

# **CHARLES F. ("DOC") JOHNSTON RESIDENCE**

## **ST. ANDREW'S COLLEGE**

### **GENERAL REGULATIONS**

DEFAULT ON ANY RULE OR REGULATION BY A RESIDENT CAN RESULT  
IN THE TERMINATION OF RESIDENCE AT ST. ANDREW'S COLLEGE

St. Andrew's College Residence is a part of the ministry offered in and to the community by the United Church of Canada.

As a servant and witness of the Gospel, the Church has a responsibility to be in the world as a witness to God's grace.

#### **PURPOSE**

As an agent of the Church it shall be the purpose of St. Andrew's College Residence to be a community that reflects the grace of God to all who choose to live here.

#### **PREAMBLE**

St. Andrew's College is a theological college of the United Church of Canada, which prepares men and women for ministry, in close association with the College of Emmanuel and St. Chad and Lutheran Theological Seminary.

St. Andrew's College also operates a dorm-style residence, which accommodates 18 students. Student will be defined to mean a full-time student enrolled at the University of Saskatchewan or its affiliated Colleges. It is intended that it will be a "special place," a residence "community" befitting a Church College, where the members express Christian characteristics of grace and care for one another.

The Residence endeavours not only to provide a home for students during their years of study at university, but in particular, to aid young women and men in the transition to life at a university.

St. Andrew's seeks to offer something extra to the students who choose to live here. To that end, attention is given to building a sense of community in residence. A friendly, family-like atmosphere is apparent. Due to the small number of residents (the 18 people are made up of both men and women students), a close-knit group is formed.

Persons accepted into residence are strongly encouraged to invest some of their time and effort toward relationships and activities with their colleagues which will help form this type of community.

## **GOVERNMENT**

The Residence is administered by a Residence Coordinator who reports to the Principal of the College under the authority of the Board of Trustees.

### **Residence Association**

The Residence Association will be a team of three people who monitor the residence to ensure activities remain conducive to harmonious residence life. They along with St. Andrew's College management will enforce the residence regulations and levy fines to residents as needed. These three people will be elected by the residents at a meeting early in September.

In addition, individual residents have a responsibility to correct a situation that is disturbing or annoying. Monies collected through fines will be deposited in the Residence Community Fund.

### **Violation of Regulations:**

Violation of regulations pertains to the resident or guests of a resident (you are responsible for your visitors' actions); in cases of persistent and flagrant violation of residence standards or for a third offence (see page 9) **IMMEDIATE** eviction will be the consequence. Offences for which eviction may be recommended include such things as wilful damage, malicious mischief, the use of illegal drugs, the abuse of alcohol, the disturbance to other residents or to College tenants and staff, or violation of Residence Regulations. Final decisions with regard to an eviction are to be made by a majority vote of a committee composed of the Principal, the Residence Coordinator and a member of the Building Management Team. Their decision is final and they may at their discretion give the evicted resident **up to** 48 hours to vacate the residence.

The Night Lock-up person will carry a pass key to assist residents who may lock themselves out of their rooms.

## **MAIN LOUNGE AND LIBRARY**

The Main Lounge and the Chapel are intended to serve the wider University and Saskatoon community and not just residents. **Residents must reserve the main lounge through the front office for organized functions and parties.** From time to time they are reserved for particular groups or parties, and at such times residents are requested not to interfere with or disturb them.

The Library is for ministers and students of the co-operating theological colleges. The use of books and of the reading room for study purposes by the residents is a privilege, not a right. It is conditional upon full co-operation with the Library regulations. Classrooms are locked at night and on weekends.

## **REGISTRATION AND FEES**

**Residents will sign a contract for the full University year, September to April.**

**DEPOSIT:** Credit for the \$300.00 deposit will be applied to the residence fees due and payable on September 1<sup>st</sup>.

If you have to cancel your accommodation in St. Andrew's College Residence prior to arrival, you may receive the \$300.00 deposit back if you cancel before June 30th. If cancellation is made on or after July 1st, the total \$300.00 will be forfeited. Notice of cancellation must be in writing and received in the office on or prior to the dates specified.

