

2024 SUMMER RESIDENCE CONTRACT

IMPORTANT: Please Read

While the Student Residences Contract serves to identify the respective obligations and responsibilities of the resident and the University, its greater purpose is to ensure an acceptable living environment for all residents. The following sections describe the terms and conditions of the legally binding Contract between you and the University of Manitoba. Please read the Contract and carefully consider its conditions.

RESIDENT RIGHTS AND RESPONSIBILITIES

Residents are expected to conduct themselves in accordance with the Statement of Student Rights and Responsibilities. Membership in the University of Manitoba community, and in particular in the community of Arthur V. Mauro Residence, Mary Speechly Hall, Pembina Hall Residence, and University College Residence obligates each resident:

- to practice personal and academic integrity;
- to respect the dignity and individuality of all persons, including themselves;
- to respect the rights and property of others;
- to take responsibility for one's own personal and academic commitments;
- to contribute to our community for fair, cooperative, and honest inquiry and learning;
- to respect and strive to learn from differences in people, ideas, and opinions; and
- to refrain from, and discourage, behaviours that threaten the freedom and respect that others deserve.

As an extension of the academic community, Student Residences serves the educational purpose of the University by providing an environment that is conducive to study and achievement. Beyond that function, however, Student Residences also encourages the development of a vital learning partnership between a resident and his/her neighbour, and between the residents and the University. All residents are expected to demonstrate an active commitment to the dynamics that sustain a healthy and vibrant intellectual community.

- Every resident has a right to be protected from actions that would infringe upon his or her intellectual growth, personal development, or individual liberty.
- Every resident has a responsibility to protect fellow residents and the residence community from the harmful effects of his or her actions.
- Violent, threatening, or disruptive behaviour will not be tolerated.
- A copy of the Disciplinary and Appeal Process in Residence is available to all residents at the Student Residences General Offices

SECTION 1: ADMINISTRATION AND CONTRACT TERMS

1.0 BINDING CONTRACT

By clicking “I agree” on the Online Contract page of the Student Residences application portal, you have accepted an offer from the University of Manitoba for accommodation in a student residence managed and operated by the department of Student Residences. By accepting this offer, you have confirmed that you agree to comply with the terms and conditions outlined in this Contract.

1.1 ELIGIBILITY

To be eligible for residence housing during the summer term, you must have an affiliation with the University of Manitoba as a student, ICM student, faculty member, visiting guest, or employee.

In Manitoba the age of majority is 18 years of age; therefore, students planning to live in Residence at the University of Manitoba who are under the age of 18 require the signature of a parent or legal guardian on application and contractual documents. Underage students and their parent/guardian are required to fill in a Residence Authorization for Minors form prior to move in, which states that both the student and the parent/guardian are aware of, and understand, the residence policies outlined in the Residence Contract including the discipline procedures as they relate to underage students.

1.2 OCCUPANCY TERM DATES

The summer residence term begins on May 4th and the last night’s stay is August 1st.

Only students who have been accepted to live in residence for Fall 2024 will be eligible to stay the full month of August and will be moved to their Fall 2024 room as soon as it becomes available. The August rate is \$698 per month. Late end dates may be granted for those without a Fall booking but only upon availability and special request.

Early move-out dates (prior to August 1) are permitted without financial penalty for students enrolled only in the May-June portion of the summer academic term who wish to leave residence after completing this portion of the term. **This must be indicated on the application in order to be exempt from withdrawal penalties (see 1.7).**

1.4 RESIDENCE FEES

By entering this Contract, you hereby agree to pay an initial deposit in the amount of \$500 in order to secure your room and the balance of the total cost of the summer term on or before May 10, 2024. The summer rate information can be found at umanitoba.ca/housing/summer-term-conference#summer-term-residence.

For U of M students: Residence charges and miscellaneous charge items will appear on a student’s Aurora account and are due on May 10, 2024, regardless of summer enrolment status or posted summer tuition fee deadlines.

Fees must be paid in accordance with Financial Services’ payment options. For more information on payment options, please see: http://umanitoba.ca/admin/financial_services/revcap/payment.html.

ICM or other summer guests must pay residence fees in-person at the Arthur V. Mauro Residence. The residence office will accept Visa Debit, Mastercard Debit and Interac payments. We also accept VISA and Mastercard credit cards. If payments cannot be made in person, we also accept VISA and Mastercard over the phone or mailed cheques and money orders. All cheques are made payable to the University of Manitoba. We do not accept postdated cheques and **we no longer accept cash payments.**

If you choose or are required to change your residence accommodation after you move in and the room rate increases, you are required to pay that difference at the time you receive your new keys.

Failure to pay your residence fees in full on or before payment deadlines will result in the following actions:

- Residents with an outstanding balance will be assessed a \$50.00 late fee charge. U of M students will also be placed on “Hold” on their Aurora account. Delinquent ICM accounts will be forwarded to the ICM College Director in addition to being placed on hold.
- Residents who have an outstanding balance of \$750 or more after the payment deadline will be issued a warning letter. This letter will state that full payment of the account balance is required, or residents will face probation and/or eviction.

1.5 CANCELLATION OF RESIDENCE CONTRACT: PRIOR TO MOVING IN

Cancellation notices received prior to April 19, 2024, will receive a refund of 50% of the deposit received. On or after April 19, the deposit is forfeited. Notice of cancellation is required in writing via e-mail.

1.6 WITHDRAWAL FROM RESIDENCE: AFTER MOVING IN

Withdrawals are permitted at any time after move-in but are subject to a \$350 withdrawal fee. Withdrawals can only be made through the residence portal. Students with authorized and processed withdrawals will receive a credit on their Aurora account (or a credit on their StarRez residence account in the case of ICM students) based on a daily prorated amount.

1.7 ROOM SELECTION AND RE-ASSIGNMENT

We cannot guarantee that all residents will be assigned to the room type they request online, and the Director of Student Residences reserves the right to change any or all room selections at their discretion. If you are a current student living in residence you may be relocated to a new room for the summer term, depending on availability and room type request.

The University reserves the right to reassign residents to different buildings or rooms in the residence system after moving in or to terminate this agreement if such re-assignment or termination is advisable in the interests of health, safety, wellbeing of occupants and/or the residence community, discipline, maximization of resources or the administration of its residence program. In the case of re-assignment, the resident will be required to pay the residence fees stipulated for the new accommodation.

1.8 RESERVATIONS AND DEPOSIT

The deposit for the summer term is \$500. Your room is not guaranteed until the \$500 is received. Receipt of the deposit is required no later than April 5, 2024. Please note that if the department of Student Residences fails to receive the deposit by the due date, your application will be cancelled.

1.9 STORAGE

Summer residents may store items of reasonable size (i.e., up to 5 cubic feet per item) during the summer session at no charge. However, we cannot store full-size refrigerators or furniture.

If you leave residence during the summer term but are planning to return to residence for the fall term, you may store these items over the summer for a fee of \$100.

These fees will not be prorated for portions of the summer period. Only students with an active application for the subsequent fall term may utilize this service.

Storage must be retrieved by the end of the summer contract unless other arrangements have been made with the Student Residences office. This applies to residents who have not paid for summer storage, or to those who have paid, but do not live in residence in the fall. Unclaimed storage will be considered abandoned 30 days after check-out. This applies to students who have not paid for summer storage, or to those who have paid, but have not registered to live in residence in the fall. After 30 days, the office will dispose of or donate all unclaimed stored belongings. The University is not responsible for any property accepted into storage (see Section 1.16 – Insurance).

Bicycles: Bicycles are to be parked in the bicycle racks provided outside the residence buildings, and are not to be stored in residence rooms, stairwells or common areas. Students are responsible for providing their own lock when parking their bicycle. Student Residences is not responsible for stolen or damaged bicycles.

