



**2021-2022**

# **RESIDENCE 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 have decided to make Grebel their University of Waterloo 'home' for the next term or two or three! All of us, faculty and staff, are thrilled you are part of this intentional community where we 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 in the 'dialogue of life' with people who have diverse world views 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 enables students to study, learn and 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
  - 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 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.

I 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 community living 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. A positive community experience depends on healthy practices which remove barriers of racism and oppression and increase agency, understanding and empathy between people. Students, staff, faculty and board members are expected to abide by policies and practices that advance equity and inclusion for all regardless of differences in racialized identity, biological identity, gender identity and expression, sexual orientation, Indigeneity, ability, family/marital status, ethnicity, creed, citizenship or ancestry. We acknowledge that inclusive and anti-oppressive spaces at Grebel will only be possible with a commitment to dismantling systemic inequities, actively engaging in decolonization and anti-racism, and creating a community in which we address ableism, racism, transphobia, homophobia, Islamophobia, anti-semitism, ageism and all other forms of injustice and oppression. We recognize the ways in which intersectionality must be a part of the work that we do, and commit to integrity and consultation as we move forward.

This commitment is based on the mission of Conrad Grebel, understood within the historic legacy of Anabaptism, and is held accountable to the intentions of University of Waterloo, the Ontario Human Rights Code and the Canadian Charter of Rights and Freedoms. This commitment is actual and aspirational. Therefore, we remain open to clarification, questions and challenges to our efforts and solicit feedback



to improve. This is a good faith commitment that depends on good intentions and open communication for it's success. Comments and behaviours that are unwelcome, racist, oppressive or harassing are unacceptable and will not be tolerated. We hope that all who are part of the Grebel community make this a personal commitment, work to understand their privilege, and find a way to contribute meaningfully to the spirit of inclusivity in our community.

### **OUR PRACTICE OF CARE**

We strive to provide the best possible supportive care to Grebel students within the scope of Grebel's mandate to be a living and learning academic community. We care for the whole student – body, mind, spirit and emotion – helping students thrive academically and mature in self-understanding and responsibility.

Our partnership with the University of Waterloo and our location in the Kitchener Waterloo area make a vast array of emergency and professional, highly-trained services and resources available often on a 24/7 basis. As a result, our mandate of care benefits greatly from services that go beyond the training and availability of our staff. At the University of Waterloo, the department of Campus Wellness provides health care and clinical counselling. Information about Campus Wellness is available at

<https://uwaterloo.ca/campus-wellness/students>.

Comprehensive and emergency care are provided in Waterloo through the Grand River Hospital and usual 911 Emergency Services.

Grebel residents, associates, and other students enrolled in Grebel's undergraduate and graduate academic programs can access the care and support of Grebel's Director of Student Services, Chaplain, and Student Life Coordinator through different entry points - Dons, Campus Hosts, Grebel and UW faculty and staff, family, friends, or simply by self-initiated contact. All three staff members have counselling training

and are available for direct and supportive care. None, however, are registered clinicians so they offer supportive counselling, not clinical counselling. Each will make referrals to clinical therapists as needed /when it is outside their scope of training. They are mindful of risk when working with students. As such, their commitment is to being accountable to each other and to meet with students in such a way (whether in person or online) that is conducive to transparency, accountability and safety.

During non-business hours, the Campus Hosts, Dons and Apartment Superintendent are Grebel's front-line caregivers. They are our 'on-call staff'. They are trained to respond to minor and moderate incidents and are empowered to make decisions regarding the care and support of students in such cases. They will contact the Director of Students or designate as needed and in particular for complex cases such as suicide ideation.

Our normal practice is to provide direct, timely and confidential care. In some circumstances of crisis and trauma, it may be necessary to draw on the network of family and friends of a student to provide the best care possible.

If you need care:

- drop by Students Services or make an appointment to see the Director, Student Life Coordinator, or Chaplain
- check in with Dons, Apartment Superintendent, or Campus Hosts - they will direct you to the appropriate support.

*Mary Brubaker-Zehr*

Director of Student Services

## II. COVID-19

This handbook is prepared specifically for 2021-2022. Understand that we are in transition as pandemic restrictions lessen. Throughout the year, there may be changes to living protocols.

Ontario's successful COVID vaccination campaign enables us to prepare for a more normal residence environment for fall 2021. Although we expect that some public health precautions will still be required, it is realistic for us to plan for a fuller residence and to include more of the fun activities that are usually part of Grebel life. Since Grebel includes a communal living environment, with double room occupancy, shared dining spaces, lounges, washrooms, and other shared facilities, we rely on each other to stay safe and healthy.

The University of Waterloo requires that all students living on campus have at least one dose of a COVID vaccine prior to move-in. A second dose is required by November 1, 2021. We ask that you arrange to get your first dose of vaccine at least 14 days before you move into Grebel. If you have a medical or creedal reason for not being vaccinated, contact Mary Brubaker-Zehr, Director of Student Services. ([mbrubake@uwaterloo.ca](mailto:mbrubake@uwaterloo.ca)).

### **III. CONSTRUCTION**

Construction is, in essence, complete. Hooray!

Part of the construction contract extends one year past the completion date to include items that need touch-ups or attention. As such, expect to see trades people in the building in the coming year as they clean up the last bits and pieces of the renovated spaces.

## **IV. GREBEL TERMINOLGY**

### **RESIDENTS**

Residents are first 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 all Grebel facilities. Each resident will hold an outdoor key to the residence building and a key to their assigned room.

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

Off-Campus Residents 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 will have access to Grebel facilities. Each OCR will hold an outdoor key to the residence building. On occasion, a student may be an OCR in winter or spring. There are no OCRs anticipated in fall term 2021.

### **ON-CAMPUS ASSOCIATES (APARTMENT DWELLERS)**

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

### **OFF-CAMPUS ASSOCIATES (OCAS)**

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. We

anticipate that they will have full access to Grebel facilities beginning in fall 2021.

## **V. ADMINISTRATION**

### **RESIDENCE ADMINISTRATION**

Ultimate and ongoing responsibility for Conrad Grebel University College's (the College) residential program (on and off campus residents, 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. A Student Services Advisory Committee serves to advise the Director of Student Services on policy, sensitive matters, contracts, admission decisions, and scholarship and award recommendations.

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 the Handbooks may originate at any level, changes must be processed first with the Director of Student Services who will carry the recommendation for change, as needed, to the Student Council, Student Services Advisory Committee, Administrative Executive and Board of Governors.

## **VI. PRIVACY GUIDELINES**

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

Conrad Grebel University College 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 the course of 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 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 the Administrative Assistant to Student Services can provide a copy of the complete policy.

### **CONFIDENTIALITY**

Student Services staff and student leaders are committed to treating all students with dignity. We will treat private conversations with respect. That said, we cannot, in all cases, promise confidentiality.

Confidentiality cannot be kept if:

1. Information is shared that leads one to suspect or believe a student's well-being is at risk - this includes but is not limited to:
  - a. a student is in danger of hurting themselves
  - b. a student is in danger of hurting another individual



2. There are health and safety concerns for the student or the community related to COVID-19.
3. A student's actions or plans violate Grebel's guidelines for community living.
4. Community and campus safety may be compromised

### **STUDENT RECORDS**

Student non-academic records are located in the Student Services Office. After graduation the files are archived. A student may request to see their own records. To do so, the following steps will need to be taken:

1. A written request must be submitted to the Director of Student Services.
2. The Director of Student Services will review the file.
3. In most cases, the file (or a copy) 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.

