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Welcome to Western’s Residence community! You are required to read and abide by all aspects of this Residence Contract ("this Contract", "the Contract"). This is a legal document; please read carefully to understand. The Board of Governors of Western University and the Division of Housing and Ancillary Services may change the information in this Contract without prior notice.

This Contract governs the relationship between students living in residence ("residents," "you") and Western University ("The Division of Housing and Ancillary Services," "the Division," "Housing," "The University," "we", "Residence Life," "us").

The laws of Canada and Ontario, the Human Rights Codes for Canada and Ontario, the regulations of Western University and other applicable regulations, bylaws, and statutes will be respected and observed in residence. You must also abide by Western’s Code of Student Conduct, found at www.uwo.ca/univsec/pdf/board/code.pdf

This Contract covers day-to-day residence living and extends to all residence-related events, including, but not limited to, dances and formals. This also includes events hosted on Western’s campus and those beyond the campus community.

Your privacy is important to Western and we protect you in the following ways: we’re unable to release information about your whereabouts should we receive inquiries by phone, in person, or at our residence Front Desks. We are unable to provide your room number or verify whether or not you live in the building.

Visit www.residenceatwestern.ca/housing_privacy for more information about the use and protection of your personal information for residence purposes.

Commitment to Diversity and Community Standards

We’re all part of Western’s diverse community. Residence Life embraces, appreciates, and celebrates people of all races, nationalities, sexes, gender identities and expressions, affectional or sexual orientations, socioeconomic statuses, spiritual practices, abilities, and any other dimension of personal life. Society is strengthened by human diversity and the growth fostered by an inclusive community. Every person has equal worth and deserves to be treated with dignity and respect accordingly.

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

We’re responsible for our actions and our behaviour will model our values: we’ll treat others with respect and we expect them to do the same to us. We won’t subscribe to attitudes or actions which hurt or degrade another person because of their age, ability, nationality, race, sexual orientation, gender, religious affiliation, or any other reason. Any form of abuse, harassment, threat, or violence is incompatible with our philosophy and will not be tolerated. We won’t accept ignorance, anger, alcohol, or substance abuse as a valid excuse, reason, or rationale for negative behaviour.
2017-18 RESIDENCE RATES
September-April (Eight Months)

<table>
<thead>
<tr>
<th>RESIDENCE</th>
<th>ROOM</th>
<th>MEAL PLAN</th>
<th>TOTAL FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Type</td>
<td>Room Charge</td>
<td>Overhead (non-refundable)</td>
</tr>
<tr>
<td>Traditional-Style</td>
<td>Delaware Hall</td>
<td>Double Room: $6,810</td>
<td>$2,695</td>
</tr>
<tr>
<td></td>
<td>Medway-Sydenham Hall</td>
<td>Single Room: $7,660</td>
<td>$2,695</td>
</tr>
<tr>
<td></td>
<td>Saugeen-Maitland Hall</td>
<td>Single Room: $7,660</td>
<td>$2,695</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hybrid-Style</td>
<td>Ontario Hall</td>
<td>Double Room: $8,370</td>
<td>$2,695</td>
</tr>
<tr>
<td></td>
<td>Perth Hall</td>
<td>Single Room: $9,160</td>
<td>$2,695</td>
</tr>
<tr>
<td>Suite-Style</td>
<td>Elgin Hall</td>
<td>Single Room: $9,520</td>
<td>$2,695</td>
</tr>
<tr>
<td></td>
<td>Essex Hall</td>
<td>Single Room: $9,520</td>
<td>$2,695</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Single Room: $7,640</td>
<td>$2,695</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Single Room: $8,990</td>
<td>$2,695</td>
</tr>
</tbody>
</table>

* 2017-18 Total Food Credit

<table>
<thead>
<tr>
<th>Option</th>
<th>Residence Dollars + Flex Dollars</th>
<th>Total Food Credit (refundable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$2,000 + $600</td>
<td>$2,600</td>
</tr>
<tr>
<td>2</td>
<td>$1,800 + $400</td>
<td>$2,200</td>
</tr>
</tbody>
</table>

PAYMENT METHODS

The following residence fee payment methods are available:

- Online Banking (E-TRANSFERS are NOT accepted)
- Mail Form (includes Bank Draft, Money Order, Certified Cheque, Personal Cheque)
- Interac (in-person only)

- International Payments via GlobalPay for Students (Preferred method of payment for International students)
- International Wire Transfer

Visit residenceatwestern.ca/options for detailed information about acceptable payment methods.
PAYMENT OPTIONS

Your residence fees are billed separately from your tuition fees. Fees may be paid either in full or in two instalments. The minimum first-term instalment is $7,000 ($4,000 for Alumni House and London Hall residents without a meal plan), due on August 1, 2017. Your $900 residence prepayment will be credited to your residence account. Your second instalment payment is due on January 16, 2018.

