



# Residence Handbook 2017-2018

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## **INTRODUCTION**

**This handbook provides residents with relevant information pertaining to residence services, policies, terms and conditions of occupancy, and Code of Conduct. Note that these conditions apply equally to your guests while they are on the property. You are responsible for the conduct of your guests. Please ensure that they are familiar with the residence handbook and Code of Conduct.**

## **ACCESS TO SCHATZ HALL**

**Access is through the main Michener lobby at 222 St. Patrick Street**

A receptionist is on duty 8:00am to 9:30pm, Monday – Friday, Saturday from 8:00am to 5:00pm and on Sunday from 10:00am to 4:00pm.

We have 24 hour security on-site at all times.

**Please ensure you have your student ID card on you at all times. Your student card acts as a tap card for after hour's access and will allow for access to the residence floors using the residence elevator.**

If you experience any problems with your ID card please come to the main reception desk to have your card checked.

Schatz Hall can be accessed from the ground floor elevator in Schatz Hall and using the 4<sup>th</sup> floor crossover to the main building.

The doors in Schatz Hall that lead to McCaul Street are **EMERGENCY** exits only. Opening these doors will activate an alarm.

## **REPAIRS**

Work orders can be submitted directly to the reception desk located in the front lobby in person or by emailing [facilities@michener.ca](mailto:facilities@michener.ca)

**Note:** Permission for staff to enter the room is implicit when you submit a work order. For questions or concerns regarding maintenance, contact the Manager, Student Success Network (Ray Nielsen). For non-emergency repairs we ask our staff to access the rooms after 10:00am.

### **FLOOR DONS/RA'S**

The Institute employs Floor Dons/RA's to live on each residence floor. They are available to help manage emergency situations, assist in communication and problem-solving, hold floor meetings and organize floor and residence activities throughout the year. The students are representatives of The Michener Institute and will ensure that the residence rules and regulations are followed.

If your Don is unavailable, please contact another Don. A list of all Dons is posted in the residence on each floor. If a Don is not available, The Michener Institute Security Guard or reception can be contacted at ext. 0 from the internal phones located in the building and in each residence room (more; see *Security Guard*).

If you feel that your concerns have not been adequately addressed by the Don you may contact the Student Success Network at ext. 3141 or via email at [residence@michener.ca](mailto:residence@michener.ca).

### **FLOOR MEETINGS**

This is an opportunity to discuss upcoming events, raise concerns/problems, or discuss other information. Residents are expected to attend all scheduled meetings. Whether or not you are in attendance, you will be expected to abide by all new policies discussed; these policies will be posted by your Don on your floor. There will be a floor meeting at the start of the year and then on an as-needs basis, determined by the Don or the Student Student Success Network.

### **QUIET HOURS**

During quiet hours residents shall not make excessive noise on the floor, in their room, or in common areas. "Excessive noise" is defined as that which may disturb the sleep or study of other residents.

Sunday–Thursday	11:00pm-8:00am
Friday and Saturday nights	1:00am-9:00am

**Note:** Extended quiet hours will be added during exam periods and posted

Even when quiet hours are not in effect, residents and their guests must comply with other people's requests for quiet. One person's request for quiet supersedes another person's right to make noise.

**Note: The Don/RA may make amendments to this and post them in residence should the floor unanimously agree to any changes in quiet hours.**

## **DAMAGES AND DISMISSAL**

In lieu of a deposit, the credit card number on file will be used if you are charged with any damages, excessive room unlocking (1<sup>st</sup> one is free, \$5.00 per incident after) or if you stay for extra days in addition to those covered by your residence fees. The student will be notified of the outstanding balance and the charges processed on the credit card provided.

Any damage to the room, furnishings, or other Institute property will result in a damage charge to the credit card that we have on file.

Any resident who causes willful damage to Michener property will be asked to move out immediately. Residents are responsible for their guests and are therefore accountable for any damages caused by guests.

For more information, see *Consequences*.

## **TERMINATION OF RESIDENCY and WITHDRAWAL**

Students who withdraw from residence before the expiration of their Residence Agreement Form must submit **written or email notification**. **You will be responsible for all residence fees until we can fill the space. If the space cannot be filled, you will be responsible for all fees until the end of your residence agreement. Please send withdrawal request to [residence@michener.ca](mailto:residence@michener.ca)**

## **CHECK-OUT PROCEDURE**

**CHECK-OUT TIME IS 11:00 AM. The last day listed on your confirmation information is the day you are scheduled to move out.**

If you require a later check-out time, please make arrangements with us by emailing [residence@michener.ca](mailto:residence@michener.ca); we will accommodate this request if possible.

