



## Residence Contract 2023–24



# Division of Housing and Ancillary Services

## OUR MISSION

To create a supportive, inclusive community for students to live, learn and flourish.

## OUR VISION

To be the foundation of the Western experience where students build character, succeed in their academic journey and establish connections to last a lifetime.

## OUR VALUES

We care deeply about our students, and together, we embrace the following core values:

**Trust:** We act with integrity and assume the good intentions of others.

**Respect:** We treat others, ourselves and our workplace with respect, holding ourselves accountable for our actions.

**Commitment to Diversity:** We value a positive environment where individual differences and diversity of thought are understood, accepted and appreciated.

**Belonging:** We believe everyone should have the opportunity to find their place in residence, working together to create an inclusive community where everyone belongs.

**Transformational Moments:** We value the opportunity to facilitate life-changing or thought-shifting moments, paving the way for positive personal development.

**Service to Others:** We believe in deepening our social conscience and serving the community through civic engagement.

**Health and Wellness:** We promote an environment where health, wellness and balance are possible, encouraging students and staff to take care of their minds and bodies by living their best lives.

**Sustainability:** We make socially and environmentally responsible choices.

**Innovation and Technology:** We embrace technological change and are willing to take risks to improve our knowledge, skills and efficiency.

**Leadership:** We promote the value of learning and encourage leadership development through collaborative decision-making and open communication.



## What's Inside

- 4** Introduction
- 4** Commitment to Diversity
- 5** Residence Fees, Charges and Fines
- 8** Moving In and Out of Residence
- 9** Your Mental Health and Wellness
- 10** Room Assignments
- 11** Liability and Insurance
- 12** Conduct Expectations
- 21** Caretaking, Untidiness and Damages
- 23** Guests in Residence
- 24** Residence Access and Keys
- 25** Safety and Emergencies



We acknowledge that Western University is located on the traditional lands of the Anishinaabek, Haudenosaunee, Lūnaapéewak and Chonnonton Nations, on lands connected with the London Township and Sombra Treaties of 1796 and the Dish with One Spoon Covenant Wampum.

With this, we respect the longstanding relationships that Indigenous Nations have to this land, as they are the original caretakers. We acknowledge historical and ongoing injustices that Indigenous Peoples (e.g. First Nations, Métis and Inuit) endure in Canada and we accept responsibility as a public institution to contribute toward revealing and correcting miseducation as well as renewing respectful relationships with Indigenous communities through our teaching, research and community service.





# Introduction



Welcome to Western's Residence community! This important document is the Residence Contract (the "Contract") it outlines your rights and responsibilities while living in residence. This is a legal document between you and Western University ("Western") as represented by Western's Housing and Ancillary Services Department ("Housing" or "we"), so please read it carefully. We may update the terms of the Contract from time to time and we will update you by email on any important changes.

This Contract applies to your day-to-day residence living activities and extends to all residence-related events, whether in residence, on campus or hosted off campus, including Orientation Week, programs and Residents' Council events such as dances and formals.

While living in residence, you must comply with the laws of Ontario and Canada. You must also comply with Western's policies, including **Western's Code of Student Conduct**, found at [uwo.ca/univsec/pdf/board/code.pdf](https://uwo.ca/univsec/pdf/board/code.pdf) and **Western's Policy on Gender-Based and Sexual Violence** found at [uwo.ca/univsec/pdf/policies/procedures/section1/mapp152.pdf](https://uwo.ca/univsec/pdf/policies/procedures/section1/mapp152.pdf). Failure to do so may result in your removal from residence.

Please know that your privacy is important to Western and Housing protects your privacy in the following ways: we will not release information about your whereabouts should we receive inquiries by phone, in person, or at our residence front desks. We will not provide your room number or verify whether or not you live in the building without your consent.

## Commitment to Diversity

We're all part of Western's diverse community. We embrace, appreciate and celebrate people of all races, nationalities, sexes, ages, gender identities and expressions, affectional and sexual orientations, socioeconomic statuses, spiritual practices, abilities and any other dimension of identity. Our community is strengthened by diversity and the growth fostered by an inclusive residence environment. Every person has equal worth and deserves to be treated with dignity and respect.

We live and learn together, maintaining an environment of mutual respect and interpersonal curiosity, while striving to have positive interactions with one another. We can learn from each other to gain a greater understanding and appreciation for our fellow people.

We're responsible for our actions and our behaviour reflects our values. Any form of abuse, harassment, threat or violence is incompatible with our philosophy and will not be tolerated. We don't accept ignorance, anger, alcohol or substance abuse as a valid excuse, reason or rationale for negative behaviour.

Together, we create a supportive, inclusive community for students to live, learn and flourish.



# Residence Fees, Charges and Fines

## 2023–2024 RESIDENCE ROOM & MEAL PLAN RATES

September–April (8 Months)

All rates are subject to change/approval by the University Senate and the Board of Governors.

	RESIDENCE	TYPE	FIXED COSTS (Non-Refundable)		TOTAL FOOD CREDIT** (Refundable)	TOTAL FEES (Room & Meal Plan)
			ROOM CHARGE*	MEAL PLAN OVERHEAD		
TRADITIONAL STYLE	Delaware Hall Medway-Sydenham Hall Saugeen-Maitland Hall	Double Room	\$9,050	\$3,700	\$2,950	\$15,700
		Single Room	\$9,750	\$3,700	\$2,950	\$16,400
HYBRID STYLE	Ontario Hall Perth Hall	Double Room	\$10,450	\$3,700	\$2,950	\$17,100
		Single Room	\$11,350	\$3,700	\$2,950	\$18,000
	Bayfield Hall	Double Room	\$9,550	Meal Plan is Optional.		\$9,550
SUITE STYLE	Elgin Hall Essex Hall	Single Room	\$11,750	\$3,700	\$2,950	\$18,400
	London Hall	Single Room	\$11,250	\$3,700	\$2,950	\$17,900
	Alumni House	Single Room	\$9,450	\$3,700	\$2,950	\$16,100
	Lambton Hall	Single Room	\$10,350	Meal Plan is Optional.		\$10,350

\* Residence room charge includes all utilities (water, heat, electricity), wired and wireless internet.

## 2023–2024 TOTAL FOOD CREDIT (Refundable)

RESIDENCE DOLLARS	FLEX DOLLARS	TOTAL FOOD CREDIT
\$2,250	\$700	\$2,950





# Residence Fees, Charges and Fines

## Rate Adjustments for Room Changes

If you move to a different room during the academic year that charges a different room rate than your original room, your account will be prorated to reflect the cost of the new room for the remaining academic year.

## Mid-Year Residence Offers

After the academic year has started, applications will open for students not currently in residence for spaces that may become available throughout

the academic term. Fees for these terms will be prorated to reflect the shorter Contract period.

If a suitable space becomes available, you will receive an offer email with a prepayment deadline. You will need to pay your prepayment before the deadline indicated to secure your space. If you decide to cancel within seven days of completing your prepayment, you will receive \$450 of your prepayment applied to your Student Center account. After seven days or after you move in, the prepayment is non-refundable.

FEES	CHARGES	FINES
Students are assigned fees as specific costs for services rendered.	Students are assigned charges because of direct out-of-pocket expenses incurred by Housing & Ancillary Services.	Students are assigned fines as a deterrent to certain behaviour.
<p><b>\$900</b> Residence prepayment</p> <p><b>\$450</b> Cancellation fee before August 1, 2023</p> <p><b>\$900</b> Cancellation fee after August 1, 2023 but before September 4, 2023</p> <p><b>\$900</b> Withdrawal fee</p> <p><b>\$60</b> Returned cheque fee</p> <p><b>\$40</b> Processing fee for food credit being applied to Student Center</p> <p><b>\$50</b> Early move-in accommodation fee (per day)</p> <p><b>\$80 +PST</b> Tenant Insurance</p> <p><b>\$2</b> Laundry — basic wash or dry per load (with laundry card)</p> <p><b>\$200</b> Winter break accommodation</p> <p><b>\$1,290</b> Super-single additional charge (calculated on prorated basis — see page 10 for more details)</p>	<p><b>\$5</b> Replacement laundry card (card only)</p> <p><b>\$25</b> Charge for dish/tray/cutlery removal from dining halls</p> <p><b>\$175</b> Lock change/reprogramming charge</p> <p><b>\$200</b> Fire alarm resetting (covers electrician costs)</p> <p><b>\$200</b> Accidental fire alarm (e.g., cooking)</p> <p><b>\$200</b> Unauthorized extended stay per night</p> <p><b>\$700</b> Unintended fire alarm resulting from prohibited activity (e.g., hall sports, horseplay)</p> <p><b>\$950</b> Malicious fire alarm (e.g., tampering with fire equipment + damages)</p>	<p><b>\$15 (begins)</b> Fine for each excessive use of spare key (in excess of 1 time per calendar month)</p> <p><b>\$75</b> Minimum fine for unauthorized use of keys</p> <p><b>\$25</b> Malicious damage fine plus restitution</p> <p><b>\$30</b> Minimum bio-hazardous clean-up fine (vomit and other bodily fluids)</p> <p><b>\$30</b> Single-serve alcohol glass bottle fine</p> <p><b>\$50</b> Screen, closet door or bedboard removal fine</p> <p><b>\$50</b> Smoking fine</p> <p><b>\$50</b> Misuse of a fire door</p> <p><b>\$50</b> Tampering with fire equipment</p> <p><b>\$100</b> Failure to evacuate during a fire alarm</p> <p><b>\$100</b> Unauthorized access to building (incl. residents' guests)</p>

Please note that these rates are subject to change without notice. Charges for one term are approximately half of the entire academic year rates and are based on the Contract dates in that term.





