. Everyone should be mindful of where to locate fire extinguishers and pull stations.

Everyone is required to leave the building during a fire alarm and meet outside on the Adult Education parking lot. ***You must report to your RA or Student Services Coordinator when you reach the parking lot as it is important that all residents and their guests are accounted for.*** Drills will be held at least once every academic year. A required fire safety meeting is conducted every year where information is presented and distributed.

An Emergency Manual is posted on each residence floor.

6.3. Emergency Medical Procedure

In case of an emergency on campus that requires outside help from medical (ambulance) personnel, please keep the following in mind:

If an ambulance is required (medical emergency) dial 911 and ask for an ambulance. [NOTE: If calling from any Booth University College phone, dial 9 then 911.] Please be aware that ambulance services are not covered by Manitoba Public Health Insurance and will be subject to additional charge. Information regarding ambulance service can be found on the Manitoba government website at https://www.gov.mb.ca/health/ems/ambulance_fees.html, and on the City of Winnipeg Fire and Paramedic Service website at <http://www.winnipeg.ca/fps/billing/>.

Always inform either a Resident Assistant or the On Call Staff when emergency help has been called.

Appendix A: Community Living Agreement

Booth UC – Community Living Agreement

This Agreement is made between Booth University College and _____, who for the purposes of this agreement will be referred to as *The Resident*.

The Resident acknowledges that the interpretation and application of the Policies, Rules, and Regulations established by Booth University College is within the sole discretion of Booth University College. The Resident will abide by all Policies, Rules, and Regulations set out in the Residence and Student Handbooks, including the following Terms & Conditions:

1. **Community Living Agreement Term:** The agreement term is defaulted to a full academic year (i.e. Sept – April) according to the Academic Calendar.
2. **Payment of Residence Fee:** The Resident will pay all Residence Fees on or before the deadline on the Academic Calendar under “Payment of Fees Deadline for All Students”.
3. **Adherence to Laws:** The Resident will abide by all applicable Federal, Provincial and Municipal laws.
4. **Fines/Fees/Disciplinary Action:** In instances where the resident has not abided by the Policies, Rules, or Regulations as stated in the Residence and Student Handbooks, the Resident will accept the fines, fees, and/or disciplinary actions stated in the Residence and Student Handbooks.
5. **Entrance to Accommodation:** Student Services may authorize, without notice, entry to the Resident Accommodation by University employees, maintenance and emergency personnel, and authorized contractors.
6. **Room Assignment and Room Change:** The room assigned to the Resident is _____. This room is assigned as: single occupancy double occupancy

Only the Student Services Office may approve room changes. Room changes may be subject to administrative and/or cleaning fees.

7. **Room Incidental Deposit:** The amount of the Room Incidental Deposit is listed in Section 2.9 of the Residence Handbook, and is dependent on the type of residence housing being requested (Booth UC or University Housing) and the payment plan (for University Housing only; by semester or monthly). The deposit is to cover fines, fees, and/or damages of Booth University College. It also serves as a deposit for room cleaning and keys/cards for the residence. The deposit less any deduction will be refunded to their student account when the Resident has completed the checkout requirements. If the Resident does not checkout with Student Services upon moving out of residence, his/her incidental deposit will not be returned and additional fees may apply.
8. **Contract Early Termination:**
 - a. **For Booth UC Students:** A resident who wishes to be released from this contract for the second semester, or does not plan on returning to Booth University College as student for the second semester, is required to submit the Request for Contract Early Termination Form to the Student Services Office by **November 30th** of the current academic year in order to receive any refund of their Room Incidental Deposit. Students who inform Student Services of a change in accommodation plans for the Winter term after November 30th will forfeit their Deposit.

A resident who decides to move out of the residence before the end of a Semester must submit a Request for Contract Early Termination Form and pay the Contract Termination Fee (Section 2.13.1 of the Residence Handbook). Normal check-out procedures are required and any fines, fees, and/or damages owing to Booth University College will be deducted from the deposit.

- b. **For University Housing Students:** The Resident is required to submit the Request for Early Contract Termination Form to the Student Services Office ONE (1) Month before the move out date in order to receive a refund on any of their Room Incidental Deposit.
- i. Before moving out, the Resident is required to settle their fees as per the following schedule: moving out between the 1st and 15th of the month will be charged ½ a month's rent; leaving on or after the 16th of the month will be charged a full month's rent.

