



**2023-2024**  
**COMMUNITY**  
**HANDBOOK**

CONRAD GREBEL UNIVERSITY COLLEGE

#grebelife



Conrad Grebel  
University College

## STUDENT SERVICES MISSION

Conrad Grebel University College

### Student Services Mission

To engage students in building and celebrating a living and learning community that seeks wisdom, nurtures faith, and pursues justice and peace in service to church and society.



Conrad Grebel University College is a liberal arts college founded by the Mennonite church and affiliated with the University of Waterloo. The mission and programs of the College are rooted in and inspired by its Christian identity and its Anabaptist/Mennonite heritage. The mission of Conrad Grebel University College is to seek wisdom, nurture faith, and pursue justice and peace in service to church and society.

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## **I. CONTEXT IS EVERYTHING**

### **WELCOME TO GREBEL**

A warm welcome to all who will make Conrad Grebel University College ('Grebel' or 'the College') their University of Waterloo ('UWaterloo') home at this time. All of us, including returning students, apartment dwellers, off-campus associates, faculty, and staff, are thrilled that you have chosen to be a part of this intentional community. Together we will strive to create a residential experience that fosters:

- Opportunities for students to explore and engage with faith, practice, history, and values particularly as they are understood in the Anabaptist-Mennonite tradition;
- Opportunities for students to engage with people who have diverse worldviews and faith expressions;
- The exploration of life-meaning and value questions leading to action;
- Intellectually stimulating conversations that integrate textbook, classroom, and life experiences;
- A respectful and enjoyable living environment that allows students to grow to their full potential;
- Community practises such as:
  - Honesty and openness in personal relationships;
  - Respectful interactions with all;
  - Interaction and dialogue between students, faculty, and staff;
  - Interdependence of people and enduring friendships;
  - Leadership development; and
  - Resolution of conflict through reconciliation and group counsel.

Grebel is more than a place to eat, sleep, and study. It is a community that invites your enthusiasm, your commitment, and your involvement. It is a residence where your engagement in its activities, courses, and community life will help you learn about yourself, enrich your education, and build long-lasting relationships.

We trust you will enter into your residence commitment with this in mind and seize the opportunity to help co-create a wonderful living and learning experience for yourself and others.

### **OUR COMMITMENT TO DIVERSITY, INCLUSION, AND EQUITY**

At the heart of Grebel's approach to community is a deep respect for and value of the unique and inherent human dignity of each of us, together with our attendant rights and responsibilities. We are committed to creating a residence community where all of our students can find belonging. This commitment is grounded in the College's mission, values, and understanding of Christian faith, aligned with human rights law, and informed by practices and standards upheld by the University of Waterloo concerning anti-racism, decolonization, and intersectionality. We hope that all who are part of the Grebel community make this a personal commitment and work to contribute meaningfully to the spirit of inclusivity in our community.

Our commitment is actual and aspirational. Therefore, we remain open to clarification, questions, and challenges to our efforts, and we will solicit feedback and consult so that we continue to learn and improve. Our commitment depends on good will and open communication for its success.

Grebel has adopted policies and practices that advance equity and inclusion for all, regardless of racialized identity, biological identity, gender identity and expression, sexual orientation, indigeneity, ability, family/marital status, ethnicity, creed, citizenship, age or ancestry.

Among other things, these policies provide that all students living at Grebel have the right to live, work, and enjoy residence facilities and services free from discrimination or harassment based on the above-noted grounds. These rights are also protected by law, including the Ontario *Human Rights Code*.

### **OUR APPROACH TO WELLNESS**

Grebel Student Services strives to support the well-being of Grebel resident and associate students. Our approach to wellness includes mental, emotional, physical, social, and spiritual dimensions. Our primary focus is to provide an environment that promotes belonging, inclusion, friendship, and social connection among students. Our goal is that

students will thrive academically and mature in self-understanding, resilience, and personal responsibility during their time at Grebel.

However, Grebel does not provide psychological treatment. Because of this, we provide referrals to professional services and supports, both on the UWaterloo campus (e.g., [Campus Wellness](#) for free counselling services, health services, wellness awareness training) and in the broader community (911 emergency services, Grand River and St. Mary's hospitals, 24/7 crisis lines, counselling services).

Grebel Student Services strives to accommodate the wellness needs of all students living in our residence and apartments; however, we are unable to make accommodations that will reasonably cause undue hardship or health and safety risks to other students, employees, or the College itself.

Our commitment is to engage with students in a way that is conducive to transparency and accountability, while promoting safety and healthy boundaries. As employees, we are accountable under Grebel, University, and professional policies and guidelines in our work with students, including Grebel Student Services' standards of Professional Conduct (see below).

### **When in Need of Support**

During office hours, the Director of Student Services and/or the Chaplain are available to connect students to wellness supports. In their absence, other members of Grebel Student Services will assist with immediate needs. For more complex situations, additional on-campus and/or broader community services and supports may be utilized. In crisis circumstances, it may be necessary to draw on the network of a student's family and/or friends to assist in providing support. This is done with student consent unless there is concern about student risk to self-and/or others.

During non-office hours, the Campus Hosts and Dons (for residents) and Apartment Superintendent (for apartment dwellers) are Grebel's front-line supports. These Grebel community leaders are trained to respond to minor and moderate incidents. For more complex situations, they will contact Director of Student Services or the Chaplain, depending who is on-call at that time.

## **PROFESSIONAL CONDUCT**

Grebel Student Services staff are committed to engaging with students in ways that promotes empowerment, wellbeing, and safety, while honouring students' autonomy and confidentiality\*.

### **Listening, Supporting, and Referring**

The Grebel Student Services practice of care includes active listening, providing support, and/or assisting with a referral to on-campus or community-based support, as appropriate. Embracing a student-centred approach, Grebel Student Services is committed to seeking students' informed consent before sharing private information with others\*.

### **Creating Healthy Boundaries**

Grebel Student Services staff are mindful of the importance of healthy boundaries and safe spaces when working with students. We are our commitment engaging with students in a way that honours their preferences while being ethical and conducive to transparency, accountability, and safety. Examples of actions that promote healthy boundaries and foster safety include:

- Meeting with students at times and in spaces that promote visibility (e.g., open door, window in the door, office hours)
- Consulting with students' preferences for staff/student interactions (e.g., asking their preference for a door being open or closed, asking if they would like a friend/support to also be present)
- Briefly documenting and securely storing pertinent information when conversations of a sensitive nature occur (e.g., date, time, location, nature of conversation, attendees)

- While upholding student confidentiality, consulting and/or collaborating with other Grebel Student Services resources to ensure the most appropriate support is offered.

### **Accountability of Student Services Staff**

If you have a concern or complaint that cannot reasonably be raised directly with Student Services personnel, you may contact the Grebel President, Director of Operations, or Human Resources Manager.

Depending on the nature of the concern, the University of Waterloo's Conflict Management & Human Rights Office and the Sexual Violence Prevention and Response Office are also available to provide confidential advice and follow up.

Grebel employees are accountable for their conduct under various College and University policies, including College Policy #17 (Privacy) and Policy #21 (Prevention and Response to Sexual Violence.)

### **Limits to Confidentiality**

Within Ontario law, there are notable limits to confidentiality, including (but not limited to):

- Where there is reason to believe that disclosure of information is necessary to reduce or eliminate significant and/or imminent risk of serious bodily harm to self or another (e.g., physical or psychological harm)
- Where disclosure is required under the Child and Family Services Act (e.g., grounds to suspect that a minor needs protection due to physical harm, neglect, or sexual abuse).
- Where necessary for legal proceedings (e.g., subpoenaed, criminal investigation).
- For contacting a relative, friend, or substitute decision-maker of the individual, if the individual is injured, incapacitated, or ill and unable to give consent personally.

## **II. GREBEL TERMINOLGY**

### **RESIDENT**

"Residents" are first year and upper year students living on campus at Grebel with a full meal plan. Residents may participate in all residence activities. Residents will have access to Grebel common spaces such as the Games Lounge and the Gym. Each resident will hold an outdoor key to the residence building and a key to their assigned room.

### **OFF-CAMPUS RESIDENT (OCR)**

"OCRs" are first year students living in off-campus homes (arranged through Grebel) during fall term. These students have a Grebel meal plan. They have contracted to move into residence for either winter or spring term. OCRs may participate in all residence activities. OCRs have access to Grebel common spaces such as the Games Lounge and the Gym. Each OCR will hold an outdoor key to the residence building. On occasion, a student may be an OCR in winter or spring.

### **\*ON-CAMPUS ASSOCIATE (APARTMENT DWELLER)**

"On-Campus Associates" (also referred to as Apartment Dwellers) live in the Grebel apartment building adjacent to the residence building. They are encouraged to engage in Grebel's student life programs and will have access to Grebel facilities. Each apartment dweller will hold residence and apartment exterior keys and a key for their unit/room. While in the residence building, apartment dwellers will adhere to residence community guidelines.

\*All future sections marked with an asterisks are specific to Apartment Dwellers. To find them easily, simply click Cntrl+F and search for "\*" .

### **OFF-CAMPUS ASSOCIATE (OCA)**

"OCAs" are students who live off campus and are formally connected to Grebel and its programs. These students do not hold keys to the residence or the apartment building. OCAs have access to most Grebel facilities.

### **III. ADMINISTRATION**

#### **RESIDENCE ADMINISTRATION**

The ultimate and ongoing responsibility for the Grebel residential program, including on and off campus residents, and on and off campus associates, lies with Grebel's Board of Governors whose representative is Grebel's President. The President, in turn, delegates the responsibility of administering the residential program to the Director of Student Services.

The Board approves and takes ownership of the Student Services Mission Statement, which forms the basis on which the residential guidelines are established and articulated.

The Student Services Advisory Committee serves to advise the Director of Student Services on policy, sensitive matters, contracts, admission decisions, and scholarship and award recommendations. This committee deals with contract issues, Students Services policies, admissions decisions, and Scholarship and Award decisions. The Student Services Advisory Committee is normally comprised of:

1. Director of Student Services
2. Faculty member
3. Student Council President (or delegate)
4. Director of Operations

The Director of Student Services, Chaplain, Student Life and Recruitment Coordinator, Elected Student Council, Larger Leadership Team, Campus Hosts and Dons share the responsibility for the social and spiritual programming of the residential program.

Although recommendations for changes to policies governing residence students may originate at any level, they must be processed first with the Director of Student Services, who may consult with the Student Services Advisory Committee, Student Council, and others. Changes to policy must be approved by the Administrative Executive and, depending on the nature of the change, the Board of Governors.

### **IV. PRIVACY GUIDELINES**

#### **GREBEL'S PRIVACY POLICY**

Grebel is committed to protecting the privacy of the personal information of its students, alumni, employees, donors, and other stakeholders. Grebel will recognize and maintain this trust by being transparent and accountable about how information is treated and shared.

During both academic and residence programs, and through constituent or alumni activities, personal information is gathered and used. This information is used primarily for communication from Grebel, which takes a variety of forms such as mail, email, or phone. Anyone from whom such information is collected can expect that it will be carefully protected and that any use of this information is subject to your consent. Conrad Grebel University College is an affiliated College of the University of Waterloo and as such operates in conjunction with the Privacy Guidelines of UW. (Excerpted from CGUC Policy #017) Upon request, Student Services can provide a copy of the full policy.

#### **STUDENT RECORDS**

Student non-academic records are located in Student Services. After graduation the files are archived. A student may request to see their own records. To do so:

1. A written request must be submitted to the Director of Student Services.
2. The Director of Student Services will review the file.
3. The file will then be given to the student to review privately. In some cases, the file will only be released for review in conversation with the Director of Student Services.