**If an extension of residence is required, you must submit written notification (or email) as early as possible. The availability of a room will be determined at that time in an attempt to honour the request. Students are welcome to stay throughout the summer at the same monthly rate as their residence agreement, subject to availability.**

Failure to adhere to the following check-out procedures will result in a charge to the credit card that guaranteed your residence:

1. Ensure that the room is in the same condition it was in when you arrived, and that you have removed all of your belongings.
  - Put all garbage in the waste containers provided.
  - The room must be complete with everything it held prior to your occupancy.

- The furniture must be arranged as it was upon your arrival.
2. Return all residence keys and residence tap card to the main reception desk at Michener, located in the lobby.
  3. Your room will be inspected after your departure. Damages (if any), excessive housekeeping required or extra days stay will be charged to the credit card on file upon check-out.

<b>Charges for:</b>	<b>Amount:</b>
<b>Room unlocking (1<sup>st</sup> one is free)</b>	\$ 5.00 each time
<b>Failure to return keys at time of check out</b>	\$150.00
<b>Missing room tap card</b>	\$10.00
<b>Missing or damaged items (including paint from walls)</b>	Replacement or repair cost
<b>Furniture not in original place</b>	\$50.00
<b>Door closer disabled, missing or damaged</b>	\$50.00
<b>Excessive Housekeeping as determined by SSN</b>	\$50.00

## **KEYS**

At check-in you are issued a set of keys:

- room key
- stairwell key – provides access to all residence floors
- kitchen cupboard key
- mailbox key with room number stamped on it

If any of these keys are not present please contact the Student Success Network (SSN) @ ext. 3141 or [residence@michener.ca](mailto:residence@michener.ca) or your Floor Don

If a key or set of keys goes missing, report the loss immediately to the SSN. If the keys are not found and reported to SSN within 24 hours, the locks will be replaced. The lock will be replaced at your expense (**approximately \$150.00**).

**Note:** All room doors lock automatically upon closing. Make sure you have possession of your key before leaving your room. In the event that you lock yourself out of your room, report to The Michener Reception desk to complete a request to

have the door opened. A fee will not be imposed the first time assistance is required, however, **a \$5.00 fee will be added to your residence account each subsequent time this assistance is required and charged to your credit card at the end of the year.**

**UNDER NO CIRCUMSTANCES ARE YOU PERMITTED TO MAKE A COPY OF ANY  
RESIDENCE KEY**

### ***ROOMS***

In addition to furniture, each room is equipped with:

- connection for cable or high speed internet (to be arranged by resident through Rogers). This service is not included in your residence fees
- telephone with voice mail
- smoke alarm
- individual air conditioning and heating units

We request that you do not rearrange the beds and desk. To allow optimal airflow from the heating vents, and to facilitate cleaning of the windowsill, do not place the bed or other furnishings against the heating unit.

### ***SUPPLIES***

The Institute does not provide the following supplies unless requested (a monthly surcharge applies): bed linens, towels, toiletries (including toilet paper), and cooking and eating utensils (there may however be limited communal supplies in the kitchen).

### ***PHONE SERVICE***

The phone in your room has been activated. The line and voice mail is included in your residence fees. You have an unlimited incoming line and unlimited outgoing local line (includes 800, 888, 877 calls etc.). When placing any external call, you must dial 9 first. For long distance you will be required to use a long distance card. Calls will not be put through to your room. We treat your extension as an unlisted private number. Please ensure your friends and families have your extension.

### ***ELECTRICAL EQUIPMENT***

As refrigerator space in the kitchen is limited, you may wish to rent a small fridge for your room or bring your own. We use [www.coldexrents.com](http://www.coldexrents.com) for rentals.

Radios, TVs, stereos etc. are permitted, but each resident is responsible for keeping the volume low enough to avoid disturbing others.



Residents may use hairdryers, fans, personal computers and bar fridges etc. in their rooms. We recommend you invest in surge protectors. The Institute is not responsible for food spoilage or damage to electrical devices.

Heaters and any cooking appliances (microwave, toaster, toaster oven etc) are not allowed in rooms.

### ***IN AN EMERGENCY***

1. Dial 9-911 for fire, police or ambulance from an your residence line.
2. Notify Reception/Security (dial 0) of the nature and location of the problem.

