



**BRANDON
UNIVERSITY**

Founded 1899

Res@BU

RESIDENCE HANDBOOK

2014/2015

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2014-2015 Residence Handbook

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Chapter 1

Residence Complex Management

The Department of Student Services has the overall responsibility for the student residences.

Food Services are the responsibility of the Manager of Food Services. The Food Services Manager may be contacted in the Main Dining Room area and inquiries or suggestions about any aspect of food services should be directed to him/her.

The Office of Ancillary Services is responsible for the administrative and fiscal operations such as housekeeping, maintenance, and renovations for the Residence Complex. This office is responsible for keys and receives requests for repairs or replacement of worn and damaged University property. Ancillary Services also takes bookings for all meeting room facilities in the complex.

The Director of the Residence Hall Programs Office is responsible for the administration of student related services in the complex. In addition to supporting student development through educational, social, cultural and recreational programs, the Residence Programs Office receives and processes applications for accommodations, assigns rooms, maintains discipline, selects, trains and supervises the work of the Residence Assistants, advises the Resident Students' Associations, and is responsible for security in the Complex. Identification and coordination of plans for the improvement of the facilities, and modifications and implementation of policies and procedures for the administration of the Complex are the joint responsibility of the Director of Ancillary Services, the Dean of Students, and the Director of Residence Hall Programs.

An integral part of the residence operation are the student employees (Residence Assistants) and the elected representatives forming each Residence Student Council. Residence Assistants (RAs) are chosen by the RA Selection Committee in early March for the upcoming academic year, and Residence Councils are elected shortly thereafter.

Chapter 2

Residence Student Administration

2.1 Role of the Residence Assistant

The Residence Assistant (RA) is responsible for security, discipline, assisting and advising residence students and developing and encourage residence activities, events, and programs. The RA is intensively involved in residence hall life in a variety of ways which include:

1. Providing the proper level of discipline in their area so the rights and needs of all students to study, learn, rest, and socialize are respected.
2. Supervising the work of the Floor Representatives living on the RA's assigned floors, acting as their mentor, and helping them fulfill their position's responsibilities.
3. Being enthusiastic about residence activities, initiating and sponsoring programs which encourage students to learn by being involved in all phases of residence life. The RAs work closely with the Residence Hall Programs Director in program development, thus facilitating the growth of a "learning-living environment" within the residences.
4. Orienting new students to the residence hall and providing opportunities for these people to become acquainted with other residents.
5. Supplying information on residence life, facilities and services available including medical, counseling, and financial aid.
6. Becoming well enough acquainted with residents so that a relationship of trust and friendship is established.
7. Aiding students with personal, academic, financial, social or other problems whenever possible, being particularly aware of referral sources within the University.
8. Assisting the Administration in room selection and placement as well as other administrative duties that may be required.
9. Working closely with the other RAs, the Floor Representatives and the Executive Committees in matters of mutual concern. At times the RA may act as an advisor to the Council at their request.

The Residence Assistants are mature students who can counsel residents or refer them to the appropriate counseling sources. They initiate activities in which students can socialize, learn and develop, and they maintain discipline so that the needs and rights of all students are respected. The Residence Assistants are responsible to the Director of Residence Hall Programs.

2.2 Residence Government

Each residence hall has its own Resident Students Association of which all students in that hall are members. In March of each year, the Association in each hall holds elections for a council composed of a three member executive, and a floor representative from each floor in the hall. Complete details of the roles of the various council members and the responsibilities of the councils are contained in the constitutions of the three Associations. Briefly, the council carries the responsibility of governing the hall and considering proposed legislation. The councils have several committees such as a food committee, social committee and sports committee. All students should give the council their support. Full student involvement in the residence government is expected. The University encourages the councils in each hall to develop their own traditions and projects, as well as overall participation in, and loyalty to, the University and its educational objectives.

The Residence Councils are funded by Residence Student Association fees (R.S.A. fees) which all residents are required to pay. These fees are collected by the University and are administered by the Residence Councils for social functions, sports equipment, residence furnishings, and programming. Those persons who move into residence between September 01 and December 31 will be assessed the full fee. Half fee is required of students moving into residence between January 01 and April 30. In the event a student moves out of residence these fees are not refundable.

Another source of Residence Council funding is the Maintenance Fee. The Maintenance Fee (\$20.00) is charged to each resident upon check-in. It is used to pay for repairs for non-recoverable damages (i.e. individuals who cannot be charged) within each residence building. Surplus (if any) from this fund is used to fund Residence Council projects.

Chapter 3

Admission to Residence

3.1 Room Assignment

1. Single rooms will be assigned on the following priorities:
 - members of the Residence Councils; this includes executives and floor representatives.
 - senior students who will assist in the achievement of the overall objectives of the residence operation.
 - older students (over 25).
 - other students who have requested single accommodation
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2. The remaining places will be allocated as follows:
 - returning undergraduate students.