# Residence Fees, Charges and Fines

## PAYMENT METHODS

Your residence charges are combined with your tuition charges on one statement in your Student Center account. Your prepayment made to the Housing Office will be applied towards your statement of account. To make payments towards your statement of account, follow the payment methods listed on the Office of the Registrar's website.

Visit [registrar.uwo.ca](https://registrar.uwo.ca) for more information.

## LATE PAYMENTS

If your installments are not received by the deadlines indicated on your Student Center statement of account you will be charged a late fee by the Office of the Registrar for each instalment that is late. **Payments must be received by the Office of the Registrar by the deadline on your statement of account, or a suitable payment plan should be arranged by the deadline, otherwise your payment will be considered late.** Allow 2-3 business days for a payment to be processed to your account.

If your payment is not received by the deadline, or a suitable payment plan arranged, this may also result in the loss of your residence space, your placement in extended housing (e.g., combining multiple residents into rooms) and/or a further assessment of academic penalties as well as the applicable financial penalties. Non-payment will prevent future registration and will not allow you to obtain a grade report, a transcript or degree/diploma until the balance owing is fully paid. If there is an outstanding balance of your fees at the end of the academic year, any unused balance of your meal plan food credit may be applied toward your outstanding balance in your Student Center account.

If you currently have an outstanding balance in your Student Center or Western University Rental Account from a previous year, you will not be eligible to live in residence until payments are made in full. If you do not make this outstanding payment by July 1, 2023, your residence reservation will be cancelled.

## CANCELLATIONS, WITHDRAWALS AND TERMINATION

### *Cancellations Prior to Move-In*

Cancellation of your residence space must be submitted through the myHousing portal at [myhousing.uwo.ca](https://myhousing.uwo.ca). Half of your \$900 prepayment will be refunded if you submit your cancellation no later than August 1, 2023. You will forfeit your \$900 prepayment if you cancel your residence offer after that date. After the September move-in period has passed, your residence fees will be prorated for each day that your residence space is held for you until you submit your cancellation through the myHousing portal and you will forfeit your \$900 prepayment. If you are not deemed full-time or are not academically admissible according to the Office of the Registrar, your Residence Contract will be cancelled and your residence prepayment will be refunded.

### *Transferring to Brescia, Huron or King's Affiliated University Colleges*

If you transfer to an affiliated University College residence after accepting a Main-Campus residence accommodation, your cancellation must be submitted through the myHousing portal. Your residence prepayment will be forfeited and you will be subject to all applicable charges and withdrawal regulations.

### *Transferring to Western Apartments*

Transfers of prepayments from residence to University-owned apartments and vice-versa will be permitted prior to April 30, 2023. After April 30, 2023 your prepayment will be forfeited and you will be subject to all applicable charges and withdrawal regulations.

### *Withdrawing From Residence*

If you wish to withdraw from residence, you will need to submit a withdrawal request through the myHousing portal prior to your planned move out date. You are also required to complete a Residence Withdrawal Form on the day of your actual move out from residence.

If you withdraw or are required to withdraw from residence and withdraw academically from Western for any reason, you will be assessed a \$900 withdrawal fee ("Withdrawal Fee"), not as a penalty, but to cover the costs of processing the withdrawal.

If you withdraw from residence but remain a Western student, you will be held financially responsible for your full residence fee (including meal plan overhead costs). The amount that you owe may be reduced if another student, not currently living in residence, meets residence eligibility requirements, accepts a space in residence and assumes financial responsibility for the prorated balance of the residence fee. You will also be assessed the Withdrawal Fee.

You are required to be a full-time Western University Main Campus student to live in residence. If you voluntarily withdraw from Western, or cease to be a full-time student, you are required to contact [housing@uwo.ca](mailto:housing@uwo.ca) as you will be required to withdraw from residence and will be assessed the Withdrawal Fee.

If you move out of residence after March 31, 2024, you will be considered as a student that moved out early rather than a student that withdrew. Your residence charges will not be adjusted and the withdrawal fee will not be applied.

### *Termination From Residence*

If your Residence Contract is terminated, you will be held financially responsible for your full residence fee (including meal plan overhead costs). Your residence fees will not be reimbursed if you withdraw from Western following termination of your Residence Contract, or if you have been suspended or expelled from Western under the Code of Student Conduct, Gender-Based and Sexual Violence Policy, or a Scholastic Offence Policy. It will be considered a termination and the terms outlined in this Contract will apply.



# Moving In and Out of Residence



Students will be able to sign up for a move-in date and time from those dates and times available for their residence.

Students may remain in residence during Fall Reading Week (October 30 to November 5, 2023) and Spring Reading Week (February 17 to 25, 2024); however, limited food service is available in designated residence dining halls during this time.

For the winter break, all residents must vacate residence 24 hours after their last exam, test or class or by noon on December 23, 2023 (whichever is earlier) unless they are international students who have been approved for extended accommodation for the winter break. In April, all residents must vacate residence 24 hours after their last exam, test or class or by noon on May 1, 2024 (whichever is earlier). This ensures residences remain quiet and conducive to sleep and study during the final exam periods. You may be asked to vacate the residence if you are disrupting other community members with excessive noise or other behaviour during exam periods.

Housing may grant you permission to stay later than 24 hours after your last exam, test or class under exceptional circumstances. This request must be made via the myHousing Portal during the available registration period. There is a \$200 fine for each night spent in residence beyond your official move-out date if you have not received written approval for your extended stay.

You will be notified about closing procedures (including closing and reopening times) at least two weeks prior to any closing date. Buildings are secured and residents are not permitted access during winter break and throughout the summer.

## CHECKING OUT OF RESIDENCE

When moving out of your residence room you must:

- Remove your property as well as all garbage and recycling from your room.

- Turn in all keys that were assigned to you when you moved in including your mailbox key. You will be billed if you fail to turn in your key(s) before leaving campus.
- Leave your room, fixtures and appliances clean and return furniture to its original position. You may be charged a cleaning fee if you fail to do so.
- Room damages will be assessed after you move out and will be reflected on your statement of account which you can access via your Student Center account.
- Pay community damages at your residence front desk prior to moving out of residence.

You will be held financially accountable for the condition of your room and furnishings based on inventories and assessment conducted after you move out. **Within three days of moving in, you are required to complete a Room Inventory and Condition Checklist (RICC)**, which can be found on the myHousing Portal. Failure or refusal to bring prior damages to our attention on move-in could be detrimental to you and will not be considered unless brought to our attention via the RICC form.

Any property left in a residence following building closure will be assumed to be unwanted and donated or disposed of accordingly.

Should you wish to appeal any assessment relating to damage, contact [residenceappeals@uwo.ca](mailto:residenceappeals@uwo.ca) for more information.

### Notice to Vacate

We reserve the right to refuse admission or readmission to Housing or your Contract during the academic year if you fail to meet Housing requirements, standards, policies and/or regulations, or in the event of arrest or criminal conviction. You will be held financially responsible for your full residence fees in such cases.





# Your Mental Health and Wellness

We are committed to supporting and promoting the mental health and wellness of our students and residence communities, respecting and recognizing the impact for both.

Western offers a variety of services in support of student wellbeing and Housing works in close collaboration with these services to facilitate your healthy and successful residence experience. Residence Counselling & Student Support ([needtotalk@uwo.ca](mailto:needtotalk@uwo.ca)) provides free, professional, confidential counselling and case management services to residence students on a wide variety of issues.

Be sure to access Mental Health Support on the Western website [uwo.ca/health/psych/index.html](https://uwo.ca/health/psych/index.html). This site brings together all of Western's mental health resources in one location and provides information to students and parents with links to our campus and London community resources.

Should there be concerns regarding your mental wellbeing, you may be asked to join us in implementing a Self-Care and Safety Plan which outlines the supports and resources available including those available on a 24/7

basis. The intention of the Self-Care and Safety Plan is to highlight a shared accountability in self-care and safety planning, available resources and the support available to access those resources. At times, we will also reach out to involve parents, guardians or primary supports who can support in your self-care and safety. Should your behaviour and/or health issues cause us serious concern, we may notify your parent, guardian or other close relative or friend to facilitate contact with you and/or to discuss whether we can safely and effectively continue to support you in residence for your current year or in future academic years.