## V. CONTRACT HIGHLIGHTS

### GENERAL

1. Basic residence fees include a shared room and full board, beginning with supper on the day residence opens and ending with breakfast the morning after the last day of scheduled exams (unless otherwise noted). Fees will not be adjusted for specific dining habits or needs. A contract for accommodation is valid for room and board only. It is not linked to specific room location or roommate pairing. Room location and roommate pairing is at the sole discretion of Grebel and can be determined or adjusted upon direction from the Director of Student Services.
2. A \$500.00 deposit must be paid in full by the designated deadline date to Grebel. This deposit is held in escrow until such a time as the resident has completed a term and has no future accommodation contract with Grebel after which time it will be returned (with interest) to the student, provided the student has been checked-out of their room, returned their keys and incurred no damage.
3. Students may hold a residence contract for 1-3 terms in any academic year from Sep 1 to Aug 30. **NOTE:**
  - a. Students entering the fall term are required to contract for two terms (fall/winter or fall/spring). Only in unusual circumstances will exceptions be made to this requirement.
  - b. When two terms are contracted, 60% of the total eight-month cost, including various activity fees, is due on the first term's due date with the remaining 40% due on the second term's due date.
  - c. When three terms in an academic year are contracted, the first term will incur the 60% fee, the second term the 40% fee, and the third term will pay 100% of the fee.
4. If fees are not paid by the due date, and if no mutually agreeable payment plan has been negotiated with the Grebel's Accounting office, unpaid fees will be subject to a penalty charge beginning at \$50.00. Statements will be issued monthly on all unpaid balances and a 2% monthly interest charge will be levied for balances outstanding on the last calendar day of the month, beginning in September (January for Winter, May for Spring).
5. **Note:** Due dates for 2023-24 are:
  - a. Fall: Friday, August 11, 2023
  - b. Winter: Friday, December 9, 2023
  - c. Spring: Friday, April 12, 2024
6. Residents may not occupy their room between terms unless prior arrangements have been made with the Director of Student Services. This may come with an additional fee.
7. \*Fall/Winter Apartment Dwellers may occupy their room/unit during Christmas break. Prior arrangements must still have been made with the Director of Student Services. This may come with an additional fee.
8. Grebel's residence and apartment facilities are operated in accordance with a conditional exemption to the provisions of the Ontario *Residential Tenancies Act*, 2006 applicable to universities and colleges. Residents, apartment dwellers, and the College itself share rights and responsibilities under other applicable federal or provincial legislation (including the Ontario *Human Rights Code*), as well as under College and University of Waterloo policies and procedures.
9. Although students live in groups in the apartments, the contract is with the individual student for a single bedroom with access to shared kitchen facilities and common areas. It is not a lease of the apartment to the group. At any point before or during a term, the College reserves the right to make adjustments to the configuration of students in a unit and/or add students up to a maximum of 4 students to any given group. The Director of Student Services will try to have conversation with all students impacted by the change, but they cannot guarantee consultation and/or that all will be satisfied.

## **CONTRACT CANCELATION AND AMENDMENT**

Once a student signs a contract, they are legally obligated to fulfill the terms of the contract. If, due to extenuating and unusual circumstances, the student is unable to fulfill the terms of the contract, they need to:

1. Fill out and submit the Request to Cancel or Amend Contract Form found at: (<https://uwaterloo.ca/grebel/housing-student-life/current-students/online-application-forms/breach-contract-form>). The form will ask the student to explain the reason for requesting cancelation or amendment.

2. Provide a doctor's note if the reason is medical in nature.

Once received by the Director of Student Services, the Student Services Advisory Committee will review the circumstances and make a recommendation. The Director of Student Services will consider the recommendation, in consultation (where appropriate) with Administrative Executive. The student will be notified of the decision in written form.

### **INCOME TAX**

Residence fees cannot be claimed as rent for income tax purposes. Under the Income Tax Act, universities are exempt from paying municipal property taxes.

The Ontario Income Tax Act stipulates that all students living in designated university (tax-exempted) student residences are limited to an Ontario Energy and Property Tax Credit claim based on an occupancy cost of \$25 for the time they resided in the student residence. Therefore, the amount that can be claimed for income tax purposes is \$25 and not the full amount of residence fees paid. On **Line 6114** (Student Residences) of your income tax return, tick the box to claim \$25 as your occupancy cost for the part of the year you lived in residence.

**We do not issue a tax receipt for residence fees or meal plan payments.**

For more information and to view the list of designated student residences, please visit the [Ontario Ministry of Finance](#) website and review the "Frequently Asked Questions" section.

## **VI. \*PURPOSE OF PROVIDING APARTMENT LIVING**

Grebel desires to retain upper-year students who will add depth and maturity to student life. The apartment program is primarily intended for upper-year Grebel students who have made a strong positive contribution to the residence and/or associate programs. Students interested in engaging with the broader College program through leadership roles and mentoring relationships will be ideal candidates. Particular circumstances may demand special consideration to ensure the best use of the facility and College resources. Additional factors may be considered in some circumstances. With this in mind, Student Services will seek on-campus associates who are:

- sympathetic with Conrad Grebel University College's values and beliefs
- willing to live within Grebel's guidelines for community living as laid out in the Community Handbook
- willing and able to participate in the wider Grebel community and its activities, including enrolling in Grebel courses
- interested in exploring life meaning/value questions and willing to be involved in conversation and dialogue with peers, residents, Grebel staff & faculty
- respectful of others and willing to interact with others in an atmosphere where diversity is valued
- enrolled at the University of Waterloo. Students enrolled in other higher educational institutions such as WLU and Conestoga College may be considered on a case-by-case basis.

## **VII. GUIDELINES FOR COMMUNITY LIVING**

### **GREBEL RESIDENCE COMMITMENT**

As outlined in this handbook, the guidelines for community living represent the understanding upon which students sign their residence or apartment contract. Students who sign their contract are agreeing to:

1. The principles of the Student Services and Grebel Mission Statements;
2. The noted Guidelines for Community Living;
3. The policies and practices of UWaterloo.

The guidelines below are to help you and others get the most out of your residence experience. You are encouraged to live into them to the best of your ability.

## **\*INVOLVEMENT AND PARTICIPATION**

On-campus associates are encouraged to participate in academic and residence activities such as orientation week, commencement, all-college picnic, chapels, community suppers, end of term banquets, convocation, music ensemble groups, noon hour concerts, and recitals. On-campus associates are also encouraged to hold formal leadership roles, either through Student Council, LLT and/or the Chapel program.

## **QUIET HOURS & EXPRESSIVE HOURS**

Grebel has a long-standing tradition of creating a living environment that is enjoyable and fun, yet conducive to effective study and sleep. Some background noise is to be expected in a residence community, and individuals hear and experience noise differently. Students are encouraged to take responsibility for managing how noise impacts them and others by doing such things as:

- Shutting their doors;
- Finding other places at Grebel or UWaterloo to study (library, study areas, etc.);
- Using ear plugs;
- Creating white noise; and/or
- Being proactive and discussing noise hopes and concerns with their roommate and other nearby residents. Dons are always willing to help, but we ask students to first take the initiative to try to resolve an issue.

'Expressive Hour' (loud hour) is enjoyed in residence:

- Sunday to Thursday: 10:00pm to 11:00pm; and
- Friday and Saturday 6:00pm to 12:00am
- While a higher level of noise is expected during these hours, respect for resident neighbours and the Grebel community at large is paramount. Expressive hours will vary during exams.

## **PRANKS**

While occasional pranks and practical jokes may be fun for some, they must not disrupt or inconvenience others. Be mindful of the following if you wish to 'prank':

- Pranks cannot constitute a violation of another's privacy, dignity, and human rights, nor can they breach Grebel's policies, rules, or guidelines for community living. Pranks cannot compromise anyone's physical or emotional safety.
- Pranks are not allowed in public areas (i.e. dining room – including fireplace area, residence foyer, atrium).
- Pranks are not allowed in offices and other normally off-limits areas (eg. roofs, boiler rooms, building systems).
- Pranks must be thoroughly cleaned up by the pranksters within 12 hours of performing the prank.
- Pranks should not damage any Grebel property or property owned by others. If the property is damaged; the pranksters will be responsible for covering the full cost of repairs and/or replacements.
- Residents are not permitted to prank in the apartment building and equally, apartment dwellers should not prank in the residence.

## **FRAGRANCES**

While many people are unaffected by fragrances, those who are affected suffer moderate to severe reactions (i.e. allergic reactions, asthma, headaches, migraines, nausea).

We strongly recommend that you avoid intentionally wearing fragrances (i.e. perfume, cologne) while living at Grebel.

We also encourage you to check in with your roommate as to comfort levels, as many scented deodorant, shampoo, conditioner, shaving cream, and body wash fragrance can trigger negative reactions for many people.

## **MUSIC AND MUSICAL INSTRUMENTS**

As per the quiet hour guideline, take note of respectful ways to enjoy your music at Grebel:

1. All stereo systems should have headphones available, and headphones must be used if the resident wants to play music at such a volume that it could be heard in the hallway, surrounding rooms, and/or rooms above them.
2. Headphones must always be used if playing an electric instrument in the residence.
3. Prior to 11:00pm, quiet instruments (i.e. acoustic guitar, ukulele) may be played quietly in residence rooms and with the door shut. Attention to and consideration for the noise tolerance of your roommate(s) and neighbours must always be kept in mind. Playing should be discontinued if there are complaints raised.
4. Louder instruments (i.e. trumpets, drums, bagpipes) may not be played in residence rooms. You are welcome to use the music practice rooms adjacent to the games lounge to enjoy these instruments. See the “Music Practice Rooms” section for ‘use’ rules.
5. Singing and playing musical instruments in the stairwells can be disruptive to residents in nearby rooms and is permitted only if the students in the affected areas agree.

### **DAY OR OVERNIGHT GUESTS**

You may occasionally host a guest for one- or two-night stays. If the guest remains longer, Grebel may require them to pay the per night guest rate. If residents have an overnight guest, they must fill in an overnight guest registration form found at:

<https://uwaterloo.ca/grebel/grebel-residence-overnight-guest-registration>

**NOTE:** Your guest is your responsibility. You are responsible to ensure they abide by Grebel’s guidelines (i.e. [Relationships](#), [Confidentiality and Safety](#), [Alcohol Use](#), [Drug Use](#)). Failure to follow Grebel’s guidelines may result in the Dons or administration asking your guest to leave.

Parents are welcome to visit but may not remain at Grebel overnight.

\*In general, apartment dwellers, in consultation with their apartment-mates, make their own decisions regarding overnight guests. Guests are the responsibility of the student(s) holding the apartment contract. Ensure that guests abide by Grebel’s guidelines as laid out in this handbook.

### **RELATIONSHIPS**

At Grebel, we strive to promote a safe, inclusive, and respectful living environment for all members of the community. We support healthy relationships and expressions of attraction, nurtured and grown with respect for others, in ways that are consistent with healthy community living, and that minimize the awkwardness and disruptiveness that exclusive relationships and intimate behavior may pose in a community.

All students have a right to the full and continuous use of their rooms, and it is especially important that students respect their roommate/apartment mates’ privacy. For this reason, residents should return to their own rooms to sleep and residents and/or guests may not spend the night in the room of their romantic partner. Roommates are encouraged to discuss their privacy needs with each other.