- first year students.
 - international students for whom a percentage of residence places are always held.
3. Requests based on medical or compassionate reasons must be documented, and will be given careful consideration. Brandon University residence may not always be suitable for students requiring special care. The Residence does have limited accommodation for mobility-challenged residents.

Waiting Lists

It is necessary financially to completely fill all available accommodation by the end of August with confirmed assigned students who desire to stay in Residence for the fall/winter session. In cases where it is necessary, waiting lists are established.

3.2 Residence Fees

In addition to the room and board payments, each residence student pays an Application Fee, a Residence Student Association Fee, a Facilities Fee, and a Maintenance Fee.

Residence Student Association Fee

The Residence Councils are funded by the Residence Student Association Fee (R.S.A. Fee). This fee (\$50.00) is collected by the University on behalf of the Residence Councils, and disbursed to the Councils twice per year. It is from this means that the Residence Councils derive their operating funds. The R.S.A. fee is charged to each resident at check-in, and is non-refundable.

Facilities Fee

Each resident is charged a \$134.00 facilities fee upon check-in. The fund created by the collection of this fee is used for upgrading of residence facilities, such as replacement of carpet, furniture, renovations, etc. This fee is non-refundable.

Maintenance Fee

Each resident is charged a \$22.25, non-refundable, maintenance fee. The fund created by the collection of this fee pays for non-recoverable damages within the Residence Complex, such as those damages resulting from vandalism and abuse of Residence property. At the end of the academic year, the unused portion of this fund is distributed to the Residence Councils to help fund purchases for the improvement of Residence facilities. Residents are encouraged to minimize damages in the Residence Complex so that this fund may be used to make significant positive changes, rather than fund repairs necessary as a result of senseless vandalism.

Chapter 4

Withdrawal

It is not expected that students, having initially chosen to live in residence and having signed a Residence Agreement, will withdraw from residence before the end of the school year, or in the case of ACC students before the completion of the period specified for a particular course. In cases where due to ill health or other personal problems, it is necessary for a student to withdraw the following procedures should be followed:

1. See the Director of Residence Hall Programs **immediately**.
2. A Student may withdraw from residence without withdrawing from Brandon University or Assiniboine Community College, but in such cases covenants and agrees to remain financially responsible for the room and board charges for the remainder of the current Brandon University academic term. Residents wishing to withdraw for second term must provide notice in writing to be received by the Residence Hall Programs Office during its office hours (8:45 a.m. to 4:30 p.m., Monday to Friday, excluding holidays) on or before the first day of December. In addition to the above, all residents terminating their contract early without withdrawing from all of their courses will be assessed a penalty of \$500.00. **In all other cases, the Student will be held financially responsible for the room and board charges for the entire Fall and Winter Terms.**
3. Students vacating residence prior to the end of their contract due to a change in academic status are not required to give notice but will be assessed a residence administrative fee of \$300.00. Students vacating residence in December or April will not receive a refund or rebate for the unused room and board charges for the month in which they depart.
4. Guidelines concerning withdrawal during the period May 1 - August 31, may vary from the above. Please consult the personnel in the Residence Office for further information.

4.1 Check out

A student who is checking out of the residence must go to the Residence Office during regular office hours (8:30 a.m. to 4:30 p.m., Monday to Friday) and present the following items: a room clearance sheet, signed by the Residence Assistant or his designate, a mail box key, a room key, key fob and residence ID card. When these items are presented a voucher is signed which the student may take to the Finance and Registration Services Office in Clark Hall for refund of the \$50.00 key deposit in cash. Failure to do so within 5 business days of your departure, will mean forfeiture of your key deposit. In addition, the student's account will be charged for the cost incurred to change the door lock. In all cases this charge is non-refundable. When leaving residence, all students are requested to complete a **Residence Office Check-out form**. If a student

requests mail forwarding to a given address, the key deposit may be used to pay for the \$50.00 forwarding fee, which will enable the Residence Office to forward a student's mail for one calendar year.

Any items left in rooms after check-out will be held in the Residence Office for 60 days, after which the items will be disposed of.

All accounts pertaining to room and board charges, fines, and parking, must be settled prior to your departure from the Residence Complex.

4.2 Absence from Campus

Students whose academic requirements necessitate a complete absence from campus for a period of at least three weeks (for example: student teaching, practical work experience) may apply for a rebate of their board program costs for the time period which they will be away. Any such rebate will be given at the discretion of the Residence Management.

Chapter 5

Policies, Rules and Regulations

All students living in residence are required to sign a Residence Agreement. The Residence Agreement is a contract for room and board for the entire academic year, September to April, or from the time of arrival through the end of the Winter term (April). Your room keys will not be given out until the contract is signed. It is the responsibility of the student to read and understand the Agreement.

The conditions of the Agreement are designed to provide maximum individual freedom, limited only by the regulations essential for harmonious group living. In managing the halls the University strives to make available the highest standards at the lowest possible cost to each student.