## **VII. RESIDENCE CONTRACTS**

### **GENERAL**

1. Basic fees include full room and board beginning with dinner on the day residence opens until 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 Conrad Grebel University College. 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 entering the fall term are required to register for two terms (fall/winter or fall/spring). 60% of the total 8 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.
4. Students entering residence in winter or spring terms may contract for a single term. Anyone holding a four-month winter or spring contract will pay 100% of the costs by the term's due date.
5. If fees are not paid by the due date and if no mutually agreeable payment plan has been negotiated with the Accounting office, unpaid fees will be subject to a penalty charge of \$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).

6. Due dates for 2021-22 are:  
Fall 2021 August 13, 2021  
Winter 2022 December 10, 2021  
Spring 2022 April 8, 2022
7. Residents may not occupy their room during Christmas break or between terms unless prior arrangements have been made with the Director of Student Services. Term fees cover the period from Grebel's move-in day to the morning after the last scheduled exam. Only in unusual circumstances and for additional fees will special arrangements be made.

### **EXAMPLE OF THE 2021/2022 RESIDENCE CONTRACT**

#### **You and the College agree that:**

1. This contract supersedes any prior agreements made between you and the College.
2. No agreement is made between you and the College unless the College receives a signed and witnessed copy of this residence offer from you on or before the acceptance deadline.
3. You are responsible for the payment of all residence fees for the contracted terms on or before the payment dates noted above.
4. The College may terminate this contract (acting in its sole and exclusive discretion) under any of the following circumstances:
  - a. you have not moved into residence on the date the contract begins, as specified above (**unless** prior to such date, you have notified the Director of Student Services of the College in writing that you will be moving in on a later date); or
  - b. you have not paid the residence fees for the contracted terms by the payment dates (unless prior to such payment dates, the College has agreed to a different

- payment plan); or
- c. if you are not admitted for study to an academic program of the University of Waterloo or other post-secondary education programme from which the College has agreed to accept students; or
  - d. if you lose the right to continue studies in your academic program; or
  - e. if you voluntarily choose not to fulfil the contract by notice to the College prior to the onset of the contracted terms; or
  - f. if you voluntarily vacate the residence during the contracted terms (the College shall, acting reasonably in its sole discretion, determine whether you have voluntarily vacated the residence); or
  - g. if you involuntarily vacate the residence, during the contracted terms.

In the event that the College terminates the contract under this section, the deposit and any residence fees paid will be forfeited, without prejudice to any other rights or remedies that the College may have, including, but not limited to the right to receive the residence fees for the contracted terms.

- 5. You agree to pay to the College, upon demand, the cost of any damages of which you are the cause, to the room, to the furnishings within the room, or to other College property.
- 6. You agree to vacate the residence accommodation on or before the last date of the contracted terms.
- 7. The policies, procedures and guidelines of the College, as outlined in the College's residence handbook, form part of the terms of your residence contract. In the event of a conflict between the terms of the handbook and the terms of this contract, the terms of this contract shall govern. By signing this contract, you acknowledge that you have reviewed the College's residence handbook.
- 8. The student hereby agrees that the College and its employees, agents, directors, trustees, officers and

members assume no responsibility for, and shall not be directly or indirectly liable for, any loss or damage to the student's personal property or injury to person, of any kind and however caused.

The College shall not be liable for the failure to provide accommodation or meet its obligations under the contract when such failure is caused by or attributable to: a) acts of God; b) flood, fire, earthquake, or explosion; c) war, hostilities (whether war is declared or not), terrorist threats or acts, riot or other civil unrest; d) government order, policy, guideline or law; e) actions, embargoes or blockades; f) action or inaction by any governmental authority; g) national, regional or local (including the University of Waterloo) emergency; h) strikes or other labour interruptions; i) failure of public utility services; j) outbreak of disease or pandemic, or k) any other events or circumstances which are beyond the reasonable control of the College (collectively referred to herein as "Force Majeure Events").

The College is not obligated to reimburse you in any form whatsoever for loss, inconvenience or discomfort suffered resulting from any Force Majeure Events or other circumstances beyond the control of the College. The College assumes no responsibility or obligation to find or provide alternative living arrangements for you in such circumstances.

In the event that the residence cannot open and/or must close, in whole or in part, for any such Force Majeure Event, the College will attempt to notify you in advance and will attempt to assist you in arranging alternative living arrangements (the College is under no obligation and assumes no responsibility to identify alternative living arrangements for you). The College is not liable for any claims you may suffer or losses you may incur resulting from Force Majeure Event.

9. Notwithstanding any other provisions of this agreement, if, at any time, the College determines, in its sole discretion, that it is no longer able to accommodate you during a term of study due to the COVID-19 pandemic, this contract shall be terminated in respect of that term of study immediately upon notice to you by the College. The College shall reimburse any amounts you have pre-paid for the current residence term on a pro-rata basis, and the College shall have no further liability to you.

You acknowledge and agree that:

(a) You may be required to observe additional rules and regulations while living in residence during the 2021/22 academic year because of the ongoing COVID-19 pandemic. Such rules and regulations may include continued social distancing, self-isolation protocols, and restricted or limited access to certain College facilities, amenities and programs. Further, such rules and regulations may be amended from time to time without notice to you as required by the College, the University of Waterloo or any health or government authority.

(b) The College residence is a congregated living environment with shared washroom facilities. Except for the pro-rata refund of residence fees described above, you will not hold the College, or its employees, officers, directors or members, responsible for any loss or injury resulting from or related to the COVID-19 pandemic.

### **CONTRACT CANCELLATION**

Once a student signs a contract they are legally obligated to fulfill the terms of the contract. If, in the unusual circumstance the student is unable to fulfill the terms of the contract they need to:

- a) fill out and submit the breach of contract form found at: <https://uwaterloo.ca/grebel/current-students/online->

[forms/breach-contract-form](#)). The form will ask the student to explain the reason for the breach.

b) if the reasons are medical in nature, a doctor's note is recommended.

Once received by the Director of Student Services, they will convene the Student Services Advisory Committee to discuss the breach and any specific requests. The Director of Student Services will follow-up with the student in written form.

The Student Services Advisory Committee deals with contract anomalies, Students Services policies, admissions decisions and Scholarship and Award decisions.

The fall 2021 Student Services Advisory Committee is comprised of:

The Director of Student Services – Mary Brubaker-Zehr

A faculty member – Kate Steiner

The Student Council President – Jocelyn Bretzlaff

The Director of Operations – Paul Penner

## **INCOME TAX**

Students in residence do not pay taxes on their residence fees as the University residences are on tax-exempt land. On **Line 6114** (student residences) of income tax forms, claim \$25 as occupancy costs for the part of the year lived in residence. Proof of residence or tax receipts for residence fee payment are not needed.

## **VIII. GUIDELINES FOR COMMUNITY LIVING**

### **GREBEL RESIDENT COMMITMENT**

The guidelines for community living as laid out in this handbook represent the understanding upon which students sign their residence contract. Students who sign their residence contract are agreeing to and respectful of:

- a) The principles of the Student Services and College Mission Statements
- b) The guidelines for community living as articulated in this Handbook
- c) The policies and practices of the University of Waterloo
- d) COVID-19 practices and protocols for the health and well-being of the whole community

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.