Out of concern for your wellbeing and the wellbeing of other residents and staff, in situations where your behavioural and mental health issues jeopardize your wellbeing and/or the wellbeing and safety of others or otherwise exceed our capacity to support you, you may be required: (i) to take a leave from residence until your health is restored; (ii) to find alternate accommodations off campus that better suit your needs; and/or (iii) to hire a professional personal support worker (at your expense) to provide increased supervision and support.





# Room Assignments



We reserve the right to assign rooms based on availability, including combining multiple residents into rooms (within reasonable limits of safety and comfort) in situations of high demand.

Housing reserves the right to terminate your Residence Contract, reassign residences or rooms and to effect other measures for reasons that include, but are not limited to, the safety, security and conduct of the residence program.

You will be responsible for paying any difference in prorated room charges if your room type changes (e.g. the single room rate is charged if you are moved from a double to a single room or if your roommate moves out of your double room, prorated from the date you take occupancy of the single room accommodation). You are not permitted to sublet your residence room or offer residence spaces on rental services such as (but not limited to) Airbnb.

## VACANCY AND CONSOLIDATION POLICY

Housing reserves the right to move you to a different space in residence to reduce losses in revenue and to fill vacancies that may occur throughout the year. You will be notified in advance that consolidation will be taking place. If a vacancy occurs in your room or suite, you must:

- Keep the unoccupied portion of the room in a condition that would allow a new roommate to move into the room on short notice; and
- Display a welcoming attitude of respect, cooperation and acceptance toward any resident who is newly assigned to your room/suite.

Failure to comply with the above may result in applicable room set-up/cleaning charges and/or disciplinary sanctions.

The Housing Office will endeavour to fill the space as quickly as possible by:

- Consulting the residence waiting list; and
- Consolidating vacancies from within the floor, unit or building.

You may be given the option of retaining the room privately for the remainder of the academic year at an adjusted rate in the rare event that there is space available and there is not a current demand for housing by other students. Your double room is then defined as a “super-single”. The super-single adjusted rate will be calculated on a prorated basis until the end of the term and will be based on a \$1,290 premium charged for the full academic year. Housing reserves the right to reassign you to an alternate residence room if you choose not to pay the premium.





# Liability and Insurance

## YOU ARE REQUIRED TO CARRY TENANT INSURANCE

Tenant insurance is a requirement for all students living in residence at Western. During the term of your Residence Contract and any renewals or extensions thereof, you must carry insurance coverage at your own expense for the loss of personal property and for liability for personal injury and property damage with a limit of no less than \$1 million for any one occurrence. You will automatically be billed for and issued tenant insurance through a recommended insurance broker as part of the Residence Placement Questionnaire process. Alternatively, if you hold an insurance policy that will cover you during your stay in residence, you are able to opt out by September 15, 2023. If you are a winter term student only, you are able to opt out by January 15, 2024. You will be required to provide your policy information via a link provided in the Residence Onboarding Process.

Housing is not responsible for property belonging to you or any of your guests which is lost, stolen or damaged in any way regardless of cause; whether or not this may occur in your accommodation or on the residence property, including storage facilities.

You will be held financially liable for damage to residence buildings or property that results from willful or negligent actions by either you or your guest(s). Even though it may not be your intention to damage Housing property, you will be held liable for any such damages. Further, you will be held responsible for any and all damage costs resulting from frozen and/or burst pipes caused by you or your guest(s) due to events such as failure to keep your windows closed in cold temperatures.

## RESPONSIBILITY FOR YOUR VALUABLES

Housing will not be responsible for any loss or damage occurring to any of your belongings during the move-in process even if they were moved in by a Western and/or Housing volunteer or Residence Staff. You are expected to clearly label your luggage, boxes, bags and other belongings with your first and last name. You are responsible for moving valuable items into residence yourself. Do not allow Housing volunteers or Residence Staff to handle any personal items of monetary or sentimental value.

This includes but is not limited to: laptops, computers, cell phones, tablets, electronics, video game systems, musical instruments, jewelry, textbooks, cash, gift cards, etc. You will not be compensated for items that are lost, misplaced, damaged or broken (by any means) during the move-in process.

You may leave personal property in your room during statutory holidays, the winter break and Reading Weeks, unless Housing indicates in advance a need to have the room vacated. You should always take valuable items (e.g., jewelry, computers, TVs, and the like) with you when you leave as Housing cannot guarantee the security of personal belongings in your room. **It is your responsibility to ensure your doors and windows are locked whenever you are not in your room.**





# Conduct Expectations

## Our residence behavioural management process:

- Educates students in regard to their actions and responsibilities
- Protects the residence community from conduct violations
- Maintains an environment that supports learning
- Repairs any harm that is done to the community

We actively foster the personal and social development of students who are held accountable for violations of the Contract. The behavioural management system is designed to promote self-discipline and increase your capacity to respect the rights of others. We emphasize informal conflict resolution measures before formal measures are considered, when appropriate.

We investigate behaviour that is not consistent with the Contract. We may use various sources of information (e.g., lock/key logs, guest records, online forums, surveillance footage, etc.) if necessary to assist a proper investigation of the matter. We review such information and may interview witnesses; we will then meet with you to discuss what happened. Our decision will be based on a balance of probabilities and will take into consideration the evidence obtained in our investigation. You may receive fines and/or sanctions up to and including the termination of your Contract for violating the behavioural standards outlined in this Contract.

You must comply with requests and directions from Housing Staff and Western University officials, including those pertaining to established regulations, policies and guidelines. Residents are required to attend mandatory community and/or individual meetings. The conduct of residents is governed by this Contract and other residence guidelines and policies issued by Housing and Western University.

## TELL THE TRUTH AND TAKE RESPONSIBILITY

An honest understanding of the facts and the surrounding circumstances is the best guarantee of a good outcome. Be upfront about what you know or what you have done. Falsifying or withholding important information will lead to additional sanctions. You are obligated to report violations of the Residence Contract and to cooperate with the investigation of incidents. Dishonesty, collusion or deliberate attempts to cover up the facts may result in sanctions. When required or appropriate, we maintain the confidentiality of comments and observations provided to us during an investigation.

Disciplinary matters will be evaluated and the decision will be conveyed to you within a reasonable time. We review each case on an individual basis and take the severity of the incident and its impact on the residence community into consideration when determining the appropriate sanction(s). All efforts will be made to contact those involved, including placing a hold on meal plans and temporarily invalidating room keys if we are unable to contact a student through a Western-provided email address. You are obligated to book, attend and participate in meetings with Housing staff should they request them for the purposes of information gathering or delivering outcomes. Failure to attend a meeting may result in sanctioning without your participation.

## RESPECTFUL TREATMENT OF OTHERS

We will not tolerate verbal, written or online abuse, threats, intimidation, violence or other forms of harassment against any member of our community for any reason including, but not limited to, culture, race, religion, gender identity or sexual orientation. Incidents of harassment should be reported to your Residence Staff and/or Residence Life Coordinator and to the Western Special Constable Service.

- You will be subject to disciplinary sanctions if you make sexist, racist or homophobic comments or jokes. Housing will not accept ignorance, anger, alcohol or substance abuse as an excuse, reason or rationale for such behaviour.
- If you engage in harassment, or threaten or assault another resident, you will be sanctioned and such sanctions may include the termination of your Contract.
- Housing has a responsibility to protect its employees as well as Student Leaders. Members of the residence, hospitality, caretaking, maintenance and front desk staff are to be treated with respect and courtesy at all times. Behaviour that creates a hostile work environment or that is disrespectful to Student Leaders or employees, including intimidation, threats, directed expletives, bullying, electronic surveillance or other forms of harassment will not be tolerated and may result in the termination of your Residence Contract.

## BEHAVIOURAL EXPECTATIONS

### Noise

Call the front desk if someone is ignoring your requests for peace and quiet.

It is each resident's responsibility to maintain a reasonable noise level at any time and to actively request that others do the same. Call the front desk if someone is ignoring your requests for peace and quiet. Noise should never be audible beyond your room, even when quiet hours are not in effect.





# Conduct Expectations

Excessive noise is not tolerated. You should always use headphones to avoid disturbing others. You may be asked to remove personal belongings that cause unreasonable noise from residence. Every building has quiet hours Sunday through Thursday from 11:00 p.m. to 8:00 a.m. Quiet hours begin at 1:00 a.m. on Friday and Saturday nights and continue until 11:00 a.m. the following morning.

24-hour quiet hours are in effect throughout examination periods in December and April. You may be required to leave residence early during the exam periods if you create unreasonable noise or disruption.

Disciplinary sanctions for unacceptable noise may include at minimum a letter of warning and/or an educational sanction, depending on the impact and severity of the incident.