Your residence payment must be sent to the Residence Admissions Office. Visit www.residenceatwestern.ca/options for information about different payment options, or contact Residence Admissions at 519-661-3547.

OSAP Payment

OSAP recipients are still required to pay $4,000 on or before August 1, 2017. You may defer $3,000 to September 29, 2017. OSAP funds are disbursed after you arrive at the University in September. Refer to the Student Financial Services website at www.registrar.uwo.ca/student_finances/index.html for information on how to pick up and process your OSAP documents.

Please refer to your online invoice or our website at www.residenceatwestern.ca/fees_faq for more details.

Late Payments

You will be charged $145 for each late instalment. Failure to make payment in full by the due date located on your residence fee statement, or to arrange a suitable payment plan, may 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 along with the applicable financial penalties. This will prevent future registration and will not allow you to obtain a grade report, a transcript, or degree/diploma until the residence account is paid in full.

CANCELLATIONS AND WITHDRAWALS

Pre-September Cancellations

Half of your $900 prepayment will be refunded if your written notice of cancellation is received by the Residence Admissions Office no later than August 1, 2017. You will forfeit your $900 prepayment if you cancel your residence offer after that date. If you are an upper-year student and are not deemed full-time or are not academically admissible according to the Office of the Registrar by August 1, 2017, your Residence Contract will be cancelled and your residence prepayment will be refunded.

Upper-Year Students and Limited Admission Programs

If you are an upper-year student and are not accepted to a limited-admission program (e.g., Law, Medicine, Dentistry, or other) at Western, but have been admitted to the same program at another university, you will be refunded the full $900 prepayment provided that you submit a written request for the refund within the current academic year.

Transferring to Brescia, Huron, or King’s (Affiliated University Colleges) or University Apartments

If you transfer to an affiliated University College after accepting main-campus residence accommodation, your residence prepayment fee will be forfeited and you will be subject to all applicable charges and withdrawal regulations. No transfer will be permitted from Residence to University-owned apartments and vice-versa.

Withdrawing From Residence

You are required to meet with your Residence Manager if you wish to withdraw. Applications for withdrawal will only be considered under exceptional circumstances. You are required to complete a Residence Withdrawal Form.

If you withdraw, or are required to withdraw from residence for any reason, or you have had your Residence Contract terminated, you will be assessed an $900 withdrawal fee, not as a penalty, but as liquidated damages to cover the costs of processing the withdrawal and finding and processing a replacement who is not currently living in residence.

If you withdraw from residence but remain a Western student, you will be held financially responsible for your full fee (including meal plan overhead costs). Only when a replacement, not currently living in residence and acceptable to the Division of Housing and Ancillary Services, has taken up residence and has assumed financial responsibility for the remainder of the full residence fee, will you be voided of financial responsibility. You will also be assessed the withdrawal fee.

You are required to be a full-time Western University student to live in residence. If you voluntarily withdraw from the University or cease to be a full-time student, you will be required to withdraw from residence and will be assessed the $900 withdrawal fee.

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 University under the Code of Student Conduct. It will be considered a termination and the terms outlined in the Residence Contract Termination section of this Contract will apply.
<table>
<thead>
<tr>
<th>FEES</th>
<th>CHARGES</th>
<th>FINES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students are assigned fees as specific costs for services rendered.</td>
<td>Students are assigned charges because of direct out-of-pocket expenses incurred by Housing &amp; Ancillary Services.</td>
<td>Students are assigned fines as a deterrent to certain behaviour.</td>
</tr>
<tr>
<td>$900 Residence Prepayment</td>
<td>$5 Replacement laundry card (card only)</td>
<td>$10 (begins) Fine for excessive use of spare key (in excess of 2 times per calendar month). It goes up in $5 increments for each successive spare key per month</td>
</tr>
<tr>
<td>$450 Cancellation fee before August 1, 2017</td>
<td>$25 Charge for dish/tray/cutlery removal from dining halls</td>
<td>$75 Minimum fine for unauthorized use of keys</td>
</tr>
<tr>
<td>$900 Cancellation fee after August 1, 2017</td>
<td>$100 Charge for unauthorized extended stay per night</td>
<td>$25 Malicious damage fine plus restitution</td>
</tr>
<tr>
<td>$900 Withdrawal fee</td>
<td>$170 Lock change/reprogramming charge (actual cost)</td>
<td>$30 Minimum bio-hazardous clean-up fine (vomit and other bodily fluids)</td>
</tr>
<tr>
<td>$7,000 Minimum first-term payment</td>
<td>$200 Fire alarm resetting (covers electrician costs)</td>
<td>$30 Beer bottle fine</td>
</tr>
<tr>
<td>$4,000 Minimum first-term payment for Alumni House and London Hall (no meal plan)</td>
<td>$200 Accidental fire alarm (e.g., cooking)</td>
<td>$50 Screen, closet door or bedboard removal fine</td>
</tr>
<tr>
<td>$145 Late payment fee</td>
<td>$700 Unintended fire alarm resulting from prohibited activity (e.g., hall sports, horseplay)</td>
<td>$50 Smoking fine</td>
</tr>
<tr>
<td>$60 Returned cheque fee</td>
<td>$950 Malicious fire alarm (e.g., tampering with fire equipment + damages)</td>
<td>$50 Fine for throwing food</td>
</tr>
<tr>
<td>$40 Food credit refund processing fee</td>
<td></td>
<td>$50 Misuse of a fire door</td>
</tr>
<tr>
<td>$50 Extra day accommodation fee, per diem</td>
<td></td>
<td>$50 Tampering with fire equipment</td>
</tr>
<tr>
<td>$395 RezNet service fee for eight months</td>
<td></td>
<td>$100 Failure to evacuate during a fire alarm</td>
</tr>
<tr>
<td>$50 Laundry debit card (non-refundable)</td>
<td></td>
<td>$100 Unauthorized access to building (incl. residents’ guests)</td>
</tr>
<tr>
<td>$2 Laundry - basic wash or dry per load (with laundry debit card)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note that these rates are subject to change without notice.
Students are permitted to take up residence 24 hours prior to the registration date of their respective faculties, or their first class, whichever is earlier. Students must vacate their building within 24 hours following the date of their final examination, as recorded by the Office of the Registrar at the end of each term or by noon on closing day (in both December and May), whichever is earlier (unless granted special permission from the Residence Admissions Office). This ensures residences remain quiet and conducive to sleep and study during the final exam period. You may be asked to vacate the residence before your 24-hour move-out timeline if your behaviour is called to Housing’s attention during the exam period. Students may remain in residence during Fall Study Break (October 10 to 13, 2017) and Reading Week (February 19 to 23, 2018); however, limited food service is available in designated residence dining halls during this time.

