



Single Graduate Students Columbia Lake Village

Terms and Conditions 2019-2020

This document outlines the terms and conditions of your residence contract. Please make sure that you read and understand this information prior to accepting your residence contract. Although every effort has been made to ensure the accuracy of the information, it may be subject to correction or change without notification.



**UNIVERSITY OF
WATERLOO**

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INTRODUCTION

Contact information

Housing Administration: housing@uwaterloo.ca, 519-888-4567, ext. 32679, Student Life Centre 0134.

General

Please read this document carefully before accepting your residence contract with Waterloo Residences. You and Waterloo Residences will be held accountable for the terms and conditions outlined in this document.

To live in residence, you must agree to a residence contract with Waterloo Residences. This information outlines the terms and conditions of living in residence which are important for ensuring a safe, comfortable and enjoyable residence experience for all students.

Single student residences at Ontario institutions are in accordance with a conditional exemption from the Landlord Tenant Board. Other applicable federal or provincial legislation (including human rights) as well as University of Waterloo policies and procedures will be adhered to.

Contingencies

Every effort is made to provide students with the accommodation and services that they request. Due to demand, Waterloo Residences cannot guarantee that requests for a specific building, room assignment, or residence type will be provided.

Should facilities or services become unavailable as a result of factors that are beyond the control of Waterloo Residences, the University reserves the right to adjust room assignments, provide alternative arrangements, or substitute services as the situation requires.

Contract period

Your residence contract is for one-term (four months) and is renewable. The contract generally begins on the first day of the month and ends on the last day of the month of the contracted term. You are expected to vacate your assigned room and leave residence by 12 noon on the last day of the month of the contracted term, unless you accept a renewal contract for the consecutive calendar term.

APPLICATION PROCESS

Graduate students

Full-time registered graduate students, graduate co-op students on a local work term, School of Optometry and Vision Science students, 4B School of Accounting and Finance students, and graduate students fulfilling condition of their UWaterloo offer may apply online for residence for any fall, winter or spring term by visiting the Waterloo Residences' website at uwaterloo.ca/housing. Your initial contract requires a \$500 non-refundable initial payment, payable by credit card, INTERAC® Online, certified cheque, or money order. This deposit will be applied to your residence fees.

Renewal of contract

Your residence contract is renewable for the next consecutive calendar academic term. Renewal offers are sent out approximately 6 weeks after the beginning of a term for the next consecutive term via email.

Deadlines

The deadline to accept and return your residence contract or renewal offer is indicated in your offer. **Deadlines are strictly adhered to.**

Eligibility

To be eligible for residence admission and to maintain eligibility for residence accommodation, you must meet the following requirements:

- a) You must have received an offer of academic admission from the University of Waterloo and be registered as a full-time graduate student (Masters or PhD student). This includes full-time status at one of the UWaterloo's federated and affiliated Colleges, 4B term of the Accounting program students, or students who have received an offer of academic admission from the University of Waterloo's School of Optometry and Vision Science and are registered as a full-time Optometry student.
- b) You must have accepted a residence contract, online, by the applicable deadline.
- c) You must have submitted the non-refundable \$500 initial payment by the applicable deadline (if applicable).
- d) You must have paid all previous charges for damages, fines, etc.
- e) You must not have had previous significant behavioural issues in residence and/or have previously been evicted or banned from living in a Waterloo Residence. Assessment of significant behavioural issues is at the discretion of Residence Life Management.

Change in student status

If you are living at Columbia Lake Village and are no longer an active, full-time student for any reason, you must notify your Residence Life Co-ordinator immediately. If you are requested by the University to do so, you are required to vacate your unit no later than 30 days after the termination of your status as a full-time UWaterloo student.

Preferences

You are welcome to request a preferred roommate. Each student must request the other student (including UWaterloo student ID numbers) on their residence applications. Roommates must be full-time UWaterloo graduate (or School of Optometry and Vision Science or 4B School of Accounting and Finance) students. Specific units within the community cannot be selected.