It is the responsibility of the Resident to become familiar with the terms, conditions and responsibilities contained in this Agreement and the Residence Handbook. Please read the agreement and the handbook carefully. Please contact the Student Services Office for additional explanation or clarification BEFORE signing this agreement.

Student Signature:

Booth University College:

Date:

Date:

In keeping with the Federal Privacy Law, personal information collected will be used for the purposes of making housing arrangements for Booth University College students and non-Booth University College students.

Booth UC – Community Living Agreement for Minors

This Agreement is made between Booth University College and _____, who for the purposes of this agreement will be referred to as *The Resident*.

The Resident acknowledges that the interpretation and application of the Policies, Rules, and Regulations established by Booth University College is within the sole discretion of Booth University College. The Resident will abide by all Policies, Rules, and Regulations set out in the Residence and Student Handbooks, including the following Terms & Conditions:

9. **Community Living Agreement Term:** The agreement term is defaulted to a full academic year (i.e. Sept – April) according to the Academic Calendar.
10. **Payment of Residence Fee:** The Resident will pay all Residence Fees on or before the deadline on the Academic Calendar under “Payment of Fees Deadline for All Students”.
11. **Adherence to Laws:** The Resident will abide by all applicable Federal, Provincial and Municipal laws.
12. **Fines/Fees/Disciplinary Action:** In instances where the resident has not abided by the Policies, Rules, or Regulations as stated in the Residence and Student Handbooks, the Resident will accept the fines, fees, and/or disciplinary actions stated in the Residence and Student Handbooks.
13. **Entrance to Accommodation:** Student Services may authorize, without notice, entry to the Resident Accommodation by University employees, maintenance and emergency personnel, and authorized contractors.
14. **Room Assignment and Room Change:** The room assigned to the Resident is _____.
This room is assigned as: single occupancy double occupancy
Only the Student Services Office may approve room changes. Room changes may be subject to administrative and/or cleaning fees.
15. **Room Incidental Deposit:** The amount of the Room Incidental Deposit is listed in Section 2.9 of the Residence Handbook, and is dependent on the type of residence housing being requested (Booth UC or University Housing) and the payment plan (for University Housing only; by semester or monthly). The deposit is to cover fines, fees, and/or damages of Booth University College. It also serves as a deposit for room cleaning and keys/cards for the residence. The deposit less any deduction will be refunded to their student account when the Resident has completed the checkout requirements. If the Resident does not checkout with Student Services upon moving out of residence, his/her incidental deposit will not be returned and additional fees may apply.
16. **Contract Early Termination:**
 - a. **For Booth UC Students:** A resident who wishes to be released from this contract for the second semester, or does not plan on returning to Booth University College as student for the second semester, is required to submit the Request for Contract Early Termination Form to the Student Services Office by **November 30th** of the current academic year in order to receive any refund of their Room Incidental Deposit.

A resident who decides to move out of the residence before the end of a Semester must submit a Request for Contract Early Termination Form and pay the Contract Termination Fee (Section 2.13.1 of the Residence Handbook). Normal check-out procedures are required and any fines, fees, and/or damages owing to Booth University College will be deducted from the deposit.

- b. **For University Housing Students:** The Resident is required to submit the Request for Early Contract Termination Form to the Student Services Office ONE (1) Month before the move out date in order to receive a refund on any of their Room Incidental Deposit.
 - i. Before moving out, the Resident is required to settle their fees as per the following schedule: moving out between the 1st and 15th of the month will be charged ½ a month's rent; leaving on or after the 16th of the month will be charged a full month's rent.

It is the responsibility of the Resident, the Parent/Guardian, and the Custodian to become familiar with the terms, conditions and responsibilities contained in this Agreement and the Residence Handbook. Please read the agreement and the handbook carefully. Please contact the Student Services Office for additional explanation or clarification BEFORE signing this agreement.

Resident:

I have read and reviewed Booth University College's Residence and Student Handbooks and agree to the Policies, Rules, and Regulations set out in these handbooks.

Student Name (Printed):

Student Signature:

Date:

Parent/Guardian:

I have read and reviewed Booth University College's Residence and Student Handbooks with the resident listed above and agree to the Policies, Rules, and Regulations set out in these handbooks. I agree to accept responsibility for this Community Living Agreement on behalf of the resident until the resident turns 18 years of age.

Parent/Guardian Name (Printed):

Parent/Guardian Signature:

Date:

In keeping with the Federal Privacy Law, personal information collected will be used for the purposes of making housing arrangements and the administration of the housing program for Booth University College students and University Housing students.