Your Residence Manager may grant you permission to stay later than 24 hours after your last exam under exceptional circumstances. This request must be made in writing one week prior to the start of the exam schedule. You will be subject to an additional charge of $50 per day for each extra day of granted accommodation. There is a $100 fine for each night spent in residence beyond your official move-out date if you have not received the written permission outlined above.

All residents must vacate residence by noon on December 22, 2017 and noon on April 30, 2018, for the respective winter and summer breaks (unless they have paid for extended accommodation for the Winter break only as an international or out-of-province student). 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 these break periods. Students who are impacting community members with excessive noise during exam periods may be required to leave residence at any time.

**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.
- Complete the inventory checklist with a Residence Staff member.
- Turn in all keys that were assigned to you when you move out. You will be billed if you fail to turn in your key(s) before leaving campus.
- Leave your room and University appliances clean and return furniture to its original position. You may be charged a cleaning fee if you fail to do so.

You will be held financially accountable for the condition of your room and furnishings based on inventories conducted in your absence if you fail to complete the checklist. An uncompleted list indicates your room was in perfect condition when you first moved in, and any damage will be your financial responsibility. Any property left in a residence following building closure may be assumed to be unwanted and donated or disposed of accordingly. Damage appeals policy: [www.residenceatwestern.ca/damage_appeals_policy](http://www.residenceatwestern.ca/damage_appeals_policy)

**Notice to Vacate**

The University reserves the right to refuse admission or readmission to University housing or cancel your Contract during the academic year if you fail to meet University requirements, policies and/or regulations, or in the event of arrest or criminal conviction by civil authorities. You will be held financially responsible for your full residence fees in such cases. The Division may collect payment for any remaining residence room and meal plan overhead charges.

**State of Emergency**

A state of emergency or other unforeseen developments (e.g., severe weather, fire, flood, labour disruption, illness outbreak) may make normal residence operations difficult or impossible to sustain. Utilities may not be available and food services may be limited. The Division of Housing and Ancillary Services 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 to the student are destroyed or otherwise made unavailable and the University does not furnish other accommodations, the Contract will terminate; all rights and liabilities of the parties will end.
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.

The University 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 the single-room rate if you are moved from a double to a single room, (pro-rated 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
The Division of Housing and Ancillary Services reserves the right to move you 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.
- 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 Residence Admissions Office will endeavour to fill the space as quickly as possible by:

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

You will be notified in advance if consolidation will be taking place on your floor/unit. Vacancy consolidation from within the rest of the building will occur if consolidation within the floor or unit is not possible (due to roommate incompatibility for example). You will be notified in advance that consolidation will be taking place in your 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 but 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 pro-rated basis until the end of the term and will be based on a $2,205 premium charged for the full academic year. The University reserves the right to reassign you to an alternate residence room if you choose not to pay the premium.
You Are Required to Carry Insurance

The University 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.

Western University carries insurance for its own benefit. It does not provide you with general insurance, liability insurance, or property insurance for your personal property. 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 $2 million for any one occurrence. Western University reserves the right to request proof of insurance coverage. You expressly agree to indemnify and save the University harmless from and against any and all claims, actions, damages, liability and expenses in connection with loss of life, personal injury, and damage to property. This includes claims that arise from any occurrence in or about the residence property occasioned in whole or in part by any act or omission of you or anyone you have permitted to be in or about your accommodation or on the residence property.