5.1 Residence Agreement

The following is the wording of the Residence Agreement which students are required to sign:

In Consideration of the fees to be paid and the covenants herein on the part of the Student, the University hereby grants to the Student, on the terms hereof, the following license:

1. The University will grant to the Student accommodation in the University Residence Halls, (herein called "the licensed premises") for the period specified on the Student's "Room Assignment Form".
2. The Student covenants and agrees to pay to the University, per term in advance, without deduction, set-off, or abatement, except as herein expressly provided, in lawful money of Canada, the sum of money for meals and fee for the licensed premises per term that will be assigned according to the

schedule, copies of which are available in the Ancillary Services Office.

3. The Student agrees that a condition precedent of this agreement shall be his or her enrollment on a full time basis as defined by the University Calendar in courses of instruction at the University or at Assiniboine Community College in the City of Brandon; and if at any time his or her university or vocational instruction on a full time basis should terminate, his or her license shall be terminated forthwith.
4. The Student realizes that residence eligibility includes participation in the mandatory residence board (food) program. Board program money is non-refundable, and can only be used for the purchase of food at Brandon University food outlets during the scheduled hours of operation. Students whose diet limits food choices are responsible to ensure sufficient menu choices are available for them prior to signing this contract and committing to the residence and the board program. Unused board program money will not be refunded.
5. The Student further covenants and agrees with the University that he or she will not assign this license nor sub-license any part of the licensed area to any other person to occupy nor will the student permit any other person to occupy any part of the licensed premises; understanding and agreeing that the University, at its own discretion, may allow any other person to occupy the licensed premises as a licensee-in-common with the student.
6. It is further agreed that the University and all persons authorized by it shall have the right from time to time to enter the licensee's area for any purpose, and such entry shall be deemed not to be an interference with the Student's privileges hereby granted. Specific notice under this right of entry is hereby given that all licensed areas will be inspected during the Christmas break in each year. The Student agrees to respond immediately to requests from the University to meet to discuss problems, concerns, issues, or complaints.
7. The Student hereby covenants and agrees with the University as follows:
 - (a) To pay the fee in advance of each academic term, for the entire academic term.
 - (b) To be responsible for and ensure the ordinary cleanliness of the licensed premises.
 - (c) To take proper care of the licensed premises and its state of repair and to be responsible for and assume the costs of repairs for any damage caused by the negligent or willful misconduct of the Student or any person invited or allowed on the licensed premises by the Student.
 - (d) To ensure that neither he nor she nor his or her guests or invitees creates a nuisance or disturbance affecting other licensed areas in the residence.
8. It is further understood and agreed that the University, by granting of this license, neither accepts nor assumes any responsibility for the personal belongings of the student, nor accepts nor assumes any responsibility for storage or shipping of personal articles left in the licensed premises or associated areas after the student withdraws or terminates this license.
9. The Student further covenants and agrees to adhere to all rules of the

University as approved and as from time to time amended by the governing body of the University, and, further, covenants and agrees to abide by and to submit to the disciplinary and fining power of the University, or its agents, as outlined in the most recently revised Residence Handbook.

10. This license may be terminated by the Student only subject to the following conditions:

- (a) A Student may withdraw from residence without withdrawing from Brandon University or Assiniboine Community College, but in such cases covenants and agrees to remain financially responsible for the room and board charges for the remainder of the current Brandon University academic term. Residents wishing to withdraw for second term must provide notice in writing to be received by the Residence Hall Programs Office during its office hours (8:30 a.m. to 4:30 p.m., Monday to Friday, excluding holidays) on or before the first day of December. In addition to the above, all residents terminating their contract early without withdrawing from all of their courses will be assessed a penalty of \$500.00.

In all other cases, the Student will be held financially responsible for the room and board charges for the entire Fall and Winter Terms.

- (b) Students vacating residence prior to the end of their contract due to a change in academic status are not required to give notice but will be assessed a residence administrative fee of \$300.00.
- (c) Students arriving two and one-half weeks (2.5) or less after the beginning of the term will not receive an adjustment of their contract period or a room and board rebate for the unused room and board charges. Students vacating residence four (4) weeks or less before the end of their contract will not receive a refund or rebate for the unused room and board charges.
- (d) In all cases, students vacating residence prior to the end of their contract must leave residence by the end of the examination period of the current term.

11. The Student further covenants and agrees that, in addition to any other remedies of the University, if the Student vacates the licensed premises without giving proper notice, or without following proper check-out procedures; he or she shall be responsible for room and board charges until such time as the required notice is given and a proper check-out taken place. Further, the student agrees that any such billing will be in addition to any penalty assessed hereunder.

12. In addition to the rights of the University hereunder, if the Student shall be in default in the performance of any covenant on his or her part herein contained, the University may terminate the license effective the fifth (5th) day following the date on which Notice of Terminate was given to the Student by the University. In such cases, the Student will be assessed the penalty described in Number 10, clause (a).