## Alcohol

Students who choose to consume alcohol should do so safely and responsibly. Consumption of alcohol is not an excuse for inappropriate behaviour or activity. Violations of Ontario's Liquor Licence Act and/or inappropriate behaviour resulting from alcohol use may lead to Housing notifying your parent/guardian/emergency contact and significant disciplinary measures (including termination of your Residence Contract). Repeated behaviour or serious incidents involving alcohol may trigger more severe disciplinary sanctions.

You may receive an Alcohol Behaviour Contract should excessive, irresponsible or dangerous use of alcohol result in a violation of your Residence Contract.

Underage students (18 years or younger) who consume alcohol may be subject to additional disciplinary sanctions as this is a violation of the Ontario Liquor Licence Act. We may notify your parent/guardian/emergency contact if your underage drinking results in disciplinary sanctions.

You will be subject to severe disciplinary sanctions if you purchase alcohol for or supply alcohol to someone who is underage.

You may only consume alcohol in residence rooms provided you are of legal age. No open alcohol (i.e., if seal is broken) is permitted in hallways, stairwells, lounges, lobbies or other common areas. Floor crawls/tours and any drinking games or activities (funneling, flip cup, beer pong, kings, century club, etc.) are strictly prohibited. You will be asked to remove any items related to these activities from residence and sanctions will be imposed. Drinking games using liquids other than alcohol (including water) are also strictly prohibited.

Single-serve alcohol beverages can only be brought into

residence in aluminum cans. You may be fined \$30 if found in possession of single-serve alcohol beverages in glass bottles as broken bottles can create a hazard in our residence communities. Kegs, mini-kegs, 3.8 litre liquor bottles (i.e., "Texas Miceys") and other large volume containers (e.g., larger than 40 oz./1183 mL for spirits or wine) are not permitted in residence. The making of beer, wine or any other alcoholic beverage by any means in residence is prohibited. Students are prohibited from using alcohol delivery services to deliver alcohol.

Western students and residents are also subject to the conditions of the Campus Alcohol Policy: [uwo.ca/univsec/pdf/policies\\_procedures/section1/mapp133.pdf](https://uwo.ca/univsec/pdf/policies_procedures/section1/mapp133.pdf).

Disciplinary sanctions for alcohol violations range from a letter of warning to termination of Residence Contract, depending on the impact and severity of the incident.

## Smoking, Vaping and Tobacco Use

Smoking, vaping and tobacco use negatively impacts your community. Western is a smoke-free campus, as such **you are not permitted to smoke, vape or use tobacco on Campus property including in and around residences.**

All residences are non-smoking in all areas of the building. This includes but is not limited to vaping, loose tobacco, Dokha, shisha, cigars, clove cigarettes, cannabis and any other form of smoking and/or tobacco use. Contraventions also include any signs of smoking, vaping or tobacco use in a residence, including but not limited to, ashes, smell of smoke and/or cigarette butts. Disciplinary sanctions and cleaning charges will be levied to you for contraventions of this policy.

You are not permitted to use vapourizers, e-cigarettes or similar devices in residence. Water vapour from these devices may trigger particle detectors, causing a fire alarm. You are responsible for criminal, civil fines, fire department charges, or expenses that result from your use of these prohibited devices in residence resulting in alarms or damages.

Disciplinary sanctions for smoking in residence may include, at minimum, a letter of warning and/or an applicable fine, depending on the impact and severity of the incident.

## Cannabis

In accordance with Provincial and Federal legislation, as defined by Bill C-45, the Smoke-Free Ontario Act, and the Occupational Health & Safety Act, residence students are expected to abide by the following expectations regarding cannabis:



# Conduct Expectations

- The possession of cannabis is permitted in on-campus residences subject to the requirements of the law. Currently, possession is limited to the equivalent of 30 grams of dried cannabis to those 19+ years of age. All cannabis in your possession must be stored in air-tight containers.
- The possession of cannabis paraphernalia, including hookahs, bongs, vaporizers and grinders, is permitted in residence. All paraphernalia must be stored in air-tight containers.
- The consumption of cannabis via smoking or use of a vaporizer is prohibited on Western University property, including the residences, due to Western being a smoke-free campus. Cannabis consumption in non-smoking forms is permitted in private residence rooms for those 19+ years of age.
- The possession and growth of cannabis plants, and cannabis-related cooking/baking, is not permitted in residence due to community impact on students and staff members.
- The distribution of cannabis to underage students, and the sale of cannabis to others regardless of age, is not permitted on Western University property.
- Students are not permitted to send or receive cannabis in the mail with the exception of deliveries to of-age students directly from the Ontario Cannabis Store.

Disciplinary sanctions for cannabis violations range from a verbal warning to termination of Residence Contract, depending on the impact and severity of the incident.

## *Substance Abuse, Illegal Drugs and Drug Trafficking*

Consequences for using or possessing illegal drugs are severe, up to and including termination of your Residence Contract. Western Special Constable Services may be called when illegal drug use or possession is suspected. You will be required to remove any drugs from residence and Housing reserves the right to dispose of any prohibited items.

Being unable to care for your own safety or threatening the safety of others due in whole or in part to the influence of illegal drugs and/or cannabis is considered a violation of your Residence Contract. The violation of any policy while under the influence of a controlled substance is considered an additional violation.

You may be subject to severe sanctions if you are found to be under the influence of illegal drugs (or legal drugs taken without a prescription or abused for recreation) while in residence, regardless of where you originally consumed those drugs.

You are prohibited from selling, administering, giving, transporting, sending, or delivering any illegal drug or any prescription drug not prescribed to the user or offering to do any of the above. Supplying illegal drugs to anyone, regardless of whether they are your friends, is considered drug trafficking and will result in the termination of your Contract. You may also be charged under the Criminal Code of Canada.

You are strongly encouraged to keep prescription medication in a locked container.

## *Dangerous Behaviour*

Every residence has areas where access is restricted for your safety. Restricted areas include, but are not limited to, mechanical and electrical rooms, balconies, rooftops, staff-only areas, dining hall kitchens and maintenance rooms. Unauthorized access to restricted areas is not permitted. Accessing restricted areas will likely result in the immediate termination of your Residence Contract. You (or any guest) should never throw or allow any object(s) to drop from a window, balcony, rooftop or stairwell. Do not throw anything at a residence building. Tampering with a window screen creates a safety hazard and will result in a \$50 fine plus any associated damage costs.

Housing reserves the right to dispose of any item(s) that are deemed unsafe.

You are also required to follow reasonable directions from the University related to health and safety. Such directions are for your safety and the safety of others and may include but are not limited to a direction to submit to testing, a direction to self-isolate should you become ill and/or a direction to maintain a safe physical distance from others. Failure or refusal to follow these directions may lead to sanctioning up to and including the termination of your Residence Contract.

Disciplinary sanctions for dangerous behaviour range from a verbal warning to termination of Residence Contract, depending on the impact and severity of the incident.

## *Theft*

Theft of Housing or personal property will not be tolerated. This includes the fraudulent use of another student's Western ONECard or laundry card, theft from the dining hall or theft of any personal belonging. Removing dishes, cutlery, trays and other Hospitality Services property from the Dining Hall constitutes theft.

Disciplinary sanctions for theft may include termination of your Residence Contract, Code of Student Conduct sanctions, as well as the notification and intervention by the appropriate legal authorities.





# Conduct Expectations

## *Gambling*

Gambling is prohibited in residence. Students found to be participating in and/or running an illegal gaming/gambling operation will be subject to disciplinary sanctions, including probation or termination of your Residence Contract, depending on the severity of the incident.

## **COMMERCIAL TRANSACTIONS AND SOLICITATION**

Commercial business or solicitation is not permitted in residence. Residence front desks will not accept mail or deliveries on behalf of businesses, clubs, organizations or corporate entities (Residents' Council excepted).

All posters must be approved by the Residence Life office before they are posted. Email posters to [residencelife@uwo.ca](mailto:residencelife@uwo.ca) for approval. University Students' Council Poster Patrol does not regulate residence postings.

## *Pranks and Disruptive Activities*

Pranks and other disrespectful behaviour are unacceptable in residence. Pranking staff or other residents or participating in other disruptive activities, including (but not limited to) frisbee or ball throwing, rollerblading, bicycling, chasing others and engaging in water fights/slip and slides, are not permitted. Some buildings have designated recreation areas where games and sports may be played. Please speak with the front desk in your building for more details.

Disciplinary sanctions for pranks and other disruptive activities range from being placed on notice to termination of Contract, depending on the impact and severity of the incident.

## *Parties*

Housing will adhere to guidelines informed by government and local health officials pertaining to appropriate gathering sizes. You are not permitted to host or promote parties. This includes advertising parties (for example, through social media or posters).

You will be held liable for damages that coincide with parties that you have hosted or promoted. Party or club promotion groups are not permitted to operate or advertise in residence.