1.10 VACATING AND ABANDONED PROPERTY

Vacating your residence accommodation means removing all persons and personal possessions (including debris) from the room and leaving the room in the same (or better) condition in which it was provided to you. If you fail to provide a vacant room as required, you will be responsible for all associated costs incurred to clean the room and collect/store personal items left behind. **All items left behind will be forfeited and either discarded or donated to charity.**

1.11 UNAUTHORIZED OCCUPANCY

This Contract and your accommodation cannot, under any circumstances, be assigned, “sublet,” lent out, or otherwise to any person other than you. Unauthorized assignments will be considered a breach of the Contract and will result in the eviction of you and the other person(s) occupying the room. If you wish to withdraw from residence, you must consult with the Student Residences administration office first.

If you are temporarily or permanently alone in a room or suite with more than one bed space (AVM suite or a double room in MSH or UCR), the second room / bed space is not to be utilized in any way before the arrival of the other occupant(s). Any sign of usage in an unassigned room /bed space may result in additional cleaning charges to the original occupant(s).

1.12 CLEANING AND MAINTENANCE

Residents are responsible for ensuring that their rooms and furniture are kept in good repair. This includes keeping rooms in a neat and sanitary condition. Excessive waste and clutter that would violate fire safety regulations is not permitted. Rooms must be kept in a sanitary condition in order to provide healthy living conditions. Excessive waste that attracts animals, or insects is not permitted. Vacuum cleaners can be requested from the Student Residences offices. The shared areas of residence (hallways, lounges, and public areas) are considered to be the joint responsibility of all residents. Each resident is expected to do his or her share to keep these areas neat and tidy for residents and their visitors.

Maintenance problems should be reported through the residence application portal. By submitting a maintenance request online, the resident provides consent for residence and/or other necessary university staff to enter the room to complete the required maintenance/repairs during regular office hours.

1.13 DAMAGES AND CLEANING COSTS

Residents will be expected to assume all or a portion of the cost of damages caused accidentally by themselves or their guests.

- Individual residents will be expected to make restitution where they (or their guest(s)) are found responsible for either a) any damage or loss of property to the residence hall, or b) any unnecessary service costs in the operation of the residence hall.
- Where damage has been caused to areas of the residence hall used in common by the residents, all residents shall assume collective responsibility for the damage, unless individual responsibility can be established.
- Residents will be assessed the cost of any damages caused during their period of occupancy. In Arthur V. Mauro Residence, both residents will be assessed charges for damage or additional cleaning to shared areas in their suite.
- Residents leaving their room in a condition other than that in which it was found will be assessed a minimum \$50.00 cleaning fee and may result in ineligibility for future terms.
- Damage and excessive cleaning costs will be added to your account immediately after the move-out room inspection.

1.14 PROTECTION OF PRIVACY

Personal resident information collected and possessed by the department of Student Residences will not be released to persons outside the University administration, including parents, without written consent from the resident or resident applicant. However, by entering this Contract, the University reserves the right to contact your parent(s), guardian(s) or emergency contact in the event of an emergency situation as determined by the discretion of the department's administrative and residence life staff.

PLEASE NOTE: Students under the age of 18 and their parent/guardian(s) must sign a Residence Authorization for Minors form granting Student Residences permission to contact the student's parent/guardian(s) regarding all residence matters (not just in the case of emergencies).

1.15 UNFORSEEN CIRCUMSTANCES

The University, insomuch as it is within its control, will provide accommodation pursuant to the terms and conditions of this Contract. However, there may be events beyond the control of the University that affect the University's ability to provide services and accommodation, notwithstanding our commitments under the Student Residences Contract. These events would include devastation to all or parts of the premises, like fire or flooding, unforeseen delays in construction or renovations, a union strike, or medical epidemic. In these typically rare situations, the University will reassign the resident to another room or residence. If no other room or residence is available, the University will provide a pro-rated refund of residence fees for the unexpired term. Except as specifically provided herein, the University will not be liable for damages or losses or for its inability to provide the contracted services and accommodation.

1.16 INSURANCE

Students leasing rooms during the summer months (May - August) receive continued tenant insurance coverage at no additional cost if they lived in residence during the preceding winter term. New summer students are required to purchase mandatory tenant insurance at a cost of \$42.50. This amount is automatically added to their room fees. Program details and information on filing a claim can be found by contacting the Residence Office directly. A \$500 deductible applies to all claims made.

1.17 CONTRACT CHANGES

Changes may not be made to the terms of this Contract without the written permission of the Director of Student Residences. During the term of the Contract, the University of Manitoba may unilaterally change or delete any provision of this Contract or add provisions to this Contract by sending you an email notification to the email address you have provided to the Department of Student Residences on your application for residence. If this occurs, the Department of Student Residences agrees to post a notice at the entrance of each residence advising that changes have been made to the contract. Changes will be effective and binding upon you on the date set out in the notification. If no date is set out in the notification, the Contract changes will be effective one week from the date the notification was sent. Please note that changes may be implemented immediately when, in the opinion of the Director of Student Residences, the health or safety of any person may be adversely affected by a delay.

SECTION 2: COMMUNITY STANDARDS GUIDELINES

Residence is a diverse community of distinct individuals from many different backgrounds. In order to maintain a comfortable living environment and to protect individual rights within the residence, we have developed a set of guidelines outlining the types of behaviour that are acceptable and the types of behaviour that are unacceptable. Residents are expected to use reasonable foresight in ensuring their actions do not place the safety or well-being of themselves or others at risk.

Unacceptable behaviour is any behaviour that contravenes these guidelines. These behaviours can be identified and addressed by anyone in the residence community. Unacceptable behaviour may come to the University's attention in a variety of ways, including observation by Residence staff, Security Services staff, Facilities Management staff, Dining Services staff or other students, or through photo, Internet, social media, mobile device or video evidence. Anything posted online that comes to our attention (e.g., Facebook, YouTube, Twitter) will be used as evidence in an investigation. Residence Life staff, Facilities Management staff, or any other University staff including contractors who work in the residences, Security Services and the Winnipeg Police Department, can document unacceptable behaviour within residence.

These regulations are an important part of this *Residence Contract* and are meant to ensure that Community Standards are met. Violation of Residence Community Standards, or actions that contribute to or facilitate the violation of any of the following regulations, are a breach of this *Residence Contract* and may result in disciplinary action. **The University will not accept ignorance, anger, alcohol or substance use as an excuse, reason or rationale for violating Residence Community Standards.**

The regulations fall into two classes:

- a) policies that govern the way we treat each other; and
- b) policies that govern the way we treat property.

Basically, our Community Standards operate on the following principle:

Each resident has a responsibility to respect the rights of themselves, others, and the community.

RULES PROTECTING PEOPLE:

- If an action works for one person but hurts everyone else or infringes upon the rights of others, disciplinary action may result.
- Similarly, if a group—even a majority of residents—behaves in a way that threatens, harms, or diminishes an individual (including harassment or hazing), disciplinary action may result.
- We expect each resident to demonstrate tolerance, consideration, and concern for his or her fellow residents. If somebody is likely to suffer physical, emotional, or material harm as a result of something you plan to do, it is not appropriate.

RULES PROTECTING PROPERTY:

- Like most communities, Student Residences recognizes that we need rules to protect both common property and private property.
- The cost of willful or negligent damage will be assigned to those who are responsible.
- Theft, vandalism, littering, and misuse or misappropriation of University property threaten the general well-being of the community and may constitute grounds for expulsion

COMPLIANCE WITH LAWS, ETC.

Student Residences and all residents must abide by all federal, provincial, and local government laws, regulations, and bylaws, as well as rules, regulations, policies and procedures, including, but not limited to, those issued by the University

COMPLIANCE WITH PUBLIC HEALTH ORDERS

All residents must comply with public health orders issued by the Manitoba Provincial Government and any other University of Manitoba health and safety protocols/requirements that may be distinct or above and beyond the current public health orders or recommendations. This may include, but is not limited to, proof of vaccination, masking, and self-isolation protocols. Repeated failure to comply with public health orders and safety requirements could result in disciplinary action conducted in a manner consistent with the procedures set out by the Student Discipline Bylaw of the University of Manitoba. This may include fines, residence probation and/or eviction.

