



## Terms and Conditions of Occupancy for Short-Term Guests

The terms and conditions of occupancy below apply to all guests (short-term occupants) staying in any of the three Brandon University Residences: McMaster Hall, Flora Cowan Hall, and Darrach Hall. Brandon University Residence provides long-term accommodation to students, and it is important that short term guests do not interfere with the sleeping and studying schedule of residence students. A condition of short term accommodation is that guests agree to be held accountable to the following conditions of occupancy:

1. Guests are required to comply with all federal and provincial laws and statutes. Failure to do so will result in the University contacting the appropriate law enforcement authority.
2. Evictable offences include: actions contrary to federal and provincial law, possession of materials which endanger health or safety (i.e. firearms), violent or threatening behavior, major disturbances or repeated minor disturbances, behavior which adversely affects the rights of others to progress academically and socially, repeated public intoxication.
3. In no case will behavior by guests living temporarily in the residences be allowed to impact unfavourably the ability of students living in the residence to sleep and study during their preferred times. It is essential that maximum quiet be maintained and any guest interfering with students' sleep or study will be subject to eviction.
4. There are no designated smoking areas in Residence. There are clearly marked smoking areas outside the residence buildings.
5. Use of illegal substances or substances is strictly forbidden in Residence, and will result in eviction from Brandon University Residence Complex.
6. It is to be understood that rooms are for accommodation purposes only and that all guests are strictly prohibited from using the rooms, the building or adjacent grounds for any commercial purpose unless the person or agency has written permission from the Manager of Ancillary Services or his/her designate.
7. Tampering with or misuse of fire alarm systems and fire safety equipment is an offense under the Criminal Code of Canada, and as such, offenders will be prosecuted. Note: all residence areas are designated "no flame": this means no candles, incense burners, or any other device that generates a flame.
8. Each guest is supplied with a desk, dressers, side-table, bed, mattress, chair, blanket, bed linen and pillowcase. Furniture is NOT to be removed from the room without written permission from Ancillary Services. Furniture not in the room at the end of the occupancy will be deemed missing, and the replacement value of that furniture will be charged to the account of the guest.
9. Brandon University is not liable for the loss of money or valuables by any person, or for the loss of, or damage to, property belonging to a resident or guest. The insurance carried by the University on housing units covers only the building and contents which belong to the University.
10. The University reserves the right to reassign individuals to different rooms or a different hall at any time.
11. Guests are not permitted to let other persons use their rooms during absences from campus. Guests with a roommate may not have an overnight guest unless they have received the permission of their roommate.
12. There are no pets allowed in the residence complex.
13. Check-out time is 12 p.m. Keys and fobs must be returned to the Ancillary Services Office (drop box available afterhours). Unreturned keys will incur a charge of \$144.95 + tax. Unreturned fobs will incur a charge of \$22.54 + tax.
14. Our rooms come provided with linen (i.e. sheets, blankets and pillows) and fresh towels and soap. (Please note: towels and soap do not get replenished). A washer and dryer is available for use at no additional cost. Just bring your own detergent!
15. We do not have housekeeping services available. Tenants are responsible for cleaning their own rooms and bathrooms.

Guests will follow the instructions of representatives designated by the University in matters pertaining to behavior in the residence. Such representatives will self-identify as Residence Assistants, Residence Security, or full-time university employees attached to either the Office of Ancillary Services or the Residence Hall Programs Office.

**CANCELLATION POLICY – CANCELLATIONS WITHIN 7 DAYS BEFORE SCHEDULED CHECK-IN WILL BE SUBJECT TO 1 NIGHT'S ACCOMMODATION BEING CHARGED (PER PERSON). \*CARD WILL BE CHARGED PRIOR TO CHECK-IN \*ANY ADDITIONAL CHARGES INCURRED WILL BE CHARGED TO CARD ON FILE\***