

Renison University College 2012-2013 Guide to Residence Life

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EMERGENCY NUMBERS

University Switchboard	519.888.4567
University Security (Fire, Ambulance etc.)	519.888.4911 ext 22222
Poison Control	519.749.4220
Health & Safety	519.888.4096
UW Counselling Services	519.888.4567 ext. 22655
Grand River Hospital	519.742.3611
St. Mary's Hospital	519.744.3311
Renison Direct Line	519.884.4404
Director of Residences:	
Jeff Newell: ext. 28610	
Admin. Assistant/Conference Coordinator:	
Karen Sanderson: ext. 28611	
Student Life Co-ordinator:	
Steve Prentice: ext. 28675	
Superintendent of Buildings:	
Jake Smola: ext 28636	
Chaplain:	
Rev. Megan-Collings Moore: ext 28604	

OTHER NUMBERS

Renison University College Switchboard	519.884.4400
Wilfrid Laurier University Switchboard	519.884.0710
Conrad Grebel College	519.885.0220
St. Jerome's University Switchboard	519.884.8110
St. Paul's University College	519.885.1460
Resurrection College	519.885.4950

Greetings from the Principal

Fall 2009 marked the arrival of Renison University College's 10th Principal Dr. Glenn Cartwright.

I am delighted to welcome new and returning students to this community.

Being part of Renison offers you the opportunity—and sometimes the challenge—of interacting with people of diverse backgrounds and interests. Many of the friendships you form here will last a lifetime.

Since 1959, the College has built upon its solid reputation as a close-knit and caring community. I hope that you will make your own contribution to our tradition of friendliness, mutual respect, and responsible citizenship.

As a member of this community, you will have many chances to participate in the academic, spiritual, athletic, and social life of the College, and I urge you to take advantage of them. No matter what your academic program at the University of Waterloo, I hope you will be able to register in some of our courses here at Renison. Our small classes allow you to interact meaningfully with academic day students and with faculty members who are dedicated to excellence in teaching.

Best wishes for a successful and rewarding year!

[Dr. Glenn Cartwright](#)

Message from the Director of Residences and Student Life

As both the Director of Residence and the Student Life Coordinator, I am excited about welcoming 220 students to Renison's residences this academic year.

Many of you will be experiencing Renison for the first time this fall, and I know your stay in residence will be memorable. I speak from experience, for I was a resident on Animal Floor back in the late '80s. During that time I formed friendships with residents and staff that have lasted more than 20 years. Many of us still get together annually—to relive the “glory days” and share stories. To you, graduation may seem light years away. Before you know it though, you will find much of your social network made up of great people that you met at Renison.

My job is to make it easy for you to develop such memories and friendships. As the year progresses, you will become part of Renison traditions like Orientation Week, “Wind In,” College Dinners, Sports Teams, Pizza Nights, Charity Events, and an International Celebration Week, all of which help you take a break from study and a chance to enjoy the family atmosphere for which Renison is known. I urge you to take full advantage of the activities and get involved with people on your floor and throughout the college during your free time. By being involved you will enjoy the full “University Experience” and will benefit from the balance that these social activities provide to offset your studies.

Please take the time to become acquainted with the material in this guide—especially the Residence Rules. It introduces you to the College and spells out the policies you are expected to follow as a member of the Renison community. During the year, students and staff alike will consider its contents carefully and recommend changes to be approved by College Council. Feel free to address questions to any member of our Residence and Student life Team.

I look forward to getting to know you!

[Jeff Newell](#)

Renison University College: A Brief History

As the result of the efforts of local Anglican parishioners, Renison was founded under the authority of the Synod of the Diocese of Huron. It was incorporated on January 14, 1959, by a charter of the Province of Ontario.

The college was named for Robert John Renison (1875-1957), who, during a distinguished and influential life, was a missionary, military Chaplain, author, newspaper columnist, Rector of the Church of the Ascension (Hamilton), Christ Church Cathedral (Vancouver), and St. Paul's Church (Toronto), Bishop of Athabasca, Bishop of Moosonee, and Metropolitan of Ontario.

On July 1, 1960, Renison became affiliated with the University of Waterloo, receiving the right to offer courses and programs in Arts and the Social Sciences for credit towards the Bachelor of Arts degree awarded by the University.

In 1961, the University of Waterloo transferred five acres on the west side of its campus to Renison College, and the college purchased an additional acre. A campaign in 1961 raised the funds to allow construction of the College's first building, later named the Founders Building. The building was to provide offices and classrooms in addition to two residence wings housing forty men and forty women. A second building, later named the Luxton Building, was erected in 1964 to provide additional academic and residence space. College residences were then able to accommodate 75 men and 91 women.

In 1992 a new wing was built onto the Luxton Building, including a chapel, dining hall, kitchen, and offices. In 1993, a new library and administrative offices opened in the Founders Building to accommodate Renison's expanding enrolment.

In March 2002, construction began on a wing joining the Founders and Luxton buildings. The wing now provides office and lounge space on the lower level, as well as a walkway connecting the buildings. Above are two new residence floors accommodating 50 more residents in interconnected rooms with semi-private bathrooms. The Great Hall and Kitchen were expanded and upgraded by September 2002 to accommodate the ever-increasing number of students eating at the College.

One of the latest additions to the Renison University Campus was completed in the Fall of 2006. The new academic expansion offers state of the art classroom facilities, the new Lusi Won Library, office space for the Renison Institute of Ministry and Faculty offices for the East Asian Studies program.

In the Spring of 2009, Renison was renamed Renison University College to reflect the strong academic program offerings. Also in 2009, the lower classroom in the Luxton Building was made fully accessible with the installation of an elevator. The Down Under residence floor also received a significant 'facelift' which includes new furnishings, windows, air conditioning and wireless internet.

Who's Who at Renison

A. RESIDENCE OFFICE

The Residence Office is responsible for all student life matters within the College residence, including student welfare, staffing, recreational programs, group and individual advising, maintenance and repair, housekeeping, and billing. You will soon get to know the staff. You are always welcome to drop in for a chat.

Director of Residences and Student Life: [Jeff Newell](#)

The Director of Residences and Student Life oversees and has a hand in everything that goes on in the Renison residences. The job includes selecting, training, and supervising staff, developing and implementing policies and programs, advising student groups, and promoting program efforts. He is also responsible for invoices, roommate selection, meal plans, residence publications, and community activities. Most importantly, though, he is a great resource person for the dons, student councils and for the students. You will find him full of energy—and always ready to listen to ideas about how to make life even better for residents and non-residents alike.

Administrative Assistant to the Director/Summer Conference Coordinator: [Karen Sanderson](#)

Karen's job involves a lot of office management (arranging billing, contracts, room bookings, and mailings), and she works alongside the Director to implement programs, organize events, and help select student leaders. As Summer Conference Coordinator, she organizes residence space and activities according to the short-term needs of groups renting College facilities. She's the first one to talk to if you want to book a room, and she's a wealth of information about the College.

Student Life Co-ordinator: [Steve Prentice](#)

Steve is responsible for all of the Student Groups at Renison including: Renison Academic Student Council, Renisix, Bachelor of Social Work Student Government, Social Development Studies Living Learning Program and English Language Institute recreation programs. Steve oversees all recreation programming for student initiatives and is the person to talk to if you want to develop an event.