### **ALCOHOL USE**

#### **GENERAL** (Linked to Grebel Policy #104)

Within the Grebel community, there are diverse views and practices regarding the consumption of alcoholic beverages. As a Mennonite College on a public campus, we balance a variety of views and endeavour to be respectful and hospitable. The intent of this guideline is to provide direction on the responsible use of alcoholic beverages for all students holding a formal contract with Grebel.

While the use of alcoholic beverages is permitted for anyone 19 years of age and older and in some designated areas, Whenever and wherever alcoholic beverages are consumed, moderate consumption is expected and, if necessary, enforced. Student leaders will be encouraged to champion a responsible attitude toward alcohol consumption within and beyond the Grebel community.

## **SPECIFICS**

1. As per provincial law, underage drinking (under 19 years of age) is not permitted at Grebel. Evidence of alcohol use by underage students (i.e. erratic behaviour, alcohol paraphernalia, smell) will be assumed proof of use. Student Services, Campus Hosts, and Dons reserve the right to confiscate the alcohol from an underage student. Delayed response in opening one's residence door and/or attempting to remove or mask the smell will raise suspicion of use. An underage resident who returns to Grebel after consuming alcohol off site is also subject to the same consequences as if they had consumed alcohol at Grebel.

2. Legal age alcohol consumption (19 years of age and older)

### **a) Location and Events**

Moderate and respectful consumption of alcoholic beverages by students 19 years of age and older is permitted. Students may consume alcohol moderately in their room when their roommate agrees and when it does not interfere with the peace and personal freedom of other residents.

Alcohol may also be consumed in floor lounges, but the beverage must be in an opaque cup so that the lounge feels welcoming to all who want to use it.

Drinking alcoholic beverages in any other area of the residence is not permitted.

Alcoholic beverages may not be served or consumed at Student Council sponsored events except in the rare occasion when the Student Council together with the Director of Student Services agrees to a variant of this regulation.

### **b) Moderation**

Kegs, mini-kegs, 3.8 litre liquor bottles (e.g. 'Texas Miceys') and other large volume containers (e.g. larger than 40 oz./1183 mL for spirits or wine) are not permitted in residence.

Drinking games (i.e. funnelling, beer pong) or any gathering where alcohol is the focus or a predominant component of the event, are not in keeping with Grebel's practices. Grebel reserves the right to ask students to stop drinking if they suspect consumption is excessive.

Returning to Grebel in an intoxicated state will result in the same consequences as if over consumption had occurred on site at Grebel.

### **c) Offering and/or Purchasing**

Serving alcoholic beverages to or purchasing alcohol for, any person under the age of 19 is in violation of Ontario law. Grebel adheres to Ontario's Liquor License Act which states:

- No person shall keep for sale, offer for sale, or sell liquor except under the authority of a license or permit to sell liquor or under the authority of a manufacturer's license.
- No person shall canvass for, receive or solicit orders for the sale of liquor unless the person is the holder of a license or permit to sell liquor or unless the person is the holder of a license to represent a manufacturer.
- No person shall deliver liquor for a fee except under the authority of a license to deliver liquor.

## **3. Failure to Comply**

Failure to comply with Grebel's alcohol guidelines is serious, and may result in, but is not limited to, the following:

- A meeting with the Director of Students Services;
- A behaviour contract;
- Privilege restrictions;
- Completion of an educational program;
- The cancellation of current contract; and/or
- Police involvement.

When possible and appropriate, Grebel will seek a restorative justice approach, especially when underage drinking and/or over consumption has had a negative and disruptive impact on the community.

## SMOKING AND VAPING

Conrad Grebel is a smoke free environment. Smoking and smoking related activities (i.e. vaping, hookahs) is not permitted in any of Grebel's buildings. Signs of smoking including, but not limited to, ashes, smell of smoke, and/or cigarette butts will be assumed proof of use. Smokers must be at least 10 metres away from any Grebel building. Smoking Cessation help links: <https://uwaterloo.ca/tobacco-use-canada/>

## DRUG USE

Grebel reserves the right to prohibit the use of any substance, including but not limited to over-the-counter substances, inappropriate use of prescription or legal drugs, based on the effect to the individual and/or the residence community.

Students are prohibited from possessing, using, or trafficking any illegal drug substance in residence or surrounding property. The possession or use of illegal drugs, being party to the consumption or use of illegal drugs by being wilfully present during their use or consumption or returning to residence under the influence of illegal drugs, is a federal and provincial offense and will result in police involvement and jeopardize one's Grebel contract.

## CANNABIS USE

The Canadian medical health community is still deliberating on the risks of cannabis use, especially among those under 25 years of age. Within the Grebel community, there are diverse views on the appropriateness of cannabis use. We work deliberately to balance the variety of viewpoints expressed at Grebel. With these things in mind, Grebel puts forth the following information and expectations:

Grebel strongly discourages the use of cannabis. All students should note the following:

1. **Growing or cultivating cannabis plants**, and related equipment, is not permitted anywhere on campus including on Grebel property.
2. **Cannabis deliveries**, like alcohol deliveries, will not be accepted anywhere on campus, including Grebel.
3. Advertisements, posters, and other general promotion of recreational cannabis products are not permitted anywhere on campus, including Grebel.
4. **No person may sell or provide cannabis to any person under the age of 19.**
5. **Underage use** (under 19 years of age) of cannabis is strictly prohibited at Grebel/UWaterloo as per the provincial and federal law. Evidence of cannabis use by underage students (erratic behaviour, paraphernalia, smell) will be assumed proof of use. Delayed response in opening one's residence door and/or attempts to remove or mask the smell will raise suspicion of use. An underage student who returns to Grebel after consuming cannabis off site, is also subject to the same consequences as if they had consumed at Grebel (See #9 Failure to Comply).
6. **Of Age Use** (students 19 years and older)
  - a. Smoking or vaping cannabis is not permitted anywhere on the UWaterloo Campus, including in residence buildings and on Grebel property (See #7 UWaterloo Smoking Policy #29). UWaterloo property extends to the sidewalk / roadway of Westmount Road North, Waterloo, thus one would need to cross the street to be out of range.
  - b. Moderate consumption of non-inhalable legal cannabis products by students 19 years of age and older is tolerated in student residence rooms only when it does not interfere with the peace and personal freedom of other residents and only when roommates agree.
  - c. Cannabis use can impact the peace and personal freedom of others in many ways including but not limited to:
    - i. Strong odours lingering on fabric (bedding/clothing); and/or
    - ii. Odours generated from storing cannabis in rooms.
  - d. Cannabis may not be consumed in the floor lounges or the interior or exterior public areas of Grebel.

- e. Returning to Grebel in what appears to be a 'high' state will result in the same consequences as if the over-consumption had occurred on site at Grebel (See #9 Failure to Comply).
- f. Grebel reserves the right to ask students to stop consumption and/or confiscate the cannabis if we suspect noncompliance with Grebel's guidelines of moderation and respect.

7. **Student Council Sponsored Events.** Cannabis may not be served or consumed at Student Council sponsored events, on or off site.

8. **Medically Prescribed Use.** If a student is using cannabis as a prescribed drug for medical reasons, the student should provide Student Services with a doctor's note, indicating the need for the prescription, at which time a compliance plan will be put in place.

9. **Failure to Comply** with any parts of this guideline may result in, but is not limited to, the following:

- Meeting with the Director of Students Services;
- Behaviour contract;
- Privilege restrictions;
- Completion of an educational program;
- Cancellation of current contract; and/or
- Police involvement.

### **GREBEL'S SEXUAL HARASSMENT AND VIOLENCE PROTOCOL AND PROCEDURES**

Sexual harassment is part of a continuum of sexual violence and is therefore included in the term "sexual violence".

Your personal health, wellbeing, and safety are of utmost concern. Grebel will not tolerate any form of sexual violence. Moreover, Grebel will endeavor to create a living and learning community that works to prevent sexual violence. In the case of sexual violence, Grebel will strive to support affected individuals in consideration of their expressed needs and interests.

Grebel has adopted a policy on the Prevention and Response to Sexual Violence (College Policy #21) which is aligned with the University's Policies. In addition, as UWaterloo students, Grebel students are subject to the University's policies, specifically [UWaterloo Policy 42](#) and [UWaterloo Policy 33](#). Grebel will co-operate with the University to address any incidents of sexual violence.

If you believe you have experienced or caused sexual violence, on or off the Grebel premises, we urge you to speak with the Director of Student Services, Chaplain, Campus Host, and/or a Grebel Don as soon as you are able to. These people will support you with care and compassion and help you determine the next steps.

Additionally, you may consult the UWaterloo Special Constables for general information about resources and support: <https://uwaterloo.ca/police/campus-safety/sexual-assault>, and/or the UWaterloo's Sexual Violence Procedures and Protocols <https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policies/policy-42-prevention-and-response-sexual-violence>

#### **Definitions:**

**"Sexual Harassment"** means:

a) Engaging in a course of vexatious comment or conduct against an individual because of sex, sexual orientation, gender identity, or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; and

b) Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant, or deny a benefit or advancement to the individual and/or the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

**"Sexual Violence"** means:

Any sexual act or act targeting a person's sexuality, gender identity, or gender expression, whether the act is physical or psychological in nature, that is committed, threatened, or attempted against a person without the

person's consent and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism (e.g. peeking through a window), and sexual exploitation.

## QUICK HELP

### On-campus support

- In case of emergency, call **911**
- For after-hours support mental health support, contact **HERE24/7: 519-741-8633**
- UWaterloo Sexual Violence, Prevention and Response Office  
519-888-4567. This is not for emergencies.
- Counselling Services: 519-888-4567 Ext. 32655 (Mon-Fri, 8:30am-4:30 pm)
- Health Services: 519-888-4096 (Mon-Fri, 8:30am-4:30 pm)
- UW Special Constables @ 519-888-4911
- UW's Impact Team (for mental health support) can be accessed via UW Special Constables on:
  - Thursday 3pm-12am
  - Friday 2pm-12am
  - Saturday 2pm-12am
  - Sunday 2pm-12am

### Off-campus support:

- Waterloo Region Sexual Assault and Domestic Violence Treatment Centre, St Mary's Hospital:  
519-749-6994 (available 24/7)
- Sexual Assault Support Centre of Waterloo Region: 519-741-8633 (crisis line is available 24/7)

## NON-COMPLIANT BEHAVIOUR

It is assumed that residents are reasonably mature and that all or most discipline is internal and involves those immediately concerned. Whenever the initial disciplinary steps break down or are insufficient to maintain the strength of the residential community, the administration has the responsibility and the right to take necessary action, which can include termination of the residence or apartment contract. Whenever possible, we will use a restorative justice approach to resolving problems.

Behaviour that:

- (a) substantially interferes with the rights of another individual(s) to the peaceful use and enjoyment of their room(s) or the common areas in residence,
- (b) constitutes a nuisance to an individual or the community,
- (c) endangers the safety and security of the Student or other individual(s),
- (d) compromises any personal or College property,
- (e) attacks the dignity/integrity of an individual, and/or
- (f) breaks the laws of the Province of Ontario or the laws of Canada,

will be considered a serious breach of the residence or apartment contract.

## STUDENT APPEAL PROCESS

The Administrative Executive under the direction of Grebel's Board of Governors, and in consultation with the Student Council, establishes the guidelines laid out in the Student Handbooks.

Students may appeal the application of a given guideline. Students may feel a guideline is not being applied fairly and wish to appeal its application. A student, however, may not appeal the actual established guideline.

To initiate an appeal of the application of the guideline, write a letter explaining the grievance. The letter should be delivered to President who will bring the grievance to the Administrative Executive team of Conrad Grebel.

## VIII. GREBEL SPACES

The residence is a student's home away from home. As such, we want students to relax and enjoy the facilities, and to care for Grebel in such a way that all residents and associates can enjoy their time at Grebel.

