



## RESIDENCE CONTRACT TERMS AND CONDITIONS

Between **Renison University College** ("Renison")

and applicant (the "Resident"

or "you" or "your" or other similar expression)

This is a legal contract and is binding only when:

- A. The Resident has accepted this contract by placing a check mark in the box beside "I have opened, read, understood and agree to the enclosed contract terms and conditions file" in the Residence Application Portal (eRez Life) and clicking or otherwise choosing continue; **and**
- B. The Resident has received an offer from Renison detailing the specific terms of their acceptance into residence (the "Residence Offer"); **and**
- C. The Renison Residence Office has received the required deposit in immediately available funds by the acceptance deadline detailed in the Residence Offer; **and**
- D. The Resident is enrolled in a course or courses of study at the University of Waterloo.

Upon the occurrence of the foregoing this contract shall be binding upon Renison and the Resident.

Renison and the Resident hereby agree as follows:

1. This contract confirms your space in residence at Renison (the "Resident Accommodation") for one of the following term combinations as set out in the Residence Offer:
  - A. Two academic terms - Fall 2018\* **and** Winter 2019\*; or
  - B. Two academic terms – Fall 2018\* **and** Spring 2019\*; or
  - C. One academic term, **either** Winter 2019\* **or** Spring 2019\* **only, or**
  - D. A partial academic term.

(as applicable, the "occupancy period").

2. The term of this contract and the occupancy period commences on the date to be specified by Renison in the Residence Offer or other communication from Renison to the Resident prior to the first day of lectures during the relevant academic term (the "Commencement Date") and ends on the date that is 24 hours following the Resident's final exam during the relevant academic term detailed in the Residence Offer (the "Expiry Date").
3. The Resident must notify Renison in writing on or before the Commencement Date if the Resident will be moving in to the Resident Accommodation after the first day of lectures during the relevant academic term at the start of the occupancy period. Failing such notification and/or failing acceptance of the rationale for the late move-in by Renison, Renison may, at its option, terminate this contract in accordance with Section 4 of this contract.

#### 4. Termination of Contract

Renison may, upon notice to the Resident, terminate this contract in the following circumstances:

- (a) The Resident breaching any term of this contract;
- (b) The Resident ceasing to be a student enrolled at the University of Waterloo;
- (c) The Resident abandoning the Resident Accommodation; and/or
- (d) The Resident not moving in to the Resident Accommodation on or prior to the first day of lectures during the relevant academic term at the start of the occupancy period.

In the event that Renison terminates this contract, Renison may re-enter and re-possess the Resident Accommodation and remove all persons and property located therein. In the event that Renison terminates this contract, the Resident's residence fees (residence fees for the purpose of this contract include fees on account of meals) and/or deposits paid to such date may, at the option of Renison and subject to Section 5 of this contract, shall be forfeited to Renison and the balance of the residence fees for the entirety of the occupancy period shall immediately become due and payable. In the event that Renison is able to secure an approved student to assume the Resident Accommodation following termination of this contract for the balance of the occupancy period, Renison will refund or there shall be deducted from the balance of the residence fees payable by the Residence in accordance with the above, as the case may be, the amount received on account of residence fees from the replacement student, subject to an administrative fee of \$500.00 which shall be paid by the Resident to Renison upon demand or will be deducted by Renison from any residence fees refundable to the Resident, as the case may be.

5. Residents who have had their contract terminated by Renison based on the following breaches listed below may have their request for release from the contract considered by the Assistant Director, Housing and Student Life. To do so, they must submit the request in writing to the Assistant Director, Housing and Student Life. Such requests are considered on a case-by-case basis, and supporting documentation must be included.

- **Transferring/Non-registration**

If the Resident will not be enrolled with the University of Waterloo during a term of the expected occupancy period, the Resident must submit an application with supporting documentation for release from their faculty of registration.

- **Academic Dismissal**

If, as a result of academic performance during an academic term, the Resident is dismissed from the University of Waterloo, he or she must submit a University of Waterloo Withdrawal Form from their faculty of registration.

- **Medical**

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

Upon reviewing the situation, the Assistant Director, Housing and Student Life, will notify the Resident in writing of a decision. If the request for release is denied, the Resident will be responsible for all residence fees for the balance of the occupancy period, whether or not he or she continues to live in residence. If the request is approved, the student will be responsible for assessed room and meal fees up to the date the request was approved and/or the student vacates, whichever is later. Checking out or moving out of the facility without an approved release request will not release a student from his or her financial obligations under the contract. All approved cancellations of contracts are subject to a \$500 administration fee.

