

CHARLES F. ("DOC") JOHNSTON RESIDENCE

ST. ANDREW'S COLLEGE

GENERAL REGULATIONS FOR SUMMER

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.

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 and the Residence Coordinators. 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.

LIBRARY

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

DEPOSIT: Credit for the \$50.00 deposit will be applied to the residence fees due and payable on Arrival

REFUND POLICY: If the applicant wishes to cancel her/his reservation, a refund of the deposit will be made only if a **written application** reaches the Residence Office **15 (fifteen) days prior to arrival date**. The deposit fee is \$50.00.

PAYMENT The total residence fee (less the paid deposit) for the duration of the required accommodation is payable on arrival. Cheques drawn on bank branches other than Saskatoon must be certified. Payment can also be made in cash or by money order payable to St. Andrew's college or by VISA or MASTERCARD.

There is no rebate of charges on your room for late arrival or early departure, or for weekend absences.

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

RATES:

\$150.00 / Week + plus G.S.T.
\$375.00 / Month (GST Exempt)

DAMAGE DEPOSIT: Each resident is required to deposit the sum of \$300.00 as caution money when registering. This is payable by Cheque or a Credit Card and will be refunded when you move out provided that there are no charges against your account for lost keys, damages or insufficient cleaning of your room on move out.

PARKING: Limited parking is available for residents for \$70 per month plus GST. 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 or \$10 for a full day and are subject to change without notice.

FOOD SERVICES: There is a refrigerator, oven, microwave and toaster in the TV Lounge on the residence floor. This fridge is not intended for storing large quantities of food. There is no security and there is the possibility that food could be stolen. Several food venues are open on campus throughout May to August in Place Riel or Marquis Hall. There are also several restaurants nearby.

See: www.campusdish.com/en-US/CA/Saskatchewan/MealMembership
www.stmcollege.ca

LOCK UP: The building's exterior doors will be locked at 9:00 p.m. Monday to Friday and will be kept locked on the weekends. You will be provided with a key for the outside doors.

GENERAL CONDITIONS**1. ROOM ALLOCATION**

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 Coordinators. 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.

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. Residents 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

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 in the Utility Room. Please return immediately after use.

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.)***

All garbage is to be put into the garbage container in the north parking lot **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 Residence Coordinator, 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

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 St. Andrew's management and signed by the offender(s) 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.

NOTE: A dirty room is considered a damaged room.

CONCLUSION

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

(PLEASE KEEP THIS COPY FOR FUTURE REFERENCE.)

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