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 University 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.

You Take Responsibility for Your Valuables

The University will not be responsible for any loss or damage occurring to any of your belongings during the move-in process regardless of whether they were moved in by a University volunteer. 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 University volunteers 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 Week, unless the University 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 the University 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.
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 Residence Contract. The behavioural management system is designed to promote self-discipline and increase your capacity to respect the rights of others. We emphasize appropriate conflict resolution methods and educational opportunities before punitive measures are considered whenever possible.

We investigate behaviour that is not consistent with the Residence Contract. We may use many sources of information (e.g., meal plan or lock/key logs, guest records, online forums, surveillance footage, etc.) if necessary to assist in an investigation. We are determined to investigate thoroughly. We review our findings, the incident report, interview witnesses, and then meet with you to discuss what happened. Outcomes are based on a balance of probabilities given the information with which we are provided. You may receive fines and/or disciplinary sanctions up to and including the termination of your Residence Contract if your behaviour violates the behavioural standards outlined in this Contract.

**TELL THE TRUTH AND TAKE RESPONSIBILITY**

An honest understanding of the facts and surrounding circumstances is the best guarantee of a good outcome. Be upfront about what you know or what you have done. Falsifying or suppressing facts works against you and may result in additional disciplinary 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 disciplinary sanctions. When required or appropriate, we maintain the confidentiality of comments and observations provided to us during the phases of an investigation, including interviews.

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 seriousness 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 e-mail address. You are obligated to book, attend, and participate in meetings with Residence Management staff to cover up the facts may result in disciplinary sanctions. 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 e-mail address. You are obligated to book, attend, and participate in meetings with Residence Management staff should they request them for the purposes of information gathering or delivering outcomes.

**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 Residence Staff and to the Campus Community Police.

- You will be subject to disciplinary sanctions if you make sexist, racist, or homophobic comments or jokes. The University will not accept ignorance, anger, alcohol, or substance abuse as an excuse, reason, or rationale for such behaviour.

- Harmful behaviour may trigger disciplinary sanctions in addition to the recommendation of support services. Your Residence Contract may be terminated if you engage in harassment, threaten, or assault another resident.

- The University has a responsibility to protect Residence Staff. Members of the residence, kitchen, 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 Residence Staff, including intimidation, threats, directed expletives, bullying, electronic surveillance, and other forms of harassment will not be tolerated and may result in the termination of your Residence Contract.

**BEHAVIOURAL EXPECTATIONS**

**Noise**

It’s your 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. 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 p.m. to 8 a.m. Quiet hours begin at 1 a.m. on Friday and Saturday nights and continue until 11 a.m.

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 distraction.

**Alcohol and Other Harmful Substances**

Excessive alcohol consumption is a societal issue that can also impact students living in residence. We encourage students who choose to consume alcohol to 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 can trigger contact with your parents and severe disciplinary measures (including termination of your Residence Contract).

You may be placed on an Alcohol Behaviour Contract if your excessive, irresponsible, or dangerous use of alcohol results in a violation of your Residence Contract.

Underage students who consume alcoholic beverages may be subject to additional disciplinary sanctions as this is a violation of the Liquor Licence Act. We may notify your parents 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, or other common areas. Floor crawls 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. Behaviours resulting from excessive alcohol consumption will result in disciplinary action. Repeated behaviour or serious incidents involving alcohol or substance abuse may trigger disciplinary sanctions in addition to the recommendation of support services.

Beer may only be brought into residence in single-serving aluminum cans. You will be fined $30 if found in possession of beer bottles, as broken bottles are very dangerous. Kegs, mini-kegs, 3.8 litre liquor bottles (i.e., “Texas Mickeys”), 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.

Western students are also subject to the conditions of the Campus Alcohol Policy: [www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp133.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp133.pdf)

**Smoking**

Smoking negatively impacts your community by exposing others to harmful second-hand smoke and aggravating respiratory sensitivities. All residences are non-smoking in all areas of the building. This includes loose tobacco, Dokha, shisha, cigars, clove cigarettes, and any other form of smoking and/or tobacco use. Contraventions also include any signs of smoking in a residence, including, but not limited to, ashes, smell of smoke, and/or cigarette butts. You are required to use designated exterior areas or smoking shelters. Smoking is not permitted around the front steps and entrances of any residence. Disciplinary sanctions and fines will be levied to you for contraventions of this policy.

