



Assiniboine & Wollaston 2011/2012 Handbook

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WELCOME TO ASSINIBOINE/WOLLASTON HALLS

The purpose of this handbook is to tell you something about Assiniboine and Wollaston Halls and how they function. Please read it carefully as it will answer many of your questions.

Assiniboine Hall and Wollaston Hall are two of the four apartment buildings located at McEown Park. Both buildings are comprised of one and two bedroom apartments, housing a mix of undergraduate and graduate both single students and couples.

Assiniboine Hall and Wollaston Hall, like all the residences, are complex places which are expensive to operate and maintain. All of their operating costs such as staff salaries, mortgage payments, utility charges and maintenance costs must be recovered from your rent money. It is therefore in your best interest to take care of the buildings and furnishings, and to adopt practices to conserve energy and keep housekeeping costs at a minimum.

RESIDENCE DEPARTMENT

The University Residence Staff are here to assist you, to resolve problems and help make your stay enjoyable. Do not hesitate to talk to us.

There are two Residence Offices:

MAIN OFFICE

128 Saskatchewan Hall 966-6775

Monday – Friday 8:30 – 4:30 pm

Come to this office to deal with:

- applications
- apartment/room assignments
- rent payments
- lease issues

SEAGER OFFICE

104 Seager Wheeler Hall 374-4432

Monday – Friday 12:30pm – 1:00pm and 3:30pm – 4:00pm

Come to this office to

- report routine maintenance problems (you can also report these in the maintenance sheets in your building)
- Building key problems
- ask for lightbulbs/cleaning supplies
- to ask general questions

RESIDENCE ADMINISTRATIVE STAFF

Sylvia Cholodnuik	Manager
Gord Snell	Assistant Manager, Facilities
Mark Charmbury	Assistant Manager, Student Life
Sarah Sotvedt	Residence Life Coordinator (Voyageur Place)
Vicky Parohl	Residence Life Coordinator (Seager Wheeler)
Jonathan Adams	Residence Life Coordinator (College Quarter)
Emily Spek	Residence Life Coordinator (Assiniboine/Wollaston Hall)
Audrey Agarand	McEown Park, Clerical Services
Jennifer Dyvbig	Voyageur Place, College Quarter, Clerical Services
Nataliya Morgun	Voyageur Place, Accounts, Clerical Services
Rita Mouly	Reception
Boris Holowaty	Maintenance/Caretaker Head Supervisor

MCEOWN PARK STAFF

Donna	Caretaker Supervisor
Mariana	Caretaker
Darlene	Caretaker
Dorothy	Caretaker
Eric	Maintenance Worker

BUSINESS ISSUES

ASSINIBOINE/WOLLASTON LEASE

You are required to sign a Lease from the day you move in to April 30 inclusive. Your lease for accommodation is a binding legal contract. Please refer to the lease document for details and obligations for both the tenant and the landlord. Provided you are in good standing (rent paid on time and apartment kept in good standard) with the Residence Department, you will have an opportunity to renew your lease for the coming year. You will be sent an email (to your USASK email account) in February with instructions on how to renew your lease. It is important that you read your lease each year as there may be changes.

PAYMENTS

Rent is due on the first working day of the month. It can be paid online by logging in with your residence username and password into the housing portal <https://rezweb.usask.ca/Portal> or you can pay at the Residence Office located in Saskatchewan Hall 128. If you are unsure of what your username and password are to access the housing portal please email a request to residence@usask.ca. Post dated cheques are not accepted.

If the tenant neglects or fails to pay the rent (as per the lease agreement or following “special” arrangements which they have agreed to with the Residence Manager) or other outstanding amounts, the tenant will be allocated a penalty of \$25.00 per month or partial month that any such amount remains in arrears

If you are unable to make this payment date, you must make the arrangements with the Residence Office prior to the first of the month.

RESIDENCE CORRESPONDENCE

Please check your USASK email account daily. The Residence department will send important information regarding accommodation, maintenance work, health issues etc to this account. Failure to check email will not be considered a valid excuse for not being aware of information that was sent to your USASK email. If you have provided a non-USASK email account during the application process it is your responsibility to notify the Residence department of your USASK email immediately.

INSURANCE

The University insurance does not provide coverage against damage or theft of/to your belongings or to apartment. For example, if something cooking on the stove caught fire and resulted in damages, you would be held responsible and be required to pay the repair/replacement cost to your belongings and to damaged University property.

You must arrange your own insurance coverage, for personal property as well as liability for your accommodations.

LOST KEYS

If you lose your keys, a charge of \$50.00 for apartment key(s), \$25.00 for mail key(s) and a \$5.00 for each building entrance key(s) will be assessed.

NOTICE TO VACATE

Your lease for accommodation may be terminated prior to the expiration date of the lease by giving 60-days notice in writing. You will have to go to the Residence office in Saskatchewan Hall room 128 to complete the 60-day notice form.

VACATING

When vacating you must leave your apartment “clean”. The cost of damage beyond “fair wear and tear” will be assessed at a rate set by the Residence Department and cleaning service will be charged at \$25.00 per hour. On vacating “clean” shall be interpreted to mean:

- a) stove and hood fan are cleaned
- b) refrigerator is defrosted and cleaned
- c) all bathroom fixtures are washed thoroughly
- d) closets, cupboards and drawers are emptied and washed out
- e) all pictures, posters, etc are removed from all surfaces in the apartment.
- f) All trash and garbage removed from the apartment.
- g) Carpet floor is vacuumed, tiled floor is washed
- h) All walls are washed

POSTAL SERVICES

IMPORTANT NOTICE

Please note that delivery of personal shipments from outside Canada to University addresses is not permissible, with the exception of University Students living in residence. To differentiate these shipments from regular University shipments, the shipping documents must state that the goods are for **PERSONAL USE** and must include the students' name, address, and phone number. It is imperative that 'University of Saskatchewan' does not appear anywhere on the shipment or corresponding documents. Please advise those individuals shipping goods to you, to use the following label format:

Assiniboine Hall
Student's Name
Apartment # -101 Cumberland Ave. S.
Saskatoon, SK Canada
S7N 1L5

Wollaston Hall
Student's Name
Apartment # -107 Cumberland Ave. S.
Saskatoon, SK Canada
S7N 2R6

What does this mean to you?