Disciplinary sanctions for hosting or promoting parties range from being placed on notice to termination of Residence Contract, depending on the impact and severity of the incident.

## *Offensive and Obscene Behaviour/Material*

Displaying or communicating offensive and obscene material is not permitted in residence. This includes racist, homophobic or sexist jokes, hate literature, pornographic materials and any other materials that may be offensive

to others or negatively reflect upon the reputation of Western, its employees or residences. This includes verbal communication and posting or publishing of material, whether in writing or electronically, within residence, including in your room. No objectionable or obscene material may be in view of others. The file-sharing functions of your computer are considered to be in the public domain and therefore you will not use your network connection in residence for file sharing of objectionable materials. The possession, creation, distribution and publication of objectionable or obscene material and/or child pornography is a criminal offence in accordance with those sections of the Criminal Code of Canada (e.g., section 163).

Displaying or communicating objectionable or obscene material may result in disciplinary sanctions, including the termination of your Residence Contract, Gender-Based and Sexual Violence sanctions, Code of Student Conduct sanctions, as well as the notification and intervention by the appropriate legal authorities.

## *Social Media*

Activate the privacy settings on your personal online spaces (for example, your Facebook, Twitter, Snapchat, TikTok and Instagram accounts, etc.). We investigate concerns that come to our attention and may review material contained in online spaces. You will be held responsible for any online posts, text, photographs or videos, words, statements or multi-media posted on an online forum that are hurtful, compromise the safety or integrity of the campus/residence community or one of its members, or negatively impact Western's reputation. You will be held responsible if you use social media to promote parties in residence, including any damages that Housing deems to coincide with such events and for the behaviour of guests in attendance. Do not share photos of discipline letters on social media.

## *Weapons and Explosives*

Any objects considered dangerous to the health and/or wellbeing of fellow residents are not allowed in residence or anywhere on residence property. This includes but is not limited to: firearms, knives, Swiss Army knives, pellet guns, cap guns, bb guns, paintball guns, firecrackers, fireworks, explosives, dangerous weapons, or items (real or imitation) that are intimidating or intended to cause harm. Disciplinary sanctions may include confiscation of the item(s), intervention by the appropriate legal authorities and/or termination of your Residence Contract (depending on the severity of the incident).

## *Animals*

Animals are not permitted in residence except in circumstances where a resident (i) has a disability and a disability-related need for a Service Animal (as defined in Western's MAPP Accessibility Policy, section 1.47) verified by Western's Accessible Education; and (ii) entered into an agreement with Western's Housing and Ancillary Services concerning the resident's Service Animal through approval



# Conduct Expectations

of a Residence Accessibility Request. If you have an unauthorized animal in residence, it is your responsibility to immediately find it a new home. Any negligence or misconduct towards animals may be considered animal cruelty and you may be subject to Western's Code of Student Conduct, residence or criminal sanctions as a result.

## ORIENTATION WEEK

Alcohol and cannabis are banned from the first move-in day until September 11, 2023, regardless of your age. This means that you can neither possess nor consume these substances during Orientation Week. We reserve the right to notify your parent/guardian/emergency contact and/or suspend you from residence for the remainder of Orientation Week should you come to our attention during Orientation Week for substance-related behaviour.

Hazing is not a part of the orientation experience and is strictly prohibited. Behaviours considered to be hazing will result in disciplinary sanctions, ranging from probation to termination of your Residence Contract. There is a "no guest" policy in effect during Orientation Week (September 4 to 11, 2023 inclusive).

## INTERNET

The use of Western's computing resources is a privilege made available to you if you honour the requirements and obligations set out in this Residence Contract, Western's Code of Behaviour for Use of Computing, Technology and Information Resources and the Connect-IT Internet Conditions of Use. Failure to do so may result in sanctions ranging from the temporary or permanent loss of access privileges, financial restitution, termination of your Residence Contract, expulsion from Western and/or criminal charges.

Commercial or criminal use of Western computing resources is strictly prohibited, as is any use that may materially impact the performance of the network. You are expected to fully comply with both the letter and the spirit of copyright and patent law and thereby honour intellectual property rights. Electronic or data mischief and inappropriate or unauthorized use of computer equipment or electronics (including surveillance equipment) is prohibited and may result in criminal charges and/or sanctions. Review the Criminal Code of Canada (ss. 342.1 and 430) and Western's policies and interpretation documents carefully.

Network and Internet resources are shared and must not be abused. Housing may limit or deny access if a subscriber's usage is adversely

## PROHIBITED ITEMS

The following items are prohibited in residence. Should such items be discovered by residence staff, they may be disposed of at your expense, in addition to any sanctions imposed upon you for violating this provision:

- Substances (including alcohol, cannabis and other drugs) during Orientation Week (September 4 to 10, 2023 inclusive), regardless of your age
- Single-serve alcohol beverages in glass bottles
- Large-volume alcohol containers (kegs, mini-kegs, or liquor bottles greater than 40 fluid ounces, etc.)
- Funnels, beer-pong tables and any other high-risk drinking paraphernalia
- Cannabis plants
- Candles, diffusers and incense. These items are strictly prohibited (contact your Residence Life Coordinator if you are required to burn any substance for religious purposes)
- Heaters and heat lamps
- Appliances (microwaves, freezers, washers, dryers, rice cookers, hot plates, sandwich makers, grills, coffee makers, etc.). Students living in suite-style residences can bring kettles, coffee makers, toaster ovens, rice cookers and cooking grills provided they comply with Canadian Electrical Standards and have an automatic shutoff. Students living in hybrid-style residences can bring kettles or coffee makers, provided they comply with Canadian electrical standards and have an automatic shutoff.
- Furniture (including but not limited to desks, chairs, mattresses, beds, headboards, waterbeds, tables and office chairs, etc.)
- Water coolers
- Halogen lamps, LED strip lighting
- Exercise machines (treadmills, stationary bikes, etc.)
- Drum sets and pianos
- Speaker systems
- Draperies
- Flammable liquids and gases
- Gas-powered equipment
- Barbeques
- Hover boards and other self-balancing scooters
- Weapons and imitation weapons (firearms, knives, Swiss Army knives, pellet guns, paintball guns, firecrackers, cap guns, etc.)

If you require accommodations for items, please submit a Residence Accessibility Request that can be found on the myHousing Portal at [myhousing.uwo.ca](https://myhousing.uwo.ca).





# Conduct Expectations

affecting the network. For more information on network bandwidth visit: [connect-it.uwo.ca](https://connect-it.uwo.ca)

We will not tolerate any verbal or written abuse, electronic or otherwise, of any member of our community.

Communication of objectionable material constitutes a violation of the Residence Contract and includes the electronic communication of material as well as the file-sharing functions of your computer. Electronic eavesdropping or surveillance or uncomfortable encroachment on personal space can have a troubling impact on an individual's sense of security and will result in disciplinary sanctions.

## Conditions of Use

As a condition of the activation of the Connect-IT internet service, users are required to agree to the following:

- You are responsible for all network traffic originating from your port and/or devices, including user activity, regardless of: (i) whether or not you generate it, (ii) whether or not you know what you are doing, (iii) whether or not you realized that you have violated any specific policies.
- You are not permitted to use computing resources, particularly email, web servers and/or bulletin boards to send harassing, obscene or fraudulent messages.
- You are not permitted to perform any action that would impair the functions of the campus and/or residence network.
- You will not provide access to University computing resources to those who are not entitled to such access.
- You will not use scanning or packet analyzer programs.
- You will not use your internet connection to run a commercial enterprise or to support other activities designed to provide income or other considerations.
- You will not reproduce, share or distribute copyrighted materials without the expressed written permission of the copyright holder.
- You will not perform any action that denies another network user access to network resources, including actions such as mass mailing or denial-of-service attacks.
- Due to the limited network capacity, you will not operate servers or other services that make high demands on network resources.
- You will not exceed the Connect-IT bandwidth limits, as specified on the Connect-IT website [connect-it.uwo.ca](https://connect-it.uwo.ca).

You will observe all University regulations regarding computing resources, including policies established by the Division of Housing and Ancillary Services. The Connect-IT Conditions of Use above highlight some of the more important conditions contained in the Acceptable Use Policy (AUP) at: [cybersmart.uwo.ca/for\\_it\\_support\\_providers/policies\\_compliance\\_risk\\_management/risk\\_management/acceptable\\_use\\_policy\\_aup.html](https://cybersmart.uwo.ca/for_it_support_providers/policies_compliance_risk_management/risk_management/acceptable_use_policy_aup.html)

The AUP must be reviewed and signed prior to obtaining access to University computing resources, including Connect-IT. This page also includes links to other University policies and procedures related to the acceptable use of campus computing resources.