Office Use

Approved Date: _____ Signature: _____

Appendix B: Occupancy Periods

	Start Date and Time	End Date and Time	Additional Comments
Fall Semester	Aug. 31 @ 10:00 a.m.	Dec. 13 @ 6:00 p.m.	
Winter Break	Dec. 13 @ 6:00 p.m.	Jan. 11 @ 10:00 a.m.	Rooms may be available at additional cost
Winter Semester	Jan. 11 @ 10:00 a.m.	Apr. 27 @ 2:00 p.m.	
Summer Break (Tentative Dates)	Apr. 27 @ 2:00 p.m.	Sept. 5 @ 10:00 a.m.	Rooms may be available at additional cost

Appendix C: Residence Fees

Booth UC Students

	Incident Deposit	Fall Semester (Payment Due Sept. 3)	Winter Semester (Payment Due Jan. 10)	Total Residence Fees
Booth UC Student – Standard Room (Single Occupancy)	\$300	\$2,775	\$2,775	\$5,550
Booth UC Student – Double Room (Double Occupancy)	\$300	\$2,575	\$2,575	\$5,150
Booth UC Student – Double Room (Single Occupancy)	\$300	\$2975	\$2975	\$5,950

University Housing Students

	Incident Deposit	Fall Semester (Payment Due Sept. 3)	Winter Semester (Payment Due Jan. 10)	Total Residence Fees
University Housing (Semester Payment Plan) - Standard Room (Single Occupancy)	\$300	\$2,775	\$2,775	\$5,550
University Housing (Monthly Payment Plan) – Standard Room (Single Occupancy)	\$800	\$800/Month (Sept. 1 – Nov. 25) \$600.00 (Nov. 25 – Dec. 16)	\$600.00 (Jan. 13 – Feb. 3) \$800/Month (Feb. 3 – Apr. 29)	\$6,000

Appendix D: Cleaning Fees

<i>Cleaning Code</i>	<i>Extra Cleaning</i>	<i>Applicable Fees</i>
CC1	Vacuum Floors (in the Corners as well)	\$25
CC2	Wash Walls	\$50
CC3	Dust Furniture, Ledges, and Radiator	\$50
CC4	Cleaning and Dusting Drawers	\$50
CC5	Empty Trash Containers	\$25
CC6	Wash Windows (with Windex)	\$50
CC7	Remove Items from Common Lounge	\$25
CC8	Remove Items from 3 rd Floor Kitchen	\$25

Appendix E: What to Bring/What Not to Bring



Booth UC Residence What to Bring/What Not to Bring

To enhance your stay in residence, the following is a list of items that you may wish to bring with you to residence at Booth UC.

What to Bring

- | | | |
|--|--|---|
| <input type="checkbox"/> Alarm Clock | <input type="checkbox"/> Warm Clothing | <input type="checkbox"/> Bath Towels/Face Cloths |
| <input type="checkbox"/> Computer | <input type="checkbox"/> Winter Coat | <input type="checkbox"/> Toiletries/Shower Caddy |
| <input type="checkbox"/> Camera | <input type="checkbox"/> Winter Gloves/Mittens | <input type="checkbox"/> Sandals/Flip-Flops for Shower |
| <input type="checkbox"/> Clothes Hangers | <input type="checkbox"/> Toque and Scarf | <input type="checkbox"/> Hairdryer/Straightener |
| <input type="checkbox"/> Laundry Basket/Detergent | <input type="checkbox"/> Winter Boots | <input type="checkbox"/> Musical Instruments |
| <input type="checkbox"/> Small Clothes Drying Rack | <input type="checkbox"/> Athletic Clothing/Indoor Shoes | <input type="checkbox"/> Mini-Fridge (Under 1.3 Amps) |
| <input type="checkbox"/> Pillow/Pillowcases | <input type="checkbox"/> Semi-Formal/Formal Attire
(for Banquets) | <input type="checkbox"/> Cleaning Supplies for Your
Room |
| <input type="checkbox"/> Sheets | <input type="checkbox"/> Bathrobe | <input type="checkbox"/> Dishes and Cutlery |
| <input type="checkbox"/> Blankets/Comforter | | <input type="checkbox"/> Water Bottles/Mugs |

The following are prohibited and their presence/use in residence may incur fines, disciplinary action, confiscation of items, or eviction from residence.