Superintendent of Buildings and Grounds: [Jake Smola](#)

Jake oversees all housekeeping and maintenance activities and works closely with outside contractors. If you have any concerns about the residences, or if you want to report damages, let your don or the Residence Office know first, and Jake will take care of things.

Maintenance and Housekeeping Staff: Cathy, Tamara, Irena and Neal

You will soon get to know the men and women who work hard every weekday to keep the College tidy and clean. They are happy to help, but special requests must be made through the Residence Office or the dons.

Dons

One of the very first people you will meet at the College is your Don, an upper-year student who lives on your floor. Dons are chosen based on a number of attributes, most importantly, their ability to help others. They undergo extensive pre-service and on-going training to give them the knowledge and experience to deal with a variety of issues. You can always count on your Don to give good advice. He or she is the first person to consult if you have a problem—whatever it might be.

Dons work together with students and staff to ensure the smooth operation of the residences and foster a sense of community. They are on duty in the residence from 4:30 p.m. to 8:30 a.m. Sunday through Friday and on a 24-hour basis on the weekends. While on duty, Dons perform many functions, such as answering questions, interpreting and upholding College policies, and responding to emergencies. After hours, though, they are students too, and they know how to balance hard work and fun.

On-Call Assistance

The Director of Residence and the Superintendent of Buildings and Grounds are on call for the residence facilities from 4:30 p.m. to 8:30 a.m. Sunday through Friday and on a 24-hour basis on the weekends. The Dons know how to get in touch with them in an emergency, and they are quick to respond.

B. CHAPLAINCY

The Chaplain's office and the Renison Institute of Ministry Office are located across from the library, right next door to each other in The Ministry Centre. Students are always welcome to drop by and use the student lounge and resource area shared by the Chaplain and the Renison Institute of Ministry.

During exams the Ministry Centre remains open until 10 pm on weekdays. We have hot chocolate, cookies & fruit, plus assorted games, puzzles, bubbles, art supplies – all to help you take a break. Come for five minutes, or for an hour – whatever works for you . . .

The Resource Library at the Ministry Centre has books, articles, and audio-visual resources available for loan on topics such as congregational development, the catechumenate, prayer and meditation, Anglicanism, observing Christian traditions in the home, Christian initiation, and liturgy.

The Chaplain: [Rev'd Megan Collings-Moore](#)

The Chaplain is ready to help members of the College community on a variety of issues, such as family difficulties, marital or relational problems, and anxiety about school, in addition to religious and spiritual matters. She is also available just to talk. Consider the Chaplain your advocate within the College or University on academic or administrative matters. Your conversations with her are always confidential and will never be revealed to anyone without your consent.

As the Anglican Chaplain to the University of Waterloo and Wilfrid Laurier University, Renison's Chaplain is also actively involved in the Chaplains' Associations of both universities. Thus, she can advise you about religious clubs and groups on both campuses and direct you to activities of your own faith community.

Renison Institute of Ministry (RIM): [Marilyn Malton](#)

The Renison Institute of Ministry provides opportunities to explore spiritual questions and learn more about the Christian faith. Students are always welcome to drop by and to participate in the various events RIM hosts throughout the year. Of special interest to students is the monthly KW Faith and Light gathering at Renison that offers friendship and support to people with intellectual disabilities and their families; the Christian meditation group that meets twice a month in the St. Bede Chapel; and special events and discussion groups that address issues such as ecojustice and First Nations issues.

[St. Bede's Chapel](#)

The College Chapel, St. Bede's, is located on the 2nd floor of the Luxton Building, at the west end of the Great Hall. It is available to everyone in the College community as a quiet place for prayer or meditation.

The Chapel is regularly open until 4 p.m. on weekdays, but you can reserve it for use after 4 p.m. by asking the Chaplain or the Duty Don. It is available to musicians or musical groups, as practice space, or by other groups for any purpose consistent with its dignity as a place of worship.

You are invited to attend the regular Sunday Services at 10:30 a.m. and additional College Services throughout the year.

There is plenty of opportunity for helping out at Chapel Services. You might want to take part as a reader of lessons, a server, a prayer leader, or an assistant to distribute Holy Communion. Please let the Chaplain know if you are interested!

The Anglican Campus Ministry

If you want, you can also join the Chaplain at Bible study sessions, discussion groups, and other get-togethers. As the Anglican Campus Minister, she is available to everyone at

the University for baptism, confirmation, and marriage preparation classes, and other pastoral care.

The Anglican Campus Ministry also participates in ecumenical events on both campuses in Waterloo, and in the activities sponsored by the Chaplains' Associations of both universities. You are always welcome to participate!

C. STUDENT ORGANIZATIONS

College Council

The College Council meets throughout the year to discuss and make recommendations to the Principal regarding residence rules and their enforcement, budget and how it affects the quality of student life, space allocation within the College, and any other issues which affect life at the College. This Council consists of the following members: Principal, Executive Assistant to the Principal, Chaplain, Director of Residences, Superintendent of Buildings and Grounds, elected faculty member, a representative from the Registrar's Office, two dons, two RENISIX members, 2 RASC members and 2 BSW members.

If you like to get involved, talk with this year's RENISIX President about becoming part of the College Council.

RENISIX

Thanks to RENISIX, there's always something to do at Renison. RENISIX is the resident student government of the College, elected by resident students. RENISIX initiates and sponsors programs on and off campus, organizes College sport teams, and is a voice to the administration in regard to rules and regulations concerning community life. RENISIX fees are included in your residence fees. This money is used to provide programs for the students, Wind In and Wind Out tickets, Yearbook and a fund for each floor. If you like to have a say in what goes on around you, get involved!

Elections for President, Vice President, Secretary and Treasurer are held each Winter term, with elections for the remaining positions held in the fall term. The following positions get filled in the Fall:

- 2 (1 male/1 female) Social Convenors
- 9 Floor Representatives
- 1 Publicity Director
- 2 (1 male/1 female) Sports Representatives
- 1 Co-op Representative
- 1 Liaison to RASC
- 1 Yearbook editor

If you'd like to become a floor rep, please talk to your don. For other positions, look for announcements about RENISIX elections at the beginning of the fall term.

Renison Academic Student Committee (RASC)

If you take any classes at Renison, you will soon hear about events that are organized by RASC, which represents all students (resident or non-resident) who are academically registered through the College. RASC arranges and promotes activities for academic students and provides liaison between the students and the College administration. The following elected positions are filled each year:

President

Vice-President

Secretary/Treasurer

2 Social Convenors

Publicity Director

If you are a resident who is academically registered through Renison, you can get information about RASC from Steve Prentice in the Student Life Office.

Social Development Studies Society (SDS Society)

This newly formed student government in 2012, provides programming and assistance for all students registered in Renison's Social Development Studies Program. Students will benefit by being part of a community dedicated to all SDS Students.