6. The Resident shall vacate the Resident Accommodation on or prior to the Expiry Date or sooner termination date of this contract in a clean and tidy state and in good condition with all Renison furnishings present on the Commencement Date left therein in good condition. The Resident is responsible for all outstanding accounts with Renison and for any damage to the Resident Accommodation and furnishings for the duration of the occupancy period.
7. The Residence fees payable by the Resident to Renison are as outlined in the Residence Offer and can be found at the following link: <https://uwaterloo.ca/renison/residence/fees-contracts-forms>. Residence fees are presently split 60% - fall term, 40% - second term and shall be paid in full by the Resident to Renison on or prior to the fee payment dates outlined in the University of Waterloo Calendar (<http://ugradcalendar.uwaterloo.ca/page/uWaterloo-Undergraduate-Calendar-Access>). Residence fees shall be paid by the Resident without any deduction, abatement or set-off whatsoever.
8. The Renison University College Guide to Residence Life shall be considered part of this contract, is expressly incorporated herein by reference, and the Resident, by acceptance of this contract, agrees to abide and be bound by the Renison Guide to Residence Life and such other residence guidelines and directives that may be issued, from time to time, by Renison, the University of Waterloo and/or through the Housing and Student Life Department. The Resident acknowledges that he or she has read and understood the Renison University College Guide to Residence Life prior to accepting this contract.
9. Should Renison be delayed, hindered or prevented from providing the Resident Accommodation to the Resident or any other service or facility set out in this contract by reason of any unavoidable delay, including strikes, lockouts, unavailability of materials, insured peril, inclement weather, acts of God or any other cause beyond its reasonable care and control, then performance of such act shall be postponed for a period of time equivalent to the time lost by reason of such delay.
10. Renison, its servants, agents and contractors shall be entitled to enter the Resident Accommodation at any time without notice for the purpose of making emergency repairs or inspections, and during the hours 9am-5pm on weekdays, on reasonable prior written notice, for the purpose of inspecting and making repairs, alterations or improvements.

11. This contract is not assignable by the Resident and is personal to the Resident. The Resident shall not part with or share possession of the Resident Accommodation, except as expressly permitted by this contract. Except as set out above, the rights and liabilities of the parties shall ensure to the benefit of their respective heirs, executors, administrators, successors and assigns.
12. There are no covenants, representations, warranties, agreements or other conditions expressed or implied, collateral or otherwise, forming part of or in any way affecting or relating to this contract, save as expressly set out or incorporated by reference herein and this contract constitutes the entire agreement duly executed by the parties.
13. Any notice or other communication from Renison to the Resident hereunder may be sent by e-mail to the University of Waterloo e-mail address on file for the Resident, delivered to the mail box maintained for the Resident at Renison or sent by mail to the Resident's address on file with Renison, and any such notice or other communication so e-mailed, delivered or sent shall be deemed to have been given or made and received on the date of e-mailing of the same or delivery of the same or on the third business day following the mailing of same, as the case may be.

Notes:

\*Academic term dates are specifically identified in the University of Waterloo Calendar.



## **Renison University College Guide to Residence life**

The Guide to Residence Life is a document that reflects the expectations of our resident student community. You will find information that helps guide you and the rest of our community in creating an environment that is based on respect for one another, fostering an environment that is both conducive to studying while at the same time helping you to get the most out of your residential experience. It is an expectation that Residents actively contribute to the life of the college by engaging in a positive and mature manner. It is also an expectation that all Residents treat one another with dignity and respect, in both language and action, at Renison, on-campus at the University of Waterloo, and at official Renison functions that are held off campus. You are responsible for knowing all policies, regulations, and guidelines outlined throughout this guidebook.

The Resident shall be bound by and shall observe the terms and conditions set out in this Guide to Residence Life and any amendments made hereafter by Renison of which notice in writing shall be given to the Resident, which are of general application to all residents at Renison. This Guide to Residence Life and any such amendments shall be deemed to be incorporated into and form part of the Residence Contract Terms and Conditions.

### **People and Resources**

#### **Housing and Student Life**

The Housing and Student Life Department is responsible for all student life matters within the College residence, including student welfare, staffing, recreation programming, out of classroom learning, group and individual advising, maintenance and repair, housekeeping, and billing. You will soon get to know the staff. You are always welcome to drop in for a chat!

The Housing and Student Life Team consists of a number of individuals:

#### **Assistant Director, Housing and Student Life (the “Assistant Director”)**

The Assistant Director is responsible for the overall supervision of all activities relating to the student life and housing at Renison University College. This includes all full and part time staff and student leaders including: Dons, Peer Leaders, student government and other volunteers.