If you will require assistance to evacuate the building during an emergency situation, please complete a Resident Information Form available from the health nurse (Office is on the 13<sup>th</sup> floor).

For first aid during Institute office hours, call the Health Nurse at 416-596-3101, extension 3320, or go to Health Services, 13<sup>th</sup> floor (room 1342). Each residence floor has a stock of 1<sup>st</sup> aid kits located in the kitchen.

The front desk has a first aid kit along with defibrillators.

**PLEASE NOTE THAT THERE IS A WHEELCHAIR AVAILABLE AT THE MAIN RECEPTION DESK OF THE MICHENER INSTITUTE. THIS MAY BE ACCESSED 24/7.**

### ***FIRE ALARMS***

Each room has a smoke alarm for the occupant's safety. Smoking and cooking are not allowed (e.g. using a toaster in a room will set off the fire alarm). **A fine and a discipline committee meeting will be imposed on any person causing an alarm under these circumstances.**

The fire alarm system has a two-stage alarm:

- At **STAGE 1**, the bell rings at **20-second intervals**. This is an ALERT ONLY. Prepare to leave the building.
- At **STAGE 2**, the bell rings **continuously**. EVACUATE TO THE GROUND LEVEL BY THE NEAREST STAIRWELL (do **not** use the elevator).

### ***IN THE EVENT OF A FIRE:***

- ✓ Leave the fire area
- ✓ Close all doors behind you
- ✓ Activate the alarm system by using the pull station located at all fire exits

- ✓ Use exits to leave the building
- ✓ Do not use elevators
- ✓ DO NOT RETURN UNTIL IT IS DECLARED SAFE TO DO SO BY A FIRE OFFICIAL. Leave the building even if the fire alarm stops – it could indicate a power loss to the fire panel. Once outside, move 50 feet away from the building to allow room for the emergency vehicles to assemble at the south-east corner of McCaul Street and Elm Street.
- ✓ If you encounter smoke in the corridor or stairwell take the alternate stairwell. Avoid passing through smoke if an alternative route is available. If you must stay until help comes, seal doorways with wet towels to prevent smoke from entering the room and hang a piece of clothing out the window to alert the fire department you are trapped. Call extension 3333 and notify reception; alternatively, if you are unable to contact reception, dial 9-911.
- ✓ If you are physically disabled or will require assistance with evacuation please notify the health nurse & the Manager, Student Success Network upon check-in

### **ORDERING DELIVERY**

Residents should provide their extension (or a cell phone number) and notify reception of the number to call when the order arrives. After reception hours, please be available in the lobby when the order is expected to arrive. **Delivery people will not be let on to the residence floors.**

### **BULLETIN BOARD/WHITEBOARD**

Bulletin boards are located on each floor. Residence staff posts notices for the residents on these boards. The Dons post minutes of the floor meetings when applicable, and other items of interest.

Each room has a white board on the door. Please ensure that these boards are free from profanity and potentially offensive messages, drawings etc.

### **CLEANING**

Weekly housekeeping staff will dust, vacuum and clean the washroom in each room at Schatz Hall. The staff is instructed not to touch residents' belongings. Please ensure that areas requiring cleaning are free of personal possessions. The current housekeeping schedule is as follows:

1<sup>st</sup> Floor – Monday

2<sup>nd</sup> Floor – Tuesday

3<sup>rd</sup> Floor – Wednesday

4<sup>th</sup> Floor – Thursday

In the event of a holiday Monday, housekeeping will be pushed back one day. If you do not want housekeeping on a day your room is to be cleaned, please leave a note on the door requesting "no housekeeping." We reserve the right to enter and clean the room each semester.

### **LOST AND FOUND**

If you find an item that has been left behind, or should you happen to misplace an item, please contact security or reception at the main reception desk of The Michener Institute (dial 0 from your room phone).

### **SCHATZ HALL LOUNGE**

A spacious lounge is located on the fifth floor of Schatz Hall. Signs will be posted when the lounge is not available for student use. Otherwise the lounge is available 24/7 for student access.

**Unless previously arranged, booked, approved and supported by a liquor permit, no alcohol is permitted in the lounge.**

Under no circumstances should the cushions or other furnishings be removed from the lounge.

**You must clean up after any event that you use the lounge for.**

### **THE COMMONS – Main Lobby**

This student/staff lounge has WiFi, couches, TV and a coin operated pool table (loonie per play). This lounge area is also available 24/7. **There is to be no alcohol in this lounge as it is not part of the residence and consequently there is zero tolerance.** Please remember to clean up after you have used The Commons.