2.0 ACCESSIBILITY (INCLUDING SERVICE ANIMALS)

The University of Manitoba promotes diversity, inclusion, and accessibility in our programs, employment opportunities, and in the conduct of the University's affairs. We believe in the inherent dignity of all people. We are committed to identifying and removing the barriers that prevent full and meaningful participation in all aspects of campus life. The University will comply with all applicable federal, provincial, and municipal legislation with respect to accessibility and will implement the standards specified under The Accessibility for Manitobans Act ("AMA").

In order to facilitate Reasonable Accommodations of a student's disability related needs, Student Accessibility Services (SAS) requires students with disabilities requesting accommodations to register with their office as soon as possible. SAS will work with you and Student Residences to facilitate Reasonable Accommodations in accordance with the Student Accessibility Procedure (<https://umanitoba.ca/governance/governing-documents-students#accessibility>). This process applies to current and prospective students with Service Animals and also requires the facilitation of an animal care plan approved by Student Residences before you are able to move in.

2.1 ADVERTISING

- Door-to-door selling or soliciting is prohibited in residence halls.
- All posters must be approved and stamped. Posters are approved and reviewed by the Director or an Associate Director of Student Residences.
- Posters must be put on a bulletin board, unless given permission to do otherwise.
- Under NO circumstances are posters or flyers to be distributed to residents under their doors or in their mailboxes without permission from the Director or an Associate Director.
- Advertising will NOT be accepted for liquor functions held off campus.
- Advertising for a non-university, community-oriented event off campus will be accepted if there is no liquor advertised and no admission is charged.
- Poster content and images CANNOT be offensive in nature. While this is at the discretion of the Director or an Associate Director, examples would include content or images that are considered lewd, sexist, racist, sexually provocative, etc.
- Advertising that contravenes the University of Manitoba Commercial Advertising Policy will NOT be accepted.

2.2 ALCOHOL

The University works diligently to uphold and enforce federal, provincial, and municipal laws. This includes, but is not limited to: Residence Alcohol Community Standards, the University of Manitoba Campus Alcohol Policy, and the Manitoba Liquor Control regulations, Residents may receive a minimum of \$50.00 fine for a first-time offence under this section.

In the province of Manitoba, individuals who are eighteen (18) years of age or older are permitted to consume alcohol, however, consumption of alcohol in residence is allowed in accordance with the guidelines established in this contract. Residents who choose to consume alcohol are expected to do so in a responsible manner and in accordance with the following regulations (Refer to Residence Alcohol Community Standards for the full policy, Section 5):

- **Alcohol-Free Areas:** Alcohol may not be consumed in public spaces including, but not limited to, hallways/corridors, stairwells, elevators, lobbies, specified study areas, patios, and/or laundry rooms. Residents, including their guests, are not permitted to possess and/or consume alcohol in the designated alcohol-free areas.
- **Brewing & Distilling:** The brewing and/or distilling of alcohol in residence is strictly prohibited. Home brewing or wine making equipment is prohibited on Residence Property.
- **“Common source” alcohol is prohibited:** Possession and/or consumption of “common source” alcohol: e.g., kegs, growlers, “bubbas,” Jell-O shooters, Texas mickeys, or other large containers of alcohol (defined as 14oz of beer/60oz hard liquor/1.5L of wine).
- **Consumption of Alcohol:** Drinking and/or carrying open liquor is permitted only within the resident’s room and lounges, unless otherwise directed by the Residence Office.
- **“Drinking games” are prohibited:** Participating in “drinking games” (i.e., any activity involving skill, chance, or endurance on the part of one or more persons who play according to a set of rules which consist solely or partially on the consumption of alcohol, usually as a penalty for making mistakes, which includes, but is not limited to: cards, flip cup, beer pong, shotgunning, century club, and funneling) is not permitted. The University reserves the right to confiscate alcohol-related paraphernalia (e.g., funnels) deemed to be associated with mass consumption of alcohol or its promotion in residence.
- **Lounges/Common Rooms:** Must be booked with the Director, Associate Director, or Residence Life Coordinators. When alcohol is being consumed, bookings must be completed 24 hours before any gathering, party, or social event of 15 or more people.

- **Over-consumption of alcohol is prohibited:** Consuming alcohol to the point of extreme intoxication, to the point where a student becomes a burden on staff or friends, or is a danger to him or herself and/or community, is prohibited.
- **Student Room Capacity:** Must not exceed more than 10 people at any time when alcohol is being consumed. All requests for more than 10 people in a room will be reviewed by the Director, Associate Director, or Residence Life Coordinators. Bookings must be completed 24 hours in advance.
- **Transport of Alcohol:** Alcohol may only be transported in a closed container. Alcohol being carried in a glass container must be placed in a bag (e.g., a grocery bag). Alcohol that is defined as closed should be able to be tipped upside-down (the blizzard rule).

2.3 CANDLES/INCENSE

Use of candles, incense and/or wax warmers in residence is not permitted either in common spaces or private rooms. Residents will receive a minimum \$50.00 fine for a first-time offence.

2.4 CANNABIS/MARIJUANA

All residents should familiarize themselves with Provincial and Federal laws on cannabis and will be expected to uphold these laws while in residence and on University property at all times. Please note that Manitoba provincial laws prohibit the use of cannabis in public places which includes all University property. For more information on federal and provincial facts about cannabis see: <https://www.canada.ca/en/health-canada/services/drugs-medication/cannabis/laws-regulations/regulations-support-cannabis-act.html>

The cannabis policy in Student Residences is as follows:

Smoking, vaping, and use of concentrated forms of cannabis e.g., shatter: Prohibited in residence.

Preparing and Cooking of Cannabis Products: Not permitted in residence.

Plants/growing: Not permitted in residence.

Edible cannabis products: Only legally purchased edible cannabis products with the standardized cannabis symbol and health warning message are permitted to be consumed in residence.

Sale, production and distribution: The sale, production or distribution for consideration of cannabis is not permitted in residence or on University property.

Cannabis use for medicinal purposes is also restricted by the University of Manitoba Clean Air Policy which prohibits smoking inside University property, including residences. Students with a prescription for medical cannabis are encouraged to meet with residence life staff and/or Student Accessibility Services for more information on authorized cannabis usage on campus.

Disciplinary sanctions and fines will be levied to those who contravene these laws and policies. Residents will receive a minimum \$50.00 fine for a first-time offence*

*Note: Delayed response in opening your door and/or attempts to remove or mask the smell of smoking cannabis indoors will raise further suspicion and increase the severity of the sanction levied.

2.5 COMBUSTIBLE FUELS AND EXPLOSIVE MATERIALS

Using and/or storing propane tanks (either empty or full) indoors, or any appliance requiring combustible fuel (including fondue sets) is not permitted in any residence hall. Only barbeques provided by the University can be used on residence property. Possession of explosive or flammable material including, but not limited to firecrackers, fireworks, dynamite, gasoline, sparklers or other such materials, is not permitted on residence property.

2.6 COOKING AND RESIDENCE COMMUNITY KITCHENS

During summer months, no meal plans are provided and retail dining locations on campus have reduced hours. While the community kitchens are available for all residents to use, cold and frozen storage options and general space in these facilities is limited. **Students should not solely rely on the use of community kitchens for a complete source of meals and meal production.** Microwaves and mini fridges are permitted in all room types and are encouraged to be utilized to complement the use of community kitchens.

Cooking devices that are open-coil, open flame, gas-based or are for the purpose of deep-frying foods are strictly prohibited in all residence buildings. This includes all types of hot plates. All appliances should be CSA approved and must be plugged into the wall directly. Regular “extension cords” are strictly prohibited for use with in-room cooking appliances.

Pembina Hall Residence: Microwaves, mini fridges and kettles with automatic shut-offs are permitted. Appliances with an enclosed heat source (e.g., toaster, toaster oven, slow cooker, rice cooker) are permitted in common kitchen areas only. These appliances are not permitted for in-room use under any circumstances.

Arthur Mauro Residence: Appliances with an enclosed heat source may be used in kitchenettes only. No hotplates including induction hotplates.