#### **Residence Life Coordinator**

Student life is an integral part of the university experience. Growing and learning outside of the classroom is important in developing important skills and abilities to help you succeed in school and well into the future. The Residence Life Coordinator takes a “hands on” approach while working with the Don Team to help foster student leadership, wellness programming and provide an experience beyond the

classroom. The Residence Life Coordinator typically works Monday to Friday from 3 pm to 11 pm to provide support to residents after regular business hours as well as to accommodate planned student activities and a variety of student academic schedules. The Residence Life Coordinator also works on a rotating schedule along with two Senior Dons to provide crisis support to students on weekdays from 11pm to 8 am and 24hrs on weekends. For a further description of our Student Life program, please visit the following site: <https://uwaterloo.ca/renison/current-students/student-life-renison>.

### **Housing and Activity Specialist (Specialist)**

The Specialist works directly with the student life team to develop social and developmental programs and events for all students at Renison. Additionally, the specialist coordinates short term stays, specialized groups and international student programming by working closely with the Renison International Office and the English Language Institute.

### **Administrative Assistant and Conference Coordinator**

This position is responsible for all administrative duties in the Residence Office including: residential contracts, room assignments, key allocation and replacement.

All of the above staff are located in the Dr. Rosehart Housing and Student Life Centre located in the lower level of the Luxton Building.

### **Student Services Social Worker**

Renison residents and academic students have access to the Student Services Social Worker(s) who provides wellness programming and one on one support to help students cope with the challenges of university life.

### **Residence Don Team**

The Dons are upper year students who live in the residence and assist the Residence Life Coordinator in social and developmental programming, facility supervision and rule enforcement, and resident support. Dons are the primary point of contact for all residents whether it is asking for assistance, resolving conflict, responding to emergencies or planning floor events. These students are available in the evening during weekdays and 24 hours a day during weekends on a rotating Duty Don schedule. They have the ability to contact additional assistance and services.

### **Facility Management Team**

Our facility is maintained by a variety of cleaning/ janitorial staff and contracted services personnel. You will periodically find these staff members on your floor. They provide maintenance repairs to rooms and daily cleaning of communal bathrooms. They can also provide assistance and are able to address maintenance concerns in consultation with your Don.

### **Chaplaincy**

The Renison Chaplain assists members of the College community on a variety of issues, such as family difficulties, marital or relationship problems, anxiety about school, and religious and spiritual matters. The Chaplain is also available just to talk and can point students in the right direction for additional

support and services. Conversations with the Chaplain are confidential. The Chaplain provides Anglican services along with less formal conversations and creative programs.

### **St. Bede's Chapel**

The College Chapel, St. Bede's, is located on the 2nd floor of the Luxton Building, at the west end of the Great Hall. It is available to everyone in the College community as a quiet place for prayer or meditation. The Chapel is regularly open 24 hours but you can reserve it for use after 4 pm by asking the Chaplain. It is available to musicians or musical groups, as practice space, or by other groups for any purpose consistent with its dignity as a place of worship. You are welcome to attend the regular Sunday services at 10:30 am and additional College services throughout the year.

### **The Reception Office**

Located on the main level in the Link Building, the Reception Office provides a number of resources including mail packages/courier delivery and parking passes. Student fines are also processed through the office.

### **Mail Boxes**

Resident mail is delivered every weekday to mail slots located in the Dr. Rosehart Housing and Student Life Centre located in the lower level of the Luxton Building. Packages, registered mail and other important deliveries will be kept in the Reception Office and students will be notified of these deliveries through notices in mailboxes.

### **The Lusi Wong Library**

The library is located in the Academic Centre on the main level. Study carrels, computer access and tables are available in the library for quiet study. Two study rooms are available for booking. Residents are encouraged to hold group discussions in a study room or outside of the Library. The library is open throughout the day and on evenings and weekends on a posted schedule.

### **The Registrar's Office**

The Registrar's Office is located adjacent to the Reception Office in the main level of the Link Building. Faculty of Arts students who are academically registered through Renison have the convenience of support through staff and undergraduate advisors. All academic concerns can be addressed through the Registrar's Office.

### **Scholarships Bursaries**

There a number of scholarships available for those academically registered at Renison and those who reside in our residence. For a complete listing of scholarships, awards and bursaries, please visit the following site: <https://uwaterloo.ca/renison/future-students/financing>.

## **Other Amenities**

### **Bikes**

Bike racks are located around the Renison campus and bikes should be locked at all times. For additional security, residents are able to store their bikes in the bike shed located outside of the Luxton Building.

Residents are able to access the bike shed using their exterior door key. Any items stored in the bike shed are strictly at the owner's risk. The College accepts no liability whatsoever for any loss or damage. Unidentified bicycles left for more than one term will be considered abandoned and turned over to UW Police. Any bikes found locked to any area other than a bike rack will be removed. Residents are not permitted to store bikes indoors within the Resident Accommodation or otherwise.