DO NOT BRING

- | | |
|--|---|
| X Pets | X Wireless Routers |
| X Toaster/Toaster Oven | X Microwave |
| X Hot Plate | X Halogen Lamps |
| X Candles | X Large Furniture Items (Piano, Dresser, Full-Size
Refrigerator, Etc.) |
| X Weapons of Any Kind (Firearms, Airsoft,
Paintball, Archery, Knives, Etc.) | X Fireworks/Firecrackers |

Appendix F: Medical Form



Student Services– Residence Program

447 Webb Place • Winnipeg

Manitoba • R3B 2P2 • CANADA

1-204-924-4876

Resident Medical Information

Student Info

Name: _____ Room No: _____

Email: _____ Phone: _____

Mobile: _____ Birthday: (mm/dd/yy) _____

Student Emergency Medical Information

Primary Contact: _____ Relationship to you: _____

Phone No (Cell): _____ (Home): _____ (Work): _____

Secondary Contact: _____ Relationship to you: _____

Phone No (Cell): _____ (Home): _____ (Work): _____

Province or State of Medical Coverage: _____

Medical Card No: _____

Name of Insurer: _____ Insurance No: _____

Allergies / Medical Problems:

Please describe any allergies or medical conditions or concerns that we need to be aware of that may cause an emergency situation (food, diabetes, seizures, medications, etc). If none, then please indicate as such.

Other Important Information for Us to Know:

In keeping with the Federal Privacy Law, personal information collected will be used for the purposes of making housing arrangements for Booth University College students and non-Booth University College students, including support for students with allergies, medical, physical and/or mental health concerns. Personal contact information will be used in case of an emergency.

Appendix G: Food Allergy Form



Student Services– Residence Program
 447 Webb Place • Winnipeg
 Manitoba • R3B 2P2 • CANADA
 1-204-924-4876

Food Allergy Emergency Plan Form

Please complete this form and return it to the Student Services Coordinator

ALLERGY: _____

Is this allergy: Mild Severe

Comments regarding allergy: _____

Student Name: _____ Room No: _____

Phone #: _____ Email: _____

Medic Alert Bracelet: Yes No

Epi Pen: Yes No

Please attach relevant medical documentation supporting your allergy and any helpful recommendations.

Treatment:

Symptoms:

Emergency Contacts:

FOOD INGREDIENTS ALLOWED/NOT ALLOWED (PLEASE ALSO LIST OTHER DIETARY RESTRICTIONS, I.E. VEGAN, VEGETARIAN, LACTOSE INTOLERANCE, ETC.)

Foods/Ingredients Allowed	Food/Ingredients NOT Allowed

NOTE: While Booth UC takes every precaution to make our kitchen as safe place for students, it is the responsibility of the student with a food allergy to make the final judgement on whether or not to eat the selected item.

The information provided is, to the best of my knowledge, accurate. I understand that the information of this form will be shared with the necessary personnel (RA, Hospitality) for the purpose of providing the best food service and emergency response.

Signature: _____

Questions? Please email: Derek Loepky, Student Services Coordinator, Derek_Loepky@BoothUC.ca OR
 Angie Coe, Hospitality Manager, Angie_Coe@Boothuc.ca

In keeping with the Federal Privacy Law, personal information collected will be used for the purposes of making housing arrangements for Booth University College students and non-Booth University College students, including support for students with allergies, medical, physical and/or mental health concerns. Personal contact information will be used in case of an emergency.

Items	Condition at CHECK-IN Completed by Student & Staff	OK	Condition at CHECK-OUT Completed by Student & Staff	OK	Charge
Bed: Mattress/ Bed Frame	1 Mattress & Bed Frame Clean Other/Comments _____	<input type="checkbox"/> <input type="checkbox"/>	1 Mattress & Bed Frame Clean Other/Comments _____	<input type="checkbox"/> <input type="checkbox"/>	
Chair/Desk/ Bulletin Board/ Book Shelf/ Garbage Can	All available in room Clean Other/Comments _____	<input type="checkbox"/> <input type="checkbox"/>	All available in room Clean Other/Comments _____	<input type="checkbox"/> <input type="checkbox"/>	
Armoire and 2 Drawer Unit: Rod/Door/ Drawers	All parts of closet in place Hinges and handles secure Metal accent pieces Drawers hinges All parts working Clean Other/Comments _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	All parts of closet in place Hinges and handles secure Metal accent pieces Drawers hinges All parts working Clean Other/Comments _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Carpeting	Vacuumed Stain Free Odour Free Other/Comments _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Vacuumed Stain Free Odour Free Other/Comments _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Lights	Overhead working Desk working Other/Comments _____	<input type="checkbox"/> <input type="checkbox"/>	Overhead working Desk working Other/Comments _____	<input type="checkbox"/> <input type="checkbox"/>	
Door: Inside	Knobs/locks working Clean	<input type="checkbox"/> <input type="checkbox"/>	Knobs/locks working Clean	<input type="checkbox"/> <input type="checkbox"/>	
Outside	Knobs/locks working Clean Other/Comments _____	<input type="checkbox"/> <input type="checkbox"/>	Knobs/locks working Clean Other/Comments _____	<input type="checkbox"/> <input type="checkbox"/>	
Walls: North South East West	Clean and not damaged Clean and not damaged Clean and not damaged Clean and not damaged Other/Comments _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Clean and not damaged Clean and not damaged Clean and not damaged Clean and not damaged Other/Comments _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Appendix I: Room Cleaning Checklist