SPECIAL ACCOMMODATION NEEDS

If you have a disability or chronic medical condition, Waterloo Residences will make every effort to place you in a room that works best for you. AccessAbility Services will work in collaboration with Waterloo Residences to place you in a room that accommodates your needs, but please give us prior notice and documentation so we can find the best fit quickly.

- If you require specific accommodation due to a physical, sensory, environmental, medical, psychological, sleeping disorder, life threatening allergies, or learning disability-related issue, you must register through Accessible Housing 519-888-4567, ext. 35082, <https://uwaterloo.ca/accessible-housing/>
- If you require specific accommodation due to your height (taller than 6'4" or 195 cm), please check the appropriate box on your residence application.

The University of Waterloo respects, appreciates, and encourages diversity. We are committed to fostering equitable learning and living environments for all students including women, Aboriginal people, racialized people, persons with disabilities, gay, lesbian, and transgendered individuals. Some residence accommodations have shared private or semiprivate spaces. We use the gender that you have identified on University of Waterloo records to assist with your room assignment. If you have questions or concerns, contact Waterloo Residences at **519-888-4567, ext. 32679** or **housing@uwaterloo.ca**. We are committed to find the right fit for you in our community. Some of our on-campus partners such as the Equity Office, AccessAbility Service, Student Success Office, and The Glow Centre for Sexual and Gender Diversity may be able to assist us in finding a solution.

Every effort is made to place you in a residence that works for you. Special accommodation requests should be made through AccessAbility Services when you submit your residence application.

FEES

Residence fees 2019-2020

Columbia Lake Village-North, Single graduate students

Single room: \$3,123.00 per term

Columbia Lake Village-South, Single graduate students

Single room fall term: \$3,750 Single room winter/spring term: \$2,500

Your residence fee includes heat, electricity, water, and Internet (supplied in reasonable quantities).

Note: The \$500 non-refundable initial payment paid to secure your residence room has not been subtracted from the above amount. Any initial payment that you have paid will be applied to your residence fees.

Income tax

If, during the tax year, you lived at a designated Ontario university, college or private school residence, you can only claim \$25 as your occupancy cost for the part of the year you lived in residence. Residences are on tax-exempt land and students are not charged taxes on residence fees. If you are filing a paper or an electronic income tax return, you do not need to include receipts with your return. For that reason, Waterloo Residences does not provide receipts.

Meal plans

Units in CLV are equipped with full cooking facilities, and purchasing a meal plan is optional. You must pay your meal plan fees each term with your residence and tuition fees.

For more details on optional residence meal plans, please visit uwaterloo.ca/food-services **Optional Value Plus Meal Plan (VPMP)*:**

PLAN NAME	MEAL PLAN DOLLARS	FLEX DOLLARS	TOTAL COST PER TERM
VPMP Casual	\$1,200	\$200	\$1,400
VPMP Saver	\$1,525	\$150	\$1,675
VPMP Super Saver	\$1,800	\$150	\$1,950

Payment schedule

You must pay your residence fees in full, together with other UWaterloo charges for tuition and meal plans, prior to the Finance due date. For a list of due dates, visit uwaterloo.ca/finance/student-accounts/due-dates-late-fees. Refer to the information on your Quest account summary for payment details and options. You may also track your UWaterloo finance charges and adjustments on the Quest website at uwaterloo.ca/quest.

SINGLE GRADUATE CONSULTATIVE COUNCIL

The Single Graduate Student Consultative Council serves as a forum for single graduate students to share their thoughts, feedback, and concerns surrounding issues relating to their living accommodations in Waterloo Residences.

The Single Graduate Student Consultative Council meets a minimum of three times per year (once per term) to consult on all major issues.

Membership is comprised of UWaterloo students who have signed single graduate student resident contracts. Students are encouraged to participate.