### SECURITY

Grebel is located on a large campus and draws people from the surrounding community to lectures, workshops, etc. Although UWaterloo is a relatively safe environment, security of person and property are enhanced when sensible measures are in place. We recommend the following safety practices:

- All buildings are locked between 10:00 to 11:00pm each night and reopened again at 7:00am the next morning. Residents should take their building key with them if they leave the building during these times.
- Outside entrance lights should remain on.
- Many residents choose to keep their residence room doors open. If gone for an extended period, we recommend you close and lock your door. When Grebel activities take all or most of us away from the residence area, be sure to lock your door.
- Always keep valuables such as wallets, cameras, and portable computers out of sight.
- Grebel has an engraver that may be borrowed from the Main Reception Desk. Use it to put your name on larger valuables and record the serial number.
- Grebel has video surveillance at all building entrances. These recordings are made for, and retained by, UWaterloo Special Constables (police). Only UWaterloo Special Constables have access to these surveillance recordings.
- Under no circumstances should outside doors be propped open.
- One of our greatest security assets is the fact that students know each other and take an interest in one another's well-being. If a resident sees someone in the non-public areas of the residence whom they do not recognize, ask them if they need help. Check that the visitor has a legitimate reason to be there and offer to help find the person/place they are seeking. If the visitor does not have a legitimate reason to be in this area, please escort them out of the building or call the Don phone, Campus Host, or Student Services.
- When walking after dark, ask one or two other residents at Grebel to walk with you, or use the on-campus Walk Safe service provided by the Waterloo University Student Association (WUSA) in the Student Life Centre See [XV IMPORTANT CONTACT INFORMATION](#)).
- \*Each on-campus associate has an outside door key to both apartment and main residence buildings

### \*RESIDENTS' ACCESS TO APARTMENT BUILDING

The outside doors to the apartment building are kept locked. Residents will not have keys to this building. Residents are welcome to visit on-campus associates in the apartments when they are invited into their space.

### \*DOOR ENTRY SYSTEM

The system operates via the unit phone. The guest dials the apartment number on the lobby panel and the unit telephone will ring. There will be approximately 20-30 seconds to communicate. Unlock the main door by dialing the digit "9" from the unit. To refuse entry hang up or dial "4".

### ARRIVALS AND DEPARTURES

**Check-In:** When arriving at the start of term and receiving a room, each resident is responsible for doing a 'room check' using the orange card system. The room check entails taking a close look at all parts of the room and then signing that the room is in an acceptable condition, or identifying any issues that need to be addressed (i.e. missing garbage pail, door latch issue).

**Checkout:** When departing Grebel, students must leave their rooms in the same condition in which they received them (i.e. stickers removed from the walls, furniture returned to its original place, garbage/recycling properly removed).

The check-out procedure involves each student completing the End of Term Survey and scheduling a checkout time with a Don and one's orange card. After thoroughly cleaning the room, a Don will examine it and compare it against the orange-card check-in data. Previously unreported damage to furnishings or facilities will be assessed and a deduction made from the student's \$500.00 deposit that Grebel holds in trust, if deemed the student's fault/responsibility. Keys will be left with a Don at check-out time. Failure to be checked-out by a Don will result in a deduction from one's deposit.

All residents are encouraged to move out upon completion of their exams and assignments. The residence closes at 11:00am on the day following the last UWaterloo exam day. All residents must be out of the residence by that time unless arrangements have been made with the Director of Student Services.

### **BETWEEN TERM STORAGE CONDITIONS**

Grebel does not provide storage space for residents' belongings during terms when they are not living at Grebel. Students need to make the own storage arrangements. There are local services to assist with this (e.g. You Pack We Store – Waterloo).

When students are here for consecutive terms (e/g., Fall and Winter terms) and have between term storage needs due to a room change etc., Student Services will try to accommodate, but cannot guarantee storage space. Instructions about designated storage areas between consecutive terms will be given to all students prior to the end of each term. All belongings found outside of designated areas between terms will be confiscated and removed. In some cases, residents will be billed for their removal.

For bike and hockey equipment storage, see BICYCLE STORAGE AREAS).

### **RECYCLING**

Grebel encourages the recycling of waste materials. The Student Council appoints environmental representatives who encourage the recycling of cans, paper, cardboard, and glass. Please participate by using the appropriate containers provided for recyclable materials.

### **ENERGY CONSERVATION**

Students are encouraged to monitor their use of electricity, water, and their overall impact on the environment.

### **KEYS**

Each on-campus resident will receive a room and building key upon moving into the residence. Each off-campus resident will receive a building key upon arrival. Bike and hockey storage keys are available upon request.

Keys must be returned at the end of term (e.g. last day of Winter term for Fall/Winter students). Failure to do so will result in a deduction from the student's \$500.00 deposit.

### **INSURANCE**

Grebel has comprehensive insurance coverage. However, Grebel's insurance does not cover the personal property of individual residents against theft or damage. We recommend that if residents have valuable equipment or clothing, they should seek content insurance protection through an insurance broker (e.g. Square One - Canada).

### **INTERNET CONNECTION**

There is wireless access throughout Grebel. In addition, every student in residence has high-speed access to the University's computer network and the Internet via a wired connection. There is no additional cost to obtain this connection.

Upper year students are a great resource for getting your internet set-up and for troubleshooting.

Wireless routers are **not** permitted at Grebel as the wireless system used on campus does not accommodate wireless routers. Residents should bring the cables and hardware they need for their equipment.

## **YOUR RESIDENT ROOM**

1. Each resident is provided a single bed, mattress, study desk, bookshelves, desk chair, wardrobe, and window drapes.
2. No units constructed for the purpose of creating additional floor space are permitted.
3. It is not acceptable to disassemble any furniture or fixtures in the room. The furniture is modular and can be easily adjusted for different configurations.
4. If a resident chooses not to use a piece of furniture in their room (e.g. desk chair), it must stay in the room.
5. Each student is responsible for the care and upkeep of their room and its furnishings.
6. Window screens may not be removed at any time.
7. During the term, if furnishings in the room break or if other damages occur, immediately notify a Don. If the resident is not responsible for the damage, there is no charge. If it has been determined that careless behaviour has caused damage to rooms, Grebel buildings or their contents, the student(s) involved are responsible for the repair costs. Careless behaviour includes all damage beyond normal wear and tear. Students are responsible for any damage caused by their guests.
8. All room arrangements must have the agreement of both students sharing the space.
9. Residents may use creativity in decorating and personalizing their rooms. The decor of the room must be consistent with Grebel values, healthy relationships, and be in good taste.
10. Only reusable adhesive putties (e.g. LePage's Fun-Tak) may be used in attaching posters or other items to any surface. Do not use duct tape, glue, screws, or other adhesives which leave permanent scars, such as damage to the paint. Remove all putties before checkout.
11. Pets of any type, shape, or size are not allowed in the residence.
12. Each residence room is equipped with its own thermostat to control the temperature in the room. When adjusting the thermostat, '5' indicates a maximum setting and '0' indicates the minimum setting. Do not set the thermostat above '0' if windows are open and do not remove or tamper with thermostats for any reason. If there is an issue with your thermostat or the heating in your room, please contact the Dons.
13. Items such as blades, water guns, BB guns, knives (real or decorative), and other 'play-like' weapons are not permitted inside the buildings.
14. Electrical appliances that facilitate living and working comfortably in one's residence room are subject to several considerations:
  - a. All appliances must be in good condition, electrically safe, and Canadian Standards Association (CSA) approved.
  - b. No single appliance may be rated as consuming in excess of 1,000 watts or 8 amps of electrical power.
  - c. Power bars must be equipped with circuit breakers.
  - d. Food preparation and cooking appliances are not permitted in residence rooms. Exceptions will be made for small coffee makers (no more than 1,000 watts), small refrigerators (no larger than 5.0 cubic feet and no more than 1,000 watts) and hot-air popcorn poppers. Microwaves of any size are not permitted.

## **\*YOUR APARTMENT UNIT/ROOM**

1. Apartment Dwellers may use creativity in decorating and personalizing their units/rooms. The decor must be consistent with Grebel values, healthy relationships, and good taste.
2. Each suite has a refrigerator, electric stove, living-room furniture, four beds, four desks, and closets. Each bathroom is equipped with an exhaust fan to prevent mildew. Each unit has separate controls for heating and air conditioning.
3. The care and upkeep of each suite is the responsibility of those living in it. Students are responsible to provide cleaning supplies. A Grebel vacuum cleaner is available for use. It will normally be kept at one end of the 2<sup>nd</sup> floor. Please return it to its location.
4. It is not acceptable to disassemble any furniture or fixtures except in the case of beds and desks intended for adjustment.

5. Only re-usable adhesive putty may be used in attaching posters, etc. to any surface. Glue, screws, duct tape, and adhesives leave permanent scars and may not be used. Remove all tape before check-out.
6. Window screens may not be removed at any time.
7. Pets of any shape or size are not allowed in the apartments. Exceptions will be made for fish in bowls (not in tanks).
8. If it has been determined that careless behavior has caused damage to suites, college buildings, or their contents, the student(s) involved will be charged the repair costs. Careless behavior includes all damage beyond normal wear and tear. Students will be held responsible for any damage caused by their guests.
9. The apartment has been inspected prior to move-in. Look around upon arrival. If problems are encountered, notify the Apartment Superintendent immediately. At the end of the term the suite must be left in the condition in which it was received. Nothing more or less should be left. Furniture must be returned to its original place.
10. On-campus associates are encouraged to bring small fans to place near the windows during the colder months. Air movement across the window will help reduce condensation on the windows.

On-campus associates may use residence space, including laundry room, work-out room, games room, lounges, bike sheds, etc. While visiting in or using the residence facilities, residence guidelines must be respected.

### **RESIDENCE LOUNGES**

Both the third and fourth floors of the residence building have student lounges which are furnished with lounge chairs and sofas, a cable TV outlet and TV set, a counter with sink, drawers and below-counter cupboard space, and a refrigerator. Residents (or apartment dwellers) who wish to reserve the machines and/or space may sign for their use on the sign-up sheet provided. **Note the following:**

1. It is the responsibility of all students to keep the lounges clean and tidy. Resident students will be expected to take turns cleaning the lounges.
2. Students and/or their guests may not sleep overnight in the lounges as they are public spaces.
3. Students should be mindful to conduct themselves in the lounges in such a way that is appropriate to public space and does not make others uncomfortable.
4. The Student Council may determine other guidelines for lounge use in consultation with the Director of Student Services.
5. Those 19 years and older may consume alcohol in the residence floor lounges but the alcohol must be in an opaque cup and consumption must be moderate.
6. The cable television system is the property of Rogers Cable TV. Any tampering with the cable system or the wiring is strictly prohibited.

### **WASHROOMS**

Grebel is committed to meeting basic human needs with respect and dignity. In the multi-user washrooms throughout Grebel, we respect the right of everyone to choose a washroom that is appropriate for them, in which their needs may be met in comfort and peace, and, without anxiety, humiliation, or fear. We trust that persons using our washroom spaces belong in them and should not be subject to gender-policing (i.e. assault, judgement, harassment). We further trust all washroom users to treat each other with respect and dignity.

The multi-user washrooms on both floors of the north end of the residence have taller dividers to increase privacy. They are designated as all-access/gender-neutral/gender-inclusive/gender-diverse washrooms.

Single user, barrier free washrooms are also located on each residence floor. These washrooms may be designated for a specific single user if circumstances demand.