### **Parking**

There is a very limited number of paid term parking passes available for Residents. Arrangements can be made at the start of every term by visiting the Reception Office, subject to availability of parking passes. Overnight parking is not permitted unless arranged through a pass. Vehicles left overnight will be towed. There is a dedicated Resident parking lot in the upper parking area for Resident use, subject to the issuance of a parking pass.

### **Laundry**

The coin operated laundry facility is located on the lower level of the Founders Building. Machines and dryers are available on a first come, first served basis.

### **First Aid**

Students are encouraged to bring their own first aid kits. Don Team members and some staff members have access to first aid kits. All Don Team members are trained in First Aid and CPR. Ambulatory expenses incurred by Renison in the delivery of first aid will be the responsibility of the resident. There are Automated External Defibrillators located outside of the Reception Office, the Academic Centre entrance, and the East Side Extension.

**With respect to all amenities set out herein, Renison reserves the right to alter the layout or configuration of and/or reduce or enlarge the size of the amenities, cease to treat areas as amenity space for Residents, and to make other changes to the amenities as Renison shall from time to time determine.**

## **Resident Agreements**

Each Resident agrees with Renison as follows:

### **Reasonable Enjoyment**

The Resident and his or her permitted guests shall not do anything in the Resident Accommodation or anywhere else on the Renison campus that, in the opinion of the Assistant Director interferes with the reasonable enjoyment of the Renison facilities by Renison or any employee or student of Renison or the other residents, and the Resident further covenants not to do anything to impair or interfere with the safety or other lawful rights, privileges or interests of Renison, its employees and students or any other resident of Renison.

## **Conduct**

The Resident shall not exercise or carry on, or permit to be exercised or carried on, in, on or about the Resident Accommodation or at Renison any illegal act or any act or omission which impairs the safety or other legal right, privilege or interest of any other resident of Renison. The Resident shall not cause or permit noise, interference or nuisance of any kind which in the opinion of the Assistant Director may disturb the comfort or reasonable enjoyment of the Renison's other residents. Upon request to discontinue any offensive activity that is brought to the Resident's attention by Renison, its employees, agents or representatives, or any other resident of Renison, the Resident shall immediately cease and desist from the conduct or activity giving rise to the noise, interference or nuisance.

### **Conduct Acknowledgement & Agreement**

Should there be evidence that a Resident has a health or psychological issue, which in the reasonable opinion of the Assistant Director puts the Resident at risk of harming themselves or others, then Renison may, at its option and in its sole discretion: terminate this agreement after which the Resident shall immediately vacate the Resident Accommodation; or, require the Resident to develop and adhere to a safety plan which mitigates the risk of harming themselves or others to the satisfaction of the Assistant Director in order to remain in the Resident Accommodation. The safety plan will be developed with the assistance of the Student Services Social Worker, and will include, among other requirements, signing a conduct agreement with Renison regarding the utilization of appropriate supports. Failure by the Resident to adhere to the safety plan may result in, at the sole discretion of Renison, the termination of this agreement and the immediate vacation of the Residence Accommodation by the Resident.

### **Housing Service Indicator**

Renison reserves the right to place a Housing Service Indicator on student's University of Waterloo Quest account for any unpaid fees, resident fines, lost keys, and damages. The Housing Service Indicator limits the student's ability to enroll in classes, drop classes, view transcripts, and other University of Waterloo privileges.

### **Cleaning**

Residents shall maintain a reasonable level of cleanliness within the Resident Accommodation and any amenity space made available to the Resident. Residents are expected to empty their garbage and use the garbage and recycling disposals provided on each residence floor. Residents will have access to cleaning supplies and a vacuum for cleaning purposes. Although for communal bathrooms on residence floors are cleaned by maintenance staff daily, residents who live in a Link Style residence room are required to clean their own bathroom on a regular basis. Cleaning supplies are provided for this purpose.

### **Damages, room furnishings, and insurance**

Renison provides furnished rooms with amenities that are in good working order. Rooms are inspected by a Resident Don and the Facility Management Team at the start, during and end of the occupancy period. Any damages other than what is deemed normal 'wear and tear' is the responsibility of the Resident including repair or replacement of any damaged item(s). Financial responsibility rests with the Resident, any dispute will result in shared responsibility between roommate Residents.

Any unpaid damage fees will result in a Housing Service Indicator.

All room furniture must be returned to the original set up at the end of the occupancy period. Resident Accommodation requiring excessive cleaning will result in a fee in an amount equivalent to the amount expended in cleaning same and a Housing Service Indicator shall be assessed in respect of such fee if not paid to Renison within 10 days of demand.