- Couriers handling University addressed shipments from outside of Canada are instructed to give the paperwork to the University customs broker – Livingston International Inc. Livingston is contracted by the University to handle valid University business transactions only. Brokerage fees are assessed for all University shipments, in addition to applicable duty and taxes. Avoid higher customer clearance charges by using postal services.
- Shipments addressed with the University's name are viewed as University shipments by Canada Customs and Revenue Agency (CCRA). Valid University shipments are generally associated with a purchase order. If a parcel is determined to be for personal use, the shipment will be refused by the University customs broker.
- If the shipment is cleared in the University's name, the University becomes legally responsible. The student will be required to reimburse the University for time and charges incurred.
- Any problems with personal shipments could result in financial penalties and ultimately suspension of the University's import privileges by CCRA. **The student will be responsible for reimbursement of any penalties related to the shipment.**

Proper labeling will ensure that you receive your personal shipments without delay and additional costs!

Please ensure to change your address at the Post Office when you leave. The charge will be the standard Canada Post rate.

SOLICITATION

Solicitation within Residence is not permitted.

High-Pressure Religious Recruiting on Campus

The University of Saskatchewan celebrates diversity, including religious diversity. Your time on campus is an opportunity to grow academically as well as socially, culturally and spiritually. The religious and cultural diversity of campus life offers the possibility of furthering your religious and ethical beliefs, along with the opportunity to investigate other perspectives.

Exploring one's own faith, discovering other people's ways of life, beliefs, and practices-even if you disagree with them-can help foster understanding.

Choosing to belong to various groups while attending university is an important decision. If you are experiencing unwanted pressure from a group there are various supports for you on campus.

Be aware that recruiting happens in different places including while walking home on Cumberland Avenue and knocking on doors within residence. If you are approached by a religious recruiter please let an RA/RLC or the residence office know about when and where it happened so other students and Campus Safety may be alerted.

Who can help?

Multi-faith Chaplains Association
966-8931

University Residence Office
966-6775

International Students Office
966-4925

Campus Safety
966-5555

LIVING IN ASSINIBOINE/WOLLASTON HALL

WHAT IS A RESIDENT ASSISTANT (RA)?

Resident Assistants (RA's) are your guides to an informed and enjoyable life in residence. They are familiar with the day to day operation of the residence, and have a general knowledge of the campus community. Essentially, the role of the RA is to help make residence an environment that you can call home and that is conducive to your learning endeavours.

The main responsibilities of the RA's are:

- To welcome and orient students to residence
- To offer basic peer leadership to residents on issues of academic or personal concern and to make referrals when necessary
- To relay information on student issues back to the Residence Office
- To facilitate programming and opportunities for residents to become more involved in residence and/or university life
- To ensure that the rights and needs of all residents are respected and upheld
- To assist with emergencies and lockouts
- To reflect residents' concerns to the Residence Office
- To provide leadership in areas relevant to community living, such as human relations, conflict management and mutual respect
- To enforce the rules and regulations of Residence whether they are on or off duty. If any rules or regulations are being broken, the RA's are required to report the situation and individuals involved in their logs. It is important to cooperate with the RA's as they are simply doing their job. If you do not agree with how a situation was handled talk to the Assistant Residence Manager or Residence Life Coordinator.

Your RA's are students who have enjoyed their time in residence, appreciated the efforts of their own RA's and wish to give back to the student life program. We hope you'll feel the same and we encourage you to apply for an RA position for 2011-2012.

RESIDENCE LIFE COORDINATOR (RLC)

The Residence Life Coordinator, in conjunction with other student life staff, is responsible for creating a caring, student-focused, residential environment that supports a balance between academic success and the broader student life experience. They are professional residence life staff members who live amongst the student body in Residence. The RLC for the 11/12 academic year is Emily Spek. The RLC has office hours to meet the needs of students and is available to address any of your concerns. These hours can be found posted on the door of the RLC Office. If you have any questions, concerns or problems please feel free to visit the RLC to discuss your situation. The RLC is located in Sask Hall and can be reached at emily.spek@usask.ca.

PROGRAMMING

Throughout the year the RAs and the RLC will offer various programming opportunities for residents to take part in. Programs are a great opportunity to meet your neighbours and have a fun time. These opportunities range from building wide meet and greets to movie nights to day trips around the city. Keep your eyes open for events and groups to join within the building.

We are always open to suggestions! If there is a program that you would like to see happen within the building please let an RA know and they will try their best to help you organize a great event.

LOCK OUTS

RAs and Campus Safety can unlock your door. You will be required to show ID. If it is before 11pm knock on an RAs door, if it is after 11pm simply call 966-5555 and tell dispatch your room number.

SECURITY AT MCEOWN PARK

Security at McEown Park is the concern and responsibility of every resident. You can actively participate in creating a safe community by:

- Keeping your door locked at all times.
- Not propping doors open.
- Not letting people you do not know into Residence.
- Reporting all suspicious persons/activity to Campus Safety. (966-5555)
- Reporting all damages or thefts to Campus Safety and/or the Residence Office immediately.
- Any time that you feel your personal safety or the safety of others is in danger call Campus Safety at 966-5555.

If a door is not closing or locking properly write it on the maintenance sheet located on the first floor of your building and/or report it to the Residence Office.

Safety Alert Signs are located in all the Residence Halls and around the University. Campus Safety uses these signs to communicate information to the Students on Campus. If you see a posting in the “yellow encasement” please take the time to read it and follow the instructions.

In the event critical information needs to be disclosed to Residents, please refer to your USASK email account for updates.

You may also sign up for text alerts from the university as well through PAWS. PAWS text messaging is used for information that is urgent -- both of a high priority and immediate or time sensitive.

Some examples are:

- a short-notice change (class cancellation, room change, etc.)
- a campus hazard (spill, fire, accident, etc.)
- a significant campus closure (severe weather, utility outage, etc.)
- other unpredictable events that may affect groups of people at the university

NOTE—The Residence Office reserves the right to use video surveillance equipment to monitor public/common areas of the Residence.