Social Development Living Learning Community (SD LLC)

The SDS LLC is a program that provides academic support to those first year students registered in the Social Development Studies Program at Renison. Program participants are grouped together in residence wings where they can easily form friendships with peers that have similar academic interests. There is also support through a team of Peer Leaders who meet one on one with students, plan activities that support classroom learning and recreation programs that help establish a connection between faculty, administration and students.

Warrior Athletic Leadership Community (WALC)

In 2012 Renison partnered with UW Athletics to develop a program designed to assist first year warrior Athletes in the transition to university. Athletes will be placed together in residence wings so that they can begin to form relationships with other athletes with similar interests and challenges. These students will be supported by a Peer Mentor with the hope of having them practice their leadership skills and give back to the Renison community through volunteering.

Music

Whether you are a singer or a musician, you might want to talk to the Chaplain about participating in the musical leadership of Chapel Services. Instrumentalists of all kinds are welcomed, and the music varies from traditional to modern. Pianos are located throughout the College for student use; please be considerate of those who may be studying in the surrounding area. Normally each term, RENISIX organizes a Coffee House for students to participate and showcase their talents.

Athletics

Teams from the College take an active part in the Intramural Athletic Program of the University of Waterloo. Sports include flag football, soccer, basketball, ball hockey, dodge ball, ice hockey and ultimate frisbee. If you like the challenge of individual competition, watch for golf, tennis, rugby, squash, curling, and bowling tournaments. And when it's nice outside, there's always a pick-up game of Kan Jam volleyball, or soccer to join. It's easy to keep fit at Renison! Check the possibilities with Renison's sports reps, and watch for sign up sheets in the Great Hall at the start of each term.

D. THE RENISON LIBRARY – Lusi Wong Library

The Lusi Wong Library at Renison College is part of the TUG Library system and participates in many of the services provided to TUG members. The TriUniversity Group of Libraries (TUG) is a partnership of the University of Guelph, the University of Waterloo, and Wilfrid Laurier University. TRELIS is the online catalogue of TUG and includes the resources of all its member libraries. As a UW student, you have access to circulating materials at all of the TUG libraries.

Your student ID card (WATCARD) serves as your library card and must be presented when signing out materials from any TUG library. The Library follows the circulation policies and procedures of the University of Waterloo Library. Useful information about services to students is available on the Internet at <http://www.lib.uwaterloo.ca/usered/undergrad/index.html>

Location

The Lusi Wong Library is located in the new academic wing. When the Library is open, you can get information by calling 884.4404 ext. 28646.

Hours

Fall and Winter Terms:

Monday to Thursday – 8:30 a.m. to 10:00 p.m.

Friday – 8:30 a.m. to 4:00 p.m.

Saturday – 12:00 noon to 4:00 p.m.

Closed Sunday

Spring/Summer Term:

Monday to Thursday: 8:30 a.m. to 9:00 p.m.

Friday – 8:30 a.m. to 4:00 p.m.

Closed Saturday and Sunday

These hours are subject to change. Changes will be posted on the Library door.

<http://www.renison.uwaterloo.ca/library/index.shtml>

Collection

The Lusi Wong Library at Renison College specializes in materials to support the College's Social Work, Social Development Studies, East Asian Studies, Anglicanism, and English as a Second Language programs. The collection largely comprises books and journals, including a section of general reference materials.

Library Instruction/Orientation

[Lois Clifford](#), the Librarian, is very approachable and helpful. She is available weekdays to assist with your reference/research needs. You can also familiarize yourself with the library resources and facilities by taking a library orientation tour on campus at the beginning of each term.

Computing Facilities

The Library has seven computer workstations (including one that is accessible for students with physical disabilities) connected to the Nexus network available for student word processing, e-mail, and Internet access. To use these, you need to obtain a Nexus account, easily set up through the "new users" link on the opening screen of any Waterloo Nexus workstation. Printing from these workstations can be sent to the Library's laser printer (\\nxsartsapp\ren-lib) and retrieved at a cost of 20 cents cash per page. Two public workstations are also available, with direct access to the TRELIS catalogue and the Internet without the use of a password.

The Library and Great Hall have wireless capabilities; instructions for connecting your laptop to the wireless network can be found on the UW library website at <http://www.lib.uwaterloo.ca/AboutLibrary/laptops.html>

Photocopier

The Library photocopier makes copies in both 8 ½ x 11 and 8 ½ x 14 formats (15 cents per copy). It is also equipped for using a WATCARD to pay for copies (10 cents per copy). The machine does not accept overheads and does not do double sided copies.

Library Rules

- Study carrels and tables are available in the Library for quiet study. Two group study rooms are available for booking; group discussions should take place in a group study room or outside of the Library.
- No food or drink is permitted in the Library.
- If you have a cell phone, please set it to vibrate when you are in the Library. If you receive a call, please go out in the hall to converse.

Book Returns/Delivery

There is a book deposit in the hallway to the right of the Library door to use when the Library is closed. Books taken out of the Renison Library (EXCEPT Reserves) may also

be returned to any of the TUG libraries or their designated book deposits. **NOTE: Renison Reserves MUST be returned to the Renison Library.** A daily delivery system returns materials to the owning library. The Renison Library can be designated as the pickup location for books requested by means of a hold or recall in TRELIS, articles requested through the TUGdoc journal article delivery service, and print materials requested through the Interlibrary Loan Service (RACER).

Employment Opportunities

The Library employs students to shelve books and provide service in the evenings and on Saturdays. Preference is given to Renison-registered students. If you are interested in applying, prepare a résumé and letter of interest and give it to the Librarian.

On-Campus Services at The University Of Waterloo

Counselling Services

The University of Waterloo provides a wide range of confidential counselling services free to students. Trained counsellors are available to assist with vocational, personal and emotional matters. You can also take advantage of workshops to help you develop study skills, manage exam anxiety, or prepare for job searches. Counselling Services is located in Rm. 2080 at Needles Hall. You can reach someone by phone at 519.888.4567 ext. 33528 or at the following web address: <<http://www.adm.uwaterloo.ca/infocs/>>.

Health Services

The University of Waterloo's Campus Walk-In Clinic (across the water from the Student Life Centre) is staffed by medical doctors, registered nurses, counsellors, a psychiatrist, and other trained personnel. Services are confidential and available to all students. Doctors' services are covered by OHIP or UHIP. You can reach Health Services by phone by calling 519.888.4567 ext. 33544. Their web address is <<http://www.healthservices.uwaterloo.ca/>>.

Harassment Advisors

All forms of harassment and discrimination are incompatible with the goals, principles and codes of behaviour of the College and the University. You can get information regarding definitions or concerns relating to harassment and other forms of discrimination from the Renison University College Harassment Advisor, Megan Collings – Moore. On campus, additional information is available from the University of Waterloo Coordinator for Ethical Behaviour and Human Rights in MC 4049 (call 519.888.4567, ext. 33765), or from the Sexual Harassment Counsellor of the Counselling Services Office located in Room 2080 at Needles Hall (call 519.888.4567 ext. 32655). More information about harassment and policies can be found at this web address: <<http://www.adm.uwaterloo.ca/infocs/>>.

Turnkey Desk – Student Life Centre

The Turnkey Desk at the Student Life Centre is staffed 24 hours a day 365 days a year. Everything you need to know about life at UW is available here, including information on transportation, University services, local shelters, and campus groups. You can also count on the turnkeys for advice and referrals between terms, when no one at the College is available.