Students following the guidelines above may only use appliances that they know how to work, and should never leave cooking unattended. Damages resulting from cooking (including but not limited to oil splatters, microwave fires, smoke damage and fire alarm response costs) will be charged back to the student(s) responsible. The use of unauthorized cooking equipment endangers the entire residence community by creating the risk of a fire event in the building. Residents found to be using unauthorized or damaged cooking equipment (hot plates, deep fryers etc.) will be subject to disciplinary action, including a written warning, disciplinary fines, immediate confiscation of the equipment by Residence Life Staff. Repeat offenses are subject to eviction from residence.

Residence Community Kitchen: Students using this space are responsible to clean up after themselves. Use of these kitchens is a collective responsibility to keep clean. If residents do not follow the Community Kitchen rules and responsibilities as outlined below, it could result in disciplinary action, including restricted access to community kitchen space, disciplinary fines or eviction from residence. **Guests are not permitted to use the kitchen facilities at any time.**

Residents using the kitchen facilities are responsible for:

- Providing their own cleaning supplies.
- Providing their own cookware.
- Washing any dishes immediately after use. Any dishes left abandoned are subject to removal.
- Cleaning up any spills on the counter, table, floor or stovetop.
- Cleaning out the microwave after each use.
- Disposing or recycling any garbage, containers or food scraps left behind.

Residents are prohibited from:

- Leaving cooking unattended on the stovetop or in the oven. Any food product that is found unattended will be discarded by Residence Life Staff.
- Discarding any food waste or oil down the sink. All waste must be discarded or recycled in the appropriate bins.

Kitchen Lockers

- Personal items (dishes, utensils, food containers, non-perishable food items) can only be kept in the designated lockers or in the resident's room.
- Residents are responsible for providing their own lock (MSH kitchen). Residents can request a key from the main office (AVM/UCR kitchen).
- If a locker is kept in an unsanitary condition, Residence Life Staff will intervene by removing the lock (if present) and discarding the contents of the locker.
- Student Residences is not responsible for any lost or stolen property for items stored in the kitchen lockers.

Community Fridges:

- Community refrigerators are for everyone's use so be considerate about how much food you are storing at one time. Items kept in public fridges must be labeled with the owner's name, the date it went in the fridge, and stored in a sanitary way. **Staff will discard food that is not labeled or stored improperly.**
- All food must be stored in an airtight and leak-proof container.
- If a food hazard or contamination is present in the community fridge, the fridge will be subject to cleaning. Any items found to be contaminated will be discarded.
- The University shall not be held responsible for lost, stolen contents in fridges/freezers and for spoilage of perishables in the event of a power failure or appliance malfunction.

2.7 DOORS

Propping open entrance, exit, or fire doors puts all members of the community at risk and is, therefore, prohibited. It is also prohibited to take any action that impedes the ability to open any door in a public area that should be accessible, nor is one permitted to prevent another person from exiting his or her own room. Emergency Exits are not to be used during non-emergency situations.

2.8 FIRE SAFETY

Evacuation Procedure:

- When the fire alarm sounds, evacuate the building using the closest emergency exit. Do not use the elevators.
- Move quickly away from the building to your designated muster point (information below)
- If you know someone that is unable to evacuate the building, inform a Residence Life Staff member or any emergency services personnel immediately
- Do not re-enter the building until Residence Life Staff or emergency services has instructed you it is safe.
- Never assume it is a false alarm.

Residence Building	Muster Point	Winter or Inclement Weather
Arthur V. Mauro	F Lot	Engineering Atrium
Mary Speechly Hall	D Lot	Pembina Hall Proper (outside Student Lounge)
Pembina Hall Residence	D Lot	Pembina Hall Proper (outside Student Lounge)
University College Residence	B Lot (near portables)	Dayside

Failure to comply with the fire evacuation procedure will result in a minimum \$50.00 fine.

Fire Alarm Testing: Pulsating fire alarm bells/horns within the first two weeks of each month indicate legislated fire alarm testing by Physical Plant and do not require evacuation. It is important to note that if a true fire alarm happens to coincide with fire alarm testing, fire bells/horns will stop pulsing and will ring continuously, thereby indicating that you must exit the building and follow established evacuation procedures. For a schedule of which buildings will be tested when – please visit the Physical Plant website at http://umanitoba.ca/campus/physical_plant/977.html

Fire Equipment: Tampering with fire equipment (including but not limited to; smoke detectors, sprinkler heads, fire hoses and fire extinguishers) will result in a minimum \$150 fine. Falsely activating a fire alarm is an indictable offense under the Criminal Code of Canada and will result in eviction from residence.

Fire Exits: Fire exits and stairwells must be kept clear at all times.

2.9 FURNITURE, ROOM DECORATION, AND LOFTING

All residence rooms and suites are furnished. Residents are permitted to bring in smaller items such as a standard bar fridge, bookshelves, posters, plants, additional lighting. Anything that goes up on the wall must be removable without causing permanent damage to the paint or wall itself. Students will be charged if damage occurs, therefore, students choosing to hang things on their walls are to use sticky tack only.

Residents are prohibited from and may be charged for costs associated with remedying the following actions:

- Modifying, adding or tampering with existing electrical, plumbing or heating/cooling infrastructure (e.g., adding a wash wand/bidet, installing a room air conditioner, etc.);
- constructing bed lofts;
- bringing large items: full-sized refrigerators, mattresses, couches or other soft seating, etc., without the approval of the Director to prevent the potential for outside pollutants or pests;
- applying surface mounted adhesive lights to walls or furniture;
- mounting any poster on the outside of their room door or facing the outside on the window of the room that is sexist, racist or otherwise offensive (as determined by the Residence Life staff);
- removing, moving or altering assigned furniture;
- bringing common area furniture or fixtures into their rooms;
- damaging walls or paint;
- using electrical appliances with exposed wires (must have original factory casement or replacement casement); and
- in Pembina Hall Residence, students are prohibited from putting anything directly on their windows.

2.10 GUEST POLICY

Residents are expected to assume responsibility for the actions of their guests and will be held accountable for a guest's violation of Community Standards. Anyone who is invited to, accompanied on, accepted, or admitted to residence property (which includes but is not limited to all residence buildings and surrounding grounds) is deemed to be a guest of that resident. Rooms are contracted to residents for their private use only. A resident found to have an additional person living with them in residence will face disciplinary sanctions (See Section 1.11 – Unauthorized Occupancy).

Arrival and Movement of Guests: Residents must meet their guests at the front entrance of their residence building (rather than guests inappropriately entering and wandering through the residence). It is the responsibility of the resident to follow appropriate sign-in and sign-out procedures. Residents must accompany their guests at all times during their visit and are responsible for the guests' actions until the guests have left residence property.

Unauthorized Guests: A resident who facilitates the access (opening a locked door or allowing "tailgating" through a locked door) to a stranger or otherwise "un-hosted" person to residence property will be designated the host of that person and will be held accountable for that person's behaviour as if that person were their guest.

Guest Sign-in: Each resident is permitted to sign-in a maximum of five (5) guests at one time. Only one guest may stay overnight. Guests must be signed-in with Residence Security Access Control between 9 p.m. and 5 a.m. each day.

Guest's Length of Stay: Each resident is allowed to have a maximum of one overnight guest, for no longer than two consecutive nights and for a total of seven nights over an academic term. The Director, the Associate Director or the Residence Life Coordinator(s) does have the discretion to adjust the number of nights per term as they see fit. It is the responsibility of the resident to get the consent of his/her roommate(s) prior to having a guest overnight (see **Section 2.16 – Obligation of Resident to Roommate**), while also signing the guest in/out upon arrival/departure with the Resident Advisor. No extra bedding is available and guests may not sleep in lounges or common areas.

2.11 HARASSMENT

Harassment is defined as inappropriate comments or conduct in relation to a person or group of persons that has the effect or purpose of creating a hostile or intimidating living, working, or educational environment. This includes, but is not limited to, sexual harassment, bullying, hazing, and racial slurs. Harassment encompasses 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—this includes online conduct in social media, including but not limited to: Facebook, Twitter, email, Instagram, etc. Harassment of any kind will not be tolerated and is subject to discipline. Please refer to the *University's Respectful Workplace and Learning Environment Policy*, *Inappropriate or Disruptive Student Behaviour Policy*, and *Violent or Threatening Behaviour Policy* for additional details. We encourage those experiencing harassment to reach out to any of our residence life staff or report it to our office for guidance and support.