WITHDRAWAL AND TERMINATION

Financial responsibility

You are held financially responsible for the full residence fee as indicated in your contractual agreement. If you withdraw from residence before the completion of your contract, you will be placed on our refund assessment list in order of withdrawal date. When a new student is confirmed into residence, a refund will be processed for the first student on the waiting list if Waterloo Residences reaches full occupancy. This process is based on filling the vacancy rather than filling the specific room type. If you find your own replacement who is not currently living in residence, you will be eligible to receive a refund. There is no guarantee that a residence space can be filled.

Academic withdrawal

You will not be held financially responsible for your full residence fee if your offer of academic admission has been revoked by the University of Waterloo or if your application to defer an offer of academic admission has been approved by the Graduate Studies and Postdoctoral Affairs (GSPA) office.

Student cancellation

If you cancel your residence contract, you will be held financially responsible for your full residence fee. The Department of Housing and Residences reserves the right to collect payment for any outstanding residence room charges. If after moving into your room, you cancel your residence contract upon the decision to leave the University of Waterloo, decision to move off campus, anticipate a residence environmental conflict, or other reasons based on residence assignment, you will be held financially responsible for your full residence fee and placed on our refund assessment list.

University of Waterloo cancels

If you are evicted from residence or are required to leave the University of Waterloo due to behavioural issues, you will be held responsible for your full residence fee as per your contractual agreement. Waterloo Residences reserves the right to cancel a residence contract at any time for a breach of this contract.

Exceptional circumstances

If you are unable to live in residence due to exceptional circumstances beyond your control you may submit a written appeal with supporting documentation to the Waterloo Residences Fees & Contracts Appeals Committee for consideration. You will remain responsible for the administrative fee.

Grounds for appeals

In the event your residence contract is terminated, by you or by the University, you may appeal the fees owed by submitting an appeal to the Waterloo Residences Fees & Contracts Appeals Committee. The appeal must be submitted within five days of submitting the Withdrawal Form.

Refunds

In the event of a refund being granted, values are calculated on a pro-rated daily rate from the start date of your residence contract until the vacancy caused by your cancellation is filled by another student not currently living in residence. Refunds are credited to your university account, less an administration fee of up to \$500.

No refunds are given during the last 30 days of any term. To request a meal plan refund, contact the WatCard office directly. If you have no outstanding charges, you will be eligible for a refund. Refunds are issued to your Quest account from the Department of Finance at the University of Waterloo. STUDENT ROOMS

Responsibility for contents

You will be required to complete an online Room Condition Form. This form is retained by your residence office as a check against loss or damage to the room and its contents. Walk around your unit and ensure every piece of furniture is

accounted for. Look for any extra wear and tear that the residence office should be aware of and note it on the form (you don't want to be responsible for any extraneous repairs the day you move out).

- a) Your room is equipped with a twin-size bed, mattress (36" x 78"), desk and chair, closet, dresser, and wastebasket. Additional furniture (or storage of furniture) is not allowed in the units.
- b) You are held financially responsible for any damage or loss to your room or its contents and also for the cleanliness of your room when you vacate.
- c) You are jointly responsible, with the other occupant(s) of the townhouse, for damage or loss sustained in the common areas of that accommodation.
- d) In some circumstances, you and other student(s) in your community may be held accountable for any damage caused within the community.
- e) We do not accept responsibility for the storage or safekeeping of abandoned property. Property left behind after the room has been vacated is considered to be abandoned and will be removed. A fine will be issued to your Quest account. All fines are set at the discretion of Residence Life staff and are generally not less than \$100.

Cleanliness of student rooms/common areas

- a) You are responsible for maintaining an acceptable level of cleanliness and keeping the furniture and appliances provided in good condition. This expectation is not only for your residence room and unit, but is extended to all common areas in residence including the TV and games area, washroom facilities, playgrounds etc.
- b) It is your responsibility to ensure that your room, unit's common areas, washroom facilities and appliances provided are properly maintained and cleaned on a regular basis. Waterloo Residence staff conduct midterm and vacating inspections of each unit (advance notice will be given). You are expected to clean your unit prior to these scheduled inspections. Any cleaning required by Waterloo Residences to return the unit to its original state of cleanliness you received it in, any damage beyond normal wear and tear, and any broken or stolen furniture will be billed to the resident(s) as a fine on Quest. All fines are evaluated on an individual basis and are set at the discretion of Residence Life staff. Fines are equal to the cleaning costs and/or damage and are generally not less than \$100.
- c) Residents are not permitted to leave bicycles on any trees or posts within the community. Bicycles must be secured to the bike racks provided. Any damage caused by storing bicycles elsewhere may result in a fine. Indoor furniture must not be stored on the outside patio.