The use of Western's computing resources is a privilege, available if you honour the requirements and obligations set out in the University's Code of Behaviour for Use of Computing Resources and Corporate Data. If you are found to have breached any of these policies, you are subject to the full range of University disciplinary procedures. Sanctions include the temporary or permanent loss of access privileges, financial restitution, termination of your Residence Contract, expulsion from the University and/or legal sanctions. Commercial or criminal use is strictly prohibited, as is any use that may seriously impact the performance of the network. Use of software that is not legally licensed is an infringement of copyright. You are advised to read the University's policies and interpret documents carefully.

## DISCRIMINATION AND HARASSMENT

All students and members of the University community are required to abide by Western's policies on harassment: [uwo.ca/equity/discrimination/harassment.html](https://uwo.ca/equity/discrimination/harassment.html)

## POLICY ON GENDER-BASED AND SEXUAL VIOLENCE

You must comply with the Policy on Gender-Based and Sexual Violence found at [uwo.ca/univsec/pdf/policies\\_procedures/section1/mapp152.pdf](https://uwo.ca/univsec/pdf/policies_procedures/section1/mapp152.pdf)

Western's Policy on Gender-Based and Sexual Violence is the foundation of our commitment to providing and maintaining an environment in which gender-based and sexual violence is not tolerated. Western also has procedures to respond to gender-based and sexual violence to support members of our campus community, regardless of where an incident of sexual violence has occurred.

Gender-based and sexual violence is any sexual act or act targeting a person's sexuality, gender identity and gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person's Consent and includes sexual assault, sexual harassment, stalking, indecent exposure,



# Conduct Expectations

voyeurism, cyber harassment and sexual exploitation. Consent to sexual activity is when people voluntarily agree to engage in a sexual activity. Consent is direct, active, voluntary and a conscious choice. Consent cannot be assumed and must be given freely. Asking for consent and respecting the response you receive ensures everyone involved feels safe and wants to proceed. You must obtain consent before initiating and continuing with intimate and/or sexual activity.

Consent is not:

- Given by a third party
- Obtained through pressure, abuse of power, abuse of trust, or abuse of authority
- Obtained through coercion, force, or threat of force
- Obtained if the person is unconscious, sleeping or significantly impaired by drugs or alcohol
- Obtained if the person does not say yes, says no or through words or behaviour that indicates no
- Obtained when the person changes their mind and chooses to no longer engage in the sexual activity; consent can be revoked at any time

Consenting to one kind of sexual activity does not mean that consent is given for another sexual activity.

Read more about consent here: [uwo.ca/health/student\\_support/survivor\\_support/index.html](https://uwo.ca/health/student_support/survivor_support/index.html)

A student who is alleged to have committed gender-based and sexual violence may be removed from residence pending an investigation or relocated to another residence. A student found to have committed gender-based and sexual violence will be sanctioned. Potential sanctions include, but are not limited to, termination of the residence contract, suspension and/or expulsion from Western.

All students living in residence must complete mandatory Gender-Based and Sexual Violence training (as determined by Western) as a condition of residing in residence. This training consists of an elementary learning workshop, as well as a secondary synchronous virtual workshop. Students who refuse or fail to complete such training may have their Residence Contract terminated.

## BE AN UPSTANDER

Upstander behaviour means taking action when you see another person in harm's way. If you witness harassment, sexual harassment or assault (or the potential for), intervene indirectly by calling the Human Rights Office,

Western Special Constable Service or a residence front desk staff member. If it is safe to do so, intervene directly by warning or removing the victim from the situation, or say something to the perpetrator. We take care of each other at Western and in residence. If you or someone you know has experienced any of the behaviour listed above, please inform Residence Staff.

## PRIVACY AND PROPERTY

You must show respect for the privacy, property and wellbeing of fellow residents and their right to quiet enjoyment of private and public spaces. Intrusive behaviour — failure to knock and wait for an invitation to enter, electronic eavesdropping or surveillance or uncomfortable encroachment on personal space — can have a troubling impact on an individual's sense of security and daily comfort. These violations are likely to result in severe disciplinary sanctions. Recording individuals in any format without their knowledge, even within your private personal space, is unacceptable behaviour and you may be sanctioned. You may not make recordings of or conduct surveillance on Housing employees without their permission. You are not permitted to use unmanned aerial vehicles or drones on or near residence property, as their video and photography features may intrude on the privacy of others.

Housing has installed or may install video cameras throughout a residence's common areas to promote safety. They are used in accordance with Western's video monitoring policy.

You may not enter another student's room or suite and/or disturb another resident's property without their permission. You must ask your roommate's permission before using their belongings. Students must have written permission to enter another's room when that resident is not present and may do so only with authorized use of the prescribed key from Housing Staff. Do not misrepresent yourself to gain access to other resident's private space. Do not use emergency exits to gain access to buildings or allow others to do so.

## BEHAVIOUR MANAGEMENT

Housing believes in progressive discipline and determines appropriate consequences and/or supports to help residents improve their behaviour, while taking into account their individual circumstances. The goal is to help prevent inappropriate student behaviour from reoccurring. Within this context, the severity of the behaviour, its impact on others and/or behaviour that escalates or is repeated may result in more serious consequences.





# Conduct Expectations

Serious behaviour that may warrant termination of your Residence Contract may result in a less serious sanction if you come forward and take ownership of and responsibility for your actions, you cooperate during the incident follow-up and investigation and you are truthful throughout the entire process.

## Educational or Discretionary Sanctions

Educational sanctions or learning opportunities may form part of a disciplinary sanction. These conditions may include (but are not limited to) writing an apology, participating in educational seminars, the restriction of privileges, completing a written assignment, attending meetings with community partners or participating in awareness programs.

## Notice of Trespass

Housing reserves the right to restrict access to any residences and their grounds through the Trespass to Property Act. A Notice of Trespass is typically provided for a one-year duration and will list which areas are restricted. Any violation of a notice of trespass may result in charges under the Trespass to Property Act and a complaint under the Code of Student Conduct and/or additional sanctions under the Contract.

## Suspensions

A residence suspension temporarily bans a student from residence for a defined period of time, after which they may be eligible to return. Conditions for readmission may be specified. In the event of a suspension, you will be denied access to any of the residences and their grounds during the suspension. You will be charged under the Trespass to Property Act if you violate a suspension. All regular residence fees and charges will apply throughout the suspension period. The reasons for a suspension may include but are not be limited to:

1. Ensuring the safety and wellbeing of members of the Housing community or the preservation of Housing property;
2. Your violation of a behavioural contract;
3. You pose a risk to the normal operations of Housing; or
4. Your involvement or alleged involvement in a serious incident while the investigation of such incident is ongoing.

## Relocation

Housing reserves the right to relocate residents to another room or building within the residence system as a response to violations or alleged violations of their Contract, Code of Student Conduct or Gender-Based and Sexual Violence Policy. Residents are responsible for any

additional fee increase resulting from a room or building change and are responsible for transporting all of their belongings to their new room or building.

## Terminations

Severe or persistent misconduct may result in the termination of your Contract.

You will be held financially responsible for the full amount of your fees if your Contract is terminated. Western University reserves the right to collect such payment for any outstanding residence room and meal plan overhead charges. Housing reserves the right to terminate a Contract for a single violation which, in the view of Housing, represents a significant departure from the behaviour expected of residents or which endangers the safety or wellbeing of the community (e.g., physical and/or sexual aggression, display of a weapon, theft, misuse of fire-safety equipment, use/possession/trafficking of illegal drugs, etc.).

In addition to termination, you may also receive a one-year Notice of Trespass, prohibiting access to all residences. Your parent/guardian/emergency contact will be notified of Contract termination if you are under the age of 18.

## BEHAVIOUR MANAGEMENT LADDER



## DISCIPLINARY CONSEQUENCES

### Additional Consequences of Discipline

If your status reaches "On Probation" or "Termination," you will be denied the opportunity to become a Student Leader in residence. Eligibility to live in any on-campus building operated by Housing will be suspended for the following specified terms:

- On Probation: two academic years
- Termination: five academic years

Behaviour resulting in On Probation status will result in a student's ineligibility for winter break stay, extended stays or early arrival periods. You may also be subject to



# Conduct Expectations

disciplinary sanctions based on Western's Code of Student Conduct depending on the nature of your behaviour. It is expected that you will familiarize yourself with the code, as violations have severe consequences. The code can be found at [uwo.ca/univsec/pdf/board/code.pdf](http://uwo.ca/univsec/pdf/board/code.pdf). Housing may refer a matter to Western Special Constable Service and/or the Office of Student Support & Case Management, in severe cases.

The residences are not a sanctuary separate and apart from the laws of our country or from community standards. Housing may share information about serious incidents and behaviour with Western Special Constable Service and Western's Conduct Case Manager. Housing will notify Western Special Constable Service and/or the London Police Service if a crime is committed in residence or otherwise. Housing may conduct an investigation and impose disciplinary sanctions in addition to any criminal charges or sentences.

We reserve the right to notify your parent/guardian/emergency contact about unlawful activity or any

behaviour that threatens the safety or wellbeing of yourself or others.