Emergency Phones

The University of Waterloo has placed emergency phones and Toll Free Direct Service phones across campus. These free phones have direct links to the University of Waterloo Police Services and Walksafe. To contact UW Police, just push the appropriate button at the bottom of the phone. A car will be dispatched while you describe the emergency. If you are calling from your room, press 519.888.4911.

There are phones at Renison available for On Campus extensions. They are located in front of the Reception Office and on the Upper Floor of the Academic Centre.

Walk Safe

The WALKSAFE service is a complimentary service provided to the University of Waterloo Community by the University of Waterloo Police. The service runs seven days a week, year round from 8 p.m. to 2 a.m. Call 519.888.4949 during the evening hours to make arrangements. Student Security members wearing special vests can meet you at the parking lots, bus stops, buildings, or residences and escort you to your campus destinations. They will wait with you until your bus or cab arrives or until your vehicle starts.

When you call, you provide your name, ID number, and destination. The Service then sends out a two-person team (one male and one female) who will arrive on foot within 15 minutes of your call. For more information, here is the web address:

<http://www.adm.uwaterloo.ca/infopol/>

Basic Things You Should Know About Living at Renison

A. FOOD SERVICES

Chartwells operates the kitchen and the servery at Renison College. Your residence contract entitles you to 19 meals a week.

Meal Times:

Monday – Friday

7:30 a.m. - 9:00 a.m. — Full Breakfast

9:00 a.m. - 10:30 a.m. — Continental Breakfast

11:30 a.m. - 1:15 p.m. — Full Lunch

1:00 p.m. - 2:00 p.m. — Light Lunch

4:45 p.m. – 7:00 p.m. — Full Dinner (closes at 6:00 p.m. on Fridays)

Saturday and Sunday

11:00 a.m. - 1:00 p.m. — Brunch

4:45 p.m. - 6:00 p.m. — Full Dinner

At the discretion of the Principal or the Director of Residences, meal times may be changed for special events. On occasions where food is being provided elsewhere for residents (Founder's Day or Conferences) meals will not be served in the Great Hall. The inclusive meal plan is required as part of the residence fees. The meal plan is non transferable to other food service locations on campus at UW. Students are not permitted to take cafeteria food, dishes, cutlery, to their rooms.

Special Events

Five times a year, College Community Dinners are held in the Great Hall. Usually served from 5 p.m. to 6:30 p.m., these sit-down dinners feature special entertainment or performances during the dessert course. Many of the meals are served by student leaders, faculty and staff. Residents sit with their floors and are encouraged to dress more formally to suit the occasion. If you are interested in becoming a paid server, please speak with Karen in the Residence Office.

Guests

Your guests may eat at the College, but they must pay the cafeteria staff for their meals. Non-residents are also welcome to attend College Community Dinners as long as they purchase a ticket from Reception. Residents are NOT permitted to feed guests from their trays or share cafeteria food with them.

Vegetarian Choices

There is a vegetarian alternative offered at every meal that meets the requirements of most vegetarians (with the exception of vegans). Vegetarian protein options include hot entrees, salad bar, grill items, soups, as well as bag lunches.

Portions

Most portions are sufficient to suit even a large appetite. In addition to one hot entrée per meal, you can help yourself to seconds or thirds of salad, soup, grill items, desserts, hot vegetables, and beverages.

Bag Lunches and Late Dinners

Students are sometimes not able to eat during the scheduled meal hours. Chartwells provides bag lunches and late dinners for these circumstances.

To request a bag lunch, fill out and submit the "Bag Lunch Request Form" by noon of the day before you need it. Then you can pick up your bag lunch at breakfast time. Once you

have ordered a bag lunch, you will not be able to change your mind and go through the Servery for lunch that day.

To accommodate your academic schedule, you are permitted to request a late dinner. Be sure to fill out and submit a "Late Dinner Request Form" by 1:00 p.m. of the day you need it. You can warm your meal in the Great Hall microwave. Meals are never to be taken out of the Great Hall.

Mealtime Attire

Health regulations require students to be suitably dressed at all times in the Great Hall. Bare feet and bare chests are not permitted, and the wearing of pyjamas or bathrobes is forbidden.

A Food Committee which includes the Director of Residence, Chartwells Unit Manager and a student from each floor, meets once a month to address concerns, suggest alterations to the menu and provide constructive feedback.

B. MAINTENANCE

If you need any repairs to your room, please see your don who has a maintenance list that is shared with the custodian staff. Do not attempt to fix something yourself or ask housekeepers or maintenance workers to do repairs for you.

Your housing contract requires you to maintain health, safety, and maintenance standards in your room. Although your room will be dusted and vacuumed weekly by staff, you are still responsible for its daily upkeep and the regular disposal of garbage and recycling. If a room is so untidy that the cleaning staff are unable to clean it, they are required to make a report to the Residence Office, which will deal with the situation.

Report any emergency to a don or the Director of Residences immediately. If a don is not available, between 8:30 a.m. and 4 p.m. weekdays, call the Residence Office at 519.884.4404 ext. 28610 or 28611. After hours, get in touch with a duty don.

Inspection, Maintenance and Entry of Rooms

Authorized personnel are allowed to enter a student's room when they believe that emergency conditions or a threat to the health and safety of individuals exists (e.g. fire, medical emergencies, etc.). The Maintenance Staff has the right to enter all student rooms to make repairs or to perform preventive maintenance. All personnel are instructed not to unnecessarily disturb personal property. Outside contractors are always escorted by a college representative.

Housing and Residence Life staff have been instructed not to open student rooms without permission unless a resident has created a disturbance and does not respond to staff's request to discontinue the noise. Under such circumstances, the staff may enter the room to stop the noise (i.e. alarm clock, stereo, TV, etc.). Any such incidents will be documented and kept on file in the Residence Office.

Property Insurance

The College assumes no responsibility for loss or damage to personal property. If you want protection against potential losses, you are encouraged to seek coverage under a family homeowner's plan. It is advised that students have their names engraved printed on personal belongings.

C. PARKING

If you have a car, you can purchase a parking permit from Reception for \$121.70 per term which includes a \$20 refundable deposit for the access card and HST. Term parking permits are sold on a first come/first served basis at the beginning of each term. They guarantee you access day or night.

Residents may purchase a temporary parking permit for \$11.30 including taxes, plus \$20 refundable deposit for the access card, on a weekly basis, to a maximum of three consecutive weeks.

Students or guests wishing to park overnight only may obtain a temporary overnight parking permit from a don. Please note: overnight parking permits do not allow free parking through the following day and all vehicles are to vacate the lot by 8:00 a.m. or they may be ticketed and/or towed at the owner's expense. Residents wishing to remain parked through the day following an overnight pass may pay \$4 for a parking space from Reception. You are allowed a maximum of two overnight passes before being expected to purchase a one-week permit.

Note: Parking permits are available at Reception between 8:30 a.m. and 4:30 p.m. on weekdays. To prevent your car from being towed, be sure to display your parking permit clearly on your dashboard.