Note: The CLV-North townhouse laundry rooms must be kept clear of any obstacles and furniture storage is prohibited. Residents are prohibited from storing other person's belongings, including furniture, in their unit. **Bedroom furniture is prohibited in the laundry room and study area of the basement.**

Maintenance and repairs

Any resident requesting repairs must submit an email:

Residents of CLV-South must contact CLV-South Maintenance (clvsouth@uwaterloo.ca) Residents of CLV-North must contact CLV-North Maintenance (clvmaint@uwaterloo.ca)

This email permits University staff or its agents to enter the unit to make the necessary repairs.

You also agree to permit the University, its employees or agents to enter upon, inspect, repair and treat the unit from time to time, as may be required.

Upon 24 hours' written notice, the University may enter the unit to make repairs between the hours of 8 a.m. and 5 p.m. In the case of emergency, 24 hours' notice is not required.

Garbage and recycling

Residents are to use the garbage and recycling facilities provided.

Sharing the unit/subletting

You are strictly prohibited from sharing your unit with people who are not listed on the residence contract, either to assist someone by allowing them to live with you free of charge or to offset your rent (known as subletting). Unauthorized sharing or subletting are not permitted; both are cause for eviction and/or non-renewal. Townhouse mailboxes are for resident's use only.

We reserve the right to show our residence accommodations to prospective students. Please note that you may be placed with a roommate acting in the capacity of CLV tour guide.

Commercial use

The use of a residence townhouse, room, mailbox, or network connection for any commercial purpose is prohibited.

University liability for room contents

The University of Waterloo is not liable, directly or indirectly, for any loss or theft of personal property, or for damage or destruction of such property by fire, water, or other cause. We strongly recommend that you obtain adequate personal insurance.

Keys

Your keys are your own responsibility. Do not lend your keys out or leave them where they may be taken. You are strongly advised to keep your bedroom and unit doors locked. You are prohibited from lending your assigned key(s) to any individual under any circumstance.

Lost keys should be reported immediately to the appropriate residence office. If you lose your key(s), a spare one will be issued for up to 7 business days to allow you time to find the original. If after 7 business days your key(s) have not been returned, you will be assessed a \$100 fee through Quest to cover the cost of a lock change. Roommates will receive a new key free of charge. If this happens more than once, appropriate fees or sanctions are at the discretion of the Residence Life Co-ordinator.

If you fail to return your key(s) at move out, you will be assessed a \$100 non-refundable fee through Quest to cover the cost of a lock change.

Room changes

Requests for room changes will not be accepted after room assignments are completed. Once you have moved into residence, if you wish to discuss a room change, you must contact the Residence Life Co-ordinator responsible for your residence facility.

Transferring rooms may result in an additional charge. Additional charges will be posted to your Quest account by the Department of Finance.

Note: Room changes are only completed under extreme circumstances and may require official medical documentation.

Residence Network

The residence network is a wireless and wired network that provides internet and campus network access throughout residences. All areas of residence rooms are provided with a wireless internet connection. Wireless access is provided in both the 2.4 GHz band, as well as the 5 GHz band. The wireless signal strength should be no less than -75 dBm on either wireless band. Network issues can be reported to the Residence IT Service Desk.

Misuse

The following are specific items that are considered misuse. They could result in **immediate disconnection** of your Internet connection without notice, and/or other sanctions as deemed appropriate by Residence Life staff.