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

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

Western does not tolerate drug-related activity. The use or possession of illegal drugs, salvia, or prescription drugs not in possession of the prescribed user is a violation of your Residence Contract. Evidence of drug traces (including ashes or residues) or drug paraphernalia (including hookahs, bongs, baggies, scales, grinders, and vapourizers) or the smell of prohibited substances (e.g., marijuana) on residence property, outside of residence windows, in residence rooms, or in common areas will be assumed to be conclusive proof of use and possession. Delayed response in opening your door and/or attempts to remove or mask the smell will raise further suspicion of involvement in drug activity. The consequences for using or possessing drugs are severe, up to and including termination of your Residence Contract. Campus Community Police are called whenever drug use or possession is suspected and you will be required to remove any drugs or paraphernalia from residence. The University reserves the right to dispose of prohibited items.
Conduct Expectations

Being unable to care for your own safety or the safety of others due in whole or in part to the influence of a controlled substance 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 face severe sanctions if you are found to be under the influence of illegal or illicit drugs (or legal drugs taken without a prescription or abused for recreation) while in residence, regardless of where you originally consumed those drugs.

Drug trafficking includes selling, administering, giving, transporting, sending, or delivering any illegal drug substance or any prescription drug not prescribed to the user, or offering to do any of the above. Supplying drugs to anyone, regardless of whether they are your friends, is considered drug trafficking and will result in the termination of your Residence Contract. 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, kitchens, and maintenance rooms. Accessing restricted areas will likely result in the 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.

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

Pranks and Boisterous Behaviour
Boisterous behaviour is unacceptable in residence. Participating in sports or games, including (but not limited to) frisbee or ball throwing, roller-blading, bicycling, running, and engaging in water fights/slip and slides, are not permitted inside the residences. Some buildings have designated recreation areas where such games and sports may be played. Please speak with the Front Desk in your building for more details. Initiating, encouraging, supporting, or participating in pranks is strictly prohibited.

Parties
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 for parties that you have hosted or promoted. Party or club promotion groups are not permitted to operate or advertise in residence.

Objectional and Obscene Behaviour/Material
Objectionable 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, written or electronic, 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, therefore you will not use your network connection in residence for file sharing of objectionable materials. The possession, creation, distribution, and publication of 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).

Offences involving objectionable or obscene material may result in disciplinary sanctions, including the termination of your Residence Contract, 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, and Instagram accounts). 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, dangerous weapons, or items (real or imitation) that are intimidating or intended to cause harm. Disciplinary sanctions may include appropriation of the item(s), intervention by the appropriate legal authorities, and/or termination of your Residence Contract (depending on the severity of the incident).

**Theft**
Theft of University 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. You may face fines, sanctions, and reparations for doing so.

**Gambling**
Gambling is prohibited in residence.

**Decorating and furnishing your room**
- Do not paint any part of your room, place stickers, and/or 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.

### PROHIBITED ITEMS

The following items are not permitted in residence and the University reserves the right to dispose of any items deemed prohibited:

- Alcohol during Orientation Week (September 3 to 9, 2017 inclusive), regardless of your age
- Beer bottles
- Large-volume alcohol containers (kegs, mini-kegs, or liquor bottles greater than 40 fluid ounces, etc.)
- Funnel, beer-pong tables, and any other high-risk drinking paraphernalia
- Pipes, hookahs, vapourizers, and bongs, due to their association with illegal and illicit drug use
- Candles and incense. Burning these items is strictly prohibited (contact your residence manager if you require candles for religious purposes)
- Heaters and heat lamps
- Pets (any type of animal, bird, or fish). Contact your residence manager if you would like to discuss a possible accommodation
- Appliances (dishwashers, microwaves, freezer, washers, dryers, hot plates, sandwich makers, grills, coffee makers, etc.). Keurigs, Tassimos, and auto-shutoff devices that comply with Canadian electrical standards are permitted.
- Furniture (including but not limited to desks, chairs, mattresses, beds, waterbeds, tables, and office chairs, etc.)
- Water coolers
- Halogen lamps
- 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 simulated weapons (firearms, knives, Swiss Army knives, pellet guns, paintball guns, firecrackers, and cap guns)
Conduct Expectations

- Only University-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 containers 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.

**Orientation Week**

Alcohol is banned from the first move-in day until September 11, 2017, regardless of your age. We reserve the right to inform your parents and/or suspend you from residence for the remainder of Orientation Week should you come to our attention during Orientation Week for alcohol-related behaviour.

Hazing is not a part of the orientation experience and is strictly prohibited.

There is a no-guest policy in effect during Orientation Week (September 3 to 10, 2017 inclusive) and also on the weekend following Orientation Week (September 15 to 17, 2017 inclusive).

**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 (other than Resident’s Council).

All posters must be approved by the Residence Manager at the Residence Front Desk in which they are to be displayed before they are posted. University Students’ Council Poster Patrol does not regulate residence postings.