13. Any written notice or other notice provided for in this license shall be effectively given by the University by registered mail addressed to, or by delivery to, the Student at the licensed premises, and every such notice shall be deemed to have been given upon the day it was so mailed or delivered.
14. If the Student continues to exercise the license hereby granted after the expiration of the term without objection by the University and without written agreement otherwise provided, he or she will be deemed to be a licensee from month to month, and subject to the provisions of this license insofar as the same are applicable, but it shall be lawful for the University to cancel and terminate the license hereby granted by delivery to the Student notice to that effect; and upon delivery of such notice this license shall cease without prejudice to any rights of the University under this license accrued before such cancellation.
15. The waiver of acquiescence by the University of, or in any breach by the Student of, any covenant or condition herein shall not be deemed to be a waiver of such covenant or condition or any subsequent or other breach of any covenant or condition of this license.

5.2 Terms & Conditions of Occupancy

1. Residents 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. The student agrees to familiarize him/herself with all regulations which the University's governing bodies have enacted or may enact. Agreement to live under these rules and regulations is a condition of occupancy in the complex. Students are referred to the information contained in the Brandon University webpages, specifically the **Statement of Student Rights and Responsibilities**. Residents are also directed to the on-line Residence Handbook and are requested to familiarize themselves with the Chapter entitled "Rules and Regulations".
3. Evictable offences include: actions contrary to federal and provincial law, possession of materials which endanger student health or safety (i.e. firearms), violence 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.
4. There are no designated smoking areas in Residence. There is no smoking in any of the three Brandon University residence buildings. Residents are also directed to the on-line Residence Handbook and are requested to familiarize themselves with the smoking policy. Use or possession of illegal hallucinogenic substances (such as marijuana) or substances which resemble illegal hallucinogenic substances (in odor or in appearance) is strictly forbidden in Residence, and will result in eviction from Brandon University Residence Complex.
5. It is to be understood that rooms are for students residence only and that all

residents and outside agencies 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 Director of Ancillary Services.

6. When fee payments are not made by due dates the resident will be cautioned to take note of their contractual agreement, and may be asked to leave the residence in accordance with that agreement. When payment of due fees is not made prior to leaving residence the overdue account is transferred for collection.
7. Residents can expect their rooms will be inspected monthly (with due notice given) by a representative of the Residence Office for cleanliness, adherence to fire and safety guidelines, and adherence to normal public health practices. It is expected that each student will care for his/her own room daily and that he/she will exercise reasonable care in the use of common facilities. At the end of the term the room should be in similar condition with regard to cleanliness as it was when the student commenced occupancy. A minimum charge of \$50.00 is made against a student's account if the room is not left in acceptable condition.
8. 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: the Residence is a no-flame area: candles are not permitted, nor is the burning of incense or similar substances.
9. Students are required to complete a room clearance sheet, listing the condition of the room, its equipment and furnishings within one week of arrival. These forms are available from the Residence Assistants and should be returned to them.
10. Each resident is supplied with a desk, bookshelf, dresser, night-table, bed, mattress, chair, blanket, bed linen and pillowcase. Furniture is NOT to be removed from the room without written permission from the Residence Hall Programs Office. Furniture not in the room at the end of the resident's occupancy will be deemed missing, and the replacement value of that furniture will be charged to the account of the resident..
11. 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. The insurance carried by the University on housing units covers only the building and contents which belong to the University.
12. In the weeks previous to the end of each term the Dining Room hours of operation will be shortened to maximize operational efficiencies. The Board Program will extend only until that time when most faculties have concluded final examinations.
13. In no case does student status extend beyond twenty-four hours past the last

examination scheduled for any course in which the student is enrolled. Students are permitted to leave their belongings in their rooms during the Christmas break but all students must vacate their rooms within one day of writing their final Christmas exam. It is essential that maximum quiet be maintained and any student interfering with other student's sleep or study will be subject to severe disciplinary action, including eviction.

14. The University reserves the right to reassign individuals to different rooms or a different hall at any time. A person occupying a double room, whose roommate vacates, can in most circumstances expect to be assigned a new selected roommate in order to maintain maximum double occupancy. Any person occupying a double room who refuses a selected roommate is subject to pay twice the normal double room rent.
15. Students are not permitted to let other persons use their rooms during absences from campus. Students with a roommate may not have an overnight guest unless they have received the permission of their roommate.
16. It is Residence policy that students may not keep pets of any kind within the premises. Fish are the only exception made to this policy (up to medium sized aquariums are permitted, i.e. 88 litre capacity.)
17. The playing of musical instruments such as electric guitars and brass wind instruments is prohibited in Residence. No low-frequency audio speakers (such as sub-woofers) may be used.
18. Guests under the age of eighteen (18) years old are not permitted in the Residence unless they are a relative: and then they must be registered with the Residence Hall Programs Office.

5.3 Open House Policy

Students are required to take the responsibility of looking after their residence with regard to damage and loss of residence property, and to take seriously the need in a group living situation to respect the rights of other residents. **It has never been the intention of Brandon University that the residences be a drop-in center or the locale for after-hours parties. Space is simply too limited and sound travels too easily for late night parties of any kind to be held in student rooms.** Residents may sign in another person(s), however the only place that visitor may go in the residence is to the room of the person who signed him/her in, and only then if the visitor's presence does not interfere with the roommate's plans. Occasionally, a resident will be asked by another resident who has already signed in the maximum number of guests to sign in a friend. For the reasons above that is obviously impossible; your co-operation in this matter is appreciated.