- Uploading, downloading or sharing of any copyrighted materials including, but not limited to, movies, music, games, and software.
- Setting up of any server including, but not limited to, DHCP, SQL, FTP, WSeb, File and IIS.
- Scanning the network for any reason.
- Malicious hacking in any form.
- Sharing of any material deemed inappropriate or offensive.
- Tampering with or removing wireless access points in residence, or any other network hardware in residence.
- Any activity that degrades the performance, or impacts the security, of the network.
- Broadcasting a wireless network of any sort, including access point wireless printers.
- Spoofing, or imitating, any official University networks such as eduroam or uw-wifi-setup-no-encryption.

Problems arising from use for purposes other than those intended by the University will be seen as misuse. If you feel that ResNet does not meet your needs, you are welcome to arrange for an outside Internet Service Provider (ISP) at your own expense. Prior to arranging an alternative ISP, the Residence IT Service Desk should be consulted to ensure the required infrastructure exists. The University reserves the right to disconnect (without notice) any port if misuse is suspected. Misuse could ultimately result in disciplinary action up to and including **eviction from residence** and/or referral for academic disciplinary action.

Security

You are expected to ensure that your network-connected device is secure and does not pose a risk to yourself or others. Up-to-date virus protection is essential. The University will not be held responsible for damage, or data loss, to any network connected device that is vulnerable in any way. Developments that pertain to information technology may change from time to time, and you are expected to abide by these policies. Please visit uwaterloo.ca/housing/technology on a regular basis to stay up-to-date.

Network Limitations

The residence network is an enterprise grade network that has security features enabled which are incompatible with some devices. Devices that rely on the ability to communicate with each other over the network (inter-client communication) will not function on the network; some examples of these devices are Chromecasts, wireless printers, wireless speakers, smart home accessories, etc. Devices that do not support WPA2-Enterprise encryption can be whitelisted to connect to uw-wifi-setup-no-encryption on a case by case basis. Uw-wifi-setup-no-encryption is an unencrypted network; users of this network are advised to practice caution in which traffic is sent over this network, and the University assumes no responsibility for any data loss or device vulnerability caused by use of this network.

RESIDENCE RULES AND REGULATIONS

This section contains the rules and regulations that govern our residence facilities. These rules are important for ensuring a safe, comfortable and enjoyable residence experience for everyone by maintaining a spirit of common courtesy and respect for others at all times.

Indoor alterations

The Resident promises, covenants and agrees to:

Not to effect alterations of any kind to the Premises, in particular, but not limited to the walls, floors, ceilings, furniture, plumbing, electrical, appliances and equipment. If the Resident fails to comply to this provision, the Resident will be responsible for the cost of putting the Premises back to the original condition.

Our residents expect

- A clean and secure environment

- A smoke-free facility (smoking is only permitted 10 metres away from any building on campus, which includes all residences)
- Respect for their safety of personal property
- Reasonable noise levels
- Freedom from discrimination or harassment
- Fair treatment when behaviour is questioned

Responsibilities of residents

- Abide by room and meal plan (if applicable) payment schedules
- Be registered as a full-time student at the University of Waterloo (if your status changes you must contact your RLC) or on a local co-op work term
- Abide by residence policies and regulations
- Comply with requests made by Residence staff and University officials with respect to established regulations, policies and guidelines
- Monitor and accept responsibility for behaviour of guests
- Respect the rights and privacy of others
- Keep personal living areas at an acceptable level of cleanliness
- Accept the consequences of breaching the residence contract, residence rules and regulations, policies of the University and community standards established by the residence staff

Security and safety in residence

- Firearms and weapons are strictly prohibited
- Stolen property is not permitted in residence (i.e. shopping cart, road signs)
- Residents must ensure that all townhouse doors are firmly closed and locked at all times
- Entering another student's room without permission or disturbing another resident's property is prohibited
- Residents must refrain from using another student's property without prior permission
- Unauthorized entry into any University storeroom, office, cafeteria, etc. is strictly prohibited
- Residents must refrain from dangerous behaviour, i.e. sitting on window sills, being on the roof of any residence, throwing or dropping items from windows, etc.
- Residents must refrain from participating in potentially destructive activities that may cause personal injury or property damage
- Food is to be stored in suitable containers to avoid contamination, vermin and odour
- Removing window screens is a violation
- False identification to residence staff is strictly prohibited

Barbeques

- One (1) gas barbeque per townhouse is acceptable.
- The barbeque must remain on the concrete patio at all times.