**DISCRIMINATION AND HARASSMENT**

You must conform to the University’s policies on harassment: [www.uwo.ca/equity/discrimination/harassment.html](http://www.uwo.ca/equity/discrimination/harassment.html)

Refer to your In-Room Guide found at [www.residenceatwestern.ca/western_residence_inroomguide.pdf](http://www.residenceatwestern.ca/western_residence_inroomguide.pdf) for more information.
Sexual Consent
Consent is when people voluntarily agree to engage in a sexual activity. 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 someone else
• Obtained through pressure, abuse of power, trust, or authority
• Obtained through coercion, force, or threat of force
• Obtained if the person is unconscious, sleeping, intoxicated, or under the influence of drug or medication that could impair his/her judgment.
• Obtained if the person does not say yes, says no, or through words or behaviour that implies no
• Obtained when the person changes his/her mind: consent can be revoked at any time

You are committing sexual assault if you do not gain consent before engaging in a sexual activity or moving from one sexual activity to another.

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 Equity & Human Rights Services, Campus Police or a Residence Staff member. If it is safe to do so, intervene directly by warning or removing the recipient 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, talk to a Residence Staff member or your Residence Manager.

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 disciplinary sanctions may follow. You may not make recordings of or conduct surveillance on University employees, including residence staff, without their permission. Do not use unmanned aerial vehicles or drones on or near residence property, as their video and photography features intrude on the privacy of others.

Video monitoring cameras may be located throughout a residence’s common areas to promote safety. They are used in accordance with Western’s video monitoring procedures.

You may not enter another student’s room or suite and/or disturb another resident’s property without his/her permission. You must ask your roommate’s permission before using his/her 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 their Residence Manager. Do not misrepresent yourself to gain access to other resident’s private spaces. Do not use emergency exits to gain access to buildings or allow others to do so.

YOUR WELLBEING AND MENTAL HEALTH
We are committed to supporting the wellbeing and mental health of our students and residence communities. We recognize that behavioural and mental health issues can be very challenging for the individual and that the impact within a residence community can be far-reaching.

Western offers a number of services in support of student wellbeing. The Residence Life team works in close collaboration with these services to facilitate a healthy and successful residence experience. We will do our best to connect you with whatever supports you may require.

Be sure to access Mental Health @ Western www.uwo.ca/health/mental_wellbeing – a web page that brings together all of Western’s mental health resources in one location. This site provides information to students and parents with links to our campus and London community resources. Residence Counselling provides free professional, confidential counselling services to residence students on a wide variety of issues.

You may be required to adhere to a Self Care and Safety Plan that acknowledges you are at the centre of your own care and outlines the supports and resources available (including on a 24/7 basis). Our intention with the Self Care and Safety Plan is to help you realize that your mental health and wellbeing is a shared responsibility of which
you are an integral part. Within the residences at Western, we also reach out to involve parents, guardians or primary supports who can also assist you in your mental health and wellbeing.

In instances where it appears mental health issues may compromise the safety or wellbeing of a student, the residence, or campus community, we may require an independent assessment to determine if you are able to live safely and independently in an unsupervised environment.

Out of concern for your wellbeing, in situations where behavioural and mental health issues exceed our capacity to support an individual student, you may be required to take a “leave” from residence until your health is restored. You may be asked to find alternate accommodations off campus that better suit your needs, or Housing may be required to hire a professional personal support worker (at your expense) to provide increased supervision and support. Where your behaviour and/or health issues are of serious concern or have exceeded our capacity to support you, the Division of Housing and Ancillary Services may notify your parent or guardian to discuss whether or not we can safely and effectively support you in University accommodations in future academic years.

**Disciplinary Sanctions**

See [www.residenceatwestern.ca/behaviour_management_chart.pdf](http://www.residenceatwestern.ca/behaviour_management_chart.pdf) for a list of the prohibited behaviours described above and their corresponding sanctions. Every incident is evaluated individually and may result in a sanction that falls outside of the normal range listed there. The normal range of sanctions reflects the consequences of a first-time offense. Repeated behaviour or further breaches of the Residence Contract will result in escalated disciplinary sanctions.

**Conduct Expectations**

Serious behaviour that may warrant termination may result in a less serious sanction dependent upon your coming forward to take ownership of and responsibility for your actions, a cooperative manner during the incident follow-up and investigation, and truthfulness 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) an apology, educational seminars, restriction of privileges, written assignment, or awareness programs.

**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. You will be denied access to any of the residences and their grounds during the suspension. You will be criminally charged under the Trespass to Property Act if you violate a suspension. All regular residence fees and charges will apply throughout the suspension period. A suspension may be imposed for one or more of the following reasons:

1. To ensure the safety and wellbeing of members of the University community or the preservation of University property
2. If you have violated a behavioural contract
3. If you pose a definite threat of disruption of or interference with the normal operations of the University
4. If we believe you were involved in a serious incident and the investigation is currently ongoing

**Mandatory Room Reassignment**

The University reserves the right to relocate residents to another room or building within the residence system as a response to violations of their Residence Contract or at the direction of the Code of Student Conduct (CCPS). 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. Residents who have contracted highly contagious communicable illness (for example, chicken pox, mononucleosis, norovirus, among others) should return home for the duration of their recovery. We may temporarily move students who have contracted such illnesses in the interests of the health of the residence community.