Bike Shed

Fire and safety regulations prohibit bicycles from being kept in residence rooms or in corridors. A limited number of spaces are available in the bike shed, and keys (with tags) are available in Reception for a \$20 deposit. When you leave residence, return the bike shed key to Reception, and your deposit will be mailed to you.

Keys returned after 1 term receive a \$10 refund, after 2 terms receive a \$5 refund.

If you have a bike, you must arrange to have your own key and tag. Two weeks into each term, untagged bikes are removed from the bike shed.

D. SAFETY IN RESIDENCE

1. Keep your door locked, even if you are leaving your room for just a few moments.
2. Lock your door before you go to sleep in your room.
3. Never let strangers into the locked building or onto the floor or into your room.
4. Keep an inventory of all your valuables and label all items.

5. Use a laptop cable to secure your computer to the desk by looping cable around the leg of the table.
6. Always keep your keys in your possession.
7. When you plan to be away from school overnight, let your roommate and your don know.
8. Report suspicious people in the corridors, bathrooms, or lounges to a don.
9. Know and follow the residence hall fire emergency rules and procedures.
10. Lock your room when leaving campus for a vacation or extended period of time.
11. Do not prop hallway doors open.

E. MISCELLANEOUS

Bulletin Boards

Bulletin Boards are provided on most floors for the posting of notices and announcements of residence events and functions. Signs announcing events outside residence (including on-campus activities) need the approval of the Director of Residences.

Laundry

You will find coin-operated washers and dryers in each wing of the residences.

Telephones

Renison University College provides each room with a telephone line. Should you wish to activate your line, contact 310 Bell.

Facebook (and similar Social Networking Sites) Warning

This is a reminder that posting your pictures, links, or messages to Facebook, or similar sites, gives its administrators permission to use your content as their own. It is often difficult or impossible to withdraw from such sites and even then your data is not destroyed and can still be used for years into the future. Please exercise caution and discretion when using these applications, and conduct yourself in such a manner that you would be comfortable in showing your entry to your future boss, your professors, or even your mom. Information on social networking sites can be used to investigate resident rule infractions.

Refrigerators

You may bring your own refrigerator as long as it is no larger than 135 litre/3.6 cubic feet capacity.

Storage

Unfortunately, there is no extra storage space available in the residences, so it is a good idea not to bring bulky items that you won't be using regularly. The College cannot store items during the summer months or between terms. If you bring a desk chair from home, you are expected to keep the Renison chair in your room.

Recycling

Renison residences are part of the Blue Box Recycling Program. Each bathroom or floor is supplied with a Blue Box, and each floor appoints a representative to be in charge of recycling contents once a week. Cardboard should be discarded into the dumpster marked "Cardboard Only," at the back of the kitchen.

First Aid

Each don has basic First Aid supplies, although students are encouraged to bring supplies from home. If the situation is serious, residents will be referred to the University Health and Safety Services. Report all illnesses or accidents to a don or the Director of Residences immediately. If you have health problems and/or are taking prescription medication, inform your don and the Director of Residence so they will be prepared to act in case of an emergency. Ambulatory expenses incurred by Renison in the delivery of first aid will be the responsibility of the resident.

F. AWARDS and BURSARIES FOR RESIDENT STUDENTS

There are several awards and bursaries available to residents throughout the year as detailed below:

\$700 - Bishop H.F.G. Appleyard Award. This award is available to students registered or resident at Renison College in their first or succeeding years. Special consideration will be given to the offspring of priests serving in a missionary diocese. Consideration will also be given to any student who has been active in an Anglican parish. (Fall term)

\$500 - Chartwells Bursary*. This bursary was established by Chartwells' (the College caterer) to assist students registered or resident in Renison College who are in good academic standing and can demonstrate financial need. (Winter term)

\$500 - Dunker Family Centennial Award*. Two awards are granted annually to one male and one female resident student, in recognition of their contribution to the life of the College whilst in good academic standing. Candidates must also show financial need. (Winter term)

\$750 - Elizabeth Breithaupt/Massey Bursary*. This bursary was established by Elizabeth Breithaupt to assist students registered or resident in Renison College. (Winter term)

*These awards and bursaries, which receive matching donations from the Government of Ontario, must also meet the criteria of the Ontario Student Opportunity Trust Fund Bursary regulations. Full details will be made available at the time of advertising the individual awards and bursaries.

\$500- TED TIMAR AWARD -. An award given to one male and one female resident student who have demonstrated a high level of activity and involvement in residence and who have completed a minimum of 10 courses with an overall average of 75%. Preference is given to students their 3rd or 4th year in the faculties of Math, Engineering or Science.

Note: If you are a Social Development Studies major or a Bachelor of Social Work major, or if you are academically registered through Renison College in Arts programs, there are additional Renison Scholarships available to you. More information is available at the following web site: <http://www.renison.uwaterloo.ca/registrar/scholarships-bursaries/index.shtml>

Notice of awards and bursaries, along with deadline dates, will be posted on floor noticeboards. For application forms and further information please contact [Carol Morrison](#) Scholarship and Award Coordinator, Principal's Office.

<http://www.renison.uwaterloo.ca/registrar/scholarships-bursaries/index.shtml>

Living at Renison: Residence Policies

Only full-time students in good standing are assigned residence at Renison University College.

The terms of the Housing Contract are binding for the entire time (one to two terms) the student has been accepted to study on campus. Once the Housing Contract has been signed, the student is responsible for all room and meal fees for its duration. Participation in the meal plan is mandatory for all residents of Renison University College. Students are required to adhere to all policies and procedures outlined in the Housing Contract, in this Guide to Residence Life, and in any official University notification or publication designed for specific residence areas.

Roommate Selection

New students fill out an Application for Residence Accommodation Form which includes personal information. During the summer months the Dons read all the applications carefully and match roommates according to lifestyle, field of study, and special needs.

New and returning students alike can request specific roommates if they wish.

Students who have their roommates move out at the end of fall term are required to pair up with a new roommate for the winter term. On occasion, students are permitted to keep their room as a single room however an additional fee will be charged. Be sure to know what your roommate's plans are for co-op. Speak with your Don to find a suitable match.

Returning Students

Applications to return to residence for the following academic year are available in the Winter term. Space is limited to those students who have made a positive contribution to the College

To be eligible, students must meet the following conditions:

- All outstanding balances, tuition, and other charges must be paid in full.
- A \$500 NON-REFUNDABLE deposit must be paid in cash or cheque, or money order to either the Renison University College Main Office or the Residence Office. (The cheque or money order must be made out to Renison University College and your name and student ID printed on the back.) This non-refundable \$500 will be put towards the first term's residence fee. It is forfeited if you later choose not to live at the College.

Information regarding the Room Assignment Process will be made available to eligible students during the Winter term.