### **QUIET HOURS**

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

- shutting their doors,
- finding other places at Grebel or UW to study,
- using ear plugs
- creating white noise,
- and/or being proactive and discussing noise hopes and concerns with their neighbours. Dons are always willing to help, but we ask students to take some initiative



A more expressive hour (loud hour) is enjoyed in residence from 10 – 11pm Sunday to Thursday evenings and 6pm – midnight Friday and Saturday. While a higher level of noise is expected during these hours, respect for neighbours and the community is paramount. Loud hour times will vary during exams.

## **PRANKS**

While pranks are fun for some, they are not fun for all. Be mindful of the following if you decide to 'prank':

- Pranks are not allowed in public areas (i.e., dining room, residence foyer, atrium etc.).
- Pranks need to be thoroughly cleaned up by the pranksters within 12 hours of performing the prank
- Pranks should not damage any Grebel property. If the property is damaged the pranksters will be responsible for covering the cost of repairs and/or replacements.
- Pranks can easily affect privacy comfort levels - know who you are pranking and seriously consider their tolerance for your 'fun' idea.
- Residents are not permitted to pull a prank on apartment dwellers in the apartment building and vice versa

## **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 or surrounding rooms.
2. Headphones must be used at all times if playing an electric instrument in the residence.
3. Quiet instruments (i.e., acoustic guitar, ukulele) may be played quietly in residence rooms (with the door shut)

prior to 11pm. Attention to and consideration for the noise tolerance of your roommate and neighbours must be kept in mind at all times and the playing discontinued if there are complaints.

4. Louder instruments (i.e., trumpets, drums, bagpipes, etc.) may not be played in residence rooms. Use the music practice rooms adjacent to the games room 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. To mitigate the spread of the corona virus singing with others, is currently discouraged.

## **FRAGRANCES**

While many people are unaffected by fragrances, those who are affected suffer moderate to severe reactions. It is good practice to check with those around you before using products with built-in fragrances – perfume/cologne are obvious ones, but deodorant, shampoo/conditioner and body wash fragrances can also trigger reactions.

## **DAY OR OVERNIGHT GUESTS**

If Public Health regulations and Grebel COVID -19 protocols permit, and if the guest is vaccinated and meets our screening standards, they can stay 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>

**Your guest is YOUR responsibility.** Please ensure they abide by Grebel’s guidelines including the statement that follows regarding relationships. 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 stay at Grebel overnight.

## **RELATIONSHIPS**

At Grebel, we strive to promote a safe, inclusive and respectful living environment for all members of the community. We encourage 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 residents have a right to privacy in their rooms and it is especially important that residents respect their roommate's privacy. Roommates are encouraged to discuss their privacy needs with each other. 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.

## **ALCOHOL USE**

Linked to Grebel Policy #104

### **GENERAL**

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, in general the use of alcoholic beverages while at Grebel is discouraged. Whenever and wherever alcoholic beverages are consumed, moderate consumption is expected and, if necessary, enforced.

Conrad Grebel University College recognizes that university students want to develop their own lifestyle choices. As such Grebel seeks to educate and guide students in healthy use of alcohol should they choose to consume. Student leaders will be encouraged to champion a responsible attitude toward alcohol consumption within and beyond the Grebel community.

#### SPECIFICS

##### 1. Underage drinking (under 19 years of age)

Underage drinking is not permitted at Grebel as per provincial law. Evidence of alcohol use by underage students (erratic behaviour, alcohol paraphernalia, or smell) will be assumed proof of use. 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 plus

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

Drinking games (funnelling, beer pong etc.) or any gathering where alcohol is the focus or a predominant component of the event are not in keeping with Grebel’s practices. Dons reserve the right to ask students to stop drinking if they suspect consumption is not moderate or in keeping with Grebel’s guidelines. 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:

- i. 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
- ii. 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
- iii. 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
- Police involvement

Whenever possible 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 (e.g., 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 has been linked to more severe symptoms of COVID-19 (<https://www.who.int/news-room/q-a-detail/q-a-on-tobacco-and-covid-19>).

Smoking Cessation help links:

<https://uwaterloo.ca/propel/program-areas/tobacco-control/smoking-cessation>

### **DRUG USE**

At all times, residence staff reserve the right to prohibit 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:

### **General:**

Grebel strongly discourages the use of cannabis. That said, the intent of this guideline is to provide direction on the responsible use of cannabis for any student 19 years of age and older on Grebel property or holding a formal contract with Grebel.

### **Specifics:**

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)  
Underage use 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 (see #9) as if they had consumed at Grebel.

6. Of age use (students 19 years and older)

- a. Smoking or vaping cannabis is not permitted anywhere on uWaterloo Campus including in residence buildings (Grebel property included). (UWaterloo smoking policy # 29 – see # 7)
  - i. uWaterloo property extends right to the sidewalk/roadway of Westmount Rd N
- b. Moderate *consumption* of 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:
  - Strong odours lingering on fabric (bedding/clothing)
  - Odours generated from storing cannabis in rooms
- d. Cannabis may not be *consumed* in the floor lounges or public areas of Grebel (including the patio).
- e. Returning to Grebel in what appears to be a 'high' state will result in the same consequences (see #9) as if the over-consumption had occurred on site at Grebel.
- f. Dons reserve the right to ask students to stop consumption and/or confiscate the cannabis if they 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

Failure to comply with any parts of this guideline 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
- 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 is of utmost concern. Grebel will not tolerate any form of sexual violence. Moreover, Grebel faculty and staff 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. As an affiliated College of the University of Waterloo, Grebel will respond to sexual violence in ways that are consistent with UW Policy #42, including its sexual violence response protocol and procedures, UW's Ethical Behavior Policy #33, and will adhere to any measures determined by the university including contract termination. UW Policy 42: <https://uwaterloo.ca/equity/resources/sexual-violence/policy-42-prevention-and-response-sexual-violence>  
UW Policy 33: <https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-33>

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

Additionally, you may consult

<https://uwaterloo.ca/police/campus-safety/sexual-assault> for general information about resources and support, and/or the University of Waterloo's Sexual Violence Procedures and Protocols <https://uwaterloo.ca/equity/resources/sexual-violence/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,
- 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 (i.e. peeking through windows), and sexual exploitation.

## QUICK HELP

### On-campus support

- Amanda Cook – UWaterloo Director, Sexual Violence, Prevention and Response  
519-888-4567 x46869  
[amanda.cook@uwaterloo.ca](mailto:amanda.cook@uwaterloo.ca)
- Meaghan Ross – UWaterloo Sexual Violence Response Coordinator  
519-888-4567 x40025  
[m23ross@uwaterloo.ca](mailto:m23ross@uwaterloo.ca)
- 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)

### Off-campus Support:

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

## **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. Whenever possible, we will use a restorative justice approach to resolving problems. Asking a student to leave the community would be a measure of last resort.

## **STUDENT APPEAL PROCESS**

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

Students may appeal the application of a given guideline. That is to say, 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 College President who will bring the grievance to the Administrative Executive team of Conrad Grebel.

## **IX. 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.

### **SMOKE FREE ENVIRONMENT**

All Grebel buildings are smoke free. See 'smoking and vaping' on p29.

### **SECURITY**

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

Safety practices:

- All buildings are locked between 10pm and 11pm each night and reopened again at 7am the next morning. Residents should take their building key if they leave the building during these times.
- Outside entrance lights should remain on.
- Many residents choose to keep their residence room doors open; however, be sensible. If gone for an extended period, consider closing and/or locking your door. When Grebel activities take all or most of us away from the residence area, lock your door.
- Always keep valuables such as wallets, cameras, and portable computers out of sight.
- Grebel has an engraver. 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, UW

police. Only UW police 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 on-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) (formerly FEDS) in the Student Life Centre (see number on back page).