Other single-user washrooms are in the Chapel lobby area and near the Coffee Bar in the Atrium. A single-user shower is available in the Lower Atrium. While these washrooms are in the more public areas of Grebel, they are available for students to use at their own discretion and comfort. All single-user washrooms at Grebel are gender-inclusive/gender-neutral.

## RESIDENCE HALLWAYS

All hallways are considered public space. Residents may choose to put up posters and signage in designated areas. Grebel reserves the right to take down any posters or signs etc. that it feels do not reflect Grebel's values.

For safety reasons, hallways should be kept completely clear. Items such as rubber mats, boots, shoes, boxes, hockey equipment, etc., are not permitted in hallways.

For safety reasons, running is not permitted in the hallways.

## KITCHENETTE

A common-use kitchenette is located adjacent to the dining room. It is available for use 24/7 to residents, associates, staff, faculty, academic students, and guests of Grebel. It is the responsibility of each user to keep the kitchenette clean and tidy. If you use dishes from the kitchenette, bring them to the return dish area in the dining room when you are done. Do not leave any of your own belongings in the kitchenette. You may store your lunch or other food in the refrigerator, but do not forget you put it there, as it may be thrown out if unidentified or left for several days. Report any equipment that is not in good working order to Food Services.

## BICYCLE STORAGE AREA (BSA)

If bringing a bicycle to Grebel, you are encouraged to bring an inexpensive bike and a high-quality lock. Additional information about bicycle storage follows:

1. Bicycles are not permitted inside Grebel buildings, including apartments, residence, or academic area.
2. The indoor BSA is located on the first floor of the apartment building. It is available to on/off campus residents and associates who pay the applicable fee. **Keys are issued to specific individuals and may not be shared with other persons.**
3. Given the size of our storage area, only one bike per student may be registered and stored at Grebel in any given term.
4. To obtain a key to the BSA, students must fill in the bike portion of the [Optional Services Form](#), providing a description of the bike, including model and serial number. A partially refundable key deposit is required each term.
5. Users of the BSA are responsible for keeping the door always locked. Grebel is not responsible for damage or loss resulting from a user failing to keep the door locked.
6. Bicycle storage keys must be returned at the end of the term (e.g. last day of Winter term for Fall/Winter students). **Users not returning their keys will be assessed a lost key charge.**
7. Bicycles must be removed from the BSA at the end of the term (not until April for fall/winter students). Bikes not properly registered or bikes left after the end of the term become the property of Grebel and are disposed of accordingly.
8. Outdoor bicycle racks are located at various locations around the Grebel buildings.

## HOCKEY STORAGE AREA (HSA)

If bringing hockey equipment to Grebel, you are encouraged to store it in the hockey storage area.

1. The indoor HSA is located on the first floor of the apartment building. It is available to on/off campus residents and associates who pay the applicable fee. **Keys are issued to specific individuals and may not be shared with other persons.**
2. Given the size of our HSA, only one hockey storage bag per student may be registered and stored in any given term.
3. To obtain a key to the HSA, students must fill in the hockey storage portion of the: [Optional Services Form](#). A partially refundable key deposit is required each term.
4. Users of the HSA are responsible for keeping the door always locked. Grebel is not responsible for damage or loss resulting from a user failing to keep the door locked.
5. Hockey storage keys must be returned at the end of the term (last day of Winter term for Fall and Winter students). **Users not returning their keys will be assessed a lost key charge.**

6. Hockey equipment must be removed from the HSA at the end of the term (not until April for fall/winter students). Equipment/bags not properly registered or those left after the end of the term become the property of Grebel and are disposed of accordingly.

### **LAUNDRY ROOM**

Laundry facilities are provided solely for the use of residents, apartment dwellers, and Grebel staff. Washers and dryers are card operated (\$2.50/wash load and \$2.00/dryer load). An ironing board and iron are available for communal use.

Each resident will be issued a laundry card upon their first arrival at Grebel. It is the student's responsibility to keep their card for the duration of their stay at Grebel. If at any point the student is not returning to Grebel, they may do the following with their laundry card:

1. Pass it on to another student;
2. Turn it into the main office;
3. Destroy it; or
4. If there is a balance, request a refund by mailing the card with your return address to:

Coinomatic Canada Inc.  
301 Matheson Blvd. West  
Mississauga, Ontario, N2L 3G6

It is imperative that students use high efficiency detergent with these machines. This is denoted by the symbol on the detergent container: Failure to use proper detergent will result in clogged machines and unsatisfactory laundry results.



Students are responsible for keeping the laundry room tidy. When using a machine, note your name on the whiteboard stuck to that machine. The laundry room is not to be used for storage. Students have 24-hour access to this facility.

Report equipment breakdowns to the Dons, Campus Host(s), or Student Services.

### **GAMES LOUNGE**

The games lounge is a meeting space equipped with games, pool tables, ping pong table, and lounge seating. While Grebel is responsible for providing and maintaining the tables and furniture, items such as pool cues and ping pong paddles are the responsibility of the students and the Student Council.

We ask that if you do use this space, that you keep your personal belongings out of this room. It is your responsibility to clean up after yourself. If you play a game, make sure you return it to the place it belongs as soon as you are done with it. If you bring in a beverage, be sure to clean up the mug or disposable cup to its proper place.

### **GREBEL WORKOUT ROOM**

The workout area is located at the back of the games lounge. The equipment is provided for the use of Grebel residents, associates, staff, and faculty. Each person should be aware of their own limitations. We recommend you keep your phone with you in case you experience difficulties. Be sure to wipe down equipment before and after use. If any equipment needs repair, please notify an Athletic Representative or Student Services.

### **STUDY AREAS**

A group study room is located beside the lockers off the games lounge. It can be signed out using the sheet on the clipboard just outside the door. When your group is finished, take all your belongings with you, erase any work on the white board, and clean up any garbage/recycling.

The study area (otherwise referred to as the 'The Morgue') is intended exclusively for silent study by Grebel residents and associates.

Guidelines for use:

- Do not talk with other students in this room.
- When leaving, take your computer, books, and all supplies with you (unless previously arranged with Student Services).
- Grebel is not responsible for lost or stolen items.

The library is located on the third floor in the atrium area of the building. See the MILTON GOOD LIBRARY section for more information).

### LOCKER AREA

There are lockers in the games lounge and near the study lounges reserved for off-campus residents and associates.

If a locker is needed, email [grebelstudentservices@uwaterloo.ca](mailto:grebelstudentservices@uwaterloo.ca) before putting on a lock. Lockers not registered with Student Services will have the locks cut off and the contents discarded.

### RESIDENTS' ACCESS TO APARTMENT BUILDING

The outside doors to the apartment building are kept locked. Residents do not have keys to this building but are often invited in by apartment dwellers.

### DINING ROOM

The dining room is located on the second floor of the residence side between the residence and academic sides of the building. More information about Grebel Food Services, see IX. FOOD SERVICES. The following information pertains to the physical space:

1. The dining room is a public, multi-purpose room used for dining, visiting, and some studying. It is not a quiet space. Diners get priority for tables. Books, laptops, and personal belongings must be cleared away prior to mealtime to make space for diners.
2. There are designated hours when the kitchen and servery are open, but the dining area is open 24/7 for residents.
3. In the dining room, servery, and kitchen, everyone must be clothed, including wearing a shirt and shoes. Bare feet or just socks are not acceptable.
4. You are welcome to eat on the patio. The patio umbrellas catch the wind easily and quickly become airborne so remember to close and tie the umbrella if you are the last one to leave the table.
5. Meals/snacks prepared by Grebel must remain in the dining room/patio area. There are three exceptions:
  - a. Fruit you have begun to eat (e.g. apple);
  - b. Bag lunches (See BAG LUNCHES in IX Food Services)
  - c. Taking food to a sick resident who is unable to go to the dining room for meals
6. **You are welcome to fill your personal mug with coffee/tea/hot chocolate and take it out of the cafeteria. Do not remove kitchen mugs.**
7. If you cannot finish your food in the dining room or patio, then you likely have taken too much and next time can take less.
8. The fireplace area of the dining room is used by on/off campus residents and associates, Grebel academic students, faculty, and staff. If you want to use the space for a meeting or activity, ensure to reserve the dining room.
9. For cleaning purposes, the custodians require everyone to remain out of the dining room on Wednesdays from 7:00 to 8:30pm.

### CHAPEL

Grebel is fortunate to have a beautiful chapel. The chapel was constructed of natural fieldstones gathered in the area. The stained-glass windows were designed by, Nancy Lou Patterson the founder of UWaterloo's Fine Arts department. The windows symbolically tell the story of the life and faith of Mennonites and their Anabaptist forbearers.

The chapel is used for a variety of purposes including a Wednesday chapel service (for students, staff, faculty, and the broader community), music practices and concerts, lectures and workshops, and some student events (e.g. house meeting). The chapel is sometimes reserved for various events during the day. When it is available, you are welcome to use the chapel for individual prayer and meditation.

The upright chapel piano is provided for general student use.

Additional information about the chapel instruments includes:

1. The grand piano and the organ are reserved for worship services, Music department use, and other formal occasions. Both instruments are extremely valuable and may not be used without express permission from the Music office.
2. The upright pianos may not be used before 9:00am each weekday, except when pre-approved by the music department.
3. The grand piano is not to be moved unless by authorized Grebel personnel. This is to avoid damage to the piano resulting from contact with the stone wall.
4. Do not try to repair or tune pianos. Contact the Music office if you notice any problems (Room 1103, Academic Wing).
5. Food and drink (except water bottles) are not permitted in Chapel.

### **PRAYER/PREPARATION ROOM**

The Prayer/Preparation room is located off the chapel foyer and is available throughout the day for prayer and reflection. It is also used periodically as a preparation room for concert performances. Resident use of this space depends on considerate attention to the needs of others and flexibility to accommodate our program needs.

### **MUSIC INSTRUMENT LOCKERS**

Instrument storage lockers are available free of charge to current music students, with priority given to students needing to store instruments. Residence students may request a locker for an instrument once all other music students have been accommodated. Lockers must be booked each term through the Music department (Contact Angelica Allen, [a26allen@uwaterloo.ca](mailto:a26allen@uwaterloo.ca)). The lockers are located in the second-floor practice rooms (Room 2407C). Locks are provided by the Music department.

### **PRACTICE ROOMS AND FIRST FLOOR PIANOS**

Although practice rooms on the second floor (residence-side) may be used by residents, priority is given to music students who have signed up for certain time slots.

To keep the pianos in pristine condition, do not consume food or beverages in the practice rooms or place water bottles or other liquids on top of the pianos.

Pianos on the first floor are reserved exclusively for Music Department teaching.

### **MILTON GOOD LIBRARY**

The Milton Good Library is located on the third floor of the Conrad Grebel academic wing and is available for resident and associate use. It supports Grebel's teaching program, with special emphasis on Peace and Conflict Studies, Mennonite Studies, Music, and Theological Studies.

The library is a public space and shoes and a shirt must be worn. Our services are subject to change. For the most detailed and up-to-date information on library and archives services, bookmark this page:

<https://uwaterloo.ca/grebel/library-services>.