Roommate Relations

Good roommates have respect for others, are honest and considerate, and know how to compromise. These are the key characteristics of a successful roommate relationship. Learning to resolve issues is one of the most valuable lessons of residence living. Everyone experiences conflict from time to time, and most people quickly learn to address the situation and agree on a solution. Here are the guidelines for dealing with disagreements:

1. All residents should complete a Roommate Agreement (distributed by the dons) early in the year and agree to discuss one on one any conflict as it arises. Communicating concerns quickly keeps smaller concerns from growing into larger ones that are more difficult to handle.
2. Roommates who have trouble resolving an issue alone should ask their don for help. As an impartial third party, the don can also refer students to other resources.
3. On rare occasions when things are not settled after intervention by the don or other resources, the Director of Residences may be called on to determine whether compromise is possible or a room change is necessary. The Residence Office reserves the right to relocate each resident involved.

Timely and continuing communication with a roommate is the key to a lasting relationship.

Room Changes

Room changes are only possible if a suitable roommate match can be found elsewhere in the college. Changes are only made at the end of each term. The Director of Residences gives final approval for such changes.

Residents requesting a room change must first discuss the situation with their don. Every situation is considered individually, and decisions are made to suit the best interests of the people involved.

Vacation Periods

Renison University College residences remain open during Thanksgiving weekend and Easter weekend, but are closed between terms – between Fall and Winter, Winter and Spring, Spring and Fall.

Students are required to vacate residence within 24 hours of last exam. Residents are encouraged to take valuables with them during vacation periods, as they will not have access to them when the residences are closed. Students leaving for Co-op terms must take all of their belongings with them as Renison does not provide storage to students. For safety's sake, residents should unplug all electrical devices, dispose of all trash, and lock all windows and doors before leaving for vacations.

Room Keys and Lockout Practices

Residents are required to keep their room keys in their possession at all times. Keys should never be loaned to another individual.

If a key goes missing, the resident should immediately report the loss to the Residence Office or to a don. A new key will be issued when the lock has been changed, and the resident will be charged for the cost of the replacement (\$200.00). Until the new key is made, the student will need to ask his or her roommate or don to open the door.

A resident who is locked out should wait for his or her roommate to return unless a don is readily available. If a resident needs immediate access to the room, he or she will have to find the duty don. No one will ever be let into another person's room by any member of the Residential staff.

Sales, Solicitation, and Posting Policies

No one may conduct promotions or sales in the residences without the written approval of the Director of Residences. This policy includes sales parties (e.g. dishes, linen, lingerie, cosmetics). If a resident wishes to sponsor an event in a public area, space must be approved by the Department of Residences. Door-to-door solicitation will not be permitted under any circumstances. Potential violators should be reported immediately.

A student wanting to make a purchase (of insurance, for example) may ask a salesperson to residence for a discussion, but such an invitation does not authorize the salesperson to contact others in the halls to make sales.

The Housing Contract

The Housing Contract is a binding agreement. Students who cannot fulfill their contractual obligation, based on reasons listed below (A through E), may have their request for release from the contract considered by the Director of Residences. To do so, they must submit the request in writing. Such requests are considered on a case-by-case basis, and supporting documentation must be included.

A. Academic Dismissal

If, as a result of academic performance during a term, the student is dismissed from the University, he or she must submit an application and leave residence.

B. Medical

If there is a change in a student's medical condition that would affect his or her ability to remain in residence, the student must submit documentation from a medical professional stating the diagnosis and the reason why release from the contract is required.

C. Financial

If there is a change in a student's financial status that affects his or her ability to pay for housing, the student must submit documentation confirming this insufficiency. An opportunity to live in less expensive accommodations is NOT considered a valid reason.

D. Transferring/Non-registration

If the student will not be enrolled with the University of Waterloo during a term of the occupancy period, he or she must submit an application with supporting documentation for release no later than November 15 for Winter Term, March 15 for Spring Term, and July 15 for Fall Term.

E. No Show

1. A student who signs the Housing Contract yet does not attend the University of Waterloo or check into his or her assigned space by the seventh day following the effective date of the Housing Contract will forfeit the \$500 deposit and maybe held responsible for the balance of fees unless a suitable replacement sresident is assigned.
2. A student who signs the Housing Contract, continues to be enrolled at the University of Waterloo, yet fails to receive approval to cancel the Housing Contract will be held legally responsible for all associated fees unless a replacement resident can be found for the room.
3. Students who break the contract without receiving an approved release more than 21 days before the start date will be charged the full residence fee of the contract only – not the meal fees. If the contract is broken 21 days or sooner than the start date, the student will be liable for all residence and meal fees.

Once he has assessed the completed application, the Director of Residence will notify the student in writing of his decision. If the request for release is denied, student will be responsible for all room and meal fees for the balance of the occupancy period, whether or not he or she continues to live in residence. If the request is approved, the student will be responsible for assessed room and meal fees up to the date the request was approved and/or the student vacates, whichever is later. Checking out or moving out of the facility without an approved release request will not release a student from his or her financial obligations under the contract.

Checking Out

To avoid being billed for items not returned on time or for unused accommodations, residents follow a standard check-out procedure prior to leaving campus at the end of a term.

In general, each resident is expected to do the following:

- Complete the checkout procedures and move out within 24 hours of writing his or her last exam. (The date can be deferred if a written request is approved by the Director of Residence beforehand.)
- Clean the room and remove all belongings, disposing of trash in floor trash containers or garbage bags supplied by Maintenance. Residents must not throw trash onto the floors or hallways. All residents of a room will be charged a fee for cleaning if the room is not left in good condition, so time should be taken to remove tape from walls, windows and doors, to discard trash, and to clean surfaces. All furniture must be returned to its original position or the resident will be fined.
- Complete an inspection of the room with the Don, who will complete the check out column on the room condition report the resident signed at check in. The Don and the resident and roommate sign the form after confirming the state of the room. The room will be inspected a final time by the Maintenance staff. All damages, repairs, and replacement costs will be billed to the student(s) who lived in the room. After all residents have vacated the College, the Residence staff and the Maintenance staff will perform one final inspection of the rooms and common areas of the residence halls. Residents will be billed for any missing or damaged college property found in this final inspection.
- Return the room key and outdoor key (and the bike shed key, if applicable) to a don. Failure to return these items during checkout will result in a \$200 charge per key. After the checkout period, keys will not be accepted and the assessed charge will not be changed or dropped.
- Be aware that items left behind will be discarded.

Living at Renison: Residence Rules

Guidelines for Community Living

The rules listed below represent the basis upon which the residential community is governed and the understanding on which students are admitted. It is, however, impossible to cover every situation that might arise while you are living in Residence. Unusual circumstances will be dealt with at the discretion and direction of the Director of Residences.

Basic Principles

It is expected that residents and their guests will be mindful of the rights and needs of others. The College assumes that its students are reasonable and considerate individuals.

Living together requires that each resident take responsibility for the spirit of mutual respect and cooperation necessary for successful community living.

- Each resident must be considerate of the privacy and property of others.
- An atmosphere conducive to study and rest must be maintained.
- Courtesy and respect must be shown to the residence staff, the kitchen staff, and the maintenance and housekeeping staff.
- Each resident has the right and the obligation to remind others of their responsibilities to the residence community and of the standards and expectations of the College.
- Acts or displays of prejudice, discrimination, or harassment—including the public displaying of any poster or material which might be deemed offensive—will NOT be tolerated.

Students residing at Renison MUST understand that the College is not a boarding house but a community. Residents must be willing to contribute to the general life of the community not just by refraining from actions which disturb others but by taking some role in College life.