2.12 KEYS

- Upon payment of all fees owing, each resident is issued a set of keys. These include an entrance key, a room key, and a mailbox key. In the event that a key is lost, replacement fees will be charged to the resident account as follows (please note – applicable taxes will be added to the cost of replacement keys):
 - Fobs: \$20.00 each
 - Mailbox keys: \$25.00
 - Regular metal keys: \$100.00 each
- No one, other than a resident assigned to the room, may live in the room at any time. The resident will not rent, lend, or share the assigned room.
- Residence students may not lend or give their residence keys/fobs to anyone else, as it is a building security issue.
- Residents are not permitted to copy or tamper with any keys/fobs provided by Student Residences.
- Keys must be returned (directly to a staff member during regular office hours, or through the mail/key slot after hours) by move-out day in April, or by the date specified in an earlier withdrawal agreement.
- Residents will be charged from move-out day until keys are returned or until locks are changed.
- If a resident's keys are not returned by move-out day and the resident has not made arrangements with the Student Residences Office to extend his or her stay, then access to the room will be changed at the resident's expense. The resident's University account will be put on Hold (while on Hold, a student is unable to use any of the University services that are normally available). The Hold can only be released when the key has been returned and the University account settled.
- Twenty-four-hour temporary key use will be provided for misplaced keys. If, after the 24-hour period, the temporary keys have not been returned, a lock change will occur at the resident's expense.
- Students who lose or forget their keys on a regular basis, and repeatedly require assisted access to their room, may be assigned a fine.

2.13 LAUNDRY

Laundry cards can be purchased and loaded at the Laundroworks machine located in your residence building. Minimum purchase is \$10 and in \$5 increments. No cash is accepted at these machines and unused funds on the card are non-refundable. Lost, stolen or defective cards should be reported to the Residence Office.

2.14 NOISE

In all residence buildings, residents are expected to be considerate of their neighbours and roommates 24 hours a day, 7 days a week. That being said, residence is a densely populated community of students from various backgrounds and with various interests. Although residents have the right to sleep and study in residence, they must also expect some reasonable living noise.

The following guidelines apply both within and outside of quiet hours:

- Residents are not permitted to create excessive noise of any kind.
- Music with excessive bass is not permitted.
- Subwoofers and large speakers are not permitted and are subject to removal.
- Residents will face disciplinary action for noise violations, up to and including a \$50.00 fine

Student Residences has designated "Quiet Hours" in all residence buildings. Quiet Hours are times in which residents are prohibited from making noise that can be heard outside their room or suite.

Quiet Hours are set as follows:

- Sunday to Thursday: 11:00 pm – 8:00 am
- Friday and Saturday: 2:00 am – 8:00 am

2 .15 OBLIGATION OF RESIDENT TO ROOMMATE

Roommates each have a right to share in the determination of the use of the room. In particular, residents should consult one another before inviting a guest or guests to visit in the room and should obtain permission before allowing a guest to remain for the night. The Director, the Associate Director, or the Residence Life Coordinator(s) does have the discretion to adjust the number of nights per term as they see fit. (See Section 2.9 – Guest Policy)

2 .16 PEST TREATMENT

In the event that insects or other pests are detected in your room, you are required to report this activity to Student Residences and refrain from treating pests on your own using home-use products. You are obligated to follow the instructions and recommendations provided by management and/or pest control professionals. This may include discarding infested personal items and washing items in a prescribed manner. In the case of bed bugs or other pests that do not pose health risks, as a best practice, residents will not be moved to another room.

2 .17 PETS

In accordance with University policy on Pets on Campus (<https://umanitoba.ca/governance/governing-documents/governing-documents-university-community#pets-on-campus>), pets are not allowed inside University Buildings, subject to the exceptions outlined in the Policy. Please see section 2.0 Accessibility (Including Service Animals) for more information on accommodating service animals in residence.

2 .18 PORNOGRAPHY

Displaying or making available for viewing pornographic material or sexual activity in public areas including, but not limited to hallways, common rooms, lobbies, stairwells, bathrooms, exterior room doors, living rooms, kitchens, windows, or any interior area of a room that can be seen from an open door is prohibited (in accordance with the Criminal Code of Canada, Section 163), as is use of computers or network infrastructure to display or distribute such material. Refer also to the University's Respectful Work and Learning Environment Policy.

2 .19 PRANKS AND PRACTICAL JOKES

Any action that violates the Residence Community Standards, regardless of whether or not that action was intended as a prank, will be regarded as a violation and treated accordingly. Clean-up of any mess created by pranks is the responsibility of the people involved. Any additional staff time required for this type of clean-up will be billed to the person(s) or floor responsible. Results depend on the situation.

2 .20 ROOM BOOKINGS

- **Lounges/Common Rooms:** Must be booked with the Director, Associate Director, or Residence Life Coordinators. Bookings must be completed 24 hours before any gathering, party, or social event of 15 or more people.
- **Student Room Capacity:** Must not exceed more than 10 people at any time (triple room suites in AVM have a capacity of 15 people). A student room is defined as the entire space assigned to a residence student, including enclosed kitchenettes and private washrooms.
- **Exceptions to Capacity Limits:** Residents may request an exception to this capacity for a specific time period through the Residence Life Coordinator by completing a Facility Reservation Request. Bookings must be completed 24 hours in advance.
- **Room Bookings:** Request for Booking Forms are available at the Arthur V. Mauro, Pembina Hall, and University College Residence offices. All requests for more than 15 people in a common room/lounge and 10 people in a resident room will be reviewed by the Director, Associate Director, or Residence Life Coordinators.
- **Room Bookings Involving Alcohol:** Refer to Section 2.1 – Alcohol.

2 .21 ROOM ENTRY

- **Right to Enter:** The University reserves the right to enter a resident's room, whether or not the resident is present, in cases of emergency, safety, sanitation, noise, theft, suspicion of illegal substances and/or weapons, or by authorization of the Director.
- **Student Entry:** Students may only enter another student's room with permission from the student who currently resides in that room. This stands whether the room is locked or not. Infractions of this rule are taken seriously and subject to disciplinary measures.
- **Cleaning and Maintenance:** In the case of an online maintenance request where the resident has voluntarily given written or verbal consent for a specific purpose or occasion, there will not be a notice of entry. A written Request for Repairs Form will constitute consent. For general building cleaning, maintenance and upgrades that require entry to multiple rooms, including, but not limited to; floor waxing and fire safety equipment testing and maintenance (fire dampers, sprinklers, alarms etc.), notice will be provided well in advance via email with at least 48-hours' notice. Entry time shall be during regular office hours, or as specified by the notice.
- **Room and Safety Inspection:** The University may conduct room condition and safety inspections of residence rooms once each term with notice of inspection given seven (7) days prior via email and in a letter placed under each resident's door.

2 .22 SECURITY

Residents are responsible for taking reasonable precautions to ensure that their accommodation and the building are protected from a breach in security. This includes, but is not limited to, the resident locking their room door(s) and window(s), not forcing or propping building doors, not permitting unknown person(s) into the building, and immediately reporting strangers or security concerns.

- Residence Security performs Access Control in the lobby of each residence building from 9:00 pm to 5:00 am every day. Residents must show their residence keys (AVM: swipe card, MSH and PHR: fob, and UCR: entrance key) and photo identification upon request to be granted access to the building.

2.23 SEXUAL ASSAULT

Sexual assault is defined as the intentional touching of another person with any object or body part without consent or by force. Sexual assault will not be tolerated in residence and persons found engaging in acts of sexual assault can face severe consequences and may be evicted. The University of Manitoba has specific policies, resources, supports and reporting procedures on sexual assault (see <http://umanitoba.ca/student/sexual-assault>). Residents that have experienced sexual assault are encouraged to use these resources, and if comfortable, share the experience with a safe person.