ENTERPHONE OPERATION

There is a phone jack located in each apartment. You will have to hook a phone to the jack in order to use the enterphone system, but do not have to subscribe to phone service in order for the enterphone to work.

Two short rings of the phone indicate a visitor requests entrance to the apartment.

If talking on the phone – two overtones indicate a visitor requests entrance.

If talking to foyer entrance – a tone on the line indicates a telephone call.

To permit entrance

Lift telephone receiver – request identification ...Dial 6

To permit entrance while on a telephone conversation ...Dial 3

Telephone conversation is automatically put on hold and the telephone is connected to the foyer entrance.

To deny entrance

To deny entrance while in conversation with foyer...Dial 3

This will terminate conversation with foyer and connect your telephone with telephone line.

NOTE—Dial 6-unlocks door lock – A tone signal indicates visitor is entering apartment building. When keying digits “3” or “6”, keep the digits pressed for approximately two seconds. This feature is designed into the Enterphone system for your protection. It ensures you will not accidentally unlock the entrance door, or unintentionally refuse entry.

TELEPHONE/CABLE/INTERNET

Apartments are responsible for their own telephone, cable and internet services. Sasktel (www.sasktel.com) and Shaw (www.shaw.ca) offer all of these services and can be arranged by calling them or contacting them online. It is important that all people in the apartment discuss and agree on usage and payment.

ROOMMATE SURVIVAL

Some of you will be sharing an apartment for the first time, and there is plenty of opportunity for conflict. There is only one effective way to solve concerns and reach an understanding with housemates and that is through frank and open discussions about your lifestyle.

Some issues to discuss

- study habits
- cleaning schedule
- guests in general
- drinking/parties in common areas
- absence on weekends
- playing stereos
- times of going to bed and waking up
- borrowing clothing/food appliances/dishes
- telephone usage
- telephone/internet/cable bills

If you are unable to resolve a conflict, see the Residence Life Coordinator in Saskatchewan Hall 105. They will be able to help by mediating the conflict.

Cleaning

Residence Caretakers clean corridors, lounges and other common areas. You are responsible for keeping your room and apartment clean and tidy, as well as helping to keep the common areas tidy-remember that housekeeping costs must be paid for out of your rent money! Please do not use abrasive cleaners such as Ajax, Comet or Old Dutch for any cleaning.

Bed Bugs, Ants, Rodents Cockroaches etc.

A high standard of cleanliness and proper storages of food products is essential in limiting the occurrence of any type of pests in Residence. To help prevent an infestation from occurring regularly clean your apartment and ensure that all food sources including dry foods, like rice, flour, sugar etc are secured in sealable containers. Do not store any type of food in your storage locker in the hallways.

If you see signs of or suspect any type of infestation contact the Residence Office immediately so we can address the issue and minimize the spread to your neighbors.

Bed Bugs

The bed bugs are small, flattened, oval-shaped insects. The adults are 4-5 millimeters long, brownish in colour and feed on warm-blooded animals. After feeding they may become elongated, plump and rusty-red or mahogany colour.

The bed bug is able to crawl into very small crevices in and around the human environment. These include between mattresses, seams in bed linens, upholstery, behind wood trim, inside electrical boxes, in floors, behind wallpaper, and in any other area near a blood meal that will hide a very thin insect. While bed bugs may move far distances at night for a blood meal, infestations most commonly occur in beds. However, merely washing bed linens or other infested areas might not eliminate the source. Bed bugs are also excellent at relocating by hitching rides in luggage, boxes, shoes, and other mobile material. Because bed bugs and other pests may spread through cracks and holes in walls, ceilings and floors, trained technicians will inspect adjoining apartments (suites or rooms) on the same floor as well as those above and below, even if there has been no complaint raised by the tenant in those apartments.

An infestation of bed bugs is not evidence of unclean or unsanitary living areas. World class hotels have reported bed bug infestations in recent years, perhaps due to the increased domestic and international mobility of society in the past few decades.

Commonly, the first sign of bed bug infestation is the appearance of small brownish or reddish spots on linens. These are fecal spots or droppings on the surface of linens from the bugs. Occupants may also notice swelling and sometimes localized itching where they have been bitten.

Treatment

There are two types of treatment currently being used at the UofS; heat and chemical treatments. The preparation required by the tenant before treatment occurs depends on the type of treatment your apartment will be receiving. If your apartment has been identified for treatment, extermination or preventative, you will receive a notice under your door specifying both the type of treatment you will be receiving and the required preparations that you will be required to do before the treatment date. **It is very important that you follow the instructions given to ensure that the treatment is effective and complete.** Treatment prep sheets are posted at http://www.usask.ca/residence/life_in_residence/infestations.php. By following the preparations for treatment closely it will decrease the chances of your apartment needing to be retreated. **If prep work for treatment is not completed, tenants may be charged the cost of that treatment, as well as for subsequent treatments if necessary.**

On the day of treatment you will be required to vacate your apartment from approximately 9am-6pm. Exact times will be given on the notice of treatment. If you have any questions about treatment or bedbugs in general please call the residence office.

It is important to note that discarding the mattress will **not** solve the problem, as a new mattress can quickly become infested if bed bugs are still on the premises. Do not dump mattresses and/or furniture in the hallways or outside of the building. **Do not take found furniture and/or mattresses into your apartment.** This has been the number one reason for the spread of bed bugs throughout Assiniboine, Wollaston and Souris Halls.

If you have and/or suspect bed bugs or any infestation, immediately report it to the Residence office residence@usask.ca

MAINTENANCE CONCERNS

McEown Park has its own maintenance staff. Requests for service need to be brought to their attention in one of two ways:

- 1) On one of the Notice Boards on the first floor you will find a form on which you can detail your maintenance requests (for example lights not working or loose door handles). These will be attended to on a routine basis. If it is an urgent matter, please report it to the office (966-6775).
- 2) ***If it is an urgent matter and the office is closed, call campus safety by dialing 966-5555.*** Explain the problem and s/he will take whatever action is necessary. After hours maintenance requires a callout – with overtime charges at “double time”.