#### **The Milton Good Library is:**

- Part of a consortium called OMNI, which includes the libraries at UWaterloo and 17 other university libraries in Ontario.
- Included in the OMNI catalogue for both print and electronic resources. The catalogue website is [www.lib.uwaterloo.ca](http://www.lib.uwaterloo.ca).
- Available to all students with a WatCard or WLU student card for library borrowing.
- **The Milton Good Library has:**

- Book pick-up for Milton Good Library, UWaterloo, OMNI, and inter-library loan materials;
- Research help, which can be accessed remotely and in-person;
- Quiet study space;
- Wifi through Eduroam;
- Printer access through WPrint;
- Photocopier access with WatCard payment (no cash sales). **Note:** Resident students are encouraged to use printers supplied in the residence
- Elevator access
- **Library Tips:**
- Don't be caught short when you've got a deadline! Ask for research help!
- Sign into Course Reserves for personalized information about reserve readings for your courses: <https://www.reserves.uwaterloo.ca/ares/ares.dll>, [www.grebel.ca/library](http://www.grebel.ca/library)

### THE MENNONITE ARCHIVES OF ONTARIO

The Mennonite Archives of Ontario is located within the library. It holds source documents related to the history of Mennonites in Ontario. These include congregations, conferences, institutions such as Mennonite Central Committee Ontario, and individual Mennonites. In addition to paper documents, the collection includes photographs, audio tapes, video tapes, microforms, CDs, and DVDs. It has archival material available for student research in relevant courses.

Contact Archivist-Librarian for an appointment:  
 Laureen Harder-Gissing: [lharderg@uwaterloo.ca](mailto:lharderg@uwaterloo.ca) or  
 (519) 885-0220 x24238  
<https://uwaterloo.ca/grebel/milton-good-library>

### ATRIUM

The atrium area is a wonderful space for visiting and studying with its bright windows, comfortable furniture, and Common Ground Coffee Bar. The large sculpture on the wall, called "Ties That Bind" represents the Anabaptist/Mennonite story and draws visitors from the community. Since this area of Grebel is a public gathering place for visitors, conference groups, faculty, and staff, students must be sure to take their belongings with them when they leave this area.

### COMMON GROUND COFFEE BAR

Grebel operates a coffee bar called Common Ground in the atrium. A variety of hot and cold beverages, and snack foods are available. The resident meal plan does not include items sold in the coffee bar. All residents, associates, and guests are welcome to purchase items from Common Ground.

### PARKING LOT

1. Persons legitimately using Grebel parking facilities are classified as permit holders or visitors.
2. Parking permits are issued to Grebel faculty, staff, residents, associates, music majors, PACS majors, and full-time graduate students upon payment of applicable fees and completion of the necessary forms.
3. Legitimate permit holders must prove that they are the owners of the vehicle they are registering for the parking permit and that they will be the only ones parking that vehicle in the parking lot. Students may only purchase passes for vehicles where the ownership is in their name or their parents' name unless specific permission is received from the Director of Operations.
4. Visitors must pay for parking at the prescribed rate through the ticketed parking system or the HonkMobile smartphone app. Ticket parking rates are posted at the entrance to the south parking lot.
5. Vehicles in the 'No Parking' zones in front of the garbage bin, doorways, and service entrances will be towed.
6. Parking is available in the main lot and a few additional spots are available at the north end, including two 15-minute only parking spaces.
7. Six Charging Stations are available in the main lot. Vehicles that use the charging stations are required to display a valid Grebel parking permit. The cost to charge is \$1.00/hour (subject to change without notice). We ask that when your vehicle has fully charged, you move it to another spot to allow someone else to use the charger. Cars that are not charging should not park in a charge space.

**NOTE: Grebel assumes the right to tow repeat offenders to the university pound, at the owner's expense**

## **PUBLIC USE OF GREBEL FACILITIES**

Grebel is not only a residence, but it is a centre for other activities. All outside groups are required to adhere to Grebel policies. Conrad Grebel University College policy #912 outlines use of space relative to Grebel programming. This policy is negotiated between students and administration.

## **IX. FOOD SERVICES**

### **MEAL PLAN**

The meal plan fees cover:

- Breakfast, lunch, and served during designated meal times, from the start of each term until the end of exams.
- 'Open kitchen' (for residents only):
- Monday to Friday: 2:00 to 4:30pm and Sunday evenings: 9:00 to 10:00pm
- Includes beverages, fresh fruit, yogurt, cereal, bread/bagels, and spreads
- To be eaten in the dining room, patio, or assigned areas only
- 'Snack Nights' (for residents and associates)
  - Typically, Mondays, Thursdays, and Saturday nights: 10:00pm
- **Note:** Grebel is one of the few places on campus with a 'pay one price, all you can eat cafeteria'. We encourage you to take all you want but eat all that you take. To avoid waste, we prefer that you come for seconds – and thirds if needed, rather than take too much the first time and have it wasted.
- Residence fees **do not** cover food outside of the times listed above or for snacking on later. If students are hungry during non-food service times, they are encouraged to purchase their own snacks.
- Residence fees are set assuming the average student will be away for meals from time-to-time.

### **MEAL TIMES**

Meals begin with Grebel's move-in day and end with the UWaterloo exam period. Rain or shine, Grebel meals are served on time!

Meal times are subject to change.

#### **Weekdays:**

Breakfast: 7:00 to 10:00am (Cold, self-serve)

7:30 to 9:00am (Hot)

Lunch: 11:30am to 1:40pm

Afternoon Snacks: 2:00 to 4:30pm

Supper:

Fall and Winter: 5:00 to 6:30pm (Monday to Friday)

Spring: 5:00 to 6:00pm (Monday to Friday)

Community Supper: 5:30 to 6:30pm (Wednesdays)

#### **Weekends & Holidays:**

Breakfast: 8:00 to 11:00am (Cold, self-serve)

Brunch: 12:00 to 1:30pm

Supper: 5:00 to 6:00pm

### **LATE SUPPERS**

Residents with **classes** running past the end of supper may request late supper. Late supper **sign-up** is online: [https://www.signupgenius.com/go/late\\_supper](https://www.signupgenius.com/go/late_supper). Residents can sign-up for late supper until 6:00pm on the day that late supper is needed. Dons typically retrieve late supper on the hour between 7:00 and 10:00pm. Call the Don phone to indicate your readiness (226-220-1054).

### **BAG LUNCHES**

Residents with classes that run consecutively through lunch time may request a bag lunch. Bag lunch sign-up is located in the kitchen. Residents can sign-up for (or cancel) bag lunch until 2:00pm the day before the bag lunch

is needed. Residents pack their own lunch, selecting items from the salad bar area during breakfast service. Bag lunches are to be quantities for one meal. Do not stock up extra food for other parts of the day.

### **NO MEAL PLAN?**

1. It is important you do not share your meal plan food with associates or those who do not have a meal plan.
2. Guests and associates can purchase food at the cash register with a debit or credit card.
3. If you have a guest who joins you for a cold breakfast, have them fill in the tab sheet on the clipboard by the cash register, then return to the kitchen between 10:00am and 6:00pm to pay one of the kitchen staff.

### **SNACK NIGHTS**

Snack nights are for residents and associates and are hosted by 'snack parents'. Snack nights are typically Monday, Thursday, and Saturday. The time may vary slightly from term to term. 'Open Kitchen' on Sunday nights is for residents only. Clean up after yourself on snack nights. Put dishes and garbage in the appropriate spots. Do not leave items on tables for staff to clean up in the morning.

If you bring a guest to evening snack time, they (or you) are expected to pay \$2 to the 'snack parent'.

### **FILL THE TABLE**

We encourage students to fill a dining room table before starting a new one. 'Fill the Table' is an important tradition at Grebel and one that ensures you have an opportunity to interact with the broader Grebel community, rather than sit with the same people each day. Use the Fill the Table experience as an opportunity to introduce yourself to others at each meal.

### **QUIET TABLE**

Grebel acknowledges that there are times when someone may wish to eat quietly and without the presumption of having a discussion. In such situations, a student is welcome to pick up a 'Quiet Table' sign located in the toast area of the dining room and place it on the table. While others are welcome to join, the expectation will be that those joining the table remain quiet to respect the needs and wishes of others at the table.

### **SPECIAL DIETS**

The food service staff try to accommodate special dietary needs. If a resident has medical or other reasons for requiring special dietary consideration, talk to the Director of Student Services and/or the Food Services Manager. Food service is provided for many people and a particular request is not always possible.

When there is a student with nut allergies in residence, Grebel Food Services will not cook/bake with nuts or nut products. However, if you have a nut/peanut allergy, please talk to kitchen management as soon as possible for an explanation on safe eating practices in this institution. Watch for labels to identify foods that are gluten-free, vegetarian, vegan or have other noteworthy limits. Gluten-free items are stored in a gluten-free cupboard and freezer. Those who have made prior arrangements with the kitchen may use items from these designated storage areas. Ask the kitchen staff if you need help finding appropriate options.

### **MY MOST MARVELOUS MEAL ('MMMM')**

This is your chance to plan the menu for a meal. MMMM is a way to introduce a favorite dish or dishes from home or elsewhere to the Grebel community. It usually takes two weeks to work an MMMM into the menu so you need to email the [Kitchen and Student Food Representative](#) in advance. If you do not want to plan a whole meal, you can also request a specific item to be worked into an existing meal.

### **OUTSIDE GROUPS**

Various outside groups reserve the dining room for banquets or receptions. Grebel tries to limit the number of groups to reduce disruption of student life, but Grebel asks that residents be considerate when the dining room is in use. Residents will be notified in advance of these events.

## FEEDBACK

Kitchen staff welcome feedback regarding food or food service. You can speak to the student Food Representative, speak directly with the Food Services Manager or Assistant Manager, or fill in the online form: ['How was your food today?'](#)

## **ROLE OF DIRECTOR OF STUDENT SERVICES**

The Director of Student Services is the chief student life officer for the Grebel residents and associates. The Director is responsible for providing vision and giving direction to the residence and student life program. As such, the Director is responsible for articulating the vision and needs of the residential and associate programs and to represent these programs within Grebel, UWaterloo, and the constituency of Grebel. The Director does this while at the same time working for the welfare of Grebel as a whole.

## **ROLE OF CHAPLAIN**

The Chaplain gives direction to and facilitates the chapel program. The aim of the Chapel Program is to nurture members of Grebel's community in Christian faith from a Mennonite perspective with an attitude of respect for other religious traditions. The Chaplain works with a team of student leaders and consults faculty, staff, and administrators to provide regular worship services, individual pastoral care and healthy spiritual growth for the community. The Chaplain also supports the work of the residence program more broadly.

## **ROLE OF STUDENT LIFE COORDINATOR**

Under the administrative supervision of the Director of Student Services, the Student Life Coordinator participates in the work of Student Services which is to engage students in the building and celebrating a living and learning community. The person in this position will give focused attention to the OCR's, the Living-Learning program, the Grebel Student Refugee program (From Camp to Canada – FCC), and more.

## **ROLE OF RECRUITMENT COORDINATOR**

Under the administration of the Director of Student Services, the Recruitment Coordinator oversees recruitment for the college's academic and residence programs. This role includes doing high school visits, attending university fairs, and coordinating open houses. The person in this position oversees the Grebel Ambassadors as they give tours to prospective students and their families.

## **ROLE OF CAMPUS HOSTS**

The Campus Host(s) are hired by Grebel to assist others in caring for the well-being of the residents, as well as to help maintain the physical plant. They live in the apartment in the residence wing and represent Grebel during non-business hours. They are available to answer questions, assist the Dons during emergencies, and look after physical plant breakdowns. The Campus Hosts have primary responsibility for fire safety, as well as parking and security during non-business hours. They are part of the Student Services team and work closely with the Director of Student Services, Director of Operations, Dons, and Apartment Superintendent.

## **ROLE OF DONS**

Dons are students hired by Grebel to assist the Director of Student Services in caring for the well-being of the residents, as well as to help maintain the high quality of residence life. During the fall and winter terms, five Dons live in residence and are scheduled to be available for assistance and support. During the spring term, there are three Dons. Dons are hired in January of each year for the following academic year (fall, winter, and/or spring terms). As compensation for their work, Dons receive a 75% reduction on their residence fees for fall and winter terms, and a 50% reduction for the spring term.