If a case of sexual assault is reported to Student Residences (directly or indirectly) where there are reasonable grounds to believe that the safety and security of an individual or the community is at risk, Student Residences may impose interim measures on the respondent (accused resident). Usually, this means temporarily moving the respondent to another residence building or off-campus altogether. Interim measures will remain in effect so long as reasonably required to gather all relevant information relating to the offense.

2 .24 SMOKING

Smoking will not be permitted in residence halls. Each residence hall has officially been designated as a non-smoking facility. Any student who is found to have tampered with or modified a smoke alarm will face disciplinary sanctions and possible eviction. The use of smoking materials in ALL areas of the residence halls, including bedrooms, is strictly prohibited. As such, students are required to vacate residence property prior to smoking. Smoking is prohibited within 8 meters or 25 feet of any building entrance on the Fort Garry Campus (refer to U of M Clean Air, Public Health Policy). Disciplinary sanctions and fines will be levied to those who contravene this policy. Residents will receive a minimum \$50.00 fine for a first-time offence.

Cannabis/Marijuana: See section 2.3

Electronic Cigarettes: Use of Electronic Cigarettes is not allowed in residence and is a violation of Community Standards and will result in a minimum \$50.00 fine. Electronic cigarettes may contain toxic ingredients and are only to be used in designated smoking areas.

2 .25 SMUDGING

Smudging is an Indigenous tradition that involves the use of sacred plant medicines such as sweetgrass, sage and/or cedar. Sage and cedar smudges produce a distinct aroma, but the smoke associated with them is minimal and lasts only a brief time. Sweetgrass has a very mild aroma and produces less smoke. A smudge is a cleansing ceremony, promoting holistic wellness.

Smudging is permitted in residence without prior arrangement in the community kitchen spaces in Arthur Mauro, Mary Speechly and University College residences. Smudging must take place in the immediate kitchen area only and the exhaust fans must be turned on. Smudges may also take place in residence rooms upon request by logging into the residence portal and clicking on the “Smudging Tab”.

2 .26 SPORTS

Sports or any horseplay in the hallways will not be tolerated. This includes, but is not limited to the use of rollerblades, skateboards and hoverboards.

2.27 SUBSTANCE ABUSE AND ILLEGAL DRUGS

Use or possession of illegal, prescription, and/or non-prescription drugs for recreational purposes is prohibited on University property and is a violation of the Residence Contract. Residents found or associated with any such drug use will receive a minimum \$50.00 fine for a first-time offence. This will also result in the student being placed on Residence Probation, which will make them ineligible to apply for residence next term.

Residents are prohibited from being involved with the trafficking, possession, use, and consumption of any such drugs in the residence community.

The University of Manitoba does not tolerate illegal drug-related offences. Residents found or associated with any drug use will, at a minimum, receive a \$50.00 fine for a first-time offence and be placed on Residence Probation.

2.28 THREATS TO HEALTH, LIFE, PROPERTY, OR THE UNIVERSITY'S GENERAL WELFARE

Where the University believes that the continued presence of a resident constitutes a threat of danger to health, life, or property, and/or affects the University adversely, the University will take immediate disciplinary action. Under such circumstances, a student may be expelled from residence immediately (result depends on situation).

Examples of such behaviour include:

- physical acts of violence, threats of violence, coercion, intimidation, or any other form of harassment;
- illegal sale, purchase, or use of drugs and/or alcohol;
- use or possession of explosives, firearms, or dangerous weapons;
- use or storage of flammable liquids or other dangerous substances;
- violation of Federal or Provincial law;
- damage, destruction, or theft of residents' and/or University property;
- tampering with or misusing elevators;
- tampering with or misusing fire equipment;
- setting fires;
- use or storage of combustion engines in the residence (including anything that has, as a component part, a combustion engine (e.g., a motorcycle).

2.29 UNIVERSITY PROPERTY AND COMMON PROPERTY

Common residence property and/or University property is intended for the benefit of the community. The removal of residence and/or University property to a student's room, or to any other location, will be considered an act of theft and treated accordingly. Students possessing and/or using stolen property (including, but not limited to: shopping carts and street signs) may be fined. Permission for pass keying a room to retrieve this property can be given by the Director without advance notice to the student(s).

2 .30 WEAPONS

Residents and their guests are not permitted, at any time, to bring or keep in their accommodation or the residence property, any of the following (each of which is described as a “weapon”):

- any real or replica projectile weapons, including, but not limited to, real or replica firearms, air guns, cross-bows, archery equipment, sling shots, paint-ball guns, and air guns, which includes BB guns;
- blades including bayonets, hunting or throwing knives, epees, and blades used in martial arts;
- any form of ammunition, including bullets;
- any other weapons, whether used for martial arts or other forms of combat training including current military or reserve service.

Wielding any object in a threatening or aggressive manner will result in immediate action, including the possibility of eviction. Residents may apply to have their materials stored on residence property, pending approval by the Director or Associate Director.

2 .31 WINDOWS, ROOFS, BALCONIES, etc.

Students are not permitted to engage in dangerous activities in residence or on residence grounds. Below is a representative, but not exhaustive, list of activities that are not permitted:

- removing screens from residence windows
- throwing objects at or from the residence buildings;
- climbing through windows;
- climbing to, or being on, roofs, balconies, or ledges;
- storing food or other items on top of roofs, ledges, or outside of windows, etc.

SECTION 3: ENFORCEMENT AND DISCIPLINE PROCESS

The residence community is guided by the belief that resident discipline should be developmental rather than punitive. Any sanction that is applied against an individual is applied for the purpose of changing behaviour and protecting the interests of the community. At the same time, considerable care is taken to ensure that any resident who has been accused of an offence is treated in a fair and just manner. Accordingly, the disciplinary system is designed to be both flexible and accountable.

- Disciplinary actions are conducted in a manner consistent with the procedures set out in the Student Discipline Bylaw of the University of Manitoba and are subject to appeal. Appeals are conducted in the manner prescribed by the guidelines of the Student Discipline By-law, copies of which are available on request (residents can also find the By-law on the University website).
- The model used to determine outcomes within our Community Standards is based on a balance of probabilities. If, after all credible information has been heard, the adjudicating personnel believe that the incident is more likely to have occurred than not, and there is reasonable proof that the person(s) responsible can be determined, then the standard of proof has been met.

When an alleged violation of Residence Community Standards is brought to the attention of the Associate Director, Residence Life, and s/he is responsible for ensuring that an investigation is conducted.

- Matters of discipline are brought forward to the Associate Director, Residence Life, or the Director of Student Residences. The Associate Director, Residence Life and/or Director of Student Residences have the final say on all discipline. Residents do not have to be given a verbal warning for a fine to be in effect. Decisions will be based on a preponderance of evidence (i.e., the evidence shows it is more likely than not that the alleged violation occurred).
- Residence Life Student Staff and Council Members, being in leadership positions in the community, will be held to a higher standard and will therefore be levied with higher sanctions.

Infractions are dealt with through a variety of mechanisms depending on the severity of the incident. This document attempts to provide to the resident an example of what the sanction might be for particular behaviours. This does not limit the possibility of other sanctions being imposed should the situation warrant. All financial costs incurred, as a result of breaking a residence regulation, will be billed to the resident's account. All sanctions are considered to be in effect once the resident(s) has been notified verbally during their conduct meeting. Residents will receive a written letter confirming the sanction levied by the Student Residences office.

The following may occur as a consequence of breaking Residence Community Standards (all are described below):

- Verbal Warning
- Written Warning
- Fine (increments of minimum \$25.00 to a max of \$1,000.00)
- Collective Billing
- Damage Fine
- Loss of Guest privileges
- Community Service and/or Seek Assessment from other units/professionals
- Residence Prohibition/Alcohol Probation
- Residence Probation
- Eviction from Residence
- Ban from all Residence Buildings

3.0 NOTICE TO MEET

Should the department of Student Residences need to meet with you – you will receive a “Notice to Meet” under your door. The purpose of a Notice to Meet is to gather facts surrounding an alleged community standard violation that has been reported to the Residence Life Office. If you receive a Notice to Meet, it means that it has been reported that you were either: a) involved in an incident or breach of the Residence Contract or b) we have reason to believe you may be able to assist in providing additional information regarding an incident we are currently investigating.