**RATES:** For the period September 1 to April 30, the residence fees are \$3,200 for a single room. **The total residence fee is due September 1<sup>st</sup>.**  
***(Make cheque payable to St. Andrew's College)***

**PAYMENT:** Full room fees for September through April are payable on ARRIVAL. Keys will be not given out until payment is received. Residents with overdue accounts are subject to eviction. **Monthly payments or payment by term will not be accepted.**

**REFUNDS/RELEASE FROM CONTRACT:** A resident is obligated to contract for accommodation for the FALL and WINTER SESSIONS (as detailed under the section RATES). A resident may be released from his or her contract, and receive an appropriate refund, under the following conditions **ONLY:**

- (a) If he or she is required or requested by the University to discontinue his or her programme of studies, the contract may be terminated with 24-hours notice, and any prepayment of charges for accommodation shall be refunded.
- (b) If he or she discontinues studies at the University for personal reasons, FOURTEEN DAYS notice of termination of the contract must be given, and any prepayment of charges for accommodation (beyond the notice requirement) shall be refunded within fourteen days of vacating the residence. Any notice requirement shall be addressed to: Residence Coordinator, St. Andrew's College, and may be delivered to the General

Office (Room 226) or mailed to the Residence Coordinator at St. Andrew's College, 1121 College Drive, Saskatoon, SK S7N 0W3. A hand-delivered notice is not effective until acknowledged in writing by the Residence Coordinator. A Registered letter is not effective until received and acknowledged in writing by the Residence Coordinator.

- (c) If he or she is enrolled in the College of Education and the study programme provides that the student shall serve the internship at a school located outside of Saskatoon, the resident shall give the maximum possible notice.
- (d) If he or she is enrolled in the College of Medicine and has an "elective" class that requires the student to move from Saskatoon, the resident shall give the maximum possible notice.

*Proof of the above conditions will be requested.*

*Refunds will not be given under any other conditions.*

**DAMAGE DEPOSIT:** Each resident is required to deposit the sum of \$300.00 as caution money when registering. The Caution Fund serves as a type of group insurance for payment of damage chargeable to individual residents or to the community as a whole. It is in everyone's interest to keep such charges to a minimum, as the balance of the money is refundable at the end of the year. A report on the state of the Caution Fund will be made by the Controller after consultation with the Building Management Team in four weeks after spring examinations, the balance of the Caution Fund deposit will be returned to each resident.

**COMMUNITY FEE:** The Residence Community Fee of \$60.00 will be collected with the fees. These funds are used by the executive members of residence for the support of social and athletic activities sponsored by the Residence Community. The residents vote on purchases such as telecable, newspaper, etc. and there must be a 60% agreement needed in order to make the purchase.

**KEY DEPOSIT:** A deposit of \$30.00 is required on room, outside door, laundry room, and mailbox keys, payable with your fees, and is refundable when keys are returned to the General Office at the end of the academic year. Our key blanks are a protected series and any request for replacement of lost keys must be made through the General Office.

**PARKING:** A fee of \$588.00 for the academic year, payable upon assignment, is required by each resident who is assigned a parking permit. Permits are

available on a full academic year basis **only**. The General Office, on the basis of seniority and special need, makes assignments of our limited parking space. Residents wishing to apply for a parking permit should send in the application as soon as possible.

Parking permits are available for current residents of the College only. Permits may not be sold or assigned to non-residents. Failure to comply with this regulation will result in immediate suspension of the parking permit without refund.

Visitor parking is permitted after 4:30 p.m. weekdays and weekends only in the parking loop south of the chapel. We prefer you to park on the side beside the sidewalk in #140-143 if available. Any vehicles parked in the south lot on the evenings or weekends should be moved before 8AM on week days in order to avoid a ticket. Visitors or residents requiring occasional daytime parking must see the General office staff for a permit. Current rates are \$7 per ½ day of \$10 for a full day and are subject to change without notice.