Keys that are lost or misplaced and require a door lock to be re-keyed shall be the responsibility of the Resident. The cost of this service is \$300 and will be charged to the Resident; payable by the Resident upon issuance of a new key.

Any items left behind in the Resident Accommodation from and after the Expiry Date shall be deemed to have been abandoned by the Resident and Renison shall be entitled to discard or sell same as it deems appropriate, without obligation to the Resident and without recourse by the Resident.

The College assumes no responsibility for any loss or damage to personal property of the Resident and the Resident expressly releases Renison from and against any liability in respect of any such loss or damage. The Resident is responsible for maintaining its own insurance with respect to all such personal property.

### **Keys**

Residents are assigned two personal keys: one that permits entrance into the college, most residence hallways, and the bike shed and one that permits entry into the Resident Accommodation. Residents are required to keep their keys in their possession at all times. Keys should never be loaned to another individual. If a key goes missing, the Resident should immediately report the loss to the Housing and Student Life Department or to a Don. A new key will be issued when the lock has been changed, in accordance with the preceding section, the Resident shall not make duplicates of any keys. Upon the Expiry Date the Resident shall surrender all keys to their residence Don or the Housing and Student Life Department.

### **Entry of Resident Rooms**

Authorized personnel are permitted to enter a Resident Accommodation without notice when they believe that emergency conditions or a threat to the health and safety of individuals exists (e.g. fire, medical emergencies, etc.). The Facility Management Team has the right to enter all Resident Accommodation to make repairs or to perform preventive maintenance. All personnel are instructed not to unnecessarily disturb personal property. External contractors are always escorted by a Renison representative. Housing and Student Life staff, including members of the Don Team have been instructed not to open Resident Accommodation rooms without permission unless a Resident has created a disturbance or other nuisance and does not respond to staff's request to discontinue the disturbance or other nuisance. Under such circumstances, the staff may enter the room to stop the noise or activity (i.e. alarm clock, stereo, TV, etc.).

### **Storage**

Renison does not have the ability to store belongings in between terms for Residents or at other times throughout the year. Residents who bring additional furnishings (chair, clothes rack, etc.) are expected to keep the Renison furnishings in the Resident Accommodation and shall not remove same.

## **Refrigerators and Other Devices**

Residents may furnish their Resident Accommodation with a refrigerator as long as it is no larger than 3.6 cubic feet. Air conditioners are not permitted. Heat generating devices such as microwaves, toasters, space heaters and hotplates are not permitted in Resident Accommodation. Automatic shut-off kettles are permitted in Resident Accommodation. The Resident shall not use the Resident Accommodation for cooking or food preparation.

## **Roommates**

New students fill out an Application for Residence Accommodation Form through the eRez Life residential software program. During the summer months, the Residence Life Coordinator carefully reads all of the applications and matches roommates according to lifestyle, field of study, and special needs. New and returning Residents alike can request specific roommates if they wish. Residents who have their roommates move out at the end of fall term are required to pair up with a new roommate for the winter term. On occasion, at the option of Renison, Residents are permitted to keep their room as a single room however an additional fee will be charged and shall be payable by the Resident to Renison. Be sure to know what your roommate's plans are for co-op. Speak with your Don to find a suitable match.

Returning Residents will receive notification early in the winter term regarding the return to residence process through eRez Life.

## **Disputes/Agreements**

It is understood that roommates will mediate their own disputes. A Resident Don may be able to assist in mediation. Compromise and mutual respect is expected as part of living with a roommate. Residents complete a Roommate Agreement at the beginning of the term. This is a document which facilitates expectations relating to communal living.

On rare occasions when matters are not settled after intervention by the Don or other resources, the Assistant Director may be called on to determine whether compromise is possible or a room change is necessary. Renison through the Housing and Student Life Department reserves the right to relocate each Resident involved in any such dispute.

## **Room Changes**

Room changes are only possible if a suitable roommate match can be found elsewhere at Renison. Changes are only made at the end of each term. The Assistant Director gives final approval for such changes. Residents requesting a room change must first discuss the situation with their Don. Every situation is considered individually, and decisions are made to suit the best interests of the people involved.

## **Vacation Periods**

Renison residences remain open during Thanksgiving weekend, Fall Break Study Days, Winter Reading Week, and Easter weekend, but are closed between Fall and Winter, Winter and Spring, Spring and Fall

terms. Residents are required to vacate the Resident Accommodation on or prior to the Expiry Date. Residents are encouraged to take valuables with them during vacation periods, as they will not have access to them when the residences are closed. Residents leaving for co-op terms must take all of their belongings with them as Renison does not provide storage to Residents. Residents shall unplug all electrical devices, dispose of all trash, and lock all windows and doors before leaving for vacations.