If you receive a notice to meet, you are **required** to book an appointment with a Residence Life Coordinator within five (5) business days of receiving the notice. You may bring representation from student advocacy, or residence council if you wish. Failure to respond to a Notice to Meet within this period will result in a fine. Please note that failing to meet with a Residence Life Coordinator as per the Notice to Meet waives your right to provide testimony and/or your version of the events and as a result, all decisions and sanctions in these cases will be determined solely on the original incident report(s).

3.1 VERBAL WARNING

Verbal Warnings are used by Residence Life Staff to indicate to residents what policy has been violated and what the consequences are should the behaviour be repeated. Verbal warnings are typically used for 1st time/minor violations. (e.g., first offence – noise violation)

3.2 WRITTEN WARNING

A written warning comes in the form of a written letter ensuring residents are aware of the Community Standard that has been violated. A written warning is recorded and tracked by the Student Residences office and typically issued for a minor violation. (e.g., first offence – too many guests in your room)

3.3 FINE

Monetary sum of money charged to a residents account. Fines can be issued by the Associate Director or the Director of Student Residences. Residents will be notified through a letter and will be expected to pay the issued fine within 5 business working days. (e.g., first offence – smoking in your room)

3.4 COLLECTIVE BILLING AND DAMAGES

Communities of residents (e.g., specific floor or bay) may be billed collectively for damages that occur to the common areas they occupy. This is only done after attempts have been made to find the individuals responsible for the damage.

This includes: fire alarms, extra cleaning, broken fixtures, broken windows, missing or damaged furniture. Residents responsible for damages will be charged the cost of replacement or repair. All fines will be placed on a resident's account and are expected to be paid within 5 business working days.

3.5 LOSS OF GUEST PRIVILEGES

Residents who have guests that violate Community Standards can be denied having guests in residence for as short as 1 week to a maximum length of their stay in residence. A resident will be informed verbally and/or by written letter of this sanction issued by the Associate Director, Residence Life or the Director of Student Residences.

3.6 COMMUNITY SERVICES OR SEEKING ASSESSMENT FROM OTHER UNITS

Community and Educational Sanctions may be used individually or may accompany any number of other sanctions. In some cases, residents may be asked to see other units, professionals, or off-campus partners. Examples of these professionals include: Campus Security Services, Winnipeg Police Services, Equity Office, Health Services, or Counseling Services.

3.7 ALCOHOL PROBATION

Residents placed on alcohol probation may not consume alcohol in any residence building, possess alcohol in their residence room, or return to residence intoxicated. Alcohol probation can be sanctioned for as short as one (1) week to a maximum length of a resident's stay in residence. Violating the Residence Alcohol Community Standards may result in a resident being placed on residence probation.

3.8 RESIDENCE PROBATION

Residence Probation is defined as a resident's last chance to remain in the community. Any subsequent violation that is serious enough to warrant a fine may result in immediate eviction from residence. In addition, once on probation, a resident is deemed ineligible to return to residence for future terms including

summer month(s). However, residents on probation may appeal to have their ineligibility status lifted for subsequent terms, but must be incident-free since the original sanction for a minimum of three (3) months. Appeals can be submitted, in writing, to the Associate Director, no earlier than March 1 during the academic year and August 1 during the summer.

3.9 EVICTION FROM RESIDENCE

A resident who has demonstrated a continued reluctance to comply with Residence Community Standards or is involved in a major incident may be expelled from residence. The resident will be required to vacate their residence room within 5-10 days or immediately if the resident is deemed a danger to the community.

Student Residences will charge the evicted student up to and including the day the resident is required to vacate the room as per the date stated in the eviction notice. The University reserves the right to terminate the contract immediately upon written notice without any refund of remitted fees or deposits.

An eviction from residence will prohibit the student from applying to residence for future terms. Eviction from residence is typically sanctioned by the Associate Director of Residence Life and /or the Director of Student Residences.

3.10 BAN FROM RESIDENCE

A Residence Ban can be issued on a student, guest, or previous resident who has violated Community Standards repeatedly or has been involved in a major incident. The individual will be prohibited from entering onto residence property. A residence ban can be sanctioned for as short as one (1) academic year (including summer term) to indefinitely. Individuals caught violating a residence ban can be charged under the Petty Trespassing Act.

3.11 APPEAL PROCESS

Residents may appeal sanctions given by Residence Life Staff, Residence Life Coordinators and Associate Director of Residence Life/Director of Student Residences. Only students registered at the University of Manitoba (which does not include the International College of Manitoba – ICM) are able to appeal at the Local Disciplinary and University Disciplinary Committee levels.

During the appeal process, residents must comply with all aspects of an imposed sanction until such time as they are notified in writing of the outcome of their appeal. Residents can appeal a decision only once. All appeals except appeals to the University Discipline Committee can be submitted to the Associate Director of Residence Life and/or the Director of Student Residences. Appeals to the University Discipline Committee must be submitted to the Office of the University Secretary. If the appeal is for a major offence, the resident should enlist the assistance of their elected student council designate or the Student Advocacy Department (please refer to *Student Discipline By-law*). Note: In cases where the sanction is eviction from residence as a result of a violation whereby the safety of another individual or the community is compromised, the appeal process will not defer the eviction date as noted in the original sanction.

Stage 1 Appeal: An informal written appeal may be submitted to the Director of Student Residences within ten (10) business/working days after receiving a letter of sanction. However, if the Director has been involved in the original disciplinary sanction, including meeting the resident about that incident on their own or with another member of residence life staff due to a residence life staff shortage/absence or the severe nature of the conduct in question, a Stage 1 appeal will be bypassed, and the next level of appeal would be to the Student Residences Local Discipline Committee (see below).

Stage 2 Appeal: The Student Residences Local Discipline Committee (SRLDC). The SRLDC has the responsibility of hearing appeals to Community Standards violation sanctions issued to its residents. This process can only be used after the student has exhausted the Stage 1 appeal process to the Associate Director of Residence Life and is still dissatisfied with the outcome. However, appeals to the SRLDC will only be considered based on one or all of the following grounds:

- Bias or unfair treatment
- Any procedural error
- The sanction is not logical consequence of the infraction
- New information has been found

Note: ICM students are not entitled to appeal stages beyond stage 1.

Appeals to the SRLDC must be made in writing within ten (10) business days from the meeting date appeal to the Associate Director of Residence Life. Appeals can be submitted to:

Student Residences Local Discipline Committee
Residence Life Office
106 Pembina Hall
Winnipeg, MB R3T 2N1

SECTION 4: RESIDENCE INTERNET USE POLICY

4.0 RESIDENCE INTERNET

Wireless Internet: All residence buildings contain pervasive Wi-Fi provided by Information Services and Technology (IST). Please note that IST is a central IT department and is not a residence department. All of IST's security, usage and wireless policies can be found at: <https://umanitoba.ca/information-services-technology/information-security-and-compliance>.

Wired Internet: Residents in AVM and PHR simply need to plug their device into the ethernet port in their room to use the wired Internet. You are required to provide your own ethernet cable. If you live in Mary Speechly Hall (MSH) and would like to use the wired Internet in your room, please contact Residence IT (it.residence@umanitoba.ca) to have an in-room DSL modem installed along with the necessary cabling. This equipment must be returned to the front desk in Arthur V. Mauro (AVM) in good, working condition upon your departure. Lost or damaged Internet connection equipment (including modem, cables and the wall jack) will be charged up to \$300 for replacement/repairs. Residents in University College Residence (UCR) can contact Bell MTS or Shaw to subscribe to a wired Internet connection.