### **MAIL**

Student mail can be picked up from the fourth floor mailboxes located between the main building and Schatz Hall. All incoming student mail must be addressed to:

The Michener Institute  
Schatz Hall Residence  
Your Name  
222 St. Patrick Street  
Toronto, ON M5T 1V4

Packages that do not fit will be held at reception and you will be notified. Unless arranged and pre-paid with the mailroom, **NO CODs (cash on delivery) will be accepted.**

Outgoing mail that is stamped and addressed can be sent out with our mail delivery service. Place it in the mail slot at Reception, at the entrance to the auditorium.

**For a one-month period after you check out of the residence, your mail will be redirected to your permanent address.** Prior to check-out ensure that you contact all your correspondents with your new address. After this one month period, mail will be returned to sender.

### ***PARKING (CARS AND BICYCLES)***

There is limited on-campus parking for cars available to students. Contact Jam Bernardo (ext. 2342 or by email at [tbernardo@michener.ca](mailto:tbernardo@michener.ca)) in the Finance department during office hours (8:00am to 5:00pm, Mon-Fri) to inquire as to availability for car parking (minimum 4 month contract, current rate is \$110.00 per month). Other parking is available at the Grange (to the south, on McCaul Street) and on Murray Street, behind Mount Sinai Hospital. The Institute is situated near the University/Spadina subway line; bus and streetcar access is nearby.

**You can arrange for short term/daily parking (usually available evenings and weekends) at the front desk. The current staff/student rate is \$12.00/day. Payable by debit, Visa or MasterCard at the front desk.**

Bikes are **NOT** permitted in the residence building. There are bike racks located for free outside the main entrance of Michener; for \$5.00 per month or \$50.00 per year, bikes may be kept in the underground garage @ Michener where bike racks are provided. Contact Jam Bernardo (ext. 2342 or by email at [tbernardo@michener.ca](mailto:tbernardo@michener.ca)) in the Finance department during office hours (8:00am to 5:00pm, Mon-Fri) to arrange for access to the underground bike racks.

**Note:** Rates are subject to change without notice

### ***RECYCLING AND ENERGY CONSERVATION***

The Michener Institute supports conservation. Containers for discarded paper, newsprint, cans and other recyclable items are available in all kitchens. We strongly encourage you to use these facilities regularly to aid in garbage reduction.

We have composting of organics in residence. Please compost any waste that you can.

To keep power usage down, we ask all residents to follow these energy-saving practices:

- Turn off lights and all electrical equipment when you leave the room
- During the winter, open your curtains or blinds to let the sun in during the day, and close them in the evening to retain the heat
- Limit the length of your showers
- Do not run the water while brushing your teeth
- Fill the sink to shave instead of running the water

### ***FITNESS FACILITIES @ MICHENER***

Fitness facilities at Michener are located in Schatz Hall and include the following:

- gymnasium on the ground floor (G)
- change rooms, lockers, showers, and saunas on the basement level (B)
- squash court and exercise equipment on the sub-basement level (SB)
- These areas are available 24 hours.

There is equipment available to students such as squash racquets, basketballs, volleyballs, ping pong racquets/balls etc. at the main reception desk.

You must hand in your student ID to get this equipment.

**If you have a guest coming to use any of the fitness facilities they must pay \$5.00 for a day pass.** This can be paid at reception using Visa, MC or debit. You may also have friends or family purchase a membership. Please contact us for current rates at [success@michener.ca](mailto:success@michener.ca)

For access to these facilities you must have your student ID on you at all times. Security may ask you to leave if you do not have your Michener ID with you.

### ***GYMNASIUM***

The gym is open daily from 9:00am until 10:00 pm. When the gym is set up for exams or any other function requiring tables and chairs, the area may not be used for any exercise activities.

### ***SQUASH COURT***

Only non-marking shoes and balls may be used in the squash courts. Eye protection is strongly recommended. You use the courts at your own risk. Court time may be booked on the doors of the squash court. Courts must be vacated on schedule if there is an overlap. Bookings take precedence over "drop-ins."

### ***SECURITY GUARD***

The Michener Institute has security coverage 24 hours per day. The guard at Michener may be contacted by calling 416-596-3101; from an internal phone (residence room phone or hall phone) dial extension 0. For emergencies dial 3333.