*Please note that if you call for maintenance service after hours, the costs will be passed on to you unless immediate repair is absolutely necessary.

*Unreported maintenance repairs will be considered as damages and will be treated as such.

PLUMBING

Frequently, maintenance personnel are called to unplug a toilet when it could easily have been unplugged with a plunger. To avoid being charged unnecessary maintenance costs, please purchase a toilet plunger and use it when the need arises before calling out the maintenance staff. Do not use drain cleaners. If the drain cannot be cleared using a plunger call for maintenance.

* do not discard bones of any type down the toilet drain as this will clog the drain and result in charges to have it unclogged.

*ensure that you have a mop to clean up any water that is on the floor.

LIGHT BULBS AND FUSES

Tenants are responsible for providing their own light bulbs (except fluorescent tubes) and stove fuses. Tenants often report a stove malfunction when only a fuse needs replacing, or the clock is not set for the desired operation. Please check before you report any maintenance.

CARPET CLEANING

The carpet in your apartment has been cleaned prior to you taking occupancy (or will be cleaned in a few days). If you should like to clean (shampoo) your carpet sometime during your stay, you may make arrangements to use our equipment at no cost. Our staff will not do the cleaning for you but will provide instructions. Please ensure to vacuum the carpet thoroughly before shampooing.

* for proper carpet care, it is important that you vacuum the carpets regularly (minimum once per week).

LOST KEYS

If you lose your keys, a charge of \$50.00 for room keys, \$25.00 for mail keys and \$5.00 for building entrance keys will be issued.

Your keys are for your use only. Any person who is in the possession of an unauthorized key, which can open any lock in the Residences, is subject to University discipline. If you are found buying keys for any residence lock, distributing keys to others, or found in possession of copied keys, you will be subject to disciplinary action and charged for re-keying the door(s).

LOUNGE

There is a lounge on the 12th floor of both Assiniboine Hall and Wollaston Halls. This space is for the use of tenants. Any activity in the lounge space must be pre-approved by the Residence Life Coordinator and open to all residents if they want to participate as it is a community space. The consumption of alcohol is strictly prohibited in the lounge. If you have any questions or concerns see the Residence Life Coordinator in Saskatchewan hall 105.

The Lounge Rules are as follows:

- 1) No alcohol is permitted in the lounge **AT ANYTIME**.
- 2) The lounge may be booked for functions by residents of Assiniboine Hall provided that:
 - a. Functions are booked through the RLC (Emily), email her at emily.spek@usask.ca to set up an appointment
 - b. That 75% of the attendees are residents of Assiniboine Hall
 - c. The lounge is still available for all residents to use
 - d. The lounge is returned to its original state after the function is completed, failure to do such will result in the organizers being charged a cleaning fee
 - e. Functions end before or at the beginning of designated quiet hours
 - f. Organizers are responsible for the actions of the guests while they are in the building
- 3) Food is permitted in the lounge during approved functions only
- 4) Quiet hours in the lounge are from 10:30pm-7:00am Sunday to Thursday and 12:00am-7:00am on Friday and Saturdays. During this time the lounge is considered a quiet study area for residents.

COMMUNITY GARDEN

Every summer (May – September) the Community Garden Project in McEown Park is launched. Residents who are interested can sign up for a plot of land to plant vegetables or flowers for the summer months. This is a popular community project that involves working together, regular meetings, educational presentations, and a gardening committee group. If you are interested in participating in the Community Garden Project, contact the Residence Life Coordinator in Saskatchewan Hall 105 for more information or look for notices for Community Garden sign up in April.

LAUNDRY ROOMS

The coin-operated laundry rooms are located on the top floor of the buildings. The laundry equipment is provided on a contract basis by Carney's Laundry Services. If a washer or dryer is not working report it directly to Carney's (373-6434) and if service is not restored within a day or two please report the matter to the Residence Office. There is a change machine located in the laundry room on the 14th floor of Seager Wheeler Hall and by the Residence Office in Saskatchewan Hall.

STORAGE CLOSET

A storage closet for storage of items is provided for each apartment, either within the apartment or in the hallway of your floor. The storage of food items in these closets is prohibited.

HEATING

The apartments are heated by hot water heating system controlled by a thermostat located in the living room.

There are two major sources of heat loss

- 1) Open windows – lead to frozen and burst radiators causing significant water damage
- 2) Articles or furniture being too close to register – the heating system can only be effective if there is good air flow to the register.

Please do not place any articles or furniture within 18” of the register.

RULES

Our rules and regulations have been developed over the years and are designed for the sole purpose of making Assiniboine and Wollaston Halls a safe and enjoyable place to live. If you have any comments or questions about any information in this handbook or about Residence in general, please consult any of the Residence Life staff. Rules have been established so the rights of the individual are not infringed upon. The basic rule is common courtesy. Other rules are based on this principle, problems in the past, and Legal Statutes.

The rules of Residence are taken seriously by all Residence Staff. Rules that are being broken will be addressed according to the assessed severity of the situation or in accordance with the number of violations a resident has committed. ***Varying levels of discipline include: formal warning from Residence staff, paying for damages, probation, eviction, or even a requirement to discontinue studies at the University.***

GUESTS

You are responsible for any guest you invite in to the building and all guests are subject to the same rules and regulations you are. It is your responsibility to inform them of residence rules and policies. An overnight guest may stay with you for up to three days. Always ask permission of your roommates if you are planning on having guests visit.

You are allowed to have several guests at a time in your apartment for day visits. However, please keep in mind that large social gatherings infringe on the rights of others to sleep and study. Noise must be kept to levels that do not disturb those who live in your apartment or those around you. If noise gets out of hand, the gathering will be shut down. Likewise, if there is a problem with open alcohol in the hallways coming from your gathering, it will be shut down.

ALCOHOL POLICY

The consumption of alcohol in residence is a privilege not a right. Students who abuse this privilege will be subject to the Residence Discipline process.

The provincial Statutes regarding the consumption of alcohol apply in and out of the Residence complex. If you are 19 years and over you may consume alcohol responsibly in your apartment but not in any common area such as a lounge or hallway. Open liquor is not to be carried between apartments.