Smoking

Smoking and smoking related activities (including, but not limited to, vaping and e-cigarettes) are strictly prohibited in all residence buildings and immediate surrounding area. Consideration for others must prevail at all times. Smoking is only permitted 10 metres away from buildings on campus. Smoking in residence may result in a fine and/or behavioural contract.

Fire safety

- When notified of fire or other emergencies in the building, all students must immediately evacuate the building and remain outside until permission to re-enter has been granted by University personnel.
- The discharging, tampering with or operating of any fire prevention or detection apparatus for any purpose other than the control of fire is strictly prohibited and may result in a fine.
- Lit candles, halogen lamps, burning of incense, smoking devices, storage of flammable solvents, and keeping any explosive materials are prohibited. Residents who require the use of candles or incense for religious purposes must contact their Residence Life Co-ordinator.
- Cooking food in any resident's bedroom is not permitted. All electrical cooking appliances (i.e. toasters, kettles, microwaves) are to be stored in the townhouse kitchen only.
- Residents are not permitted to keep bicycles or large personal items in any stairwell, hallway or common area in residence (this includes locking bicycles to a unit's front posts). Bicycles must be secured to the bike racks provided. Any damage caused by storing bicycles elsewhere may result in a fine.
- Storage of flammable solvents and the keeping of any explosive materials is prohibited.
- Residents must use only CSA, UL-approved or Canadian-certified electrical equipment; the rated wattage of light fixtures must never be exceeded; and only replacement bulbs supplied by University maintenance staff may be used (contact: clvmaint@uwaterloo.ca).
- Residents are prohibited from having fires on residence property.
- No resident or guest is permitted to use the basement as sleeping quarters due to fire code regulations.
- Residents must adhere to the local fire code at all times. Any breach of this will be treated accordingly.

Illness

Due to the communal nature of residence living, persons suspected of being infected with a communicable disease will be required to seek medical attention.

Harassment/abuse

Freedom from bodily harm, threats, or damage to personal property by others is a legislated right. Any resident who denies another resident or staff member of those rights will be in breach of the residence contract and may face criminal charges. Complaints or inquiries regarding these issues can be made to the Residence Life Co-ordinator or the University Co-ordinator for Conflict Management & Human Rights (<https://uwaterloo.ca/conflict-management-human-rights>).

Alcohol use

All residents and visitors to the residences must adhere to the Liquor Licence Act of Ontario and the University of Waterloo policies governing the use and consumption of alcoholic beverages.

The following practices are prohibited:

- Consumption of alcoholic beverages by people under the age of 19
- Consumption of alcoholic beverages outside of residence buildings and designated areas
- Bringing in containers of alcoholic beverages for mass consumption (i.e. kegs)
- Consuming alcoholic beverages in glass bottles in any common space
- Brewing alcoholic beverages
- Drinking games and paraphernalia used in unsafe drinking practices
- Parties held without sanction by Residence Life Staff.

Drugs

Students in residence are prohibited from trafficking, possessing, using, or consuming any illegal drug substance in residence or surrounding property. Individuals found to be involved in drug trafficking will be immediately evicted from residence or surrounding property and may face charges under the Criminal Code of Canada.

Residence staff reserve the right to prohibit any abuse or excessive use of any substance (including but not limited to over-the-counter substances, prescription or legal drugs) based on community impact.

Reasonable peace and quiet

Reasonable peace and quiet shall prevail in residence at all times. Immoderate noise is irresponsible behaviour especially in a community where every resident expects to be able to work and sleep in peace and quiet. Noise levels must not infringe on someone else's reasonable expectations. For consideration of other residents, subwoofers are prohibited in residence.