## **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.

### **Checkout**

When departing Grebel, students must leave their rooms in the same condition in which they received them – nothing more, nothing less (i.e. stickers removed from the walls, furniture returned to its original place, garbage/recycling properly removed, etc.).

The check-out procedure involves a don and your orange card. After you thoroughly clean your room, a don will examine it and compare it against your orange-card check-in

data. Previously unreported damage to furnishings or facilities will be assessed and a deduction made from the student's \$500 deposit that Grebel holds in trust *if deemed the student's fault*. 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 11:00 am on the day following the last University of Waterloo 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.

When students are here for consecutive terms (i.e., F/W) 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 section on storage later in this section.

### **RECYCLING**

Grebel encourages the recycling of waste materials. Student Council appoints environmental representatives who co-ordinate the recycling of pop cans, fine paper, cardboard,

kitchen cans and glass. Please participate by using the appropriate containers provided for recyclable materials.

### **ENERGY CONSERVATION**

Students are encouraged to consider the impact of their lifestyles on the environment. Use of electricity and water, in particular, should be carefully monitored.

### **KEYS**

Each resident will receive a room and building key upon moving into residence. Each OCR 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 (last day of Winter term for Fall/Winter students). Failure to do so will result in a deduction from a student's deposit held by Grebel.

### **INSURANCE**

Conrad Grebel University College has comprehensive insurance coverage. Grebel's insurance, however, 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 some insurance protection through their own insurance broker.

### **INTERNET CONNECTION**

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

If a resident does not have a network card or cable, good quality cards and cables are available from the computer stores on campus. There will be knowledgeable Grebel



students available to help install cards and cables if assistance is needed.

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

### **YOUR RESIDENT ROOM**

You may want to use your room as a place for social gatherings. In doing so, it is essential you follow existing COVID-19 protocols.

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 except in the case of beds and desks intended for adjustment.
4. If a resident chooses not to use a piece of furniture in their room (i.e. desk chair), the piece of furniture needs to 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, report immediately to a don. If the resident is not responsible for the damage, there is no charge. Residents are helping themselves and Grebel by reporting the situation as soon as possible. If it has been determined that careless behaviour has caused damage to rooms, College 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 College values, healthy relationships, and good taste.
10. Only reusable adhesive putties (e.g. LePage's Fun-Tak) may be used in attaching posters, etc. to any surface. Do not use duct tape, glue, screws, or other adhesives which leave permanent scars. Remove all putties before checkout.
11. Upon request, two sheets, a pillowcase and one blanket are available. If using College linens, sheets may be exchanged upon request (not more than once/week unless exceptional circumstances). Make arrangements with a don.
12. Pets of any shape or size are not allowed in the residence. Exceptions will be made for fish in bowls (not in tanks).
13. 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.
14. Items such as roller blades, water guns, BB guns, knives (real or decorative) and other "play-like" weapons are not permitted inside the buildings.
15. Electrical appliances, that facilitate living and working comfortably in one's residence room, are subject to several considerations:
  - a. All electrical appliances must be in good condition, electrically safe, and 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. 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.

### **RESIDENCE LOUNGES**

Both the third and fourth floors of the residence building have student lounges which are furnished with lounge chairs/sofas, a cable TV outlet /TV set, a counter with sink, drawers and below-counter cupboard space, and a refrigerator. The Student Council owns a DVD player and VGA to Component cords (for laptops). Residents (or apartment dwellers) who wish to book the machines may sign for their use on the sign-up sheet provided.

Other things to note:

1. Lounges are cleaned by custodial staff unless otherwise noted.
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.
4. 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., judgement, harassment or assault. 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. This begins the process of providing washroom space to people of any gender identity. The multi-user washrooms 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 located 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.

## **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. (i.e.: such items as rubber mats, boots, shoes, boxes, hockey equipment are not permitted in hallways).

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

### **BICYCLE STORAGE AREAS**

If bringing a bicycle to Grebel, you are encouraged to bring an inexpensive bike and a good lock. Additionally, here's what you need to know about bicycle storage:

1. Bicycles are not permitted inside Grebel buildings (apartments, residence, or academic area).
2. The indoor bicycle storage space is located on the first floor of the apartment building. It is available to residents, OCR's and on/off campus 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 bike storage area, ONLY 1 bike per student may be registered and stored in any given term.
4. To obtain a key to the bicycle storage area, students must fill in the bike portion of the [optional services form](#) or [Off-Campus Associate fee form](#) (you'll need to provide a description of the bike, including model and serial number), and pay a partially-refundable key deposit each term.
5. Users of the bicycle storage area are responsible for keeping the door locked at all times. 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 (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 bike storage area** at the end of the term (not until April for Fall/Winter students). Those bikes not properly registered or those left after the end of the term become the property of Grebel and are disposed of accordingly.
8. Outdoor bicycle racks are located around the buildings.

### **HOCKEY STORAGE AREAS**

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

1. The indoor hockey storage space is located on the first floor of the apartment building. It is available to residents, OCR's and on/off campus 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 hockey storage area, ONLY 1 hockey storage bag per student may be registered and stored in any given term.
3. To obtain a key to the hockey storage area, students must fill in the hockey storage portion of the [optional services form](#) or [Off-Campus Associate fee form](#) and pay a partially-refundable key deposit each term.
4. Users of the hockey storage area are responsible for keeping the door locked at all times. 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/Winter students). Users not returning their keys will be assessed a lost key charge.
6. Hockey equipment **must be removed from the hockey storage area** 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
4. Keep it as a keepsake for the good times had doing laundry
5. If there is a balance, to request a refund, mail the card (and your address) to:  
Coinomatic Canada Inc.  
301 Matheson Blvd. W  
Mississauga, Ontario  
N2L 3G6

It is imperative that students use high efficiency soap with these machines. This is denoted by the symbol  on the soap 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 particular machine. The laundry room is **NOT** to

be used for storage. Students have 24-hour access to this facility.

Report equipment breakdowns to the Campus Hosts.

### **GAMES ROOM**

The games room 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 EXERCISE ROOM**

This 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; keep your phone handy in case you run into any problems. Any equipment you use will need to be wiped down with wipes provided before and after use. If any equipment is in need of repair, tell the Athletic Rep or Student Services.

### **STUDY AREAS**

The **group study room**, located beside the lockers off the games lounge, can be signed-out using the sheet on the clipboard just outside the door. When your group is finished, take all of your belongings with you and clean up any garbage/recycling.



**The study area (AKA ‘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 library section for more information.

### **LOCKER AREA**

There are lockers in the games lounge and near the study lounges reserved for off-campus associates and off-campus residents. If a locker is needed, please 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 conveniently located on the second floor between the residence and academic sides of the building. More information about Food Services can be found in the Food Services section but here is what you need to know about 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 first priority for tables. Books, laptops and personal belongings must be cleared away to make space for diners.

2. There are specified hours when the kitchen and servery are open but the dining area is open the much of the time for Grebel residents.
3. In the servery and kitchen, everyone must wear shirt and shoes (as well as rest of clothing). Slippers and sandals are OK, bare feet or just socks is not acceptable.
4. You are welcome to eat on the patio. The patio umbrellas catch the wind quite 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 two exceptions:
  - a. Fruit you have started to eat
  - b. Bag lunches – see section on bag lunches
6. If you can't finish your food in the dining room/patio, then you've taken too much. Next time, take less.
7. 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.