A. GUESTS

Residents may have guests. However, consideration must be shown for the needs of roommates and other residents. It is therefore recommended that through the week (Monday to Thursday evenings), visitors not stay in residence rooms past 10:30 p.m. unless registered with the floor Don as an overnight guest.

The following rules apply to guests of residents:

- Guests are permitted to stay overnight provided that permission is granted by the roommate of the host. Such guests are to sleep in the room of their host only and must be supervised by their host at all times. NO guest will be permitted to sleep in a lounge. A maximum of 2 guests per room is permitted. Guests may only stay 2 consecutive nights out of a 7 day period.
- Guests MAY NOT sleep in the College residences without permission from the Don of the floor. To remain past 10:30 p.m., the guest must present valid photo ID.
- Overnight guests are not permitted once classes end and exams begin.
- Anyone not signing in and/or supervising guests risks a fine or eviction from residence. No student should ever sign in an unfamiliar individual into residence.
- A guest who arrives unescorted must contact the resident before being allowed on the floor. The resident host MUST escort the guests at ALL times and walk the guest to the door when he or she finally leaves. A guest should NEVER be in possession of room or building keys.
- Residents are fully responsible for the conduct of their guests. Damage caused by a guest becomes the financial responsibility of the host. The host will also be liable for any fine incurred by a guest.
- Guests will be bound by all rules which apply to residents.
- Guests are expected to pay the full rate for meals while staying at the College.

B. ALCOHOL AND OTHER DRUGS

The drinking of alcohol is not encouraged, but temperate use by persons of legal age is accepted. Intoxication and abuse of alcohol are unacceptable. Fines will be given to those students who consume alcohol under the age of 19 or those of legal age who's consumption is continually disruptive to other residents. Guests who consume alcohol are expected to show proof of age identification.

- Drinking of beer, wine, or liquor is to be confined to private rooms and, on occasion, the Great Hall for an approved College function. Alcohol is not to be consumed outdoors on Renison Property. When beer or liquor sales are licensed for a coffee house or pub, the events are open only to Renison University College members and their guests.
- Alcohol may be served only in a manner and at such functions as legally permitted in Ontario.
- Drunkenness, disorderly conduct, and off-premises drinking are subject to the statutory laws governing such matters. Repeated abusive or disorderly behaviour while under the influence of alcohol will be grounds for expulsion from residence.
- Residents are not permitted to amass large quantities of beer, wine, or liquor in their rooms, nor may they keep large numbers of empties. Residents are limited to 26 oz of liquor, or one case of beer / resident.
- It is the responsibility of staff members, including Dons, to discourage anyone who has been drinking, or who appears intoxicated, from driving. The staff member has the right to ask such a person to surrender his or her car keys. If necessary, alternative transportation or overnight accommodations should be provided.
- A person who refuses to surrender car keys and insists upon driving will be cautioned that the license plate number will be immediately called in to the police.
- A minor who is found drinking, appears to be intoxicated or is in possession of alcohol will have the alcohol confiscated and will be fined. Repeat occurrences will result in escalating fines or expulsion from residence.
- A minor who returns to the College after consuming alcohol at an offsite location is also subject to fines and or expulsion from residence.

Resident dons are permitted to enter a room where it is believed that illegal activity is taking place. Should access to the room be denied by the resident, UW Police will be notified.

The use of and/or trafficking in legal and illegal recreational drugs as well as involvement in drinking games are all subject to the statutory provincial laws governing such matters. Individuals found to be involved in such behaviour or in the vicinity of such behaviour risk fines and/or expulsion from residence.

Firecrackers, firearms, lethal weapons or any other object considered potentially dangerous to the health or safety of anyone at the College are prohibited.

C. SMOKING

All indoor areas of the College, both public and residential, are legally designated smoke-free areas. Smoking is permitted outdoors only. Smokers must keep at least 10 metres away from all buildings. Incense, candles, shisha, huka and other smoking products are not permitted in the college.

D. PETS

With the exception of a seeing-eye dog, no pet or animal of any kind is permitted in Renison Residence - either in rooms or hallways. Fish are not permitted.

E. ROOM FURNISHINGS

Each room is furnished with a standard allotment of furniture, checked on a room inventory sheet when you check into residence. The furniture in floor and hall lounges is intended for the use of all students in that area. It may be moved only with permission of the Residence staff.

To make your room as comfortable as possible, feel free to furnish your room with your own lamps, tables, rugs, lawn chairs, bookshelves, etc., as long as you don't damage the room and as long as there is no safety or fire hazard. You must return furniture to its original position before vacating your room and completing the inventory sheet.

The following rules apply to room furnishings:

- Fire regulations prohibit high amperage appliances such as microwaves, air conditioners, toasters, hot plates, toaster ovens, and large kettles in residence rooms.
- Fire regulations prohibit the use of incense sticks and cones as well as candles. Halogen lamps are not permitted in residence by order of the Fire Marshall.
- Beds must not be raised off the floor. Bunk beds are prohibited, as is any arrangement which elevates a bed in any way.
- Lampshades, towel racks, and mirrors must not be moved. Light switches and smoke detectors must not be tampered with.
- During the winter, furniture must not block the radiators. It must be kept at least two feet away from the radiators to allow the warm air to circulate properly.
- Posters and pictures may be displayed on bulletin boards and walls providing stick-tack or frosted scotch tape is used. Clear tape, masking tape, and duct tape are all prohibited because of the damage they cause to paint and drywall.
- Closet doors and window coverings are not to be removed.
- Writing on furniture, walls, or doors or the defacing of any College property is prohibited. Violators will be fined or expelled.

F. RESIDENCE AREAS

The following rules apply throughout the College.

- College furniture is not to be transferred from other locations to residence rooms.
- Residents are to keep all hallways, washrooms, and TV lounges clean. Any mess is to be cleaned up immediately following use by those responsible. Garbage is to be put in the proper wastebaskets or recycling bins. Treat your residence as you would treat your own home.
- No dyeing or colouring of hair is permitted in bathrooms because of the staining of sinks, countertops, and walls.
- Sports activities are not permitted in residence hallways, cafeteria or lounges due to the damage they cause.
Bicycles are not permitted in residence rooms. They must be stored in the Bike Shed or on bike racks located around the College
- Food fights are prohibited anywhere in the College.
- Water fights are not allowed in residence.
- Inter-floor or inter-residence raids/pranks are prohibited.

G. GREAT HALL (DINING ROOM, SERVERY)

Food service is through the servery at regular mealtimes. Please respect lines, especially at the grill. Report your residence number whenever required, and be patient and polite with the busy kitchen staff. Additional rules follow below:

- Dishes, cutlery, trays and other College property **MUST NOT BE REMOVED** from the Great Hall.
- Food is provided for residents **ONLY**. Guests, friends, and family members are welcome to purchase food in the servery, but not to share a resident's meal.
- **NO FOOD MUST BE TAKEN OUT OF THE GREAT HALL**. If you are too sick to come down to eat, let your Don know and arrangements will be made for you.
- Residents and guests must put their used dishes and trays on the racks provided next to the servery. Kitchen staff appreciates the timely return of trays. If you wish to extend a conversation past meal times, put your tray away first.