Students under the age of 19 are not permitted to consume alcohol and will be subject at minimum, to the Residence Discipline process.

You are responsible for your guests at all times. It is your responsibility to inform all of your guests about the rules of Residence. Anytime you have guest drinking in your apartment, you must ensure all alcohol is kept in the room. Anytime alcohol is not kept in the apartment, the alcohol will be confiscated by Residence Life Staff or Campus Safety, your party/gathering may be shut down and your friends/guests

may be asked to leave. Public Intoxication that is disrupting to the community will be subject to disciplinary action.

Kegs are NOT permitted in Residence.
Alcohol Funnels are NOT permitted in Residence.
Beer Bottles are NOT permitted in Residence.
Drinking Games are NOT permitted in Residence.
The making of beer, wine or any other alcohol is not permitted in Residence.

Drinking Games are defined as any activity that promotes the mass consumption of alcohol in a finite or infinite allotted time period or any activity deemed to be a drinking game at the discretion of any Residence Life Staff.

Within Residence you are not permitted to organize, advertise or sell tickets for beer nights, token nights, pub crawls, keg parties, bladder bursts or any other activity that promotes the consumption of alcohol.

The Residence Department works with the Student Health Centre and their Student Health Initiatives Program to raise awareness about issues regarding alcohol. Students who find themselves in breach of Community Standards involving alcohol will be required to meet with a Health Education Coordinator.

All RA events are non-alcohol events. You are not to drink during or show up to an RA event intoxicated. Failure to comply may result in your being removed from the event (and giving up any fees associated with the event) and you will be subject to the process for violations of community standards.

SMOKING

Smoking is prohibited in all University buildings, parts of buildings, enclosed spaces, leased spaces, University owned or leased vehicles and outdoor seating areas that are part of a restaurant or licensed facility. Smoking is also prohibited at Griffiths Stadium except in designated areas. Smoking is prohibited within a ten meter perimeter of any University building or ventilation air intake and other outdoor areas where posted. This policy applies to all University employees, students and visitors.

Smoking is strictly prohibited in all Residence buildings. If you are caught or suspected of smoking in your room/apartment you will be subject to Residence Discipline and or evicted.

The use of Hookah pipes or other water based pipes traditionally used for smoking tobaccos and fruits are not permitted in Residence. If you have any concerns or questions regarding this please see a Residence Life Coordinator.

GAMBLING POLICY

Participating in and/or running an illegal gaming or gambling operation is prohibited.

BBQS

Use of personal BBQ's are permitted 30 ft or 10 m from the building. However, storage of briquettes, propane tanks and other highly flammable materials are not permitted in the building.

DRUG POLICY

Alcohol and Drugs: Open liquor is not permitted in corridors, lounges or other Common Areas of Assiniboine/Wollaston Halls. Use of drugs illegally or possession of drug paraphernalia or illegal drugs is not permitted in Assiniboine/Wollaston Hall or any other property of the University. NOTE: A Resident

who violates this provision, or any other obligation of this Agreement, may be evicted pursuant to Part III section 11(d).

Zero Tolerance: The Resident agrees that any violation of the laws, regulations, codes, ordinances, policies, conditions and/or rules respecting or relating to the possession, use, distribution, growth or manufacture of any non-prescription drugs or other controlled substances as defined by the Criminal Code of Canada or the Controlled Drugs and Substances Act, or the possession, storage or use of any related paraphernalia, including the first such violation, will result in immediate discipline, including the immediate cancellation and termination of this Agreement and the immediate barring of the Resident from the use of the Room/apartment, other parts Assiniboine/Wollaston Hall, other residence facilities operated by the University.

DANGEROUS MATERIALS

Fireworks, knives (hunting, exotic, ceremonial), firearms, ammunition, paintball guns, air soft guns, propane tanks, any type of explosive materials, any type of weapons, or other items considered dangerous by Residence Life Staff are NOT permitted in Assiniboine and Wollaston Halls.

DAMAGES

You are responsible for damages that occur in your apartment beyond “normal wear and tear”, including damages to both sides of your bedroom door. You are also responsible for any damage that your guest may cause.

When damage or theft occurs to rooms, halls, bathrooms, furniture, equipment or common areas, we all end up paying the cost one way or another. When persons responsible for damage or theft are not discovered or disclosed, the cost is absorbed by all students. In some cases when damages occur and the individuals are not identified or discovered, a particular hall or community can be subject to charges. If you are aware of individuals causing damages or theft please call Campus Safety (966-5555) to avoid your community paying for the bill and Residence fees increasing.

Removal of closet doors (where provided) and window screens are prohibited and will result in a minimal automatic reinstallation charge of \$25.00. Additional charges will apply if there are damages.

Door/window posters deemed inappropriate will be removed.

PERSONAL SAFETY

Any activity that has the potential to harm residents or facilities (including play fighting, pranking, sports indoors, water fights, etc.) is not permitted in residence. Harassment, discrimination and violence are not permitted and will be dealt with seriously. Report all such incidents to Residence Staff or Campus Safety immediately.

NOISE

Every person living in Assiniboine and Wollaston Halls is a student. Study habits and requirements vary greatly between households; therefore, it is of the utmost importance that noise be kept at a minimum at all times. Any problems regarding excessive noise should be resolved by the tenants concerned. However, if such an attempt proves unsuccessful, call/contact an RA or Campus Safety 966-5555 (if occurring outside of office hours) and report the incident via email to the residence office residence@usask.ca

CANDLES

The burning of candles, incense, oil burners or other scented burning devices is not permitted in residence. Violators of this policy will be subject to the Residence Discipline Process. If the use of candles, incense, oil burners or other scented burning devices in your room creates smoke damage you will be assessed a minimum cleaning fee of \$100.00.

*Deep fat fryers or other oil based cookers are not permitted to be used in Residence as they are a significant fire and smoke hazard.