The University takes all reasonable care to ensure that the environment in its residence is conducive to university life and studying, but it cannot be responsible for unreasonable or unavoidable noise or disturbance caused by others or by matters outside its control.

Guest of residents

- a) Generally, guests stay less than 48 consecutive hours, pay no residence fees, keep no personal possession in residence, eat only occasionally in residence, and do not normally stay overnight. Guests are expected to respect the rights and privileges of roommates and other residents of the community at all times. If you are having guests in residence, you are expected to let your housemates know in advance when possible.
- b) Waterloo residents are responsible for their guests' behaviour and any financial consequences of their guests' actions. Residents must ensure that guests abide by the policies, rules, regulations and terms contained in this document. Guests must be accompanied by their host at all times and are not to be left unattended in residence.
- c) Any person found in a residence who is not a guest of a resident or who cannot give a satisfactory explanation for their presence must be reported immediately to the Residence Life Co-ordinator.
- d) Salespersons, canvassers, or agents are not allowed in residence, nor may a business be operated in residence. The Residence Life Co-ordinator should be notified immediately.
- e) Failure to abide by the above can result in guest privileges being suspended or revoked and the University can ban any person not paying residence fees from entering residence at any time.

Pets

Residents are prohibited from keeping pets/animals of any kind in their rooms or common areas. *Exception: nonthreatening fish in aquariums are permitted.*

Air-conditioning units

- One (1) air conditioner is permitted per townhouse - portable air conditioners are preferred
- Must be CSA approved and operate on 115 volts
- Dimensions of a window air conditioner unit are 26" wide and 20" high (or smaller)
- Window air-conditioners must be installed by Residence maintenance staff and in the main floor living room window

Outdoor alterations and yard maintenance

Installing any additional fencing is prohibited. Residents are not permitted to garden with the exception of container plants situated on the concrete patio. All backyard items, including lawn furniture, can only be situated on the concrete patio.

The grass will be mowed and the general maintenance of weeds, bushes and trees will be taken care of in the Columbia Lake Village community. Residents are expected to abide by the yard maintenance standards as outlined by the City of Waterloo. These standards were established for the safety and visual condition of yards (excluding buildings) and vacant lands. Yard maintenance includes the removal of rubbish, garbage, litter and debris, wrecked, dismantled, unlicensed or inoperative vehicles, trailers, machinery and appliances and animal waste from public or private property.

If a tenant is found to be in breach of these provisions, the university reserves the right to take such action as it deems appropriate in the circumstances, including but not limited to, immediately terminating the residence contract and evicting the tenant.

ENFORCEMENT OF RULES

Residence staff have the responsibility of enforcing residence rules, regulations and the terms of the residence contract. When you accept your residence contract, you agree to abide by the direction and authority of Community Assistants, Residence Life Co-ordinators and other Residence staff. Residence Life staff have the authority to apply sanctions against any resident who has violated the rules or who has undermined the authority of the Community Assistant, Residence Life Co-ordinator or any University employee.

Sanctions

If you break a rule you will receive a sanction. The action will depend on the severity of the incident. Possible sanctions include:

Fines: The Residence Life Co-ordinator will levy a fine in writing and the fine will be applied to your student account through Quest. Academic marks and other processes will be withheld until all fines have been paid.

Community service: You may be requested to perform some form of community service within the residence facility.

Educational sanction: You may be asked to research a topic relating to your behaviour and share it with other members of the community.

Behavioural Contract: This is a written agreement, between you and Waterloo Residences, in which you agree to refrain from specified behaviours. A breach of a Behavioural contract may result in eviction from residence.

Eviction: An eviction is the last resort and is reserved for those residents who have seriously breached the rules or infringed on the comfort and/or safety of other residents, however, any breach of this contract can result in eviction.

University Discipline: Waterloo Residences may refer violations of any of these terms and conditions to Campus Police, appropriate University officials, and/or Residence Directors at the Federated University & Affiliated Colleges. This may result in further investigation and disciplinary action, including action under the University of Waterloo's Policy 71 (Student Discipline).