### **Food services**

Renison University College's Food Services is provided in-house and included in the Resident's residence fees. Your residence contract entitles you to 19 meal times per week. A swipe card system (using the resident's student card or Wat Card) is in place. Residents are to produce the card each time through the cafeteria. A total of 6 swipes are permitted per day.

### **Meal Times:**

Monday – Friday:

- 7:30 am - 9:30 am - Full Breakfast
- 9:30 am - 10:30 am - Continental Breakfast
- 11:30 am - 2:00 pm - Lunch
- 4:45 p.m. – 7:00 p.m. Full Dinner
- 7:00 pm – 10 pm – Late dinners and limited services, including My Pantry until 10 pm

Saturday and Sunday:

- 11:00 am - 2:00 - Brunch, 4:45 pm - 6:30 pm - Full Dinner

At the discretion of the Principal or the Assistant Director, Housing and Student Life, meal times may be changed for special events. On occasions where food is being provided elsewhere for residents, meals will not be served in the Great Hall. The inclusive meal plan is required as part of the residence fees. The meal plan is non-transferable to other food service locations on campus at UW. Residents are not permitted to take cafeteria food, dishes, cutlery, to their Resident Accommodation.

### **Special Events**

Five times a year, College Community Dinners are held in the Great Hall. Usually served from 5 pm to 6:30 pm, these sit-down dinners feature special entertainment or performances during the dessert course. Many of the meals are served by student leaders, faculty and staff. Residents sit with their floors and are encouraged to dress more formally to suit the occasion.

### **Guests**

Your guests may eat at Renison, but they must pay the cafeteria staff for their meals. Non-residents are also welcome to attend College Community Dinners as long as they purchase a ticket from the Reception Office.

- Residents are not permitted to share food with their guests.
- Residents are not permitted to take food to their Resident Accommodation, other than bag lunches.

- Cafeteria cutlery, dishes and trays are not permitted to leave the cafeteria.
- All of the above infractions are considered theft.

### **Vegetarian Choices**

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

### **Portions**

Most portions are sufficient to suit even a large appetite. The swipe card permits 6 passes per day. Any food taken is considered a swipe from the card. Residents are welcome to have second beverages.

### **Bag Lunches and Late Dinners**

Renison Food Services provides bag lunches and late dinners for circumstances when Residents are unable to return to Renison for meals. Requests for bag lunches must be made by noon of the preceding day and then picked up the following morning. Bag lunches are considered the swipe for that meal.

Late dinners are also provided for convenience. A late dinner request form is to be filled out by 1pm on the day required

### **Mealtime Attire**

Residents shall be suitably dressed at all times in the Great Hall. Residents are to be fully dressed with appropriate footwear. Pyjamas and bathrobes are not considered appropriate.

A Food Committee, which includes Renison's Chef, and a student from each floor, meets once a month to address concerns, suggest alterations to the menu, and provide constructive feedback.

## **Renison Residence Community Standards**

Rules and regulations outlined in this Guide are to ensure the safe and efficient operation of the residence community. A breach of any of these Community Standards may result in disciplinary action and consequences including without limitation: reprimands, restorative sanctions, fines, restriction of privileges, confiscation of alcohol or unsafe belongings, behaviour contracts, police involvement as well as termination of Residence Accommodation and forfeit of fees.

Since it is impossible to cover every situation that might arise while living in Residence, any behavioral circumstances will be dealt with at the discretion of the Residence Life Coordinator and the Assistant Director, Housing and Student Life.

The following standards are subject to change at any time and from time to time at the discretion of Renison and shall become effective immediately. Notice of any such changes will be given to the Resident in a timely manner.

### **Alcohol**

- Participating in “Drinking games”, activities where drinking is a consequence or promote alcohol culture, within residence is prohibited.
- Beer in any colour of glass bottle, along with any other beer beverage, such as malt liquor, in glass bottles, is not permitted in residence.
- Consuming alcohol to the point of over intoxication where a Resident becomes a burden on staff or friends, or is a danger to them self and/or the community is prohibited. This includes situations where residents return to Renison after consuming alcohol off site.
- Residents who are under the age of 19 and consume alcohol, appear to be over intoxicated, or in possession of alcohol will have the alcohol confiscated.
- Alcohol privileges and restrictions may be a consequence for “of age” Residents whose alcohol consumption negatively effects the resident community.
- Residents who host under age persons and/or serve alcohol to underage persons will face disciplinary consequences.
- The consumption of alcohol is confined to resident rooms and lounges only. Alcohol is not permitted in resident hallways, the Great Hall or exterior areas of the Renison campus.
- Residents are not permitted to amass large quantities of alcohol or empties in their room. All empties are to be returned or recycled.
- Repeat infractions will result in escalating consequences and/or expulsion from residence and forfeiture of fees

### **Drugs**

- The use of and/or trafficking in legal and illegal recreational drugs are subject to the statutory provincial laws governing such matters.
- University of Waterloo Police will be contacted for any suspicion of possession and use of illegal drugs.