- Visitors are allowed to remain in the room for 72 hours, only if the resident who signed them in remains with them, and only if the roommate has been asked and has given his/her permission for the visitors to be in the room.

- Residents having visitors longer than 24 hours must inform their RA or a staff person in the Residence Office. This is important for a variety of reasons, including fire safety, security and noise control.
- Visitors arriving between 11:00 p.m. and 6:00 a.m. must sign in by the resident **accompanying** them.
- The resident student must show a residence ID card to the guard when signing in a guest, but is not required to leave it with him.
- Normally a resident is allowed one guest - in exceptional circumstances this may be increased to a maximum of three. **As a resident you are totally responsible for your visitors and you are only free to entertain a visitor in your own room.**

5.4 Right of Entry

Authorized designates of the University shall have the right to enter residence rooms subject to the following provisions:

Non-Emergency Entry: Twenty-four (24) hours written notice from the Residence Hall Programs Office, or the Office of Ancillary Services, or the Physical Plant Office, will be supplied to the resident(s) by delivery of written notification to the students' room. Residents may request that they be present in the room during necessary assessments and repairs to the room. In such situations, the student must be available for a mutually convenient appointment date and time.

Emergency Entry: Immediate access to a residence room(s) will be taken in situations of emergency. Such situations include mechanical emergencies, safety emergencies, and other emergencies that require immediate attention in order to protect resident's quality of life.

Note: in all situations where a designate of the University enters a room, the designate will (a) knock and wait an appropriate amount of time for a response, and (b) identify themselves as they open the door.

5.5 Damages

Each resident is charged a \$22.25 residence maintenance fee upon check-in. The fund created by the collection of this fee pays for the non-recoverable damages within the Residence Complex caused by vandalism and abuse of Residence property. At the end of the academic year, the unused portion of this fund is given to the Residence Councils to finance improvements of Residence facilities. Given the above, your council will appreciate assistance in determining individuals responsible for damage. The following are some guidelines covering damages to Residence property:

1. In any case of damage or loss of residence property it shall be the responsibility of council of that residence to find the person responsible; if it

cannot be discerned which individual is responsible, all persons residing on that floor (Darrach Hall and Flora Cowan) or unit (McMaster) will be charged.

2. Areas used by all students in their particular residences (i.e. T.V. rooms, guest's washrooms, hall, elevators and the laundry rooms) shall be the responsibility of the entire student body of that residence hall. Any willful damage caused in these areas shall be charged to the residence council if the individual person cannot be found.
3. The residence council, in cooperation with the Residence Hall Programs Office, will be responsible for channeling the charges to the individual, the floor or unit, or entire residence.
4. Council will only be responsible for willful damage or loss of residence property occurring within each residence hall; the areas outside of main doors will be the responsibility of the administration.
5. Damage occurring to residence from outside of residence shall not be the responsibility of council unless it can be proven that a residence student was involved.
6. Damages occurring outside residence from within (i.e. throwing articles out of windows) shall be the responsibility of the individual involved via his or her residence council.
7. Each residence student shall take full responsibility for his or her guest(s).
8. The co-operation of all residence students shall be enlisted to aid the councils in the control of damage or loss of residence property. Please think of the Residence Complex as your home and treat it as such.

5.6 Alcohol Policy

The consumption of alcoholic beverages is allowed within the Residence Complex providing the following regulations are followed:

- Alcohol may not be brought into the Residence Complex between the hours of midnight and 8:00 a.m. Students finding themselves with no acceptable place to store their alcohol during these hours may request the Security Guard to leave the alcohol in the Residence Hall Programs Office until the next business day, at which time the student is expected to pick it up.
- Drinking of alcoholic beverages is allowed in the student's rooms only. Any student breaking this rule will receive a \$30.00 open liquor fine.
- Guests of residents who are visibly intoxicated upon arrival (in the opinion of the Security Guard) will not be allowed into residence.
- Intoxicated behavior by residents is not tolerated on a repeated basis. Residents guilty of this will be dealt with under the terms of the

Residence Agreement.

Residents should be aware that they are responsible for the conduct of their guests. Noise should be kept at a minimum during "gatherings" in student's rooms. Guests should be encouraged to be quiet in the residence and quiet as they leave the residence. Residents are reminded that their privilege to entertain in their room must not interfere with the rights of other residents to sleep and to study.