## **CHAPEL**

Conrad Grebel University College 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 Waterloo artist, Nancy Lou Patterson. 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 (like the house meeting). The chapel is often booked during the day but when available or in the late evening or early morning, feel free to use the chapel for individual prayer and meditation.

The upright chapel piano is provided for general student use.

Other notes on chapel instruments:

1. The grand piano and the organ are reserved for worship services, Music department use, and other formal occasions.
2. The grand piano is locked at all other times.
3. Use of the organ is limited. Arrangements for use coordinated through the Music office.
4. **The pianos may not be used before 9am each weekday** (some exceptions may be approved by the music department).
5. **The grand piano is not to be moved unless by authorized personnel.** This is to avoid damage to the piano resulting from contact with the stone wall.
6. **DO NOT TRY TO REPAIR OR TUNE PIANOS.** Contact the Music office (Room 1103, academic wing) if you notice any problems.

IMPORTANT: Food and drink are NOT permitted in Chapel

### **PRAYER/PREPARATION ROOM**

The Prayer/Preparation room, located off the chapel foyer, is available throughout the day for prayer and reflection. It is 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 with Angelica Allen ([a26allen@uwaterloo.ca](mailto:a26allen@uwaterloo.ca)) The lockers are located in the second floor practice rooms (Rm 2407C). Locks are provided by the Music department.

### **PRACTICE ROOMS**

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

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

### **PIANO ROOMS – FIRST FLOOR**

Pianos on the first floor (in rooms 1111, 1201, 1203, 1204, 1206, 1208, 1209 and 1302) are reserved exclusively for Music Department teaching.

### **Milton Good Library**

Welcome to the Milton Good Library! The Library is located on the third floor of the Conrad Grebel academic wing. 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 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 University of Waterloo and 15 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 library has....

- Book pick-up for Milton Good Library, University of Waterloo, OMNI and inter-library loan materials
- Research help, remote and in-person
- Quiet study space available
- Wifi through Eduroam
- Printer access through WPrint. Photocopier access with WatCard payment (no cash sales). 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 in to 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 Laureen Harder-Gissing for an appointment:

[lhaderg@uwaterloo.ca](mailto:lhaderg@uwaterloo.ca) or  
(519) 885-0220 x24238  
[www.grebel.ca/mao](http://www.grebel.ca/mao)

## **ATRIUM**

The large open atrium area is a wonderful space for visiting and studying with its bright windows, comfortable furniture and handy Common Ground Coffee Bar. The large sculpture on the wall demonstrates the Anabaptist/Mennonite story and draws visitors from the community. Since this area of Grebel is a public gathering place for visitors, conference groups and faculty and staff, students must make sure that when they leave the area, they take all their books and belongings with them.

## **COMMON GROUND COFFEE BAR**

Grebel operates a coffee bar called Common Ground in the atrium. A variety of hot and cold beverages, baked goods 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 Conrad Grebel University College 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 parked 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 spots are available at the north end. However, please note that two parking spots at the north end are 15-minute parking only.

**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. CGUC policy #912 outlines use of space relative to Grebel programming. This policy is negotiated between students and administration.

## X. FOOD SERVICES

### MEAL PLAN

Meal plan fees cover:

- breakfast, lunch & dinner that is eaten in the dining room, patio or assigned areas during designated meal times
- 'open kitchen' (for residents ONLY)
  - Monday - Friday 3:00 pm - 4:00 pm
  - Sunday evenings 9:00pm – 10:00pm
  - includes beverages, fresh fruit, yogurt, cereal, bread/bagels and spreads
  - to be eaten in the dining room, patio or assigned areas only
- 3 weekly 10:00pm snack nights, typically Monday, Thursday and Saturday nights

Note:

- Grebel is one of the few places on campus with a “pay one price, all you can eat cafeteria” So take all you want, but eat all that you take. We prefer that you come for seconds or thirds, 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 UW exam period. Rain or shine, Grebel meals are served on time! Meal times are subject to change.

### Weekdays:

Breakfast	7:00am – 10:30am	cold, self-serve
	7:30 am - 9:00 am	hot
Lunch	11:30 am - 1:40 pm	
Afternoon snacks	3:00pm - 4:00pm	
Dinner		
	Fall/Winter: 5:00 pm -6:30 pm	Monday to Friday
	Spring: 5:00 pm - 6:00 pm	Monday to Friday
	Wednesdays	5:30 pm - 6:30 pm Community Supper

### Weekends & Holidays:

Breakfast	8:00 am -11:00 am	cold, self-serve
Brunch	12:00 pm -1:30 pm	
Dinner	5:00 pm - 6:00 pm	

## LATE SUPPERS

Residents with classes running past the end of dinner may request late supper. Late supper **sign-up** is located in the kitchen. Residents can sign-up for late supper until 6pm on the day that late supper is needed. Dons typically retrieve late supper on the ½ hour between 7pm and 10:30pm. Call the **On-Don** phone (226-220-1054) to indicate your readiness. Late suppers will only be available when in-person classes resume.

## BAG LUNCHES

Residents with classes that run consecutively through the 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 2pm the day BEFORE the lunch is needed. Bag lunches are to be quantities for ONE meal. Do not stock up

extra food for other parts of the day. Residents pack their own lunch.

Bag lunches will only be available when in-person classes resume.

### **NO MEAL PLAN?**

- 1) It is important you do not share your meal plan food with Grebel associates or anyone else who does not have a meal plan.
- 2) Guests and associates can purchase food at the cash register. Cash only.
- 3) If you have a guest who joins you for cold breakfast, have them fill in the tab sheet on the clipboard by the cash register, then come back to the kitchen between 10 and 6 to pay one of the kitchen staff. Alternately, money can be left in the change bowl by the cash register.
- 4) If you bring a guest (typically an out of town friend or relative... not a person who could associate) and they are visiting over evening snack time, they (or you) are expected to pay \$2 to the snack parent

### **SNACK NIGHTS**

Snack nights are hosted by 'snack parents'. These Grebel peers will serve food at 10:10 and again at 10:30.

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.

### **FILL IT UP**

Typically we encourage students to fill up a dining room table before starting a new one.

## **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. Remember that food service is provided for a large number of people and a particular request is not always possible.

Grebel food services do not cook/bake with nuts and 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 take 2 weeks to work a MMMM into the menu so you need to speak with kitchen management in advance. If you don't 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 Food Rep on Student Council, speak directly with Lorie or Cheri in Food Services or fill in the online form: [‘How was your food today?’](https://uwaterloo.ca/grebel/current-students/food-services/how-was-your-food-today) (<https://uwaterloo.ca/grebel/current-students/food-services/how-was-your-food-today>).