As stated by the Ontario provincial government, marijuana is not to be consumed in public spaces, workplaces and motorized vehicles. As Renison is both a public space and work place, the consumption of marijuana in any form is banned from the premises. Furthermore, Residents are prohibited from growing marijuana plants in Residence. Residents who have been prescribed the use of Medical Marijuana by a licenced physician will be permitted to smoke prescribed amounts in a designated smoking area. These Residents will have to contact that Residence Life Coordinator to go over their documentation.

### **Bullying/Discrimination/Harassment**

- Bullying is unwanted, aggressive behaviour that involves a real or perceived power imbalance. The behaviour is typically repetitive, or has the potential to be repeated, over time. All forms of bullying are not tolerated at Renison. Messages sent to a person or written about a person through technological means are prohibited. These technological means, including but not limited to, text messages, social media, and blogging are also not permitted if used in a harmful way.
- Every individual has the right to an environment characterized by equal opportunity and equitable access to goods and services at Renison. Every individual has the responsibility to treat

all members of the University community without discrimination. Discrimination is defined as any conduct that results in adverse treatment of an individual or group on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed/religion, sex, sexual orientation, disability, age, marital status, record of offence, gender identity or receipt of public assistance.

- Harassment is defined as inappropriate comments or conduct in relation to a person or group of people, which has the effect or purpose of creating a hostile or intimidating living, working or educational environment. This includes any attention or conduct by an individual or group who knows, or ought reasonably to know, that such attention or conduct is unwelcome, unwanted, offensive, or intimidating. Harassment based on a person's race, culture, creed, religion, sexual orientation, gender, age, abilities or appearance will not be tolerated. Messages to or about a person through technological means including, but not limited to, text messages, social media, and blogging are also not permitted under this standard.
- Pursuant to Federal and Provincial Laws, sexual violence is not tolerated in residence. Sexual violence is defined as any violence, physical or psychological, carried out through sexual means or by targeting sexuality. If you, or someone you know, experiences sexual violence, please contact any member of the residence team or Campus Police immediately.

### **Safety in Residence**

- Resident Dons are permitted to enter a room where it is believed that illegal activity is taking place. Should access to the room be denied by the resident, UW Police will be notified.
- It is important report suspicious people in the corridors, bathrooms, or lounges to a Don. Be an Up-stander NOT a bystander.
- Never let strangers into the locked building or onto the floor or into your room.
- It is advised to keep your door locked, even if you are leaving your room for just a few moments, and to lock your door when you go to sleep.
- It is advised to keep an inventory of all your valuables and label all items.
- It is advised to use a laptop cable to secure your computer to the desk by looping cable around the leg of the table.
- Always keep your keys in your possession.
- It is a good idea to let your roommate and or Don know if you plan to be away from residence over night or a prolonged period of days.

## Noise

- A resident's right to a quiet environment supersedes another resident's right to make noise.
- Respect hours are always in effect.
- Quiet hours are in effect from 11 pm to 8 am weekdays and Sundays and 1 am to 8 am on Friday and Saturday.
- Every resident has the right to request and that noise be kept down by speaking with residents of the offending room or with the assistance of a Resident Don.
- Stereos, speakers, personal computers, laptops, tablets, radios, CD players, MP3 players, TV sets, gaming systems, and musical instruments must be used with discretion and consideration for the convenience and sensibilities of other residents.
- Under no circumstances should noise be audible beyond the room in which the activity is taking place.
- "Continuous Quiet Hours" will be established from time to time by the Resident Don, or the Residence Life Coordinator; during examination times for example.

## Guests

- Guests will be bound by all rules which apply to residents.
- Residents are fully responsible for the conduct of their guests. Damage caused by a guest becomes the financial responsibility of the host. The host will also be liable for any fine incurred by a guest.
- Residents may have guests however; consideration must be shown for the needs of roommates and other residents. Guests must be approved by the roommate of the host.
- Guests may not stay in residence rooms past 10:30 p.m. unless permission is granted and registered with the floor Don as an overnight guest. Photo identification is required.
- Guests who consume alcohol are expected to show proof of age identification.
- Guests are to sleep in the room of their host only and must be supervised by their host at all times; including walking the guest to the door when they depart.
- Sleeping in lounges is not permitted.
- A maximum of two guests per host is permitted.
- Guests may only stay three consecutive nights out of a 7 day period. For extenuating circumstances, residents may seek permission from the Residence Life Coordinator (i.e. guests visiting from out of Country).
- Overnight guests are not permitted beyond the last day of classes in the term and during the exam period.
- Guests are not permitted to be in possession of resident keys.
- Guests are expected to pay the full rate for meals while staying at the College.
- Any breach of the above may result in guest privileges being revoked and other consequences.