Residents are not permitted to enable Wi-Fi broadcasting on devices that will conflict with or degrade the performance of IST's Wi-Fi in each of the residence buildings. Examples of devices that will broadcast or are able to broadcast a Wi-Fi signal if they are misconfigured are: Bluetooth/smart speakers, Windows Internet Connection Sharing, routers, most printers, phones (with hotspot feature turned on), Shaw modems, Bell MTS modems, smart TVs, etc.

Students can pay to subscribe to Shaw or Bell MTS for an Internet connection, but you must turn off the Wi-Fi feature of the modem.

Please contact the Residence Internet Help Desk (204-226-8951) if you are unsure about a device that you wish to bring into residence or if you would like help setting it up.

Regular Wi-Fi scans are done of each building. If a student does not disable a device found to be broadcasting a Wi-Fi signal, they may be subject to disciplinary actions.

4.1 COPYRIGHT INFRINGEMENT

Residents are not allowed to download or distribute files through the Internet that would violate a copyright law. This would include downloading and/or uploading any file or information that is copyrighted without proper consent. BitTorrent traffic is not permitted and is blocked on the residence Wi-Fi and wired network. Examples of copyrighted and/or copy protected items are movies, television shows, songs and documents. Residents are not allowed to setup a server or peer-to-peer (file sharing) connection to download or share files that would violate copyright laws. Some examples of peer-to-peer sharing websites are PirateBay.se, isoHunt.com, and Torrentz. Examples of peer-to-peer computer software programs are uTorrent, BitTorrent, and Vuze. All activity on a residence Internet/Intranet connection is subject to provincial and federal laws.

4.2 COPYRIGHT DISCIPLINE

If the central technology department (IST) is contacted about a copyright violation from a third party, they may contact the resident student directly. IST will determine the disciplinary measures for the violation. Otherwise, to be reviewed by and subject to the discretion of the Director of Student Residences and the Residence IT Administrator

4.3 USER ID AND PASSWORD CONFIDENTIALITY

All residence students will use their own or an assigned UMnetID (or UM email address) and password to log in and access the wired and wireless Internet available in Student Residence buildings. This account information is intended only for the person it has been given to and is not to be shared with anyone. If you give out UMnetID and password to others, you could be held liable for their activities and actions on the Internet/network.

4.4 VIRUS INFECTIONS AND HACKED COMPUTERS

Computers that become infected by a virus or have been hacked often contribute to network and Internet congestion. They also cause infections and problems with other UM computers. Residents who have a hacked or virus-infected computer will have their Internet connection suspended immediately upon detection. After the student's Internet connection has been suspended, Student Residences will attempt to contact and inform the resident about the situation. The resident's Internet connection will be restored when the Student Residences IT Administrator or IT Coordinator is confident that the resident's computer no longer poses a risk to the UM network, nor to the UM faculty/staff/students.

SECTION 5: ALCOHOL RELATED SANCTIONS

ALCOHOL AWARENESS

Residents who choose to consume alcohol are expected to do so in a safe and responsible manner. The Student Residences office has implemented an Alcohol Awareness Program to educate residents and encourage responsible consumption. This is achieved through presentations, posters and related events directed at all students. Participation by students concerned for their own safety and that of their friends will contribute to the success of the program.

UNIVERSITY OF MANITOBA ALCOHOL POLICY STATEMENT

Alcohol abuse is a serious health problem and can lead to conduct that may endanger the safety of individuals and result in damage to property, both on and off campus. This, in turn, may result in legal claims involving the University and others.

The purpose of this policy is to explicitly establish the general means by which alcohol abuse on the University of Manitoba campuses can be reduced or perhaps eliminated.

The University shall meet the policy's objective by:

1. Offering an alcohol education and awareness program within the scope of programs offered by or through Student Affairs;
2. Maintaining University guidelines with respect to the serving and consumption of alcohol on the Campuses; and
3. Requiring that events and facilities at which alcohol is served on the campuses (the "events and facilities") be managed effectively, and in accordance with the University's policy and procedures and MLCC rules and regulations; and this policy applies broadly, and covers all events and facilities on the campuses.

For the entire Campus Alcohol Policy and Procedure, please refer to:

Policy:

- https://umanitoba.ca/governance/sites/governance/files/2021-06/Campus%20Alcohol%20Policy_2009_12_18%20RF.pdf

Procedure:

- https://umanitoba.ca/governance/sites/governance/files/2021-06/Campus%20Alcohol%20Procedure_2009_12_18_RF.pdf

The Manitoba Liquor, Gaming and Cannabis Control Act:

<https://web2.gov.mb.ca/laws/statutes/ccsm/pdf.php?cap=l153>

Residents who are eighteen years of age or older are permitted to consume alcohol in residence according to the guidelines established in this contract, as long as they do so responsibly (see Section 2.1 Alcohol). Sanctions will be applied to Residents who fail to meet the Alcohol policies below.

The following model will be used for any of the following incidents as related to alcohol use:

Level One Violation:

- Consuming alcohol in public spaces including, but not limited to, hallways/corridors, stairwells, elevators, lobbies, patios, and/or laundry rooms.
- Any activity, which encourages excessive or dangerous consumption of alcohol, is prohibited, including drinking games or apparatus that promotes excessive drinking (kegs, Texas mickeys, growlers, bubbas, etc.).
- A noise violation that was the by-product of alcohol consumption.

Students with a Level One Violation will meet with their Residence Life Coordinator to discuss their behaviour. Depending on the severity of the incident, residents could receive any of the sanctions outlined in Section 3.

Level Two Violation:

- Anyone who is a repeat offender of any Level One violations.
- Underage drinking and possession of alcohol.
- Intoxication and overconsumption resulting in any, but not limited to, the following: major disturbances, vandalism, violence, personal health and safety, public intoxication.
- Not complying with the instructions of Residence Life Staff, Residence Security, or Security Services.

Students with a Level Two Violation will meet with a Residence Life Coordinator or the Associate Director of Residence Life and will be fined a minimum of \$50.00.

Level Three Violation:

- Multiple Level One and Two infractions will result in an automatic Level Three violation.
- Any repeat offence following a Level One or Two infraction (depending on severity).

Students with a Level Three Violation will require a meeting with a Residence Life Coordinator. The violation will result in a minimum of a \$50.00 fine, in addition to being placed on *Residence Probation.

*Residence Probation means that any subsequent violation of Community Standards that is serious enough to warrant a fine may result in immediate expulsion from residence. Residence Probation is generally extended to the end of the current academic year (i.e., April), at which time eligibility to return to residence is reviewed. If the student is permitted to return to residence, probationary status may be extended to the next academic year.

Any subsequent violations will result in an immediate meeting with the Director of Student Residences and/or Associate Director of Residence Life, in which an eviction may result.

Please note that the Director of Student Residences, Associate Director of Residence Life, and Residence Life Coordinators may use their discretion to determine which level a particular violation/incident falls within.

IMPORTANT CONTACT INFO

STUDENT RESIDENCES GENERAL OFFICES (8:00 AM – 9:30 PM)

- Administration Office – 101 Arthur V. Mauro Residence 204-474-9922
- Residence Life Office – 106 Pembina Hall 204-474-9942
- Satellite Office – 226 University College Residence 204-474-8203

RESIDENCE SECURITY (9:30 PM - 8 AM)

- Arthur V. Mauro Residence 204-471-2981
- Mary Speechly/Pembina Hall Residence 204-797-3970
- University College Residence 204-497-3969

CAMPUS SECURITY

- Non-Emergency and Safewalk 204-474-9312
- EMERGENCY 204-474-9341

STUDENT RESIDENCES STAFF

- Barry Stone, Director, Student Residences 204-474-8611
- Jessica Dearborn, Associate Director (Acting), Residence Life 204-474-7196
- Debbie Gajadhar, Administration & Operations Supervisor 204-474-8337
- Carolyn Kerr, Office Manager 204-474-6404
- Amanda Halayko, Occupancy Coordinator 204-480-1415
- Lorelei Scott, Assignments and Systems Specialist 204-474-9126
- Shaylene Fox, Financial Coordinator 204-474-9464
- Montana Quiring, IT Systems Administrator 204-474-8694

STUDENT RESIDENCES WEBSITE:

umanitoba.ca/housing