Booth UC Residence Cleaning Checklist

Please use this checklist to help ensure you do not incur any cleaning charges when you move out.

Bedroom

- Remove all trash, empty bin and clean inside and out
- Ensure the floor is clean and carpet vacuumed, including the edges of carpet
- Wipe down all surfaces thoroughly including desk, bookshelves, drawers and closets (inside, outside and top), windowsills and skirting boards
- Wipe down all furniture with clean damp cloth, including bed frame, desk legs, and chair.
- Remove all personal belongings and leave room clean and empty

Lounge/Commons

- Remove personal belongings in the Lounge/Commons
- Empty your cupboard and clean thoroughly inside and out.
- Remove all personal items from the fridge and freezer.

3rd Floor Kitchen

- Remove all personal items from the fridge & freezer
- Remove all personal items from the cupboard

Sub-Basement Storage

- Remove all personal items from sub-basement storage if not returning next year.

Returning Keys & Cards

All keys, fob and cards must be returned to the Student Services staff when check out or you will be charged the cost of replacing the items.

Ensure you hand in a Maintenance Request Form if there is anything that needs to be repaired before check out. Once the checkout procedure is completed, students will not be allowed to stay in the room. All items left in the cupboards and refrigerators will be disposed after check out.

Appendix J: Request for Service/Support Animal in On-Campus Housing Form and Service/Support Animal Living in Residence Agreement

REQUEST FOR SERVICE/SUPPORT ANIMAL IN ON-CAMPUS HOUSING

Student Information (filled out by student)

Last Name	First Name	Student ID # (if applicable)	
Address	City/Town	Province	Postal Code
Telephone ()	E-mail		

Medical Assessor Information (filled out by physician)

Last Name	First Name	Telephone ()	Fax ()
Address	City/Town	Province	Postal Code

Service/ Support Animals

Living In Residence Agreement

1. The Owner must abide by current municipal ordinances, laws, and/or regulations pertaining to licensing, vaccination, and regulations. The University College has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate. The University College reserves the right to request documentation showing that the animal has been licensed, as appropriate.
2. The individual must provide written consent for the Student Services Department to disclose information regarding the request for an approval of the ESA to those individuals who may be impacted by the presence of the animal including, but not limited to, Residence Assistant and potential and/or actual roommates(s)/neighbour(s). Such information shall be limited to information related to the animal and shall not include information related to the individual's disability.
3. The Owner must fully cooperate with University College personnel with regard to meeting the terms of the Policy and developing procedures for care of the animal (e.g., cleaning the animal, feeding/watering the animal, designating an outdoor relief area, bathing the animal, disposing of feces, etc.)
4. The Owner is required to ensure the animal is well cared for at all times. Any evidence of mistreatment or abuse may result in immediate removal of the ESA and/or discipline for the responsible individual.
5. The Owner is required to clean up after and properly dispose of the animal's waste in a safe and sanitary manner and, when provided, must use animal relief areas designed by the University College.
6. Canine animals should be taken off the University College property to be relieved. If this is not possible in an exceptional circumstance, then they must be taken to the side of the building and all evidence of waste must be picked up, bagged and properly disposed of immediately in the dumpster across the street at the Adult Education Building.
7. Litterboxes for feline animals must be kept clean and odour free and waste is to be removed by the owner, bagged and taken to the dumpster across the street at the Adult Education Building daily.
8. The Owner agrees to abide by all equally applicable residential policies that are related to the individual's disability such as assuring that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for individuals who reside there.
9. Animals must stay in the residence room of the owners at all times. (Except for canine animals, when out for a walk or to be relieved.
10. The owner must ensure that noise is kept to a minimum to ensure neighbours are not disturbed. No noise is permitted during posted "Quiet Hours" on each floor per the Residence Handbook.