**Note:** Please seek assistance from a Don, if applicable, before contacting the security guards.

### ***SECURITY DURING HOLIDAYS***

Residents may leave their belongings in their rooms during holidays, provided they are returning as residents afterwards. Security staff monitors the buildings to prevent theft or property damage, but The Institute cannot assume any responsibility if this

occurs. We therefore suggest that valuable items be removed during winter and spring breaks.

### **DAY GUESTS**

Residents are responsible for their guests' behaviour. Any person who is invited or admitted into the residence by a resident is considered to be a guest of that resident. If a guest violates any residence rules or regulations, the resident host will be held responsible.

A resident must accompany all guests entering the residence.

### **OVERNIGHT GUESTS**

Overnight guests are permitted up to three consecutive evenings. If there is a request to have a guest stay longer than three evenings, please notify SSN at [success@michener.ca](mailto:success@michener.ca) to discuss. During exam periods we will not grant any extra evenings, three nights will be the maximum out of courtesy to fellow residents.

Guests may not sleep in the common areas.

**Residents of Schatz Hall must ensure that their overnight guests (including single night stays) are signed in with the Don on their floor.**

Residents must come to the lobby to meet their guests. Under no circumstances will the security guard allow a guest to go up to a residence floor unescorted by a resident.

When the front door of The Michener Institute is unlocked, guests may use the house phone in the main lobby to contact a resident. Otherwise, a house phone is located outside the main doors to contact the resident. They simply enter your extension.

### **THEFT PREVENTION**

To ensure your own safety and the security of your belongings, keep your doors locked at all times, especially when you are away from your room or sleeping.

Keep money and expensive jewelry in a safe place. Clothing should never be left in a laundry room unattended. The serial number of property such as stereos, bikes, televisions, etc., should be written down and registered where applicable. Thefts, no matter how small, should be reported as soon as possible to SSN, the Don and security.

**INSURANCE**

The Institute does not cover insurance on personal property. In most cases, the belongings of students away from home are not covered by their parents' household policies. We recommend that you make arrangements to insure any valuable belongings that you bring with you with tenant insurance.

**ACCESS TO RESIDENCE ROOMS**

Management reserves the right to enter all residence rooms to perform maintenance and installation functions. Wherever feasible, the resident will receive at least 24 hours notice. A staff member will accompany any service people who are **NOT** Institute employees. If you submit a work order, access to the residence rooms is implied.

Staff may enter any residence room when the occupant is not present if it contains a source of noise violating other residents' right to sleep, study, etc. Staff may also enter a residence room without permission if a situation occurs that is immediately and seriously threatening to the safety or well being of persons or to property.

The Don, accompanied by a staff member, may also enter a residence room with reasonable cause as indicated above.

Non-emergency work orders will be performed after 10am wherever possible.

**CABLE TV**

It is an offence to splice a cable line. Consequently, there is to be no sharing of cable via a spliced line. Upon discovery, the lines will be removed and a fine imposed to the offending residents.

**CODE OF CONDUCT—REGULATIONS**

The residence is governed not only by its own regulations (The Residence Handbook), but also by The Michener Institute's policies and by provincial and federal laws.

**ALCOHOL AND DRUGS**

Ontario's legal drinking age is 19 years.

No consumption of alcohol is allowed in any public areas of the building, regardless of your age or the container the alcohol is in. Public areas include any area off the residence floor including the stairwells, the elevators, 5<sup>th</sup> floor lounge and the grounds.

Excessive alcohol use or abuse will result in disciplinary action. We do not allow kegs in the student residence.

Illegal possession, sale, and/or use of any drug or controlled substance is strictly prohibited and will result in disciplinary action, expulsion and/or prosecution by the police.

### ***BUILDING SAFETY AND SECURITY***

**SMOKING IS PROHIBITED IN THE BUILDING** and is grounds for dismissal from residence. The use of any device which creates smoke or flames (e.g. matches, candles, sparklers, incense) is also prohibited.

There is a ban on candles in the residence; this ban includes unlit candles that are being used to create "atmosphere."

Do not tamper with any device installed to provide security or safety. Stairwell doors must remain closed at all times.

Do not tamper with, damage, or remove fire extinguishers or any part of a fire alarm system (including smoke detectors and door closers). Violating fire procedures is strictly prohibited. Anyone that causes a false alarm will be prosecuted. Provincial law states that all persons must evacuate during an alarm; those persons who do not evacuate will be prosecuted under the law.