## **Smoking**

- All indoor areas of the College, both public and residential, are legally designated smoke-free areas. Smoking is permitted outdoors only. Smokers must keep at least 10 metres away from all buildings.
- Incense, and candles are not permitted in the College.
- Hookahs, shisha, e-cigarettes, vapourizers and similar smoking devices are not permitted for use in residence and as a result will be confiscated upon evidence of inappropriate use. Any student wishing to possess or use a hookah for cultural purposes must seek and receive prior written permission from the Residence Life Coordinator. Individuals found to be involved in such behaviour or in the vicinity of such behaviour risk consequences.

## **Pets**

- Pets are not allowed in residence (not even as visitors to Renison). Only non-dangerous fish in aquariums no larger than 5 gallons are permitted. If a student chooses to have such a tank, they are responsible for ensuring its maintenance. No debris from the tank (including rocks/gravel) may be put down any drain in residence. (Please note: Certified service animals are permitted in residence while wearing identifying clothing (for non-residents) or with prior approval by the Assistant Director, Housing and Student Life. Charges for repairs or cleaning due to having a pet in residence will apply.

## **Pranks**

- Initiating, encouraging, supporting, responding in kind, retaliating or participating in raids and/or pranks that are disruptive, offensive, damaging to property, hostile to residents and/or staff are prohibited.

## **Weapons**

- Any item that is seen as or imitating a weapon, fire hazard, or a perceived threat to the safety of others are prohibited and will be confiscated. This includes but is not limited to firearms, knives, and fireworks.

## **Interior Resident Areas**

- College furniture is not to be transferred from other locations to residence rooms.
- Residents are to keep all hallways, washrooms, and lounges clean. Any mess is to be cleaned up immediately following use by those responsible. Garbage is to be put in the proper wastebaskets or recycling bins.
- Sports activities are not permitted in residence rooms, hallways, classrooms or the Great Hall.
- Bicycles are not permitted in residence rooms.
- Food and water fights are prohibited.
- Inter-floor or inter-residence raids/pranks are prohibited.

## **Exterior Areas**

- Students are not permitted on the roof of the College for any reason. Any violation will result in immediate expulsion.
- Students are prohibited from entering or exiting the buildings through any of the College windows, or climbing the exterior walls.
- Parkour activities are not permitted on Renison's Campus.
- Use of Renison's Fire Pit must be preapproved by the Residence Life Coordinator and supervised by a Resident Don.
- Bikes may only be locked to designated bike racks. All others will be removed.
- Parking is permitted only in designated parking spaces. Vehicles will be towed if found overnight, exceeding posted time limits, or are located in fire routes.
- Know and follow the residence hall fire emergency rules and procedures.
- Lock your room when leaving campus for a vacation or extended period of time.

## **Locked Premises**

For the safety of the residents, guests and facility, the following rules apply:

- Entry into locked premises is not permitted. This includes, offices, classrooms, storage rooms and resident rooms
- With respect to residence rooms, a closed door is considered a locked door.
- Residents must have permission to open or enter a room which is not their own.
- All residence corridors are to be kept locked at all times.
- Residences are not allowed to prop exterior or corridor doors.
- Residents are not allowed to use other people's floors as shortcuts to other College areas.
- Unauthorized possession or use of College keys is prohibited.
- The Residence Life Coordinator will lock the buildings and check locks every night at 11 pm from Monday to Friday.
- The College will be locked every weekend from Friday at 4 pm until Monday at 7 am.
- Residents expecting weekend visitors, need to arrange to meet guests at entrance doors.
- Students are not permitted to fasten additional locking mechanisms to room doors, closets or desks.

## **Social Media**

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

### **Emergency numbers and Campus Resources**

The following contact information will be helpful during your stay at Renison.

After hours Duty Don: 519.498.3929

Renison Switchboard: 519.884.4400

Housing and Student Life Department: 519.884.4404 ext 28611

Renison University College: <https://uwaterloo.ca/renison/>

Accessibility Services: <https://uwaterloo.ca/accessability-services/>

Health Services: <https://uwaterloo.ca/campus-wellness/health-services>

UW Police Services: <https://uwaterloo.ca/police/>