11. The owner must ensure that their personal clothes are kept clean and free of animal hair.
12. An individual with a disability may be charged for any damage caused by his or her ESA beyond wear and tear to the same extent that it charges other individuals for damages beyond reasonable wear and tear. The Owner's living accommodations may also be inspected for fleas, ticks or other pests if necessary as part of the University College's standard or routine inspections. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a University College-approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls. The University College shall have the right to bill the Owner's account for unmet obligations under this provision.
13. The owner agrees to regular room inspections by Student Services Staff (including RA's) to ensure compliance with the rules and expectations stated in this agreement.
14. ESAs may not be left overnight in University College Housing to be cared for by any individual other than the Owner. If the Owner is to be absent from his/her residence room overnight or longer, the animal must accompany the Owner. The Owner is responsible for ensuring that the ESA is contained, as appropriate, when the Owner is not present during the day while attending classes or other activities.
15. When transporting the animal from the residence room to outside, the animal must be in a pet carrier designed for the purpose of transporting animals. This carrier must be sturdy, secure and of an appropriate size.
16. The Owner is required to provide the name and contact information of an Emergency Contact who will take responsibility for the ESA should the Owner not be able to care for the animal. The Emergency Contact must be someone who is not living in the University College residence.
17. Should University College personnel determine that the Owner has violated any of the rules agreed to herein, or that the ESA is not able to meet the behavioural requirement for continued presence in the residence hall, the Owner will be informed that the animal must be removed from the premises. The Owner will have 48 hours to remove the ESA. After that time, University College personnel may remove the animal to a suitable shelter or facility.
18. The owner is financially and legally liable for any damage caused by their animals to people or to any property. If at the end of the school year, it is determined that there is damage costing greater than the damage deposit previously paid, the owner will be charged the full cost of furniture replacement or room repair less the damage deposit.
19. A \$150 fee will be paid each academic year in addition to fees regularly charged to cover the deep cleaning of the room at the end of the academic year before others can use it. Such fees are subject to change at the discretion of BoothUC.
20. The animal is allowed in University College housing only as long as it is necessary because of the Owner's disability. The Owner must notify the Student Services Office in writing if the ESA is no longer needed or is

no longer in residence. To replace an ESA, the new animal must be necessary because of the Owner's disability and the Owner must follow the procedures in this Policy when requesting a different animal.

21. University College personnel shall not be required to provide care or food for any ESA including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and will not be held responsible for the care, damage to or loss of the animal.

22. The student's room/apartment number will be placed on a list with the Facilities Department so that in the event of a need for emergency facilities assistance, University College staff is aware of an animal in the location. Any time the student requires service by University College Facilities for their room or apartment, they are requested to arrange a time when they will be present.

I _____ understand these rules and agree to abide by them.

Signature

Date

Appendix K: Discipline Process for Minors

When an incident occurs involving a student under the age of 18 there may need to be some communication between Booth University College and the legal guardian.

Violation levels are defined in Section 3.3 (above). For disciplinary matters that occur prior to the student turning 18 years of age, the legal guardian will be notified according to the following procedures:

- Level 1 Violations: Informal warning
 - The informal warning is an opportunity to encourage personal growth and teach the student about the expectations of community life at Booth University College. In such cases confidentiality between the student and Booth University College will be maintained and the legal guardian will not be informed.
- Level 2 Violations: Formal warning
 - Where a formal warning is merited, a copy of the warning may be provided through email or mail or may be communicated by a phone call to the legal guardian at the discretion of Booth University College.
- Level 3 Violations: Probation
 - In more serious disciplinary cases, Booth University College staff will meet with the student and discuss the disciplinary actions. A copy of relevant written materials (formal warnings, incident reports, etc.) will be emailed or mailed and/or communicated by a phone call to the legal guardian.
- Level 4 and 5 Violations: Suspension and Eviction
 - In the case of disciplinary action resulting in the student's suspension or eviction from the residence, the Dean of Students will discuss the disciplinary action with the student. Immediately after the discussion, the student will have an opportunity to phone their legal guardian and inform them of the disciplinary case with the Student Services Coordinator or Dean of Students present. If the student declines to call their legal guardian, the Dean of Students will make the phone call.