## **XI. CONRAD GREBEL PERSONNEL**

### **FACULTY/STAFF LISTING**

Angelica Allen	Music Department Assistant
Tyler Allen	Kitchen Assistant
Sue Baker	Conflict Management Certificate Program Manager
Jennifer Ball	Assistant Professor of Peace and Conflict Studies
Pam Bartel	Administrative Assistant to Student Services
Alicia Batten	Professor of Religious Studies and Theological Studies
Susan Bauman	Food Services Assistant, Cook
Jeremy Bergen	Associate Professor of Religious Studies and Theological Studies, Director of Theological Studies (until December 2021)
Mimi Browne	Human Resources Manager and Operations Assistant (on parental leave)
Lynea Brubacher Kaethler	Campus Host
Mary Brubaker-Zehr	Director of Student Services
Emily Charron	Acting Coordinator, Kindred Credit Union Centre for Peace Advancement
Sara Cressman	Director of Finance
Rebekah DeJong	Student Life and Recruitment Coordinator
Alison Enns	Advancement Assistant
Joshua and Laura Enns	Brubacher Museum Hosts
Marlene Epp	Professor of History, Peace and Conflict Studies
Neven Esmail	Food Services Assistant
Annette Farwell	Food Services Assistant, Cook
Werner Fieguth	Maintenance

Levi Flaming	Custodian
Nathan Funk	Associate Professor of Peace and Conflict Studies
Kyle Gingerich Hiebert	Director of Toronto Mennonite Theological Centre
Margaret Gissing	Communications Assistant
Devon Grainger	Custodian
Sophia Grande-Lawlor	Library Clerk
Laura Gray	Associate Professor of Music
Laureen Harder-Gissing	Archivist-Librarian
Peter Hart	Custodian
Paul Heidebrecht	Director of Kindred Credit Union Centre for Peace Advancement, Adjunct Assistant Professor
Dorothy Isaac	Accounting Assistant
Ljiljana Ilic	Food Services Assistant, Cook
Michelle Jackett	Coordinator, Kindred Credit Union Centre for Peace Advancement (on parental leave)
Melissa Jantzi	Food Services Assistant
Stephen Jones	Managing Editor of the Conrad Grebel Review
Liz Kensett	Administrative Assistant to the President
Jennifer Konkle	Marketing and Communications Manager
Jane Kuepfer	Schlegel Specialist in Spirituality and Aging
Eric Lepp	Visiting Assistant Professor of Peace and Conflict Studies
Leanne MacKay Bain	Acting Administrative Assistant to the Director of Operations
Mandy Macfie	Assistant Librarian
Fred Martin	Director of Advancement
Janet Martin	Cook
Loretta Martin	Cook
Johonna McCants-Turner	Associate Professor of Peace and Conflict Studies

Birgit Moscinski	Administrative Assistant to the Dean and Academic Program
Brendah Ndagire	PACS Undergraduate Academic and Administrative Officer and Internship Coordinator
David Y. Neufeld	Visiting Assistant Professor of History
Reina Neufeldt	Associate Professor of Peace and Conflict Studies, Chair of Peace and Conflict Studies
Troy Osborne	Dean, Associate Professor of History and Theological Studies
Cheri Otterbein	Food Services Manager
Carol Penner	Assistant Professor of Theological Studies and Coordinator of Applied Studies, Director of Theological Studies (Beginning January 2022)
Paul Penner	Director of Operations
Seth Ratzlaff	Administrative Officer to PACS, Graduate Studies Coordinator
Jessie Reesor Rempel	Interim Chaplain
Pam Renaud	Cook
Marcus Shantz	President
Dan Schuurman	Campus Host
Bekah Smoot-Enns	Theological Studies Graduate Coordinator & Toronto Mennonite Theological Centre Assistant
Kate Steiner	Assistant Professor of Music
Derek Suderman	Associate Professor of Religious Studies and Theological Studies, Editor of The Conrad Grebel Review
Maisie Sum	Assistant Professor of Music, Undergraduate Advisor
Karen Sunabacka	Associate Professor of Music
Claudia Van Decker	Administrative Assistant to Music Department
Radmila Vujosevic	Food Service Assistant, Cook

Mark Vuorinen

Associate Professor of Music, Chair  
of the Music Department

Lorie Yantzi

Assistant Food Services Manager

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

The Director of Student Services is the chief student life officer for the resident and associate students of Grebel. The Director is responsible for giving direction to the residence and student life program. As such, the Director is responsible to articulate the vision and needs of the residential and associate programs and to represent these programs within Grebel, the University of Waterloo, 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 in order to provide regular worship services, individual pastoral care and healthy spiritual growth for the community. Typically, when the Director of Student Services is away, the Chaplain will be their designate.

### **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 and more.



## ROLE OF CAMPUS HOSTS

The Campus Hosts 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, parking and security during non-business hours. They are part of the Student Services team and work closely with the dons, Director of Student Services, and the Director of Operations.

## 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. Generally, five dons live on the floors and are available for assistance and support.

The dons for 2021-2022 are:

**Fall 2021:** Colin Funk, Joel Woods, Isabella McCloskey, Eva Booker, Hanne Kuhnert

**Winter 2022:** Alana Matsuo, Nathan Toews, Isabella McCloskey, Eva Booker

**Spring 2022:** Kayla Burmaster, Joel Woods, Marcus Labun

## 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, provides leadership on move-in and move-out days, and cleaning of public areas.

The Apartment Superintendents for 2021-22 are:

**Fall 2021:** Hannah Bernstein

**Winter 2022:** Serina Ykema-King

**Spring 2022:** TBD

### **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 involvements in faith communities. The team is chosen during the winter term for the following year.

The Chapel Team for 2021-2022 include Asa Suderman-Gladwell, Colin Funk, Emilie Chase, Leah Schapansky, Sarah Driediger, Savannah Edwards, Selah Woelk, and Tim Peters.

### **ROLE OF GREBEL AMBASSADORS**

Grebel 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 jobs.

The Grebel Ambassadors for 2021-2022 are:

Fall 2021: Sebastian Lingertat, Megan Hudson, Selah Woelk, Isobel Flindall, Aradhna Karwal

Winter 2022: Serina Ykema-King, Sam Ramer, Selah Woelk, Isobel Flindall

Spring 2022: Jasmine Issa, Alissa van Gaalen, Sebastian Lingertat

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

Student Council (SC) 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. Members are elected or appointed, depending on the position. SC is in charge of the student activity fee. SC funds a wide range of extra-curricular activities and contributes significantly in setting the direction of College life. The Larger Leadership Team (LLT) falls under the direction of the Student Council. Appointed members of the LLT provide support to student-lead programming.

### **STUDENT COUNCIL PERSONNEL**

President:	Jocelyn Bretzlaff
Vice-President:	Anya Fieguth
Secretary:	Cassidy Zelle
Treasurer:	Bronwyn Erb
Social Convener:	TBD
Associate Reps:	Hannah Bernstein and Emilie Chase
Co-op Rep:	Victoria Lumax
First year Reps (x2):	will be elected in Fall

### **Larger Leadership Team personnel**

Special Projects:	TBD
Food Rep:	Curtis Struyk
Athletic Rep:	Jacob MacDonald
Grebelspeaks Editor:	Bekah Mantel
Environmental Reps:	TBD
QuAQ:	Isobel Flindall
Flow:	Ashlyn DeBoer
Gents:	Sam Farkas
Peace Reps:	TBD
Yearbook Editor:	Emma Kirk
Webmaster:	Matthew McParland

## **ROLE OF GREBEL ORIENTATION COMMITTEE**

The Student Council appoints 2-3 people to work with a larger team of students to create, plan, and execute Orientation Week. They are called GOC (Grebel Orientation Committee). The Grebel GOC leaders for 2021 are: Nathan Toews, Isaac Painting and Emilie Chase

During the winter term 2021 the GOC selected a group of Orientation Week Leaders (OWLS) who plan Grebel's fall 2021 orientation activities for both first year and returning upper year students.