## Appeals Process

If you believe that you have grounds to appeal your disciplinary sanction, contact your Residence Life Coordinator or email [residenceappeals@uwo.ca](mailto:residenceappeals@uwo.ca) with the appeal information outlined on the Housing website ([housing.uwo.ca/learning/resources-for-success/living-together/behaviour-management/index.html](http://housing.uwo.ca/learning/resources-for-success/living-together/behaviour-management/index.html)) within three days of receipt of your disciplinary outcome.

Each residence accommodates a high-density population of diverse individuals. If you find the requirements for cooperation, consideration, compromise and respect for authority demanded by this high-density lifestyle are burdensome, we strongly encourage you to consider alternate accommodation. Living in residence is not for everyone.

Please refer to the Residence Fees, Charges and Fines section of this Contract for more information.







# Caretaking, Untidiness and Damages



Common areas of residences (such as lounges, music practice rooms and study spaces) are intended for the use and enjoyment of all residents. Your use of common spaces must not interfere with others' ability to use and access them. You may not sleep in lounges or otherwise claim common spaces as your own. We reserve the right to limit access to common spaces following damage or inappropriate use. You will be billed if you organize or plan an event and common areas are damaged as a result.

You are expected to have concern for the protection and preservation of the residence and its grounds. Individuals who are responsible for damage will assume complete responsibility for said damage when identified. If you cause damage to residence property in conjunction with others, and Housing is unable to determine who is specifically responsible for each damage, all individuals will be held responsible for the total cost of the damage. You will be held financially liable for any damages caused by or incurred from your negligence, misadventure or carelessness (or that of your guests) regardless of intent.

Disciplinary sanctions, ranging from a letter of warning to termination of your Residence Contract, may be applied in addition to repair costs. You are not permitted to undertake do-it-yourself repairs because of the many regulations and building code requirements imposed on Housing.

Failure to make payment in full or arrange a deferment by the due date of the residence damage invoice may result in an additional assessment of academic penalties, along with the applicable financial penalties. This will prevent further registration and will not allow you to submit your Intent to Register, obtain a grade report, a transcript or degree/diploma until the account is paid in full. You may submit a damage appeal form if you feel that the damage charge was in error. Please contact [residenceappeals@uwo.ca](mailto:residenceappeals@uwo.ca) for more information about damage appeals.

Remaining damage costs will be split evenly among all members of the floor, unit or building community when the person(s) responsible cannot be identified. You will pay for your portion of shared residence damages at the residence front desk when you check out of residence at the end of the

Fall and Winter Terms. Similar to what happens at your private residence or home, if someone damaged your property and you were unable to identify the perpetrator, you would be financially responsible for repairing the damage.

For health, sanitary and/or safety reasons, Housing reserves the right to permanently reassign you to more suitable accommodation if Housing believes the situation cannot be rectified or if repairs are extensive or unable to be completed in a timely manner.

## DAMAGES IDENTIFIED ON MOVE-IN

Housing prepares a Room Inventory Condition Checklist (RICC) indicating the number and condition of furnishings and the condition of the premises before you move in. You must complete this online checklist within three (3) days after you move into residence, on the myHousing Portal. The RICC is completed again by Housing after you vacate the room. You are financially responsible for any damages that occur during your occupancy. Housing may ask you to complete an interim checklist if it has reason to believe substantial damage has occurred.

## UNIVERSITY RIGHT OF ENTRY

Students residing in residence agree to the maintenance and support of a safe and healthy living environment. We reserve the right for authorized representatives of Housing to enter and inspect an accommodation at any time in the following cases:

- To plan or perform maintenance
- When there is probable cause to believe a violation of the Residence Contract may have or is taking place in the room/suite
- When a clear and present danger requires such entry

Housing reserves the right to enter rooms/suites to conduct monthly inspections and ensure appropriate safety and sanitary conditions are being maintained by the occupants. If evidence of a violation of the Residence Contract is found while entering or inspecting a residence room or suite, Housing may refer the resident(s) for disciplinary action. Housing may use evidence obtained during the entrance



# Caretaking, Untidiness and Damages

and/or inspection for residence during the disciplinary proceedings. Evidence obtained may also be used in criminal proceedings.

## ROOM INSPECTIONS

For purposes of safety, security and maintenance, all rooms are inspected periodically throughout the year, typically during Fall Reading Week, Winter Break and Spring Reading Week. Particular attention is paid to sanitary conditions and to ensure windows are closed and locked. These inspections do not involve intrusion into personal belongings. Any visible dishes, cutlery, trays or other property belonging to Housing and any lounge furniture will be removed. You will be notified of the removal and will be subject to applicable removal charges and/or fines. Evidence of burning candles or smoking in the room, such as but not limited to ashes, smell of smoke or cigarette butts, will be reported to the Residence Life Coordinator and may result in disciplinary action. Prohibited items such as pets, weapons and unauthorized appliances will be removed.

## CLEANING AND MAINTENANCE

Charges for cleaning up waste or mess will be charged to your account if you have not cleaned the affected area(s) within a reasonable length of time or if immediate clean up would pose a hazard to the building or its occupants. Caretaking staff have the right to remove property of Housing from your room without prior permission. You are required to maintain at least a minimum standard of cleanliness for health and safety reasons, this includes regular removal of food waste, garbage and recycling, cleaning of insuite washroom fixtures and keeping walkways clear of your belongings.

In-suite cleaning may be provided during periods of low attendance (for example Fall, Winter and Spring breaks). When this happens, you must allow caretakers to enter your suite/room. If in-suite cleaning is suspended, occasional room inspections will still occur to ensure rooms are meeting the minimum standard of cleanliness. Western provided in-suite cleaning is intended to supplement, not replace, the regular cleaning residents are expected to conduct within their personal space.

Cleaning schedules are subject to change without notice. Please report maintenance issues to your residence front desk as soon as possible.

## BEDBUGS

Sometimes bedbugs are unknowingly brought to the residence by a student in their luggage or belongings. Contact your residence front desk immediately if you suspect your room has bedbugs. We will investigate and involve a professionally licensed pest control company if the presence of bedbugs is confirmed. We will check adjacent rooms to reduce the likelihood of further infestation. Your cooperation and active participation in dealing with the treatment will also be required, including (but not limited to) laundering your linens and clothing using the hottest washing/drying cycle possible. We will steam clean the carpet in your room which will require you to move your personal belongings in order to provide access.

No refund or reduction of residence fees will occur should bedbugs be confirmed. You will not be relocated due to the increased risk of spreading the pest. Bedbug eradication can be a lengthy process and it may take repeated treatments to be successful.

## DECORATING AND FURNISHING YOUR ROOM

- Do not paint any part of your room, place stickers (incl. LED stick-on lights), use nails, screws or brackets on the walls, furniture or fixtures.
- Decorations cannot obstruct or be hung from smoke detectors, fire alarms or sprinklers.
- Do not post anything in or outside of your room that may be offensive or upsetting to others.
- Only Housing-issued furniture is permitted in student rooms.
- Do not bring furniture from common areas of the building into your room.
- Furniture is not to be disassembled or reassembled in a manner for which it was not originally designed.
- Nothing may be hung in or out of windows or around residence property.
- Alcohol and/or cannabis containers or related items cannot be displayed in windows and doing so will result in disciplinary sanctions.
- Refrigerators brought into residence must be in excellent working condition and conform to all safety, health, and size regulations. The maximum size allowed for personal refrigerators is 53 cm × 55 cm × 84 cm (21" × 21.5" × 33").
- You are not permitted to publicly display discipline letters.
- You will be billed if repairs are needed to restore the room to its previous condition.

## USE OF FACILITIES

Use of the residences and their facilities is restricted to you and your guests. Any use by a large group requires the prior approval of the Residence Life Coordinator. You must leave any facilities or equipment that you use in the same condition as you find them.

Please refer to the Fees, Charges and Fines section of this Contract for more information.





# Guests in Residence

A guest is a non-resident of your residence building. Anyone visiting you (whether signed in under your name or not) is considered to be your guest even if they live in a different Western residence.

## GUEST POLICY

You are able to preregister your resident guest prior to their arrival or you can register one resident guest at the door. This can be done online at [guestreg.uwo.ca](https://guestreg.uwo.ca). Overnight resident guests may stay at your discretion however, your roommate's/suitemates' consent is required prior to inviting anyone for an overnight stay. You may have an overnight guest no more than eight nights per semester and no more than two nights in the

same week. Parents/guardians are not permitted to stay overnight in residence out of consideration for your roommate/suitemates and your residence community.

Resident guests must show their Western ONECard when entering residence, be met at the front door on arrival and be accompanied throughout their stay. Resident guests without a valid wristband risk having their visitation privileges revoked. Housing Staff have the right to refuse or revoke guest privileges if their behaviour is deemed inappropriate. You are responsible for your guests and you may be sanctioned for their inappropriate behaviour.