**Behaviour Management Ladder**

The ladder illustrates the sequence of consequences leading up to an escalated sanction.

- **Termination**
- **Suspension**
- **Probation**
- **On Notice**
- **Letter of Warning**
- **Loss of Privileges**
- **Educational Sanction**
- **Alcohol Seminar**
- **Alcohol Notice Letter**
- **Alcohol Concern Letter**
- **Alcohol Behaviour Contract**
**Terminations**
Persistent disregard for the behavioural expectations outlined in your Residence Contract, a repetitive course of improper conduct, or failure to honour prior conditions may trigger incremental discipline, including termination of your Residence Contract.

You will be held financially responsible for the full amount of your residence fees if your Contract is terminated. The Division reserves the right to collect such payment for any outstanding residence room and meal plan overhead charges. The Division reserves the right to terminate a Residence Contract for a single violation which, in the view of the Division, 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.). Such violations will result in the forfeiture of your residence fees.

Contract termination may be automatically supplemented by a one-year Notice of Trespass, prohibiting access to all residences. Your parents will be notified of Contract termination if you are under the age of majority.

**Disciplinary Consequences**
If your status reaches “On Probation” or “Termination,” you will be denied the opportunity to become a student leader in residence (e.g., Residence Staff, Soph, Council member). Eligibility to live in any on-campus housing operated by the Division of Housing and Ancillary Services will be suspended for the following specified terms:

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

You may also be subject to disciplinary sanctions based on the University’s Code of Student Conduct depending on the nature of your behaviour. It is expected that you will familiarize yourself with this code, as violations have severe consequences. The code can be found at [www.uwo.ca/univsec/pdf/board/code.pdf](http://www.uwo.ca/univsec/pdf/board/code.pdf) Housing may refer to Campus Community Police Service and/or the Associate Vice-Provost (Academic Programs and Students) for disciplinary consultation 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 Campus Community Police and Western’s Judicial Affairs Coordinator. Housing will notify Campus Community Police and/or the London Police Service if a crime is committed in residence or on adjacent properties. The Division of Housing and Ancillary Services will impose disciplinary sanctions independent of proposed criminal charges.

We reserve the right to notify your parents 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 Manager for appeal information within 24 hours 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

Rowdiness, hall sports, and deliberate vandalism can cause damage that detracts from the safety and appearance of our residences. We investigate damage to University property and make repairs at the earliest possible date. An assessment of damages and repair costs is made when your damage report is received. You (or the person responsible for the damage) will be billed for appropriate charges and may be subject to disciplinary action, depending on the nature of the damage. Any vandalism directed towards another individual or group may also constitute harassment, which may carry serious repercussions. Facilities Management and/or Residence Staff may take photos of damage, excessive mess, or prohibited items in residence to ensure accurate documentation.

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 equally 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 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 the University.

Failure to make payment in full or arrange a deferment by the due date on 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. Visit www.residenceatwestern.ca/damage_appeals_policy for more information.

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. At the residence Front Desk, you will pay for your portion of shared residence damages when you check out of residence at the end of the school year. 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 to repair the damage.

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

Common areas of residences (such as lounges, music 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.

**PRE-EXISTING DAMAGES**
The University 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 complete this online checklist when you move in. The RICC is completed again by a residence staff member before you vacate the room. You are financially responsible for any damages that occur during your occupancy. The University 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. The University reserves the right for authorized representatives of the University 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.

Maintenance and caretaking staff enter rooms on a regular basis to provide cleaning service. This service is required to ensure cleaning standards are maintained. You may face disciplinary sanctions if evidence of a violation of the Residence Contract is found while entering or inspecting a residence room or suite, the University may refer the resident(s) for disciplinary action. The University may use evidence obtained during the entrance and/or inspection for residence disciplinary proceedings. Evidence obtained may be used in criminal proceedings if otherwise permitted by law.

**ROOM INSPECTIONS**
For purposes of safety, security, and maintenance, all rooms are checked immediately after the residences close for winter break and again at the end of the academic year. These inspections do not involve intrusion into personal belongings. Any visible dishes, cutlery, trays, or other property belonging to the University 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 cigarette smoking in the room, such as ashes, smell of smoke or cigarette butts, will be reported to the Residence Manager and may result in disciplinary action. Prohibited items such as pets, weapons, and paraphernalia associated with drug use, and unauthorized appliances will be removed.

**PETS**
Pets are not permitted in residence except in circumstances where a resident (i) has a disability and a disability-related need for an assistance animal verified by Western’s Services for Students with Disabilities; and (ii) entered into an agreement with Western’s Housing and Ancillary Services concerning the resident’s assistance animal. If you have an unauthorized animal or pet 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 Code of Student Conduct, residence or criminal sanctions as a result.

