

Saint Mary's University
Family and Graduate Housing Handbook
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Family and Graduate Housing at Saint Mary's University

Saint Mary's University offers unfurnished one and two bedroom apartments for lease by student families and graduate students attending the University. Graduate students without families may also choose to live in furnished apartment suites called Senior Suites. Master of Finance students may apply for furnished apartment suites called Master of Finance Suites. All are located on the University's campus in the city's south end.

Option 1: Unfurnished One and Two Bedroom Apartments

Description:

Students may choose from the following apartment types located on floors 5 & 6, 11 to 22 in the Ignatius Loyola Building.

One bedroom apartment consists of one bedroom, kitchen, living/dining room, bath, hall, storage area (Type A only) and closets. Most one bedroom apartments face west, overlooking Halifax's North West Area of the harbour. A few face east overlooking the Husky Stadium and Halifax Harbour (Type B on the enclosed floor plan).

Small two bedroom apartment consists of two bedrooms, kitchen, living/dining room, bath, hall, storage area, and closets. The two bedroom apartments face east and overlook the Husky Stadium and the Halifax Harbour (Type C).

Large two bedroom apartment is similar to the small two bedroom apartment but features a large L-shaped living room and dining room (Type D).

Type A

Total area	500 sqft
Bedroom size	9 X 12 ft
Window size	8' wide x 70" long
Living/Dining room	11 x 18 ft
Window side	10' wide x 70"
long	
Kitchen area	60 sqft
Storage area	10 sqft

Type B

Total area	480 sqft
Bedroom size	10 x 12 ft
Window size	9' wide x 70" long
Living/dining room	10 x 12 ft
Window size	10' wide x 70"
long	
Kitchen area	60 sqft
Storage area	-

Type C

Total area	768 ft
Bedroom One	10 x 15 ft
Window size	9' wide x 70" long
Bedroom Two	9 x 14 ft
Window size	8' wide x 70" long
Living/dining room	12.5 x 17 ft
Window size	12' wide x 70"
long	
Kitchen area	77 sqft
Storage area	26 sqft

Type D

Total area	984 sqft
Bedroom One	10.5 x 16 ft
Window size	10' wide x 70"
long	
Bedroom Two	9 x 16 ft
Window size	8' wide x 70" long
Living room	13.5 x 21 ft
Dining room	8 x 11 ft
Window size	19' wide x 70"
long	
Kitchen area	92 sqft
Storage area	23 sqft

Eligibility and Leasing Information

Students who meet one or more of the following criteria are eligible to apply for Family and Graduate Housing at Saint Mary's University:

1. Married and common law couples, with or without children, one or both of the spouses being a student at Saint Mary's University. Preference is given to those in full-time attendance; however, part-time students will be considered. Certification of marital status may be required.
2. Single parents who are attending the University and whose children will be living with them at the University.
3. Students enrolled in a graduate and Ph.D. degree programs at the University.
4. Single students who have a disability which makes the more traditional style of residence unsuitable for their needs. All attempts will be made initially to house these students in Single Student Housing.

Leasing Information

Family/Graduate Housing tenants are required to sign a term certain lease which begins when the student moves in and usually expires on July 31 of the following year. Students are expected to remain in residence for the duration of their lease agreement. The University will accept three (3) months written notice to terminate the lease if, and only if, the student is withdrawing from the University simultaneously. Sublets will be considered if the subletter meets the eligibility requirements noted above. Requests to sublet must be made in writing through the Director's office. See *Roommate and Sublet Policy*, page 4.

The monthly rent for an apartment includes electricity, heat, janitorial, water, hot water, washer and dryer (coin operated), range, fridge, cable TV service (TV and Coaxial cable not included), phone, local phone service, voicemail, access to the campus network, and unlimited internet service (computer not provided).

The rent is due and payable on the first day of each month and is withdrawn automatically from the student's bank account using the University's Personal Approved Debit (PAD). The student must provide a "void" cheque from the bank account of their choice (Canadian funds only) and sign an authorization form. Students considering Family and Graduate Housing are advised in advance that they must be enrolled in the pre-authorized payment plan in order to live in residence.