STEREO, TV, MUSICAL INSTRUMENTS

The use of these items is permitted so long as you respect those who live around you. Please consider using headsets whenever you listen to your stereo. If noise is excessive; you may lose the privilege of having that item in your room/apartment. Practicing/playing of other musical instruments should be done only with the approval of your roommates, neighbours and RAs. Drums are not allowed in Residence.

PETS

Tenants will not keep and will not permit anyone to bring into or keep in the Room, Residence or other residence buildings of the Landlord ("Other Residence Buildings") any fish tank, or any pet, fish, insect, reptile, bird or animal of any kind.

FURNITURE

Furniture, beds, and other items are not to be dumped in the hallway or outside of any of the buildings. If you see these items do not take them into your apartment because they are likely infested with bed bugs. This practice has resulted in the spread of bed bugs from building to building. You will be charged a minimum of \$125.00 for any item that you dump in the hallway or outside the building.

You must make your own arrangement to have unwanted items hauled to the landfill. Please be careful when buying used furniture and make sure that you do a thorough investigation for bedbugs before purchasing.

Please note that water beds or any type of water-filled furniture are not allowed in Assiniboine/Wollaston Hall.

GARBAGE

There is a garbage chute located on each floor. Garbage is to be bagged and secured before it is sent down the garbage chute. Ensure the bag goes down the chute to avoid items being clogged and creating a fire hazard. If the item is too large to go down the chute, like a pizza box, take the item to the garbage room located on the first floor and place it in the garbage bin. Do not leave items on the floor by the chute.

RECYCLING

Recycling services are available Friday afternoons from 4:30 – 5:30 in the lobby of Seager Wheeler. All general recyclables, with the exception of paper will be accepted there at this time **ONLY** and taken away for you. Please ensure that your items are sorted or they will not be accepted. Paper can be taken to the large green bin on the east side of Seager Wheeler. This bin is for paper only. Please do not place any cardboard or other materials in the bin as it will contaminate the whole load. Instructions on proper bin use are located on the bin so please consult them before placing your paper inside.

FACILITIES RULES

A few other rules are as follows

- Use only masking tape or removable adhesive hooks (such as 3M) on walls; do not make any holes (that is do not use pins, screws, nails or staples). Do not use scotch, packing, or duct tape.
- Approximately 20% of your accommodation costs go to pay for utilities. Turn off lights, radios, stereos, and TV's when you leave your room.
- Do not tamper with any electrical, mechanical or fire fighting equipment. You will be charged and face disciplinary action.
- During the winter months, do NOT leave windows open. The radiator could freeze and burst; we class this as "damage" and you will bear the cost of repair.

WINDOWS

You are not permitted to remove your screens from your windows, you will be charged for repair or replacement if they are removed. Your window is not a garbage chute. Items are not to be thrown out your window. You are not to throw or fire projectiles at person outside of your window. Any student in violation of this policy may be subjected to monetary charges from the Maintenance Department and subject to the Residence Discipline Process.

ADVERTISING/POSTERS

All posters have to be approved by the Residence Office. Posters that do not have authorization will be taken down.

FIRE SAFETY

FIRE ALARMS

The hallway and each apartment are equipped with smoke detectors. The smoke detectors in your apartment are local only (they will sound only in your apartment). Corridor smoke detectors are connected to the building alarm system and when they are set off the entire building alarm system will sound and automatically send a signal to the Fire Dept.

If you discover a fire, and the alarms are not already sounding, pull the alarm and shout "FIRE!" The alarm will ring in the fire station.

For your safety, you should locate the exit nearest your room, as well as an alternate escape route in case the first one should be blocked. Do this now; it may save your life!

If it is found that the building fire alarm has been triggered due to the negligence of a resident, then that resident will be eligible to disciplinary action under the Residence Community Standards.

Students who trigger a building alarm due to their own negligence will be required to pay for an electrician call out and may be subject to further fines.

WHEN YOU HEAR THE ALARM

1. Get up, wake up your roommates and put on shoes and a warm coat.
2. Feel the door – if it is hot, do not open it. Open the window and call for help.
3. If the door is not hot, go to the nearest exit.

4. If there is dense smoke, cover your nose and mouth. Do not panic, but crawl or walk to the exit. Do not take the elevator, use the stairs instead. In a fire, the elevators could be death traps. **KEEP OUT OF THEM**
5. Go outside and wait for instructions from the Fire Department, Campus Safety or Residence staff. If it is cold outside go to the closest building to keep warm and wait for further instruction.

Students who do not vacate during fire alarms or fire drills will be fined a minimum of \$100.00.

FIRE EXTINGUISHERS

Dry chemical fire extinguishers are provided in each apartment. It is the responsibility of each tenant to check the extinguisher to ensure that it is fully charged (needle should be in the green zone). If you are uncertain whether the extinguisher requires servicing notify the maintenance staff. Please familiarize yourself with the operating instructions detailed on the extinguisher.

TAMPERING WITH FIRE EQUIPMENT

The fire equipment located in the Assiniboine and Wollaston Halls are there for a purpose. Tampering with this equipment or setting false alarms are serious offences and will be treated as such. Residents must also realize that it is a serious act of negligence to ignore a fire alarm. Anyone that acts in this manner will be disciplined and/or evicted.

Students who are found to have tampered with their fire safety equipment will be fined a minimum of \$100.00.

HEAT AND SMOKE DETECTORS

There are two detectors in your bedroom – the detector with a constant flashing red light is the heat detector. Please do not touch the heat detector!

Secondly there is also a flashing red light on the smoke detector (flashes once approximately every minute). There is also a green light on the smoke detector. If the green light is flashing, push the test button. This will reset your smoke detector so that the green light is on steady (no longer flashing).

Please test your smoke detector periodically (once per week is recommended) to ensure proper operation. If the detector fails to sound, please contact the Residence Office.

The smoke detectors also have a silencing feature that can be used when nuisance alarms occur:

Using the silence feature

The silence feature on your new smoke detector can temporarily quiet an unwanted alarm for up to 10 minutes.

WARNING!

The Silence feature does not disable the unit - it makes it less sensitive to smoke. For your safety, if smoke around the unit is dense enough to suggest a potentially dangerous situation, the unit will stay in alarm or may re-alarm quickly. If you do not know the source of the smoke, do not assume it is an unwanted alarm. Not responding to an alarm can result in property loss, injury, or death. If the unit will not silence and no heavy smoke is present, or if stays in silence mode continuously, it should be replaced immediately – please contact the Residence Office.