Cooking is allowed in the kitchens only.

Bicycles are not permitted inside the residence. Rollerblading is prohibited inside the residence. Both of these incidences are finable offences.

The playing of any athletic game in a common area of the residence is not allowed.

Animals, birds, fish and other pets are not allowed to enter the residence.

### ***COMMON AREAS***

Residents are responsible for picking up after themselves in the common areas.

Whenever possible, damage to common areas will be charged to those responsible. If no one takes responsibility for the damage, all the residents of that floor will be charged collectively.

Please ensure you follow the posted rules regarding cleaning up in the kitchen. Repeated failure to adhere to the rules may result in loss of kitchen privileges.



***DAMAGES***

When damage is caused to Residence property, those responsible will pay for the cost of any ensuing replacements or repair. When the damage is deliberate, those responsible are subject to disciplinary action by The Institute.

Reusable adhesive putty - which will not harm surfaces – should be used for hanging posters and pictures. **You may not hang anything permanently.** Do not use any other adhesive, screws, nails etc. to hang shelves, pictures, posters etc.

Residents are not allowed to paint their rooms. If this policy is violated, the resident will be asked to leave the residence permanently, and the room will be returned to its original colour at the cost of the resident.

All rooms are furnished. The resident is responsible for ensuring that the room is restored to its original condition prior to departure. There will be an additional charge if we have to return the furniture to its original positions.

You may not put up any mirrors, hooks or anything on or into the wall that may cause damage. Any repairs will be charged back to the resident.

***PHYSICAL ABUSE AND HARASSMENT***

Physical abuse, threats of violence, or conduct that threatens the health or safety of any person will result in the offender's expulsion from the residence and, where applicable, legal prosecution.

Harassment includes verbal and/or written invasion of an individual's rights, whether racial, sexual, or personal in nature. The influence of drugs or alcohol will in no way mitigate the consequences of documented behaviour or limit the responsibility of the people involved.

***SOLICITATION AND COMMERCIAL USE***

No advertising, selling, or solicitation permitted in the residence.

***INDIVIDUAL RESPONSIBILITIES AND COMMUNITY RIGHTS***

Do not cause, or otherwise contribute to, unreasonable noise in the residence halls or adjacent areas.

Do not interfere with attempts by others to study.

Do not interfere with attempts by others to sleep during reasonable and/or posted quiet hours.

Do not interfere with the free access of another to and from his/her own room in the residence.

Do not compromise others' right to a safe and clean environment.

***CONSEQUENCES***

The **RESIDENCE DISCIPLINE COMMITTEE** is composed of the Dons and the Manager, Student Success Network. The Committee meets, as required, to conduct hearings and determine appropriate penalties for misconduct.

***FINES***

The following activities are offences in residence: possession of candles, smoking, tampering with a safety or security device (e.g. fire hose, fire alarm, door closer), and splicing a phone or cable line. Repeated noise offenses are also fineable offenses. The penalties are as follows:

- 1st offence:       \$50.00 fine.**
- 2nd offence:     \$100.00 fine and meeting with the Discipline Committee**
- 3rd offence:     Immediate and permanent dismissal from the residence**

In addition, any fine imposed by the Fire Department for tampering with fire safety equipment will be passed on to the individuals responsible for the tampering.

***OTHER OFFENCES***

Depending on the seriousness of the offence, a verbal and/or written warning will be issued. Repeated failure to follow the rules implemented by The Michener Institute will result in the withdrawal of privileges.

***PROCEDURES WHEN AN OFFENCE OCCURS***

The Don will issue a **verbal warning** to a resident or guest at the time an offensive behaviour is noticed. The Don will indicate that a verbal warning is being given and document the incident for his/her files. After two verbal warnings for the same offence, a **written warning** will be given indicating the time, date and nature of the incident and will include a request for the resident to meet with the Residence Discipline Committee.

A **fine** may be enforced; this is a non-refundable monetary penalty paid by the resident as a result of inappropriate conduct.

**Restitution** (damage fee) may be charged to the resident to repay the costs of restoration due to the damage caused.

**Expulsion** from the residence may be implemented by the Manager, Student Success Network. The Manager will communicate the decision in writing to the resident indicating the reason(s) for the sanction and the conditions of the expulsion. The occupant must leave within 24 hours of receipt of the letter. A former resident may submit an appeal after vacating the residence. If the appeal is successful, the individual will be re-admitted into the first available space.