5.7 Noise Policy

Residents are not permitted to create noise that interferes with the right of other residents to sleep or to study. This means that residents have a responsibility towards each other to ask someone to keep noise down if it is interrupting sleep or study. If reasonable requests are ignored the matter should be referred immediately to a Floor Representative, a Residence Assistant, or the Security Guard. After one warning, those students responsible for a disturbance may be issued a \$30.00 noise fine. Students who are repeatedly found to be noisy in excess of the acceptable level on a given floor will be asked to see the Residence Director and face the possibility of moving to a less noise-sensitive area, or eviction. Quiet hours, when in effect, should be regarded with consideration for your friends and fellow residents. Your co-operation in these matters of responsibility will make living in residence more enjoyable for all concerned. **Note: the use of subwoofer speakers is NOT permitted in residence.**

5.8 Damage Prevention

Reasonable care of all rooms is expected of all residents. Unnecessary damage to furniture, fixtures, doors, and walls automatically increase operational cost, which influences your cost of living in residence. No nails, screws, or pins may be driven into the walls; decals or transfer pictures or other sticky materials must not be used. Adhesive picture hangers may be used for framed pictures; however, you should ensure that the hook tape is wetted thoroughly before removing from the wall. Damage caused by adhesive materials may be charged to individual residents where negligence is evident. Because there is adequate clothes space provided in your room, and to prevent damage, it is recommended that hangers not be hung on curtain rods, window frames, and doors. Clothes hangers are not provided by the University. For safety's sake, please refrain from using open flames, such as burning candles. Overloading your room window between panes is discouraged because the space is not adequate and causes unnecessary damage to the screens and expensive air sealed windows.

5.9 Safety, Security, and Privacy

The Residence Administration will do its best to provide you with preventative programs to protect your safety, security and privacy. You can help maintain a high standard, provided you are willing to assist yourself, colleagues and peers, by reporting persons who tamper with fire equipment, electrical equipment, elevators, locks, et cetera. Unescorted persons loitering within the buildings, who

are not members of your floor or hall, should be asked why they are in your residence, and, if appropriate, asked to leave.

5.10 Personal Property Liability

The University does not assume responsibility for money or personal property in your rooms. You are advised to lock your room door on leaving. It is also recommended that you carry some form of personal property insurance, covering items you have in your room, as the University assumes no liability for losses which may be incurred by reason of fire, theft, and water damage. Where applicable, you should check with your parents: they may have a policy which covers you also. If not, please consider purchasing tenants insurance from one of the local insurance agencies.

5.11 Fire Safety

It is every resident's responsibility to obey fire safety rules, regulations, and practices. Each resident should familiarize themselves with the location of fire safety equipment. Each resident must ensure that electrical devices brought into the residence are CSA approved devices, undamaged, and operated in a safe manner. The use of extension cords longer than 2 meters is prohibited. The use of door wedges to prop open stairwell and hallway doors is prohibited. Compressed gas tanks (propane, butane, etc.) are not allowed in residence.

5.12 Fire Evacuation Procedures

The Residence Assistants will give you specific details regarding evacuation procedures shortly after you move in. The following is the standard procedure when an alarm bell sounds: close the windows, take a towel, wear a coat and slippers or shoes, leave the center light on and door closed but unlocked, leave residence at designated exit, proceed in a quiet and orderly fashion, out of and away from the building. McMaster Hall residents: **do not use the elevator during a fire drill or actual fire.**

5.13 Keys

All residents are issued one room key, an electronic key fob and mail box key. A key deposit of \$50.00 is charged to each resident's account. This deposit will be returned in cash, when the student checks out during regular office hours. See: Withdrawal. Note: if a room key is lost, the lock must be changed and the cost for this is \$133.90, all of which will be billed to the person who is responsible for losing the key. The electronic key fob, room and mail box keys are the responsibility of the student during his/her period in residence. For security reasons students are reminded to keep their keys with them at all times, and to lock their rooms, even when away for only a few minutes. Opening doors for students who have locked themselves out of their rooms is a low priority for Residence Complex Office Staff and Residence Assistants.

Violations such as copying keys or allowing non-residents to use residence keys will result in the termination of the Residence Agreement. Tampering with keys or

locks is not a responsible action and not acceptable; any resident(s) found to be interfering with such property may have their Residence Agreement terminated. Please note: Only authorized University locksmiths are permitted to repair University property locks or duplicate University keys.

5.14 Room Changes

Students wishing to change rooms during the course of the year may apply to do so by completing the application form obtained from Residence Assistants. These applications are processed weekly, beginning in October. All room changes are administered through the Residence Assistants. A \$25.00 Administration and Housekeeping fee is charged for student-initiated room changes.

5.15 Energy Conservation

Each year the increasing cost of utilities is the main cause of increase in student room and board fees. Please help keep costs to a minimum by not leaving hot water taps running and turning off unnecessary lights. When away from your room in the evening or night, please turn off all lights.

5.16 Screens and Windows

Screens should not be opened, removed, or tampered with. Occupants living in a room in which the screen has been removed are subject to a \$50.00 fine.

5.17 Plants and Pets

The Residence Complex management reserves the right to limit the number and size of potted plants in student rooms. It is Residence policy that students may not keep, or permit, or allow to be kept, pets of any kind within or upon the premises. Fish are the only exception made to this policy (up to medium sized aquariums are permitted, i.e., 88 litre capacity.)

5.18 Food

Cooking is not permitted in student rooms for several reasons: danger of fire, possibility of heat damage to desk tops and other areas, possibility of spattering grease on the furniture and carpeting, and unpleasant odors. Dishes and silverware are not to be removed from the Dining Room.