Pre-authorized payments returned to the University by the financial institution for any reason, they will be re-presented automatically by RBC Express three (3) business days following the return. Returned items will result in a \$20 administration fee.

If the re-presentation is unsuccessful and/or the administrative fee is not paid as directed, the Residence Department will send the tenant a "first notice letter" giving the tenant ten (10) calendar days to make payment or satisfactory arrangements or risk their status as tenants in good standing. If the second notice is unsuccessful, and the tenant's rent is in arrears for thirty (30) or more days, the tenant will be given fifteen (15) days notice to vacate.

Fees, Deposits and Payments

Fees: 2009-2010

Apartment Style	Monthly Rent *
One Bedroom	\$820.00
Small Two Bedroom	\$975.00
Large Two Bedroom	\$1,080.00

* Proposed Rates for 2009-2010, subject to change

Deposits:

When students are offered an apartment they will be required to submit a confirmation deposit equivalent to ½ of one month's rent. The confirmation deposit is not refundable or transferrable once paid. Once they take occupancy of the apartment the confirmation deposit will become a damage deposit. When the student vacates their apartment at the conclusion of their lease an inspection of the apartment will be conducted and the appropriate refund of their damage deposit will be credited to your student account. Once this appears on your account you may then contact the Financial Services Department at accounts.payable@smu.ca to learn about your options for a refund. It is also important that you update your address on self serve Banner.

Roommates and Sublet Policy

1. The lease agreement between the tenant and the University will specify who is permitted to occupy the apartment and the tenant will not permit any other persons to live there (Lease Agreement, Page 2). Further, the tenant agrees not to 'assign, sublet or part with possession of the premises without first obtaining the written consent of the landlord' (Lease Agreement, page 3, #13).
2. The University may approve roommates/sublets in Family and Graduate Housing under the following circumstances and conditions:
 - a. Sublets: A tenant who wishes to vacate his/her apartment prior to the expiration of the lease may be permitted to have another student replace them with the University's approval. The replacement must meet the University's eligibility requirements. In most cases the previous tenant's lease will be cancelled and the new tenant will sign their own lease agreement. A sublet agreement will only be used in the case where the tenant is leaving the University for a period of time and then returning to their apartment following their absence.
 - b. Roommates: A tenant who wishes to have a roommate (other than members of his/her family must receive permission from the Director). The prospective roommate must complete and submit an application for Family and Graduate Housing and must meet the University's eligibility requirements. The roommate will be required to sign the lease agreement jointly with the lessee. The lessee and the roommate will be jointly and separately responsible for the rent and the condition of the apartment.
3. Family and Graduate Housing tenants who are found to be in contravention of their lease and/or this policy may be given notice to vacate the apartment immediately.

Option 2: Furnished Senior Suites

Description

The Senior Suites are fully furnished and feature private, lockable single bedrooms in an apartment-like unit with self-contained bathroom and either a full kitchen or kitchenette. The suites feature a choice of “private” or “shared”.

Private:

Private bedroom and bathroom with kitchenette (microwave and half fridge). The Private suites are all two bedroom.

Shared:

Private bedroom and shared bath and full kitchen. There are two, three and four bedroom suites. The four bedroom suites feature two bathrooms, one with a tub and the other with a shower.

Furnishings:

All bedrooms feature a captain-style bed, with drawers for your clothing underneath, and a full-sized computer desk with large hutch, CPU sling, slide-out keyboard tray, drawer unit and task light. The “shared” suites have a small common area with dining tables and chairs. Window drapes are provided in all bedrooms.

Eligibility

Students in their junior and senior year of study in an undergraduate program and students in a graduate degree program are eligible to live in a Senior Suite. Senior Suites are not suitable for married/common law couples and/or those with children.