**CLEANING AND MAINTENANCE**
Charges for cleaning up extraordinary waste or mess will be billed to you if you have not cleaned the affected area(s) within a reasonable length of time. Caretaking staff has the right to remove property of the Division of Housing and Ancillary Services from your room without prior permission. You are required to maintain at least a minimum standard of cleanliness for health and safety reasons, including keeping walkways clear of your belongings. Therefore, you must allow caretakers to enter your room at least once a calendar month. Cleaning schedules are subject to change without notice. Please report maintenance issues to the Front Desk as soon as possible.

**BEDBUGS**
Sometimes bedbugs are unknowingly brought to the residence by a student in their luggage. 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 as 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.

**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 Manager. You must leave any facilities or equipment that you use in the same condition as you receive 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 the 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. You are required to preregister your guests prior to their arrival during weekends and certain times of the week when higher than normal guest volumes are anticipated. You may pre-register up to two guests per night. This can be done online at guestreg.has.uwo.ca

Overnight 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 residence community.

Each residence building has a set capacity that will not be exceeded. When the capacity is not reached through pre-registration by 7:00PM, residents are permitted to register one guest at the door as long as they do not have two guests already registered. The privilege of having two guests is extended only to those who pre-register. Pre-register your guest(s) in advance to ensure that they are able to visit.

Guests are required to show valid government-issued photo identification when entering the residence. Your guest’s identification must match the name given on the pre-registration form (if they are pre-registered). Guests will not be granted access to the building unless you meet them at the door on arrival and accompany them at all times during their stay. You may face sanctions and your guest may be required to leave should your guest be left unattended. Wristbands are required to be worn by guests at ALL times during their visit. Guests without a valid wristband will be removed from residence and risk having their visitation privileges revoked. Residence Staff have the right to refuse or revoke a wristband to a guest whose behaviour or level of intoxication is disruptive or whose behaviour is deemed inappropriate. Poor behaviour of your guest will result in disciplinary sanctions against you: be careful about whom you sign in. Do not sign in guests whom you do not know as you assume full responsibility for any visitors you bring into the residence, including disciplinary sanctions for behaviour or damages caused by your guest(s). Having guests in residence is a privilege that may be revoked should a student or their guest violate the resident guest policy or the Residence Contract. The University has the right to change, modify, or revoke the guest policy at any time should instances of safety or security come to its attention.

Lending your personal identification to others constitutes fraud and may result in disciplinary sanctions, including loss of guest privileges.

There is a no-guest policy in effect during Orientation Week as well as the weekend following the first week of classes in September. A limited guest policy is in effect during exam periods, Homecoming, Halloween, Frost Week, and St. Patrick’s Day.
**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 door locked at all times.

Do not lend your keys or tamper with locks; disciplinary sanctions may be applied if you do. Residence Staff will confiscate keys 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 the Division of Housing and Ancillary Services. Western keys are not to be duplicated; doing so will result in severe penalties. Anyone found in possession of unauthorized Division of Housing and Ancillary Services 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 two times within each calendar month without an administrative charge. An administrative charge will be issued each time you sign out your spare key in excess of two times per calendar month. An administrative charge will be issued for each additional spare key issued. The charge will be $10 for the third key, $15 for the fourth, $20 for the fifth etc., each charge progressively increasing by $5 per spare key. Alumni House uses metal keys rather than key cards. You will be charged for a lock change if you sign out spare keys in this building 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.
FIRE SAFETY AND EMERGENCIES

The Office of the Fire Marshal enforces the laws and regulations of the provincial government in Western’s residences. Any behaviour that violates these laws will result in criminal charges. 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 serious 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 is forbidden in residence due to the sensitivity of fire detection equipment. No open flame (e.g. candles or incense, for example) is allowed in or around residence. Your Residence Contract will be terminated and you may face criminal charges 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 residence dryers as they will 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, kettles, and coffee makers are only permitted in suite-style residences, provided they are breaker approved by the Canadian Standards Association (CSA) and have a 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 or other self-balancing scooters) are not permitted in residence.

Familiarize yourself with your residence’s emergency exit locations, what to do in an emergency, evacuation procedures, and the fire alarm system. Speak with a Residence Staff member 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 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 related incidents.

EVACUATIONS

You must evacuate residence during drills and fire alarms. Students who fail to evacuate will face disciplinary sanctions and a $100 fine. Inform the Front Desk when you move in if a physical challenge prevents you from safely exiting during a fire alarm. You are expected to follow the instructions of Fire Department members 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. 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 University and private property.

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. You will face severe sanctions if you tamper with fire extinguisher seals or pins or discharge a fire extinguisher or hose unnecessarily. The dust inside a fire extinguisher triggers fire alarms via particle detectors. You will be fined and billed for any damaged property, and your Residence Contract may be terminated.
**FIRE DOORS**

Fire doors are designed to automatically close in the event of a fire alarm. 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. Opening an exterior fire door triggers an alarm at the front desk.

**EMERGENCIES & 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 Campus Community Police.

- 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.
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 staff and students 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.