The OWLs for fall 2021 Orientation Week are:

Anya Fieguth, Aradhna Karwal, Ashlyn Deboer, Bekah Mantel, Beth Walkington, Cassidy Zelle, Elise Wilts, Ian Miedema, Isabella Cicchini, Isobel Flindall, Julia Kehl, Kyle Ferrier, Leah Dau, Leah Schapansky, Megan Hudson, Samuel Farkas, Samuel Ramer, Sebastian Lingertat, Selah Woelk, Serina Ykema-King

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

Each year, Grebel plans a service trip during the February break. Typically, this group partners with MDS (Mennonite Disaster Service) to assist with clean-up and rebuilding after a natural disaster. Typically, this trip entails traveling to the USA. Two students from an applicant pool will be chosen to work with the Student Life and Recruitment Coordinator to plan and lead this trip. If the trip goes ahead in 2022 then the leaders will be chosen in fall 2021.

## **MEDA REPRESENTATIVE**

Mennonite Economic Development Associates (MEDA) are 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 MEDA convention each year. In 2021, the MEDA convention will be digital. <https://www.meda.org/>  
The 2021-2022 MEDA rep is Mary McPhee.

### **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 MCCers. The student rep promotes MCC related events within the Grebel community. <https://mcccanada.ca/>. The 2021-2022 MCC reps are Katarina Dyck-Steinman and TBD.

## **XII. LANDMARK EVENTS**

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

### **ORIENTATION WEEK**

Activities (online and some in-person) are planned throughout the first few weeks beginning on Sunday September 5, 2021. Orientation Week at Conrad Grebel is for all Grebel students – first-year and upper-year. Residents are encouraged to participate in events hosted by Grebel and by UWaterloo. Visit <https://uwaterloo.ca/welcome-warriors/orientation/> for UWaterloo orientation information.

### **COMMENCEMENT**

Commencement is an All-College assembly that opens the new school year. It is held on Tuesday of orientation week beginning at 5:00 pm in the Great Hall. Dinner in the dining room follows.

### **ALL-COLLEGE RETREAT**

Each year, on the weekend following Labour Day, there is an All-College retreat at Camp Trillium, on Rainbow Lake near Waterford. This is the final event of orientation week where Grebel students, faculty, and staff take time out to relax and get to know each other away from the College setting. The residence will be entirely closed and all residents are expected to go. If for some reason a resident is unable to attend, arrangements must be made with the Director of Student Services.

## **CHAPELS**

There is one weekly worship service on Wednesdays at 4:30 pm (in addition, students gather for study, informal worship or discussion throughout the week). 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 make this a vital part of life at Grebel.

## **COMMUNITY SUPPERS**

Each Wednesday night of the term, Grebel gathers for dinner and a short program. It's a regular, mid-week opportunity to gather and reconnect as a College. It is one of the most important things we do together and students are asked to make weekly attendance a top priority.

## **END OF TERM CELEBRATIONS**

Each term is finished in style with a superb event. Grebel celebrates the term by coming together for a special Chapel service at 5:30 pm, a dinner at 6:30 pm and a late evening talent show and dance.

## **TASTE OF GREBEL**

This is a festive occasion that occurs annually at Grebel. Family and/or friends of all Grebel residents and associates are invited to come and experience 'life' at Grebel. This day 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 day for all!

## **BRIDGES**

*"Building Relationship through Encounter and Service"*

Bridges is our service-learning program. Learning is never limited to what happens in the classroom! In fact, many of our most transformative experiences come when students step off campus and encounter people and places that are new, different, and perhaps difficult to understand. Through the Bridges program, residents can participate in a variety of service and learning activities that will offer the opportunity to build relationships with individuals and communities not encountered otherwise.

### CONVOCATION

All undergrads convocate at the University of Waterloo. Grebel also wants to celebrate the graduation of students who have been most closely linked to Grebel - the residents, the associates, those in our Music and PACS programs as well as our graduate students in Theological Studies and Peace and Conflict Studies. Each year a celebratory convocation event is planned for the graduating students and their family and friends.

### OTHER ACTIVITIES

Many other activities undergird community: **athletics, small group studies, social events, talent shows, musicals, volunteer opportunities, reading week trips etc.** Residents are encouraged to engage as fully as possible.



### **XIII. OTHER INFORMATION**

#### **OFFICE HOURS**

##### **Student Services Office:**

The Student Services department is typically open Monday to Friday 8:30 am - 4:30 pm.

We are:

Mary Brubaker-Zehr	Director of Student Services
Jessie Reesor Rempel	Interim Chaplain
Rebekah DeJong	Student Life and Recruitment Coordinator
Pam Bartel	Administrative Assistant

##### **Main Reception Office:**

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

Fall 2021 hours are Monday – Friday 8:30am to 4:30pm

Winter and spring hours – TBD.

Calls coming into Grebel after hours go to the Campus Host apartment phone.

#### **LOST & FOUND**

Non-valuable items can be put into the lost & found located in the locker room by the student lounge. Usually missing clothing items and books that have been left lying around can be found there. 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 are taken directly to the Main Reception Office and should be 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. For the time when the mailroom is off-limits due to constructions, student mail can be picked-up

from the main reception desk by any student and delivered to student rooms.

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**

Every Wednesday during fall/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 about three or four times per term. A student editor is 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 student yearbook. Student editor(s) are appointed by Student Council. The purpose of the yearbook is to create a representative record of College life for a given year.

## **SCHOLARSHIPS, AWARDS, AND BURSARIES**

Conrad Grebel University College students are eligible for all scholarships, bursaries and financial aid programs offered by and through the University of Waterloo, including OSAP

(Ontario Student Assistance Program) and Canada Student Loans. Information regarding all such aid is available through the University Student Awards Office in Needles Hall.

In addition, Grebel has a number of 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 on the basis of merit and would-be recipients may apply or be nominated. Brochures are available in the Student Services office and on-line ([uwaterloo.ca/grebel/financial-aid-awards/Residents-Associates](http://uwaterloo.ca/grebel/financial-aid-awards/Residents-Associates)). For more information about residence awards, contact the Director of Student Services. For information about PACS awards contact the PACS Department. For information about Music Awards contact the Music Department.

### **GREBEL COURSES**

Grebel houses the Peace and Conflict Studies (PACS) and Music programs for the University of Waterloo and teaches in areas like history, sociology, religious studies Mennonite studies and more. As such, students come from all over campus to study and learn from our engaging and personable professors.

No matter your faculty, students living in residence are strongly encouraged to take a Grebel course or two or three or more! It is going to be hard to pick. A list of Grebel courses can be found at:

<https://uwaterloo.ca/grebel/academics/course-offerings>

### **MUSICAL ORGANIZATIONS**

The University of Waterloo Music Department at Conrad Grebel University College invites all students, faculty, staff and community members to join any of the eight varied musical ensembles that it sponsors and organizes. Each

ensemble listed below can be taken for credit (0.25 credits each) or as an extracurricular activity. Regular attendance at rehearsals is required, and attendance at dress rehearsals and performances is mandatory. All of these groups present at least one concert during the term, although the concerts will likely be online in fall 2021. For more information about participating in an ensemble, audition, or interview dates and requirements, visit the Music Department website: [uwaterloo.ca/music/ensembles](https://uwaterloo.ca/music/ensembles) or email Angelica Allen at [a26allen@uwaterloo.ca](mailto:a26allen@uwaterloo.ca) in the Music Department. To sign up for an audition, go to the music department website. Select audition times online, separately for each ensemble. You may audition for more than one ensemble.