**MEAL PASS:** FOOD SERVICES residents can purchase either a meal plan or Declining Cash Balance from Marquis Hall (U of S food Services) or St. Thomas More College. The Declining Cash Balance cards can be purchased in increments of \$20.00 and residents will be required to purchase an initial amount of \$500.00. Proof of purchase of at least the first-term meal plan must be provided ***before keys are handed out***. Proof of purchase of the second-term meal plan must be provided by then end of the first week of classes in January.

Cancellation of a meal plan during residency at St. Andrew's College places the resident in violation of the Regulations.

SEE: [www.campusdish.com/en-US/CA/Saskatchewan/MealMembership](http://www.campusdish.com/en-US/CA/Saskatchewan/MealMembership)  
[www.stmcollege.ca](http://www.stmcollege.ca)

## **GENERAL CONDITIONS**

### 1. ROOM ALLOCATION

The Residence Coordinator will make the allocation of rooms prior to the beginning of the academic year.

Single Rooms: Due to residents' desires, all of the residence rooms are for single accommodation -- 18 in total. Sharing of rooms with any other occupant, other than for occasional one or two-day visits, is **not permitted**.

The rooms will be assigned on the following basis:

- (a) Seniority (in the room the previous year or summer);
- (b) Preference by the applicant;
- (c) In order of receipt of applications.

A resident may not transfer his or her right to reside in a residence room to any other person. Change of rooms is permitted only with the consent of the Residence Coordinator. The College reserves the right to change room assignments in the interest of health, discipline, or the general welfare of the resident or other residents, as well as for administrative reasons.

Keys for the previous room must be presented to the General Office before the new keys are issued.

## 2. RIGHT TO PRIVACY

Residents are entitled to the privacy of their rooms, which are not entered by residence staff except under the following circumstances:

- (a) In cases of emergency;
- (b) If the caretaker needs to check the heating equipment;
- (c) In response to a violation of residence regulations.

Neither the College nor residents may change the locking system on any room door except by mutual consent.

## 3. RESPONSIBILITIES

- (a) Property: Each resident is responsible for the furniture or other items of College property in his/her room. Such property is not to be removed from the room, nor are other items of furniture located outside and/or within the College to be moved into the residence rooms. If found, without notice the item of furniture will be removed. A resident causing damage or defacement to the door or interior of his/her room, including all furnishings, through negligence or malicious actions, will be liable for full reimbursement and may be subject to disciplinary action.

On taking up occupancy of the assigned room, the resident shall check the furnishings and equipment, detail any discrepancies or damages, sign the form within two days of taking occupancy of the room and hand the form into the general office.

- (b) Insurance: A resident waives all claims against the College for loss of or damage to clothing, valuables, or other personal property, including money. Students are responsible to make arrangements for adequate personal insurance coverage. Rooms should be kept locked when not in use by the occupant to avoid theft.

#### 4. RESIDENCE ROOMS

Each resident will be responsible for keeping his/her room in a neat and sanitary condition at all times. **NO TAPE (MASKING OR SCOTCH TAPE), and no adhesive (plasticene, such as FUN TAC) may be used to put up posters or pictures.** Please use a small finishing nail and limit the number of posters on the wall. A mop, broom, vacuum cleaner and cleaning supplies for cleaning the rooms are available by signing it out from the Residence Liaison.

A laundry room with coin-operated washer and dryer as well as ironing facilities are provided on the residence floor. Residents are expected to provide their own bedding, towels, desk lamp, etc. Damaging, mutilating, destroying, or defacing of the rooms, furniture, or equipment in the residence is forbidden. This includes tampering with the electrical and mechanical fixtures in any part of the residence. The use of candles or incense in the residence is forbidden and fines will be issued if this rule is not respected. The rooms are furnished with a single bed, desk, chest of drawers, and wardrobe/closet. ***(Please note: No furniture is to be placed directly in front of the radiator for safety reasons.)***

No garbage from resident's room is to be placed in laundry room at any time.

Guests invited by residents are subject to the same rules of conduct as residents. Residents are responsible for the conduct of their guests. Guest stays are **not to exceed 3 nights**. Any guests staying longer than three nights are to receive permission from the General Office.