There is a no-guest policy in effect during Orientation Week, Homecoming, Halloween, Frost Week and St. Patrick's Day and the weekends surrounding these dates. This may be extended during other periods of the academic year such as exam periods as well.







## Residence Access and Keys

Carry your keys and student card with you at all times to access the residence and be mindful of whom you are allowing to enter the building. Keep your room and/or suite door locked at all times.

Do not lend your keys to others or tamper with locks; disciplinary sanctions may be applied if you do. Residence Staff will confiscate keys (and Western ONECard or other identification) held by individuals to whom they do not belong. You are the only person who is permitted possession of the residence keys that have been issued to you by Housing. Keys are not to be duplicated; doing so will result in severe penalties. Anyone found in possession of unauthorized key(s) will be subject to a minimum fine of \$75 and a letter of warning for the first offense and further disciplinary action for subsequent offenses. Misuse of keys is a serious infraction and may result in the termination of your Residence Contract. Do not punch holes in key cards as it will deactivate them.

You may sign out your spare keys once each calendar month without an administrative charge. An administrative charge will be issued each time you sign out your spare key in excess of once per calendar month. An administrative charge will be issued for each additional spare key issued. The charge will be \$15 for the second key and each subsequent key. Alumni House, Lambton Hall and Bayfield Hall use metal keys rather than key cards. You will be charged for a lock change if you sign out spare keys in these buildings and they are not returned within 24 hours. Lock changes can be expensive but are necessary to ensure the security of your residence community.

Please refer to the Residence Fees, Charges and Fines section of this Contract for more information.







# Safety and Emergencies

Western's Fire Safety department enforces the laws and regulations of the provincial government in Western's residences. Any behaviour that violates these laws may result in criminal and/or provincial charges and fines. You will also receive disciplinary sanctions from Housing. Fire equipment, including pull stations, smoke and heat detectors, sprinklers, fire hoses and extinguishers, exit signs and emergency exits, are only to be used in an emergency. You will receive severe disciplinary sanctions if you tamper with fire-related equipment. Your Residence Contract will be terminated if your tampering results in the building alarm being activated. Smoking and vaping are forbidden in residence due to the sensitivity of fire detection equipment. No open flame (e.g. candles or incense) is allowed in or around residence. Your Residence Contract will be terminated and you may face criminal and/or provincial charges and fines if you intentionally set objects on fire in or around residence. You may not bring furniture or natural Christmas trees into residence due to fire code regulations. Foam pillows and mattress toppers are not permitted in laundry dryers as they can catch on fire. High-voltage appliances are not allowed in residence.

Residents of suite-style buildings are obligated to prevent fires and false fire alarms by ensuring that their cooking appliances are clean and in good working order. You are expected to keep your suite's hallway door closed and your exhaust fan turned on when cooking in residence. Failure to do so may result in a false fire alarm and associated sanctions and costs.

Overloading power outlets is a violation of building safety codes and you may face disciplinary sanctions for doing so. You will be asked to remove equipment that causes overloading. You will be held responsible for damage or threat to safety resulting from non-compliance with these regulations.

Toaster ovens, cooking grills and rice cookers are only permitted in any suites with a kitchen, provided they are breaker approved by the Canadian Standards Association (CSA) and have an automatic shutoff. High-wattage electrical equipment (such as computers and some musical instruments) may only be powered using a CSA-approved power bar and circuit breaker. All extension cords must be CSA approved. Use only CSA-approved power bars with surge protectors and built-in circuit breakers in residence. Do not use multiple outlet plugs or extension cords simultaneously. Check your electronics to ensure cords are not frayed or damaged. Recreational items that have a heightened risk of causing fires (for example, hover boards, e-Scooters or other self-balancing scooters) are not permitted in residence.

If you wish to use candles, an open flame or smoke for religious, ceremonial or cultural purposes, please consult with your Residence Life Coordinator.

Familiarize yourself with your residence's emergency exit locations, what to do in an emergency, evacuation procedures, and the fire alarm system. Speak with Residence Staff and/or a Residence Life Coordinator if you have any questions about fire safety.

## FIRE ALARMS

Fire alarms are activated by pulling a pull station, spraying fire extinguishers, opening fire doors, discharging fire hoses and by creating smoke or excessive steam. Fire alarms are dangerous to residents and responding Fire Safety department personnel.

Causing a false fire alarm by any means is illegal and will result in punishment by fines, imprisonment and/or recovery of related costs by the Fire Department, in addition to the termination of your Residence Contract. You will be held accountable if the behaviour of your guests results in fire safety

## EVACUATIONS

You must evacuate residence during drills and fire alarms. Students who fail to evacuate will face disciplinary sanctions and a \$100 fine. Contact [housing@uwo.ca](mailto:housing@uwo.ca) when you move into residence or indicate in your Residence Onboarding Process (ROP) if a physical limitation prevents you from safely exiting during a fire alarm so that Housing has a plan to support you during an evacuation. You are expected to follow the instructions of Fire Department members, Residence Staff and Fire Wardens during fire alarms.

## SMOKE DETECTORS

All rooms have smoke detectors and some have heat detectors. Tampering with or misusing your smoke or heat detector will result in disciplinary sanctions. Do not cover, obstruct or hang objects from your smoke detector. Immediately report any power outages or activations of heat or smoke detectors in your room or in common areas.

## FIRE SPRINKLERS

All rooms in Ontario Hall are equipped with sprinklers. Sprinkler heads may be mounted on walls and/or the ceiling and will be either exposed or recessed. Sprinklers are fragile and heat activated — do not expose them to any heat source and do not attach or hang anything to them. Sprinkler heads are fragile; nothing should be attached to or hung from them. Avoid all contact with sprinkler heads. Unnecessary activation, even by accident, will cause water damage and you will be held liable for damage to Housing and private property due to your negligence or intentional misconduct.



# Safety and Emergencies



## FIRE EXTINGUISHERS

Fire extinguishers are located on every floor of the building and should only be used in emergency situations by those with proper training. The dust inside a fire extinguisher triggers fire alarms via particle detectors. You will face severe sanctions if you tamper with fire extinguisher seals or pins or discharge a fire extinguisher or hose unnecessarily.

## FIRE DOORS

Fire doors are designed to automatically close in the event of a fire alarm. Opening an exterior fire door triggers an alarm at the front desk. You will face severe disciplinary sanctions and a fine if you prop a fire door open, tamper with its mechanisms or open an exterior fire door when there is no fire alarm in the building.

## PERSONAL SAFETY

- Keep your door and windows locked, especially when you (or your roommate) are sleeping or are not occupying the room. Always carry your keys with you.
- Window screens and/or bars must remain in place at all times. There is a \$50 fine for removing or tampering with screens or window mechanisms.
- Be mindful of whom you allow to enter the building.
- Report any suspicious persons, activities, or hazards to the residence front desk or Western Special Constable Service.
- Secure computers with security cables. Most desks are equipped with a grommet hole. Please alert your front desk if you would like one installed.

Please refer to the Residence Fees, Charges and Fines section of this Contract for more information.

## State of Emergency

A state of emergency or other unforeseen developments (e.g., severe weather, fire, flood, labour disruption, pandemic, epidemic, illness outbreak) may make normal residence operations difficult or impossible to sustain. Utilities may not be available and food services may be limited. Housing reserves the right to require you to vacate your room if any such situation occurs. Should this occur, all residences (or sections thereof) will remain closed and inaccessible until further notice. We may reassign you to an alternate residence space should facilities require sufficient repair work. In the event that accommodations assigned are destroyed or otherwise made unavailable and Housing does not furnish other accommodations, the Contract will terminate with fees prorated to the date of termination; all further rights and liabilities of the parties will end, except your obligation to make payment for amounts owing prior to termination and for damage.

## Health and Safety

You are required to follow reasonable directions from the University related to health and safety. Such directions are for your safety and the safety of others and may include (but are not limited to) a vaccination requirement, direction to submit to testing, a direction to wear a mask, a direction to self-isolate should you become ill and/or a direction to maintain a safe physical distance from others. Failure or refusal to follow these directions may lead to sanctioning up to and including the termination of your Contract.

When we become aware that a resident has contracted a contagious communicable illness (for example, COVID-19, chicken pox, mononucleosis, norovirus, among others), and in consultation with Public Health officials, residents should return home for the duration of their recovery. We may temporarily relocate residents who have been infected or exposed to such illnesses in the interests of the health of the residence community.



## Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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Division of Housing & Ancillary Services  
Housing Office  
Room 3C10, Ontario Hall  
230 Sarnia Road, London  
Ontario, Canada N6G 0N2

519.661.3547  
[housing@uwo.ca](mailto:housing@uwo.ca)  
[residence.uwo.ca](mailto:residence.uwo.ca)  
[housing.uwo.ca](http://housing.uwo.ca)