Fall offerings will be subject to alternative formats based on COVID protocols for fall. For the most up-to-date information visit: <https://uwaterloo.ca/music/>

The **UNIVERSITY CHOIR** is under the direction of Liska Jetchic. This large choir performs a varied repertoire of works from the past and present. The interview consists of a series of vocal exercises to determine vocal capability. The University Choir will not run in fall 2021

The **CHAPEL CHOIR** is under the direction of Kate Steiner. This choir is a group of about 20 singers who participate in Grebel Chapel services (Wednesday, 4:30 pm - 5:20 pm) and visit area churches. Acceptance into Chapel 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 doing some sight-reading (no prepared piece is required). There will be an open rehearsal so you can try out the Chapel Choir.

The **CHAMBER CHOIR** is under the direction of Mark Vuorinen. This small ensemble of about 25 voices performs madrigals, motets, cantatas and other works suitable for a small choir. Acceptance into the UW 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.

The **WORLD MUSIC ENSEMBLE**: Gamelan Music of Bali is led by I Dewa Made Suparta. 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 gamelan found in Bali) consisting of gongs, metallophones, and drums. No previous gamelan experience is necessary.

The **UW JAZZ ENSEMBLE** is under the direction of Michael Wood. 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.

The **INSTRUMENTAL CHAMBER ENSEMBLES** is directed by Ben Bolt-Martin. Instrumentalists interested in playing in small groups of approximately 3 - 8 players may join this group of ensembles after auditioning. These musicians perform a wide variety of classical music from all time periods. Audition requirements: two contrasting pieces, one lyrical and one technical.

**VOCAL TECHNIQUES** is structured in a lab format and is led by Stephanie Kramer. 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 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 University of Waterloo 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 into Vocal Techniques 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. It is offered online in fall 2021.

The **ORCHESTRA@UWATERLOO** is directed by Daniel Warren. Members include students from all faculties, staff, and alumni. They practice on Wednesday nights 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.

## **MUSIC EVENTS**

The Noon Hour Concert series, sponsored by the University of Waterloo Music Department at Conrad Grebel University College, 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 pm -1:20 pm, in the CGUC Chapel.

Additionally, toward the end of each term, many of the University of Waterloo's 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.

## **XIV. EMERGENCY INFORMATION**

### **Who to Call**

On-Don phone: 226-220-1054  
Special Constable Services: 519-888-4567 x 22222

In case of emergency, please contact the Dons 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.

The Dons and Campus Hosts have access to first aid kits and the AED in the dining room and they have basic first aid training. In any case, when immediate medical assistance is required - call **911**.

If you become aware of or suspect criminal activity contact the UW Special Constable Services and a don/Campus Host immediately.

**UW Special Constable Services: 519-888-4567 x 22222**

In case of equipment breakdown in any aspect of the physical plant, please contact a don or the Campus Hosts. Do not attempt to repair something yourself.

### **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. In order to ensure maximum safety, students must ensure fire safety in his/her own room.

1. Extension cords should be carefully monitored.
2. Circuits must not be overloaded.
3. Light bulbs in lamps must be of the proper wattage to avoid overheating.

4. All electrical equipment used in the rooms (kettles, hair dryers, stereos, etc.) must be electrically safe, CSA approved and used appropriately.
5. Grebel is smoke-free. Persons who choose to smoke or vape must do so outdoors (min 10 meters away from any buildings) and must properly extinguish and dispose of cigarette butts in receptacles provided.
6. Use of candles in residence rooms is not permitted.

### **FIRE SAFETY EQUIPMENT**

Grebel facilities are equipped with a fire alarm system. Pull stations exist near exits. Heat sensors are located in public areas and offices and smoke detectors are installed in all residence rooms. Hose cabinets are located 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. Ensure that someone is calling the fire department at **911**.
2. Clear the immediate area, close doors and windows if possible, and inform the Fire Alarm Response Crew of the fire location.

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

Immediately stop what you are doing. Remain calm and prepare to evacuate if necessary.

**Follow the instructions of staff, Campus Hosts and Dons given over the PA system during a fire alarm.**



## **XV. IMPORTANT DATES**

### **Fall Term, 2021**

Aug. 8	Fall fee payment deadline
Aug. 28-Sept 4	Don Orientation
Sept. 5	Residence opens
Sept. 5-10	Orientation events
Sept. 8	Lectures begin
Sept 11-12	Fall all-Grebel retreat
Oct. 11	Thanksgiving Monday -- Holiday
Oct. 12-15	Fall Reading Week
Dec. 7	Lectures end
Dec. 8	Term End Celebration
Dec. 9-23	Fall term examination period
Dec. 23	Grebel Residence closes @ 11 am
Dec. 24-Jan. 1	Christmas Holidays (Grebel offices closed)

### **Winter Term, 2022**

Dec. 10	Winter Fee Payment Deadline
Jan. 3	New Year's Day – offices closed
Jan. 4	Residence opens @ 2 pm
Jan. 4-9	Frost Week
Jan. 5	Lectures Begin
Feb. 21	Family Day (Grebel offices closed)
Feb. 22-25	Reading Week
Apr. 5	Lectures end
Apr. 6	Term End Celebration
Apr. 8-26	Winter term examination period
Apr. 10	Conrad Grebel Convocation
Apr. 15	Good Friday (Grebel offices closed)
Apr. 26	Grebel Residence closes @ 11am

**Spring Term, 2022**

Apr. 8	Spring Fee Payment Deadline
May 1	Residence opens @ 2 pm
May 1-8	Heat Week
May 2	Lectures begin
May 23	Victoria Day - Holiday
May TBD	UWaterloo Open House
July 1	Grebel office closed
July 26	Lectures end
July 27	Term End Celebration
Aug. 1	Civic Holiday
July 29-Aug. 13	Spring term examination period
Aug. 14	Grebel residence closes @ 11 am

## **XVI. IMPORTANT TELEPHONE NUMBERS**

Fire and Ambulance	911
UW Special Constable Services	519-888-4911 ext. 22222
Poison Control Centre	1-800-268-9017
UW Health Services	519-888-4096
(Office hours: 8:30 a.m.-7:30 p.m. M-Th, 8:30-5:00 F. After office hours and on weekends and holidays call the above number and follow the instructions <b>OR</b> call TELEHEALTH: 1-866-797-0000.)	
Grand River Hospital Clinic	519-742-3611
St. Mary's Hospital	519-744-3311
UW Counseling Services	519-888-4567 ext. 32655
In an emergency call: K-W DISTRESS LINE	
UW Switchboard	519-745-1166 519-885-1211 or 888-4567 - automated operator
UW Turnkey Desk/Safety Van	519-888-44434
UW WALKSAFE Service	519-888-4949 OR ext. 84949
UW Sexual Assault Centre	519-888-4567 x46869 519-888-4567 x40025

### **CONRAD GREBEL UNIVERSITY COLLEGE**

CGUC Main Office	519-885-0220 ext. 0
After hours rings through to Campus Hosts: Lynea Brubacher Kaethler and Dan Schuurman	
CGUC Student Services:	519-885-0220
Mary Brubaker-Zehr:	ext. 24235 (c) 519-498-2132
Jessie Reesor Rempel:	ext. 24206
Rebekah DeJong	ext. 24215 (c) 519-496-6102
Pam Bartel	ext. 24236