Leasing Information

Students living in Senior Suites will be required to sign an eight month (September to April) lease agreement. (See *Terms of Occupancy* on Page 6). Students are expected to remain in residence for the duration of the lease agreement. If the Student withdraws or is dismissed by the University from residence during the academic year, this Agreement is terminated. If the Student withdraws from the University at any point during the first semester, the Student will be assessed room fees for the entire first semester and will forfeit the \$500 confirmation deposit. If the Student withdraws from the University during the second semester, the student will be assessed room fees for the entire academic year. If the Student withdraws from residence and does not simultaneously withdraw from the University, or if the Student is dismissed by the University from residence, the Student is not eligible for an adjustment of room fees and will be assessed fees for the entire academic year.

Fees, Deposits and Payments

Fees: 2009-2010

Room Type	Fees (8 Months)*
Private	\$5,550.00
Shared	\$5,725.00

** Proposed Fees for 2009-2010, subject to change*

Deposits:

When students are offered a senior suite they will be given an amount of time to submit a \$500.00 confirmation deposit. The deposit will be credited toward their second terms fee. **The confirmation deposit is not transferable, nor refundable, once it has been paid.**

Payments:

Students are required to pay 50% of the residence fee when they arrive in September and the balance in January. See the *Graduate Academic Calendar* for details.

Terms of Occupancy

Students will be sent a schedule of move-in dates and times and they must plan to arrive according to this schedule. The occupancy period for each semester begins with the scheduled date and time for residence move-in and concludes 24 hours after each student's last examination according to the Registrar's formal examination schedule. Therefore, the occupancy period may differ for each individual student. The occupancy period does not include the Christmas Break and students who must remain in residence during this time will be required to pay an additional fee.

Option 3: Graduate Suites (Master of Finance Students)

Description

Graduate Suites are currently being built here at Saint Mary's University and will open on July 1, 2009. Graduate Suites are located in the Loyola Residence and will provide Master of Finance students a fully furnished, private bedroom in a 2, 3, or 4 bedroom suite. Rooms are carpeted and will come furnished with bed, desk and task chair. Each suite will also have a shared full kitchen complete with refrigerator, stove and microwave and shared washroom. All utilities are included in the residence fee: heat, hot water, electricity/lights, cable, internet & local telephone with voicemail services. One TV is provided in each suite.

Eligibility

Students must be enrolled in the Master of Finance Program to qualify. **Graduate Suites are not suitable for married/common law couples and/or those with children.**

Leasing Information

Students who are enrolled in the combined ESL and Master of Finance Program will be required to sign a 13.5 month lease. Those registered for the Finance Program only will be required to sign an 11.5 month lease.

If the Student withdraws or is dismissed by the University from residence during the academic year, this Agreement is terminated. If the Student withdraws from residence and does not simultaneously withdraw from the University, or if the Student is dismissed by the University from residence, the Student is not eligible for an adjustment of room fees and will be assessed fees for the entire 2009-2010 Master of Finance Year. If the Student withdraws from the University at any point during the ESL portion of the program (July & August) or during the first semester (September to December) the Student will be assessed room fees for both time periods and will forfeit the \$500.00 confirmation deposit. If the student withdraws from the University at anytime during the second semester (January to April) or the third semester (May to August) the student will be assessed fees for the entire Program.

Fees, Deposits and Payments

Fees: 2009-2010

Room Type	Fees*
Graduate Suites 11.5 Month	\$9,300
Graduate Suites 13.5 Month	\$10,850

** Proposed Fees for 2009-10, subject to change*

Deposits:

When students are offered a Graduate Suite they will be given an amount of time to submit a \$500.00 confirmation deposit. The deposit will be credited toward their third semester fees. **The confirmation deposit is not transferable, nor refundable, once it has been paid.**

Payments:

Residence fee payments are due as follows:

Program	July 1	September 1	January 1
ESL/MFin	\$4,650	-	\$6,200
MFin Only	-	\$3,100	\$6,200

Terms of Occupancy

Students enrolled in the ESL and Master of Finance Program will be able to move into residence on July 1. Those registered for the Finance Program only will be allowed to move in

on August 29. All students will be required to vacate their suites on August 15 of the following year. The occupancy period includes the Christmas Break.