IMPORTANT!

To silence your smoke detector:

1. To silence your smoke detector, you must press the test/silence button on the unit.

NOTE: The red LED on the detector will be flashing rapidly. No audible sound will be heard. The unit will exit “silence mode” in approximately 10 minutes.

2. While the unit is in “silence mode” pressing and holding the test/silence button for approximately 10 seconds will test the unit. After testing, the unit will re-enter “silence mode” and the 10 minute timer is reset.

VACATING RESIDENCE

DAMAGES

You are responsible for damages in your apartment beyond normal wear and tear, including damages to both sides of your apartment door.

CLEANING

When vacating you must leave your room and apartment clean. You must make arrangements with the Seager Office to have your room inspected and complete an “**OUTGOING CLEARANCE FORM**”. You will be charged for cleaning services by the hour. A complimentary bottle of oven cleaner will be distributed to each apartment – please use it according to the directions on the container. On vacating, clean shall be interpreted to mean:

- a) All personal belongings including garbage, posters, etc. must be removed from the apartment and storage lockers prior to inspection.
- b) All tape, nails, hooks, brackets, holders, etc. installed by the tenant must be removed from all walls and cupboards prior to inspection.
- c) The bedroom and common areas must be cleaned to the state that existed at the time of taking occupancy of the apartment, and specifically the following items must be cleaned prior to inspection: (Please do not use abrasive cleaners such as Ajax, Comet or Old Dutch for cleaning.)
 - i) Refrigerators and freezers must be defrosted, washed inside and out.
 - ii) Stove must be cleaned inside and outside and free from all grease – coil elements must be left in upright position after cleaning for inspection purposes only.
 - iii) Fume hood must be washed and free of all grease – aluminum filter must be cleaned and left on countertop for inspection purposes only.
 - iv) Refrigerator, freezer and stove must be pulled out from wall for inspection purposes only.
 - v) Kitchen sink must be washed and rinsed.
 - vi) Toilets must be cleaned inside and out and surrounding walls cleaned.
 - vii) Bathtub and surrounding walls must be clean and free from dirt & soap.
 - viii) Bathroom and bedroom sinks must be clean and free from dirt and soap.
 - ix) All walls, cupboards, closets, doors, etc. are to be washed.
 - x) Hard-surfaced floors must be swept or vacuumed and washed thoroughly.

- xi) Carpeted floors are to be thoroughly vacuumed.

CHECK-OUTS

Prior to leaving residence you must check out with a Caretaker. Together you will review your apartment and document any damages or cleaning issues. After your checkout is complete, you will give your five keys to the residence staff member.

- d) At the time of inspection all keys are to be handed directly to the Caretaker conducting the inspection. A charge of \$50.00 for room key(s), \$25.00 for mail key(s) and \$5.00 for building entrance key(s) not returned will be assessed.

DETAILS

- e) Complete a change of address card at the Post Office in order to avoid delays and possible loss of mail.
- f) Ensure to settle all accounts with outside service providers like Sasktel and Shaw.

U OF S SERVICES

PARKING

- a) **PARKING IS ADMINISTERED THROUGH THE PARKING OFFICE LOCATED IN THE POULTRY SCIENCE BUILDING. (966-4502).**
Office hours are 8:30 am – 4:15 pm Monday to Friday, holidays excepted. Parking spaces are sold in a first come first serve basis.
- b) **VISITOR PARKING.** Visitors must park in the metered parking stalls only. Visitor parking permits are available from the Parking Office. Permits must be purchased in advance and during regular office hours.

In order to park a vehicle on “University of Saskatchewan” property, the vehicle must have valid plates and registration. The regulations of the University state:

“6.6.11 No operator shall park a motor vehicle upon university property without displaying valid license plates, with current and valid validation stickers attached to each license plate, in the manner prescribed in The Vehicle Administration Act, or a registration permit, displayed in the manner prescribed in section 29 or The Highway Traffic Act, or a valid license plate or registration permit from any other lawful jurisdiction.”

It is therefore not legal to park a vehicle without plates at McEown Park for “storage” purposes: eg. leaving the country for several months and leaving an unplatd vehicle parked in your stall (even though it is paid for or even if insurance is in effect.) If leaving an unplatd vehicle, it must be parked off University property. Vehicle maintenance including oil change is not permitted on University property.

Failure to comply with the above regulations could result in violations and or seizure of the vehicle. All charges (including storage fees) related to said action would be the sole responsibility of the registered owner.

FOOD SERVICES

The main Food Service Building is Marquis Hall. In addition to the main Food Service Building, there are Food Service outlets in the following buildings: Arts, Education, Agriculture, Kinesiology, Geology, Vet Med and Place Riel.

Meal contracts for students living in Assiniboine and Wollaston Halls are available. More information about meal plans can be obtained from the Food Service Department in Marquis Hall (966-6789).

INTERNATIONAL STUDENTS AND STUDY ABROAD CENTRE (ISSAC)

International Students studying at the U of S and Canadian students planning on a foreign exchange are invited to make use of the ISSAC for assistance with problems that may be of concern to them. (966-4923).

The International Students and Study Abroad Centre provides support to international students and their families through services, programs and activities, while promoting cross-cultural understanding within the University and its surrounding community. Whether you want to practice your English skills, showcase your country during International Week, or simply take a break in the International Students' Lounge, the ISSAC offers all this and more.

HELP CENTRE

Located in (Room 27 Place Riel – In the Arts tunnel) The USSU funds two positions in this office:

1. A student Loans Advisor who can assist you with Canada/Saskatchewan Student Loan problems or questions.
2. Student Affairs Officer who can assist with personal problems, conflicts with professors, class withdrawals, scholarships, internships, appeals, general confusion, crisis intervention and much more.

The Help centre is a warm, friendly environment that is open to everyone. We have comfy couches and friendly people always willing to chat. We're here to help students with whatever they may need. Our volunteers are extensively trained in many situations. Whether you need a shoulder to lean on, a free phone, access to the exam file, or any other assistance just stop by and check us out.