The Dons for 2023-24 are:

**Fall 2023:** Andy Bang, Sam Craig, Adam Roth, Isabel Song, Leah Thompson

**Winter 2024:** Sam Craig, Hannah denBak, Anya Murray, Alex Pawelko, Josiah Ropp

**Spring 2024:** Jaxsen Lubbers, Adam Roth, Leah Thompson

## **ROLE OF APARTMENT SUPERINTENDENT**

The Apartment Superintendents are students hired by Grebel to assist the Director of Student Services in caring for the well-being of the apartment dwellers, as well as to help maintain the high quality of apartment living. Some responsibilities include facilitating apartment meetings, responding to emergencies, providing leadership on move-in and move-out days, and cleaning of public areas.

## **ROLE OF CHAPEL LEADERSHIP TEAM**

The Chapel team works with the Chaplain to carry out the chapel program. The team uses its abilities, gifts, and spiritual sensitivity to provide regular worship services, participation opportunities, and spiritual growth for the community. This leadership opportunity is valuable to students for growth in self-understanding and skill development. It helps students consider their own future involvement in faith communities. The team is chosen during the winter term for the following year.

## **ROLE OF AMBASSADORS**

Ambassadors are students hired by Grebel to assist in recruiting prospective students. Some responsibilities include assistance executing the plan for UW Open House events, assisting in Grebel specific open house events such as Grade 10 Night and Choral Day(s), giving tours, corresponding with prospective students, and other designated responsibilities. Ambassadors are hired in March of each year for the following academic year (fall, winter, and/or spring terms). As compensation for their work, Ambassadors are paid an hourly rate.

The Grebel Ambassadors for 2023-24 are:

**Fall 2023:** Laure Dentz, Ben Hollingsworth, Abby Kreuger, Grace Wideman

**Winter 2024:** Ben Hollingsworth, Chloe Shantz, Mya Tyrrell, Maya Valdez, Nadine vanBreda

**Spring 2024:** Claire Bradley, Mia Fluit, Abby Kreuger, Marina Wheaton

## **ROLE OF STUDENT COUNCIL AND LARGER LEADERSHIP TEAM**

The Student Council (StuCo) oversees all aspects of student-initiated programs. It works in consultation with the Director of Student Services. The President of the student body serves as its chairperson. StuCo personnel are elected. StuCo oversees the direction of the Larger Leadership Team (LLT), which representatives are appointed from student nominations.

StuCo oversees the student activity fee. In addition, StuCo funds a wide range of extra-curricular activities and contributes significantly to setting the direction of Grebel's student life. The Larger Leadership Team (LLT) of representatives provides support to a wide variety of student-lead programming.

StuCo elections for the following fall term occur in the prior winter term. Elections for unfilled winter term positions occur at the start of the winter term. Elections for spring term positions occur near the end of the winter term and/or at the start of the spring term.

Student nominations for StuCo appointed LLT positions for fall term occur in the prior winter term. Appointments for unfilled winter term positions occur at the start of the winter term. Appointments for spring term positions occur near the end of the winter term and/or the start of the spring term.

## **ROLE OF GREBEL ORIENTATION COMMITTEE**

Late in the fall term, the Student Life and Recruitment Coordinator selects several Grebel residents and/or associates (2-3), to work as the 'Grebel Orientation Committee' (GOC). Once in place, the GOC recruits a large team of Grebel residents and/or associates (20-30), known as 'Orientation Week Leaders' (OWLs). With the GOC leadership, the GOC and OWLs work to create, plan, and implement the next academic years' fall and winter orientation week, including fall's 'O-Week' and winter's 'Frost Week'. Orientation week programming is designed for first year and returning upper year students and associates. To facilitate this, the GOC and OWLs return to Grebel prior to Move-In days.

**The Grebel GOC leaders for fall 2023 are:** Ashlyn DeBeor, Issie McCloskey, Lucas Shumaker

**The OWLs for fall 2023 are:** Scott Adema, Elizabeth Ahing, Claire Bradley, Sam Craig, Cole Fehr, Mia Fluit, Michael Fu, Alex Gracie, Ben Hollingsworth, Riley Koop, Cameron McMahon, Adam Roth, Owen Roth, Isabel Song, Leah Thompson, Mya Tyrrell, Maya Valdez, Nadine vanBreda, Marina Wheaton, Grace Wideman, Yi Ye

## **ROLE OF WINTER READING WEEK TRIP LEADERS**

Most years, Grebel plans a service trip during the February Reading Week break. Typically, this group partners with [Mennonite Disaster Services](#) (MDS) to assist with clean-up and rebuilding after a natural disaster. Often, this trip entails traveling to the USA. From an applicant pool, typically two students are chosen to work with the Student Life and Recruitment Coordinator to plan and lead this trip.

## **ROLE OF MEDA REPRESENTATIVE**

[Mennonite Economic Development Associates](#) (MEDA) is a non-profit organization that primarily provides micro-loans to under-developed areas in the world to assist in employment development and community building. MEDA also partners with Grebel to develop the next-generation of associates. The student rep promotes MEDA related events and typically leads a Grebel pitch team which attends the annual MEDA convention each year. This position is supported by the Director of Student Services and the Director of the Kindred Credit Union Centre for Peace Advancement (CPA).

## **ROLE OF MCC REPRESENTATIVE**

[Mennonite Central Committee](#) (MCC) is a non-profit relief and development organization. Their work is oriented toward global community development and aid. MCC also partners with Grebel to develop the next generation of MCC-ers. The student rep promotes MCC related events within the Grebel community. This position is supported by the Chaplain.

## **X. EVENTS**

Events do not make community; community happens as each individual gives something of themselves. Certain traditions have evolved that help to support this vision. Some of these traditions are listed below.

### **FALL ORIENTATION WEEK (O-WEEK)**

Activities planned throughout the first few weeks beginning on the fall move-in day and continue through the following weekend (See XIV. IMPORTANT DATES). Grebel's orientation week is for all Grebel students, including first-year and upper-year residents and associates. Residents are encouraged to participate in events hosted by Grebel and by UWaterloo. Visit <https://uwaterloo.ca/welcome-warriors/orientation/> for UWaterloo orientation information.

### **OPENING CELEBRATION**

Grebel's Opening Celebration is an All-College assembly that acknowledges the start of the new school year. It takes place during the afternoon of the day prior to the start of classes (See XIV. IMPORTANT DATES). Supper in the dining room follows the ceremony.

### **ALL-COLLEGE DAY RETREAT**

On the Saturday after Labour Day, there will be an All-College retreat typically held off-campus and at a nearby camp. This is the capstone orientation event that involves Grebel residents, associates, faculty, and staff. The goal is to take time to be together to relax and begin to get to know each other and build community.) and all residents are expected to go.

### **CHAPELS**

A weekly worship service is held on Wednesdays at 4:30pm. Although based in the Mennonite, Anabaptist tradition, the Chapel program strives to find ways in which the faith of all its participants can find expression. Active participation by students, faculty, and staff makes this a vital part of life at Grebel. Faith development is an important component of Grebel's mission. As well as Chapel, many students gather for faith-based study, informal worship, and/or discussion throughout the week.

## **COMMUNITY SUPPERS**

During the term, on Wednesdays at 5:30pm Grebel residents, associates, faculty, and staff gather to share a meal and participate in a short program. This regular, mid-week opportunity is an important time to reconnect as a Grebel community. It is one of the most important things we do together, and students are asked to make weekly attendance a top priority. Exceptions are made for students who are in class during Community Supper.

\*Community Supper is included in the on-campus associate/apartment fees. If you are unable to attend Community Supper 5:30 due to a regular class conflict talk with the Director of Student Services to arrange late supper or an alternate weekday dinner meal.

## **END OF TERM CELEBRATIONS**

Grebel celebrates the closure of the term in superb style by coming together for a special Chapel service at 5:30pm, a banquet at 6:30pm, followed by a late evening talent show and dance.

## **FALL FAMILY AND FRIENDS EVENT**

Typically, each fall Grebel invites family and/or friends of all Grebel residents and associates to come and experience 'life' at Grebel for a half-day open house event. This event gives them a chance to learn more about Grebel, meet and hear from faculty and staff, interact with students, and experience student talent. It's a fun time for all!

## **CONVOCATION**

All undergraduates convocate at UWaterloo. Grebel also wants to celebrate the graduation of students who have been most closely linked to Grebel, including residents, associates, those in our Music, Peace and Conflict Studies, and Theology Studies programs. In April of each year, a celebratory convocation event is planned for the graduating students and their family and friends.

## **OTHER ACTIVITIES**

Many other activities undergird the Grebel community, including athletics, small group studies, social events, talent shows, musicals, volunteer opportunities, reading week activities, service projects, etc. Residents are encouraged to engage as fully as possible in areas meaningful to them.

## **XI. OTHER INFORMATION**

### **OFFICE HOURS**

#### **Grebel Student Services Office**

The Student Services department is typically open Monday to Friday, 8:30am to 4:30pm (See XV. IMPORTANT CONTACT INFORMATION).

#### **Grebel Main Reception Office**

Grebel's Main Reception Office is open Monday to Friday:

- **Fall and Winter hours:**
  - Monday to Thursday, 8:00am to 7:30pm
  - Friday, 8:00am to 4:30pm
- **Spring hours:**
  - Monday to Friday, 8:30pm to 4:30pm

**Note:** Calls to Grebel after hours are forwarded to the Campus Host apartment phone.

## LOST AND FOUND

Non-valuable items can be put into the Lost and Found bin located in the locker room, adjacent to the games lounge. This bin is cleaned out monthly and taken to the main office where the items are kept for an additional month. Valuable items found, such as watches, keys, glasses, and wallets should be taken directly to the Main Reception Office and claimed there. All items not claimed at the end of each month become the property of Grebel and are disposed of accordingly.

## MAIL

Mail is delivered daily. Student mail can be picked up from the Main Reception Office by any student and delivered to the mailboxes in the games lounge. Postage can be purchased at the Main Reception Office during regular hours for letters. The front office is not equipped to mail parcels.

Canada Post's policies no longer allow Grebel to forward any mail. If a resident wishes to have mail forwarded, contact Canada Post to make arrangements. Following a student's departure from residence, Grebel will hold mail at the Main Reception Office for one term only. After one term, first class mail not picked up will be 'returned to sender' and all other mail will be discarded a few weeks into the term. To make alternate arrangements for any special mail, contact the Main Reception Office.

## PUBLICATIONS

**Grebel Bulletin:** Every Wednesday during the fall and winter terms, Grebel produces a community bulletin which is issued at Community Supper and emailed to all residents and associates. The bulletin underscores significant events taking place at Grebel in any given week and notes other matters of general interest.

**Grebel Speaks** is the student newspaper published two to four times per term. Student editors are appointed by the Student Council, and the bulk of the writing is done by Grebel students volunteering articles.

**Jahrgeist** (from the German phrase, "spirit of the year") is the name of the Grebel yearbook. Student editors are appointed by the Student Council to create a representative record of Grebel life for a given year.

## SCHOLARSHIPS, AWARDS, AND BURSARIES

Grebel students are eligible for all scholarships, bursaries and financial aid programs offered by and through the [UWaterloo Student Awards & Financial Aid](#), including Ontario Student Assistance Program (OSAP) and Canada Student Loans, Work Programs, Awards, Bursaries, etc.