Application Information

Applications for Family and Graduate Housing and Senior Suites are available on-line at the Residence website www.smu.ca/administration/resoffic/. A \$25 non-refundable fee is required and must be returned with the completed application. Applications will not be considered without payment of this fee. For additional information, contact Family and Graduate Housing Office at:

Telephone: 902.420.5589,
Fax 902.496.8107,
Email: family.housing@smu.ca

Or write to:
Director, Residence Department
Saint Mary's University
Halifax, Nova Scotia B3H 3C3

Applications for the Master of Finance Graduate Suites can be requested by email master.finance@smu.ca.

Services and General Information

Maintenance

The University is fortunate enough to have its own maintenance department. Maintenance requests from residents are prioritized along with work orders for the entire campus. Maintenance requests can be made at the security desk. Once a request for service is received, University staff will enter the apartment without giving prior notice.

Laundromats

There are two Laundromats in the residence complex. One is on the second floor of the Ignatius Loyola Building and the other is on the ground level close to the Edmund Rice Residence. The University is not responsible for damages to, or loss of, personal items no matter how caused. The laundry machines are card operated and cost \$1.25 for wash and \$1.25 for dry.

Cleaning Services

The University's Facilities Management Department is responsible for the cleanliness of all common areas (hallways, stairwells, lobbies and elevators). No cleaning service is provided inside the apartment once occupied and is the responsibility of the tenant. The tenant should expect periodic, scheduled inspections of their apartment units by management.

Pest Control

The Residence Department strives for a pest-free living environment and we are proud of our proactive approach to pest control management. Saint Mary's University has a professional pest control company on contract.

While living in residence it is incumbent upon tenants to assist the Residence Department in keeping the residence pest free by ensuring that pests do not have a readily available food source or areas of harborage.

In spite of stringent measures, there are instances where pests are sighted. Please report any sightings to the Residence Security Desk at any time. Once a report has been made, the Residence office will make an appointment with you for an appropriate inspection. A work order will then be placed with the University's professional pest controller who normally visits the campus once per week.

Mail Service

Each apartment/suite will be given a mailbox key and residents may pick up their mail in the Residence Mail Room located in Henn Ally. Your mailing address is as follows:

Name
Loyola Residence, Apt #
Saint Mary's University
Halifax, Nova Scotia B3H 3C3

Personal Property

Saint Mary's University assumes no responsibility for personal property including abandoned property within the Residence complex.

Property/items left in a residence room/apartment after check out will be considered abandoned property. Property/items left in designated resident's storage areas after the residence closure date will be considered abandoned property. Abandoned property will be disposed of by the Residence Department.

Tenant Insurance

You are responsible for arranging adequate insurance coverage for all of your belongings. The University's insurance policy does not cover damage to or loss of your personal property, however caused. You should contact your family insurance agent to determine if you are covered under your parent's home insurance and if so, for what amount. You should also determine if additional insurance is required for more expensive items such as a camera, TV, stereo's, computer or jewelry etc. The University will not assume responsibility for loss or damage to any possessions, however caused. You are responsible for reporting stolen personal items to the Halifax Regional Police.

Questions to ask your insurance agent:

1. Am I covered under my parent's policy while I am away at school?
2. For what Amount?
3. Are there any restrictions?
4. Should I have additional coverage for any valuable items?

Parking

Permits are available from the Facilities Management Department and are assigned on a first-come, first-served basis. See www.smu.ca/administration/facman/park_student.html for more information.

Day Care

Our Ogilvie on the Park facility has an operational capacity of forty seven children and is designed to accommodate children eighteen months to five years of age:

- The Toddler Room: for children eighteen months to three years
- The Preschool Room: for children three to four years
- The Four Year Old Program: for children four to five years

Point Pleasant Child Care Centre's Saint Mary's University Rice facility has a licensed capacity of thirty children and offers two programs based on age:

- The Toddler Room: for children two to three years
- The Preschool Room: for children three to four years

Our newest campus facility is located a short distance down the hall from the Rice site. The Infant Centre has three classrooms.

