



September 5, 2024

ST. PAUL'S COLLEGE

STUDY CARREL POLICIES AND GUIDELINES

1. **Study Carrel Applications**

Study carrels are available for rent by members of St. Paul's College. Applications for the Fall & Winter Sessions are available in the General Office Room 209 St. Paul's College. All carrels are allocated on a first-come, first-serve basis. Each user must present an ID **and proof of membership of the college** when renting his/her space. Only one carrel space is allowed per student.

2. **Study Carrel Agreement**

Once applications are approved, each student must sign the St. Paul's College Agreement, pay the fees and receive the room access code. Students must sign the Study Carrel Agreement each term. The access code is not to be shared with others.

3. **Fees & Payments**

The fee for study carrel space is **\$60.00 for Fall & Winter Sessions** and **\$30.00 for Summer Session**. Payment is due prior to receipt of the room access code. **NOTE:** rental may be cancelled due to construction in late 2025.

4. **Room Code**

Students must pick up their room codes in person when they sign the Study Carrel Agreement.

5. **Use of Study Carrels – Regular & Summer Session**

Students wishing to use the study carrel area during the 2024 / 2025 Fall & Winter Sessions must re-apply to the General Office, Room 209 St. Paul's College. A fee is required for regular session (\$60) and Summer Session (\$30) rental of a carrel.

6. **St. Paul's College Building Hours**

St. Paul's College building hours are 8:00 am to 10:00 pm. The University is closed December 20, 2024 and reopens January 2, 2025, for the Christmas break.

7. “Good Neighbour” Policy

- a) All students are to **refrain from making loud noise, talking, smoking, eating or drinking** in the study carrel area. The study carrel area is for **studying only**. We ask that socializing take place in the cafeteria area.
- b) All study carrel users will be held responsible for their actions.
- c) **Study carrels are not to be moved due to fire regulations.**
- d) **Students are forbidden to share their room code with another or allow others to use the carrel room.**
- e) **Food cannot be left/stored in the carrel rooms as it attracts insects and rodents. Dispose of all uneaten food in the garbage cans provided.**
- f) The Rector’s Office will revoke all carrel room privileges for those students who do not comply with the policies and guidelines noted here.

8. Deadline for Vacating Study Carrels

Fall & Winter Term Students must vacate the study carrel by **Friday, April 25, 2025**. Summer/Intersession Students must vacate the study carrel by **Friday, August 8, 2025**. After these dates, any items left in the carrel room will be removed and held for **one month only** in the General Office.

9. Loss of Carrel Room Use

A breach of the “Good Neighbour” Policy (7) will result in the loss of your carrel room use and forfeiture of the study carrel fee. Belongings will be removed and kept in the General Office for a period of one month from date of removal.

10. Safety/Emergency

For users’ safety and the consideration of others, only authorized carrel users may use the study carrel room. **Do NOT give your entrance code to anyone. If unauthorized people are found using the facility, please contact John Di Noto, Office and Building Manager at 474-8578.**

Fire regulations require that each study carrel remain in the location assigned. Please do not move your study carrel. Also, no dividers or any other obstruction will be allowed in the study carrel rooms due to fire regulations.

In case of an emergency, please call Campus Security at “555” or 474-9312.

The College reserves the right to amend these policies at its discretion.