STUDENT COUNSELLING SERVICES

Counseling services are available to all students and prospective students free of charge.

The services provided include personal counseling, couples' counseling, family therapy, support groups and career counseling. The counseling office also offers seminars in such areas as communication skills, study habits and personal development. Counselors work with students who are experiencing distress or emotional discomfort in a variety of areas.

The Student Counseling Office is located on the main floor of Qu'Appelle Hall Addition. (966-4920).

<http://students.usask.ca/wellness/>

STUDENT HEALTH CENTRE

The Student Health Centre is a health care centre located on the first floor of Saskatchewan Hall and is open to provide health care for all registered University of Saskatchewan students, their spouses or partners, and dependants. The outside entrance is located beside the Memorial Union Building (MUB), but can be reached from Place Riel without stepping a foot outside, just follow the signs. The Health Centre offers a wide variety of services including: general medical treatment (male & female physicians), psychiatric consultation, sports medicine, obstetrical/gynecological service, annual & university entrance physicals,

minor emergency & first aid care, employment/athletic/ SGI/childcare physicals, nutrition counseling, social work (counseling), nurse practitioner, massage and chiropractic services, immunizations, nursing and health education. Please note that all services are confidential. Your health information will not be released to anyone without your permission unless required by law. Our hours of operation are as follows:

September to April:

Monday 8:30am to 12:00 noon;
1:00pm to 4:30pm

Tuesday, Wednesday & Friday
8:30am to 4:30pm

Thursday
9:30am to 4:30pm.

- When possible make appointments by calling 966-5768. We provide walk-in medical services for minor emergencies and problems that cannot wait for an appointment.
- For a serious or life threatening emergency or one that cannot wait go directly to Royal University Hospital.

DISABILITY SERVICES FOR STUDENTS

Disability Services for Students (DSS) is an office on campus that assists students by offering programs and advocacy services—fostering an accessible and welcoming campus. All students with disabilities are encouraged to register with the office at 966-7273. Access to most services and programs provided by the Disability Services for Students is restricted to students who have registered with DSS.

Eligibility:

- Add, ADHD
- Mobility Impairments
- Hearing Impairments
- Head Injuries
- Learning Disabilities
- Visual Impairments
- Chronic Health Problems
- Psychological Disorders

Services available:

- exam accommodation
- note taking
- orientation
- information on grants, scholarships, Awards and Student Loan Programs
- accessible classroom scheduling
- referrals to disability agencies

ABORIGINAL STUDENT CENTRE

The Aboriginal Students' Centre offers a variety of programs, events and support services to current and prospective Aboriginal Students.

110 Marquis Hall (Across from the Bookstore)
966-5790

GRADUATE STUDENT ASSOCIATION

The mandate of the Graduate Students' Association is to cultivate a positive experience for graduate students, to advocate for unique needs and concerns of graduate students, to foster a cohesive graduate student community and to build positive relationships with other organizations.

Room 103 Memorial Union Building
966-8471

USSU

The University of Saskatchewan Students' Union strives to be recognized leader in enhancing the student experience. The USSU operates many services and operations around campus including Browsers, Information Centre, Louis', XL Design and Reproductions, LGBTA, Women's Centre, Food Centre, Victim's Advocate, Childcare Centre, Help Centre, Academic Advocacy and Safewalk. Check out www.ussu.ca or stop by Lower Place Riel for more info.

PRIDE CENTRE

The USSU Pride Centre is a welcoming, vivacious, and celebratory campus community. They provide a friendly environment with a diverse group of people of all sexual orientations and gender identities.

104 Memorial Union Building
966-6615

WOMEN'S CENTRE

The Women's Centre is a safe, dynamic, comfortable, positive space to organize around feminism and activism. It serves as a resource and information centre, with a large library of feminist titles. There's a lounge to hang out in and meet like-minded people. It is a place of inspiration, enlightenment, and encouragement. It recognizes the strength of the diverse and vibrant community at the U of S and Saskatoon.

105 Memorial Union Building
966-6980

FOOD CENTRE

The USSU Food Centre was established in 2003 by the University of Saskatchewan Students' Union in conjunction with the Saskatoon Food Bank in response to hunger on campus. This is a growing concern due to increases in tuition and insufficiencies of student loans.

Room 72 Lower Saskatchewan Hall
966-1792

PHONE NUMBERS

Campus Safety.....	966-5555
Emergency 9-1-1 (call for fire, ambulance).....	911
Crisis/Suicide Info Line.....	933-6200
Open Door Society.....	6534464
Poison Control Centre.....	1-866-454-1212
Problem Gambling Help Line.....	1-800-306-6789
Saskatchewan Drug Info Centre.....	975-3784
Saskatoon Crime Stoppers.....	931-8477
Saskatoon Sexual Assault and Info Centre.....	244-2224

AIRLINES

Air Canada.....	1-888-247-2262
Westjet.....	1-800-538-5696

BUS INFORMATION

(STC, Greyhound).....	933-8000
Saskatoon Transit Service.....	975-3100

CAB

United.....	652-2222
Radio Cab.....	242-1221
Blueline.....	653-3333

TRAVEL

Highway Hotline (Road Information).....	933-8333
Travel Cuts.....	975-3722
Time of Day.....	244-6411

CAMPUS OFFICES

Campus Bookstore.....	966-4468
Campus Rec.....	966-1040
Food Services.....	966-6789
Residence Office.....	966-6775
Campus Safety.....	966-5555
Campus Parking.....	966-4502

CAMPUS STDUDENT SERVICES

Counselling Services.....	966-4920
International Student Office.....	966-4925
Student Health Centre.....	966-5768
University Chaplains.....	966-8500
USSU.....	966-5768
Women’s Centre.....	966-6980
Pride Centre.....	966-6615
Safewalk.....	966-7233(SAFE)
Help Centre.....	966-6981
Food Centre.....	966-1792

Graduate Student Association.....	966-85471
Disability Student Association.....	966-7273
Aboriginal Student Association.....	966-5790