**"QUIET HOURS"** are effective 10:30 p.m. on Sunday through Thursday; and 11:00 p.m. on Friday and Saturday. Also, 24-hour quiet hours are placed in effect during exams. **EVEN NORMAL TALKING IN THE HALLWAYS IS DISRUPTIVE TO PEOPLE TRYING TO SLEEP OR STUDY. *Nothing is more disruptive in a residence than irresponsible noise making. The concept of thoughtfulness and mutual responsibility is basic to the successful operation of our community.***

#### 5. VACATING

Two days notice before vacating the residence must be given to the General Office. A resident must leave the room "clean;" the room will be inspected by the Building Management Team. The cost of missing items of furniture and furnishings, damage beyond "fair wear and tear," and cleaning service will be charged to the resident. Cleaning service will be charged at the rate of \$30.00 per hour. On vacating, "clean" shall be interpreted to mean:

- (a) Dresser and desk drawers empty and wiped out.
- (b) Book shelves wiped off and cleared of all material.

- (c) All pictures and posters are removed from all surfaces in the room.
- (d) All trash and garbage are removed from the room. ***Garbage is to be taken to the garbage bin located outside in the parking lot on the north side of the College.***
- (e) All materials are removed from the closets.
- (f) Floor is swept and washed.
- (g) Dust blinds.
- (h) Wash windows.
- (i) Ceiling and light fixtures are wiped off.

## 6. ALCOHOLIC BEVERAGES

No alcoholic beverages may be consumed in the corridors, lounges, or other public places, except at social events for which special permission has been requested and granted by the Chairperson of the Residence Committee, and for which a license has been obtained. All residents are reminded that providing liquor to minors (anyone under the age of 19) in any of the above places is an offence under the law of the Province of Saskatchewan.

## 7. FIRE PROTECTION

As in any residence setting, extreme caution is requested and urged in order to avoid fire hazards. The use of any electrical appliance for heating, cooking, or pressing in the residence rooms is prohibited.

The items that cannot be used are: irons, teakettles, hot plates, frying pans, and toasters. The reason for the "can not items" is they draw too much power in a short period of time to coincide with the wiring of the rooms and the amperage (120 volts).

Items that can be used are: humidifiers, computers, stereos, televisions, coffee makers, microwaves (under 0.6- cubic feet), and refrigerators using under 3 amps of power).

You can use a tea kettle, toaster, coffee maker, etc., in the **T.V. Room**. The iron in the laundry room must be unplugged after each use. All fire alarms, day or night, must be observed and the building evacuated at once. Consequently, any tampering with fire hoses, smoke detectors, or other fire-fighting equipment, and/or the setting off of a false alarm, carries a mandatory fine of \$100.00 for each offence. Supervised fire drills are held in the fall of the year. Burning candles or incense is a fire hazard and are therefore prohibited from use in the residence. A fine will be issued for any violation of this rule.

- 8. PETS: Pets are NOT allowed in the residence.

## 9. STORAGE OF EXPLOSIVES

Firearms, fireworks, ammunition, explosives of any type, or inflammable substances (such as gasoline, chemicals, etc.) are not permitted in the residence.

## 10. NON-SMOKING POLICY

St. Andrew's College Council promotes a Non-Smoking Policy. The College building is a designated non-smoking area. Residents and visitors are not allowed to smoke anywhere in the building.

## 11. FINES

The Residence Association and or St. Andrew's management has the authority to impose fines on an individual and/or collective basis for behaviour contrary to these Regulations. An incident report will be filled out by the Residence Association or St. Andrew's management and signed by the offender(s) as well as a representative from management or the residence association and placed in the resident's file. The fine structure is as follows: First Offence -- \$25.00; Second Offence -- \$50.00; Third Offence – **IMMEDIATE Termination of Residence.** Fines are to be paid within two (2) business days. They are to be paid in cash or by cheque to the General Office or to the Residence Association. Monies collected from fines will be added to the Residence Fund.

NOTE: a dirty room is considered a damaged room.

\*\*Rates are subject to change\*\*

## **CONCLUSION**

***True community will involve both self-respect and respect for others at all times.***

**(PLEASE KEEP THIS COPY FOR FUTURE REFERENCE.)**