H. EXTERIOR AREAS

Students are not permitted on the roof of the College for any reason. Any violation will result in immediate expulsion.

Students are prohibited from entering or exiting the buildings through any of the College windows, or climbing the exterior walls. These actions are subject to a fine.*

Parkour activities are not permitted on Renison's Campus and are also subject to a fine.*

*A resident student risks expulsion for breaking either of the above rules.

I. LOCKED PREMISES

Entry into locked premises is an offence under the law as well as under the rules of Renison. Any violation is unacceptable, and legal action may be taken. With respect to residence rooms, a closed door is considered a LOCKED door, so you must have permission to open or enter a room which is not yours. For the sake of residents' safety, the following general rules apply:

- All residence corridors are to be kept locked at all times. Residents are not allowed to use other people's floors as shortcuts.
- Unauthorized possession or use of College keys is prohibited.
- The Duty Dons will lock the buildings and check locks every night at 10:30 p.m.
- The College will be locked every weekend from Friday at 4:00 p.m. until Monday at 7:00 a.m. The one exception will be the entrance door for the library, which will be open during weekend library hours only. If you are expecting weekend visitors, ask them to estimate their arrival time so that you can meet them at an entrance and admit them to the building.
- Students are not permitted to fasten additional locking mechanisms to room doors, closets or desks.

J. DAMAGES

The Residence Office expects students to be accountable for the safety and good condition of the community they live in. Everyone shares a responsibility for ensuring that College property is not damaged or stolen.

Room rates are based upon actual costs to the College for maintaining the residences. No allowance for damages, except normal wear and tear, is included in the room fee. Therefore, any damage or theft that occurs must be paid for. During the year, the Residence Office determines the cost of repairs or replacements due to damage or other loss chargeable to each student. At the end of the contract, any unpaid bills for damage will result in a "hold" being placed on a student's academic transcripts.

Students are answerable for any damage, misuse, or theft of any College property in their rooms. They are required to pay any replacement costs or damages that occur to the furnishings of their room. The Director of Residences and the dons should be made aware of any damage. If the individuals who have caused damages are not identified, the cost of replacement or repairs to common areas and other portions of the building will be divided among the occupants of the floor or wing. All billing for damages is done through the Residence Office.

Students are given an opportunity each term to appeal room or common area damages assessed to their accounts. To be considered, all such appeals should be directed to the Director of Residences within 30 days of the posted billing date. Students should be prepared to present written documentation or information.

Damages occurring in the residences are billed as follows:

- Keys: Residents are responsible for the replacement cost of all lost or stolen keys. A fee of \$200 will be charged.
- Room Charges: When a resident vacates the facility or moves to another room, damages that occurred while the student was a resident of the room will be billed to the account of the student and/or roommate.
- Floor Charges: When damage occurs in a common area of a particular floor, the charges are divided among the residents of that floor unless the damage is attributed to a specific person.
- Building Charges: Damages occurring to the common area of a residence hall, such as main lobby area, stairways, or elevators are divided among all residents unless attributed to a specific person. (This does not include damage done to the Great Hall, classrooms or study areas during the hours the building is open to the public; however, any damage occurring after lock-up is assessed to residents.)

K. FIRES AND OTHER EMERGENCIES

The dons will help residents acquaint themselves with the evacuation procedures of the building in which they reside including the locations of fire exits and fire extinguishers.

- As soon as an alarm is sounded, everyone must follow evacuation procedures immediately.
- If an alarm sounds when you are in your room, close your window and then your door as you exit your room and then the building. Everyone is required to leave the building, and assemble in a predetermined area outside, whatever the weather.
- Students and/or guests who tamper with fire protection equipment or fail to evacuate the residences after an alarm has sounded will face action by the College. In addition, such individuals are subject to fines or arrest by civil authorities.
- Damage to fire detectors, AED, alarms, equipment, or emergency lighting will not be tolerated. Misuse of hoses or extinguishers or any action that endangers residents (for example, the letting off of smoke bombs or firecrackers) is grounds for immediate expulsion.
- Severe penalties are set by the Province of Ontario for misuse of equipment and for false alarms. Anyone setting off a fire alarm without just reason will be liable for the total fine levied.

L. NOISE LEVELS

Radios, CD players, MP3 players, TV sets, Gaming Systems and musical instruments must be used with discretion and consideration for the convenience and sensibilities of other residents. Under no circumstances are they to be audible beyond the room in which they are being used, and every resident has the right to request and insist that noise be kept down. “Quiet Hours” will be established from time to time by the Floor Don, the Director of Residences, or RENISIX, and these must be observed by all residents.

M. CONDUCT UNBECOMING OF A RENISON RESIDENT

It is expected that students are capable of self-discipline and that they will respect the rules and policies of the College. A three-tiered system of fines is in place for those who cannot meet these expectations.

- Activities such as smoking, fighting, making noise, disrupting Quiet Hours etc. may lead to a fine being imposed by the Director of Residence. Charges for any damages caused during such activities will be recovered from those involved.
- What someone may define as a “prank” is not considered as acceptable practice, nor is it viewed in good humour by the Director of Residence. Fines and/or expulsion will be assigned on the basis of the type and precedence of the “prank” as determined by the Director of Residence in consultation with the Dons. Dons who have knowledge of proposed “pranks” are to stop them at the planning stage.
- Repeated inappropriate activity which contravenes the rules of Residence living will lead to heavier fines OR immediate expulsion. Incidents not covered by existing regulations will be judged by the Director of Residence and the Don Team together.
- Unauthorized drinking parties will result in a \$50 fine per person and/or expulsion at the discretion of the Director of Residence.
- Coed showering or bathing is NOT permitted and may lead to expulsion from residence.
- Persistent behaviour judged by the Director of Residence and/or Dons to constitute behaviour unbecoming of a Renison resident will result in immediate dismissal and forfeit of residence fees.

N. THE ROLE OF THE DONS

The Dons carry the primary responsibility for maintaining the rules governing the residences and act with authority delegated to them by the Principal. Individual Dons may impose the following sanctions:

- issue an informal caution or reprimand
- issue a formal reprimand, confiscate alcohol or weapons and complete an incident report for the record
- lay a charge of breach of regulations to be taken up by the Director of Residence

With the approval of the Director of Residence the following sanctions or combinations of may be imposed:

- formal reprimand
- restrictions on access to common rooms, lounges and/or College events
- requirement to make restitution for damages
- restriction of guest privileges
- recommendation of probation
- recommendation of suspension, expulsion, or dismissal from the College

Fines collected by the Director of Residence are used for projects for the benefit of the College and its students or are donated to an appropriate charitable organization. The Director of Residence keeps a record of all fines and incidents as well as a record of decisions reached and sanctions imposed. These records shall be made available to members of College Council.

Failure to pay resident fines will result on a “Mark Hold” being place on the resident’s Quest account.

Appeals against decisions of the Dons may be lodged with the Director of Residences.

An appeal of the decision of the Director of Residences may be registered with the Principal. A final appeal may be made to the Executive Committee of the Board of Governors of the College.