In addition, Grebel has numerous bursaries, scholarships, and awards managed by Grebel's Scholarship and Bursaries Committee. Bursaries are regarded as supplemental assistance offered after all other options such as OSAP have been explored. Other awards are offered based on merit and would-be recipients may apply or be nominated. Visit [Grebel Financial Aid](#) for more information on awards, scholarships, and bursaries for First Year Students, Returning Students, Music, PACS/MACS, MTS, etc.

## GREBEL COURSES

Grebel houses the Peace and Conflict Studies (PACS) and Music programs for UWaterloo and teaches in areas including History, Sociology, Religious Studies, Mennonite Studies, and more. UWaterloo students come from all over campus to study and learn from our engaging and personable professors. Regardless of your faculty, Grebel residents and associates are encouraged to take Grebel course(s). Visit [UWaterloo Grebel Academic Course Offerings](#) to learn about courses available to you.

## MUSIC EVENTS

The Noon Hour Concert series, sponsored by the UWaterloo Music Department at Grebel, presents performances by local and international professionals who are extremely talented. These free concerts are presented in the fall and winter terms and feature classical, jazz, world music, and contemporary works. Noon Hour Concerts take place on most Wednesdays, 12:30 to 1:20pm, in the Grebel Chapel.

Towards the end of each term, many of the UWaterloo Music students present recitals in the Chapel. Admission is free and everyone is encouraged to come. Concerts begin promptly at the times announced. Please be considerate of performers and listeners. If arriving late, wait for a break in the program before entering.

## MUSICAL DEPARTMENT ENSEMBLES

The UWaterloo Music Department at Grebel invites all students, faculty, staff, and community members to join any of the eight varied musical ensembles that it sponsors and organizes. Each ensemble can be taken as an extracurricular activity or for 0.25 credits. Regular attendance at rehearsals is required, and attendance at dress rehearsals and performances is mandatory. All these groups put on at least one concert during the term. For more information about participating and requirements, visit the [UWaterloo Music Department](#) site or email [Angelica Allen](#) in the Music Department. To sign up for an audition, visit the [UWaterloo Music Auditions](#) site. You may audition for more than one ensemble. The eight ensembles include:

### UNIVERSITY CHOIR

Liska Jetchick  
Tuesday evenings

This large choir performs a varied repertoire of works from the past and present. The vocal interview consists of learning an assigned folk song along with a series of vocal exercises to determine vocal capability.

### CHAPEL CHOIR

Kate Steiner  
Wednesday, 4:30-5:20pm

This choir is a group of about 20 singers who participate in Grebel Chapel services and visit area churches. In auditions, students will be asked to arrive warmed up and ready to sing. The audition requires singing a series of vocal exercises and doing some sight-reading (no prepared piece is required). There will be an open rehearsal so you can try out the Chapel Choir.

### CHAMBER CHOIR

Mark Vuorinen  
Tuesday and Thursday  
4:00-5:30pm

This small ensemble of about 25 voices performs madrigals, motets, cantatas, and other works suitable for a small choir. Acceptance into the UWaterloo Chamber Choir is by audition. Students will be asked to arrive to their audition warmed up and ready to sing. The audition requires singing a series of vocal exercises and having a prepared piece ready. The choices for a prepared piece are listed on the website.

### WORLD MUSIC ENSEMBLE

**Gamelan Music of Bali**  
I Dewa Made Suparta  
Tuesday and Thursday  
4:00-5:30pm

On the island of Bali, the idea of community and the spirit of interaction are highly valued and extend to music making. Being an aural/oral tradition, repertoire - from ritual pieces to modern compositions, instrumental or dance - is learned and played without notation. Students experience this communal process of creating a unified sound on a gamelan semara dana (one of several types of gamelans found in Bali) consisting of gongs, metallophones, and drums. No previous gamelan experience is necessary.

### UW JAZZ ENSEMBLE

Michael Wood  
Mondays @ 7:00pm

The UW Jazz ensemble is available in Fall/Winter terms. Auditions consist of one prepared piece in any style. The Director tries to accommodate both traditional and non-traditional jazz instruments in the ensemble

### INSTRUMENTAL CHAMBER ENSEMBLES Ben Bolt-Martin

Instrumentalists interested in playing in small groups of approximately three to eight players may join this group of ensembles after auditioning. These musicians perform a wide variety of classical music from all time periods. Audition requirements include two contrasting pieces, one lyrical, and one technical. Practices are arranged around student schedules

### VOCAL TECHNIQUES

Stephanie Kramer  
Only available in Fall  
Term.

It covers the foundations of singing, basic pedagogy, diction/phonetics, practice routines, and performance tips designed to prepare students for more in-depth individual voice instruction. There will be an opportunity to sing a variety of repertoire during class time using the skills covered. This course is also useful for pianists interested in vocal accompanying. All interested UWaterloo students are welcome to sign up for a brief vocal interview. Ensemble size is limited to 15 with priority given to students enrolled in a music studio course. Acceptance is by interview and at the discretion of the instructor. Class members are not required to sing solos, so this course is useful for both beginners and experienced singers.

**ORCHESTRA  
@UWATERLOO**  
Daniel Warren

Members practice on Wednesday evenings in the Great Hall at Grebel. The Orchestra performs standard classical favourites, as well as newer compositions. Strings are in high demand. Auditions are short, and there is an open rehearsal where you can try out the orchestra.

## **XII. EMERGENCY INFORMATION**

### **WHO TO CALL**

When there is imminent danger and/or when immediate medical assistance is required, call **911**.

UWaterloo Special Constable Services (Campus Police): 519-888-4567 x 22222

Don Phone: 226-220-1054

In case of emergency, contact the Dons and/or Campus Hosts for assistance. They are prepared to help in case of fire, medical emergency, criminal activity, mischief, equipment breakdown and any other situation you do not know how to handle. They have access to first aid kits, naloxone kits, the Automated External Defibrillator (AED) in the dining room, and they have basic first aid training.

If you become aware of or suspect criminal activity, contact the UW Special Constable Services and a Don/Campus Host immediately. In case of equipment breakdown in any aspect of the building, contact a Don, or the Campus Hosts. Do not attempt to repair something yourself.

### **GREBEL HEALTH AND SAFETY COMMITTEE**

Grebel has a joint Health and Safety Committee. This Committee has the responsibility of identifying and evaluating potential hazards and making recommended corrective action with follow-up to ensure implementation. However, health and safety begins with each of us. Occasionally, certified health and safety members of the committee will do a walk-through of the Grebel buildings. With safety in mind, some of the following guidelines are in place for your protection.

### **FIRE SAFETY PROCEDURES**

Fire safety is everyone's business and responsibility. This is especially important when so many people live and work in one building. To ensure maximum safety, residents and apartment dwellers must ensure fire safety in their own room, including:

- a) Extension cords should be carefully monitored.
- b) Circuits must not be overloaded.
- c) Light bulbs in lamps must be of the proper wattage to avoid overheating.
- d) All electrical equipment used in the rooms (kettles, hair dryers, stereos, etc.) must be electrically safe, CSA approved, and used appropriately.
- e) Grebel is smoke-free. Persons who choose to smoke/vape must do so outdoors and a minimum of 10 meters away from any buildings. They must also properly extinguish and dispose of cigarette butts.
- f) **Lit candles in residence rooms are not permitted.**

### **FIRE SAFETY EQUIPMENT**

Grebel facilities are equipped with a fire alarm system. Pull stations exist near exits. Heat sensors are in public areas and offices and smoke detectors are installed in all residence rooms. Hose cabinets are in the corridors on each floor of the residence wing. Fire hoses are not for the use of students. They must be used only by Fire Department personnel. Each hose cabinet contains a fire extinguisher. Never attempt to use a fire extinguisher unless familiar with its use, and only if the fire is small and easily extinguishable.

### **IN CASE OF FIRE**

1. Sound the alarm from the closest pull station.
2. Ensure that someone is calling the fire department at **911**.
3. Clear the immediate area, close doors and windows if possible, and inform the Fire Department of the fire's location.

### **IF THE FIRE ALARM SOUNDS**

1. Immediately stop what you are doing.
2. Remain calm and prepare to evacuate, if necessary.
3. Follow the instructions of staff, Campus Hosts, and Dons given over the Public Announcement (PA) system.

### XIII. IMPORTANT CONTACT INFORMATION

#### COMMUNITY ASSISTANCE

COMMUNITY ASSISTANCE		UNIVERSITY OF WATERLOO	
Fire and Ambulance	911	Special Constable	519-888-4911 ext. 22222
Poison Control Centre	1-800-268-9017	Campus Wellness	519-888-4096
Grand River Hospital	519-742-3611	Switchboard	519-888-4567
St. Mary's Hospital	519-744-3311	Turnkey Desk/Safety Van	519-888-44434
Telehealth	1-866-797-0000	Walksafe Service	519-888-4949 or ext. 84949
KW Distress Line	519-745-1166	Sexual Assault Support Centre	519-888-4567 x46869
		Student Association (WUSA)	226-243-6643

### XIV. IMPORTANT DATES

#### Fall Term, 2023

<b>Aug 11</b>	Fall Resident Fee Payment Deadline	<b>Oct 7-15</b>	Fall Reading Week
<b>Aug 26-Sept 1</b>	Don Orientation	<b>Oct 9</b>	Thanksgiving Holiday Monday
<b>Sept 3</b>	Residence Opens at 1:30pm	<b>Oct 10</b>	Offices Closed
<b>Sept 3-9</b>	Fall Orientation Week (O-Week)	<b>Oct 21</b>	Family and Friends Event
<b>Sept 5</b>	Opening Ceremony	<b>Dec 5</b>	Classes End
<b>Sept 6</b>	Classes Begin	<b>Dec 6</b>	Term End Celebration
<b>Sept 9</b>	All-Grebel Picnic	<b>Dec 8-21</b>	Fall Term Exam Period
<b>Sept 10</b>	60 <sup>th</sup> Anniversary Alumni Picnic	<b>Dec 22</b>	Grebel Residence closes @ 11:00pm
		<b>Dec 23-Jan 3</b>	Christmas Holidays (Office Closed)

#### Winter Term, 2024

<b>Dec 8</b>	Winter Fee Payment Deadline	<b>Feb 19</b>	Offices closed for Family Day
<b>Jan 1</b>	Offices closed for New Years' Day	<b>Mar 29</b>	Offices closed for Good Friday
<b>Jan 6</b>	Winter Term Don Training	<b>Apr 8</b>	Classes End
<b>Jan 7</b>	Residence Opens @ 2:00pm	<b>Apr 9</b>	Term End Celebration
<b>Jan 7-14</b>	Frost Week	<b>Apr 11-25</b>	Winter Term Exam Period
<b>Jan 8</b>	Classes Begin	<b>Apr 14</b>	Grebel Convocation
<b>Feb 17-25</b>	Reading Week and Service Trip	<b>Apr 26</b>	Grebel Residence closes @ 11:00am

#### Spring Term, 2024

<b>Apr 12</b>	Spring Fee Payment Deadline	<b>Jul 1</b>	Offices closed for Canada Day
<b>May 4</b>	Spring Term Don Training	<b>Jul 30</b>	Classes End
<b>May 5</b>	Residence opens @ 2:00pm	<b>Jul 31</b>	Term End Celebration
<b>May 5-12</b>	Heat Week	<b>Aug 2-16</b>	Spring Term Exam Period
<b>May 6</b>	Classes Begin	<b>Aug 5</b>	Offices closed for Civic Holiday
<b>May 20</b>	Offices closed for Victoria Day	<b>Aug 16</b>	Grebel Residence closes @ 11:00pm