5.19 Public Display of Posters

The following Residence Poster and Display Policy shall be enforced by Brandon University Residence Council and Residence Management and Staff:

- 1 Printed material displayed in Residence public areas shall not discriminate against any group of people or individual on the basis of religion, race, color, sex, or lifestyle.

- 2 Printed material displayed in Residence public areas shall not encourage

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residents to engage in activities which are recognized to be unhealthy or illegal, neither shall they promote such activities.

- 3 Printed material shall not be affixed to any wall, ceiling, or glass surface which may be marred or damaged as a result. Printed material shall not be affixed to any public hallway window.
- 4 Printed material shall not be of such size that it uses up a large percentage of the display area for any given hallway or area.
- 5 Printed material shall be removed immediately after the advertised event has occurred. In any case, no material shall be allowed to be displayed for a period of more than two weeks. Those persons posting the material shall assume the responsibility of removing the material on a timely basis.

Residence Councils and Residence Management have established a procedure for enforcing this policy. Information regarding this procedure may be obtained from the Residence Hall Programs Office.

5.20 Respectful Environment Policy

Brandon University Residence fully supports the Brandon University Respectful Environment Policy. The purpose of the REP is to support a climate of respectful behaviour in the workplace and in the learning environment where all workers, employees, students, guests or volunteers of the University community must be free from human rights harassment, human rights discrimination, personal harassment and workplace violence whether they are on campus or participating in an affiliated off-campus activity. Complete information regarding the REP can be accessed at

<http://www2.brandonu.ca/admin/policies/Respectful%20Environment%20Policy.pdf>

5:21 Smoking Policy

There are no designated smoking areas in Residence. There is no smoking in any of the three Brandon University residence buildings.

Failure to Comply: Resident

Failure to comply with this policy is cause for eviction from Residence, as per clause 7 of the Residence Agreement, which states "The student covenants and agrees with the University...to ensure that neither he nor she nor his or her guests or invitees creates a nuisance or disturbance affecting other licensed areas of the Residence."

Failure to Comply: Visitor

Failure to comply with this policy will result in revocation of visiting privileges to the Brandon University Residences.

5:22 Candle (Flame) Policy

The use of candles, oil lamps, or incense (or any other item that combusts with an open flame or combusts to produce a hotspot) is prohibited in residence.

Failure to Comply: Resident

Failure to comply with this policy is cause for eviction from Residence, as per clause 4 of the Terms and Conditions of Occupancy, which states “Evictable offences include...possession of materials which endanger student health and safety ...”.

Failure to Comply: Visitor

Failure to comply with this policy will result in revocation of visiting privileges to the Brandon University Residences.

Chapter 6

Services

6.1 Medical Services

The following is a list of walk-in clinics:

Western Medical Clinic, 144-6th Street, 727-6451
Brandon Clinic West, 2835 Victoria Avenue, 727-0900
Newmount Medical Walk-In Clinic, 738-18th Street, 726-0773
Gallery Medical, 800 Rosser Avenue, 729-8588

If you wish to book an appointment, call one of the above clinics. If you need assistance, please see your Residence Assistant or one of the clerks in the Residence Hall Programs Office.

6.2 First Aid

Most of the students involved in Residence Government, (the RAs, the Executives and the Floor Reps.) have taken the St. John Ambulance First Aid Course as part of their training. All the Residence Assistants have first aid kits in their rooms. In case of emergency, one of these students should be contacted.

By dialing 911 (Brandon's Emergency Number) any student can call an ambulance. They usually arrive on the scene in less than ten minutes and the Brandon General Hospital is less than five minutes away by ambulance. Please Note: Ambulance service is not free. You will be billed by the Department of Health. Any injury or illness should be reported to the Residence Assistant and the Residence Hall Programs Office Director should be notified in any case which requires hospitalization or other treatment away from campus.

6.3 Mail

The University maintains mail boxes for all residence students in the lower level hallway between McMaster Hall and the Dining Area. Box numbers and room numbers do not correspond, so it is therefore necessary that all incoming mail clearly indicate the student's **box number**. Students will receive their mail without delay if it is sent addressed as follows:

NAME
BOX NO.
Brandon University Residence
270-18th Street
BRANDON, MB
R7A 6A9

Mail Drop Box

There is a mail drop box for outgoing stamped letters provided on Louise Avenue at 18th Street (right outside of the Brodie Science Building).

Parcels

When a student receives a parcel, a note is left in the mail box and the parcel may be picked up at the Residence Complex Office during regular office hours.

Leaving Residence

When leaving residence, all students are requested to complete a forwarding address form. This form, along with the \$50.00 forwarding fee, will enable the Residence Office to forward a student's mail for one calendar year.

Magazine Subscription

You should notify the subscription department of change of address for any magazines which you receive, at least six weeks before leaving residence. The University is under no obligation to forward third class mail.

6.4 Laundry

Washers and dryers are available for the convenience of the residents in each hall. These facilities are for the use of residents only. Any mechanical difficulty should be reported to the Residence Complex immediately.

Rooms in all three residences are equipped with phone jacks and students who wish to have a phone should obtain one from the MTS office at the Brandon Shoppers Mall. Darrach and Flora Cowan Halls are jacked for desk sets, McMaster Hall for wall phones. Please make sure you give the phone company your **box** number: the University will not be responsible for delays in receipt of bills which have been improperly addressed. Note: You must bring three pieces of identification to the phone centre.

6.5 Cable Services

Cable television hook-ups are available in McMaster Hall, Flora Cowan Hall and Darrach Hall. There is a fee for this service: please inquire at the Residence Hall Programs Office for complete information.

6.6 Internet Services

Internet connections are available in McMaster Hall, Darrach Hall, and Flora Cowan Hall. There is a fee for this service: please inquire at the Residence Hall Programs Office.

6.7 Study Areas

Study areas are provided in all three residences. They are for the use of residence students. Students are requested not to leave books, notes, et cetera in the study areas, and to keep the rooms as quiet as possible.

6.8 Music Room

A music practice room, equipped with a piano, is located on the lower floor of McMaster Hall. The key is available from the Residence Hall Programs Office during regular office hours. The room may also be reserved for evening practice by signing the schedule and picking up a key before the office closes in the afternoon. In addition to this arrangement, there are several students in residence who are authorized to allow residence students into the music practice room after hours.

6.9 Television Rooms

A television viewing room is provided in each of the residences for the convenience of the students living there. Prior to the beginning of each term, all T.V.'s are serviced to ensure good operation. PLEASE DO NOT TAMPER WITH THE T.V.'S; all problems should be reported to the Residence Hall Programs Office as soon as noticed. In no circumstances should the sets be moved without prior consent of the Director of Ancillary Services.

6.10 Security Guards

Residence security relies upon an electronic security system featuring cameras and intercoms at the main entrance of each Residence. After 11:00 p.m. all students must enter or exit the residences past a security camera, and must show the guard (via the camera) their identification card. Guests are signed in by residents at the Security Office. Our goal is to provide a modern security system that will help protect the health and welfare of all residents. Residents or guests caught attempting to circumvent the security systems in place will face loss of residence privileges.

6.11 Weight Room

Located in McMaster Hall, the residence weight room is utilized by a small but dedicated number of people each year. The room is equipped with free weights, stationary bicycles, a rowing machine, and cable machine.

6.12 Parking

Parking is administered by the Ancillary Services Office (located on the main floor of McMaster Hall). Spaces are limited and are assigned on a first-come, first-served basis. Apply early. Warning: there is no free parking on campus: if you bring a vehicle, you must have a parking permit.

Chapter 7

Dining Room and Food Services

Meals are served cafeteria style in two location on campus: a bright spacious co-ed dining room, and our Charlie Biggs Restaurant located in the basement of the McMaster Hall Concourse. All residence students eating at these locations present their student identification card at the cash register at which time their purchases are entered into the cash register and deducted from their declining balance food account. The loss of an identification card must be reported to the Residence Hall Programs Office, where a new one can be purchased for a charge of \$25.00.

7.1 Meal Hours

Meal hours are posted on the Food Services web site:
<http://www.brandonu.ca/food-services/operating-hours.html>

Food Service Schedule

Meals commence on the first day of residence check-in. The Dining Room will close for the December break on or around December 20. In the second term the Main Dining Room closes and the meal contract expires on or around April 25th.

Special Diets

Special diets can usually be satisfied by our Food Services Department. Residents on special diets will have a more limited choice of menu items, but such residents are still responsible to contribute the full amount to the food program. Those with special needs should discuss them with the Director of Food Services prior to signing the Residence Agreement.

Removing items from the Dining Room

Chinaware, glassware, salt and pepper et cetera, enhance the appearance of quality food and contribute to the enjoyment of a meal. These items are expensive and are part of the cost of the operation; they are not to be removed.

7.2 Food Service Committee

Regular meetings are encouraged with appointed student representatives and the Food Service Manager. These meetings have been found to be informative and beneficial to both parties and greatly assist in planning and coordinating special meals and events.

Chapter 8

Other Services

Other services that are important to the students at Brandon University are:

8.1 Student Services

Student Services is housed in the A. E. McKenzie Building, joined to the Library. The first priority of Student Services is the student and they offer a variety of services in response to the unique needs of each individual student.

Personal counseling services are available, as is learning skills help, career counseling, financial counseling, and course advising.

8.2 Miscellaneous Services

Bookstore

Textbooks? Toothpaste? Cards? T-shirts? The bookstore is in the Knowles-Douglas Students' Union Building.

Gymnasium

The Brandon University Gymnasium is located south of Flora Cowan Hall. There are "open gym" times as well as intramural activities scheduled. Check with gymnasium staff for details.

9.0 Important Telephone Numbers

Residence Assistant on duty:	724-2263
Campus Security	727-9700
Fire, Police, Ambulance	911