- The Junior Infant Room: for children three months to twelve months
- The Senior Infant Room: for children twelve months to eighteen months
- The Toddler Room: for children eighteen months to two years

A team of full-time credentialed early childhood educators plan a developmentally appropriate program in each classroom. They are responsible for planning and implementing programs that promote children's growth and development based on age appropriate activities and experiences. Our Inclusion Coordinator supports families and staff to ensure appropriate supports are in place for children with special needs. Each facility is equipped to prepare a hot noon meal and two snacks per day.

Point Pleasant Child Care Centre's campus facilities, located in the Edmund Rice Residence and Infant Centre located in Suite 100 of the Link Building (ground level of Vanier Residence), and as well as our off campus location on Ogilvie Street, are open to all students (priority given to full-time students), staff and faculty. Child care is provided for children from the ages of three months to five years and the centre operates weekdays on campus from 7:45 am to 5:30 pm and off-campus from 7:30 to 5:30. For more information visit our web site or contact:

Point Pleasant Child Care Centre

5651 Ogilvie Street

Halifax, Nova Scotia B3H 1B9

Main Administration Office: 902-422-2293

E-Mail: ppccc@ns.sympatico.ca

Website: www.ppccc.ca

Local Schools

Please visit the Halifax Regional School Board website for further information:

<http://www.hrsb.ns.ca/content/id/217.html>

Elementary: **Inglis Street School**
5985 Inglis Street
Halifax, Nova Scotia B3H 1K7
Phone: 902.421.6767
Fax: 902.421.3028
Email: ises@staff.ednet.ns.ca

Junior High: **Gorsebrook Jr. High School**
South Street
Phone: 902.421.6758
Fax: 902.421.2709
Email: admin@gjh.endit.ns.ca

Senior High: **Citadel High School**
Trollope Street
Phone: 902.491.4444
Fax: 902.491.1700
Email: chs@hrsbs.ns.ca

Facilities available

Students who live in residence are able to enjoy a number of conveniences located on campus which include:

- Bank machine
- The Tower Recreation Complex (membership required)
- Laundromats
- Full Service Tim Horton's
- Barber Shop & Beauty Salon
- Metro Transit Bus Routes
- C-Store Convenience/Snack Bar
- Residence Cafeteria – "All you care to eat dining"

Information Technology

Cable TV

Cable service is provided in the common area and bedroom of each apartment/suite. However, the University does not provide TVs (or connecting cables) in the residences.

Internet Services

Internet service is available in each bedroom and the living room of the apartment. You will need your own computer, either desktop or laptop, and a brand name Ethernet card installed in your computer including a RJ45 patch cord. You will need to register your computer's Ethernet

card MAC address with the University's Information Technology Support and Services Department (ITSS). To obtain internet access on campus, register your computer, or get information on wireless internet access, please visit ITSS website at: www.smu.ca/administration/itss/students/documents/Internet_Access.pdf. Students must agree to abide by the Saint Mary's code of computer conduct or face possible disconnection. Questions or concerns with the campus computer network should be directed to the ITSS Service Centre at 902-496-8111.

Telephone and Voice Mail Services

A telephone set, local calling and voice mail services are available in each bedroom and the living room of the apartment and are included in the monthly rent. Service is provided with a local switching system rather than "Direct in Dial" (DID) so people calling you from outside will dial 902.491.8668 and then enter your 4-digit local or your name. The phone is the property of Saint Mary's University and you will be responsible for its care.

You have a private voicemail-box included in your telephone service. You must contact the ITSS Service Centre at 496-8111 to activate your voicemail account and register your telephone extension number. Under no circumstances should you plug or insert anything other than a SMU provided telephone into the telephone jack. (If for any reason, anything other than our telephone is plugged into any jack in residence that extension will lose service.) Once you activate your telephone service, you must record your personal verification (your name and extension number). This is imperative as it lets others know that it was you who called. You must also record internal and external greetings. These are messages played to on-campus and off-campus callers respectively. Please remember that these messages will be played to all callers, not just your friends, so please use appropriate language.

Policies and Regulations

The primary goal of Saint Mary's University is to foster the intellectual growth of its students, in order that they may make the maximum contribution to the society in which they live. To that end, the University attempts to establish a community based on high, yet reasonable, codes of conduct and dedicated to serious academic pursuits.

The University strives to maintain a residence environment that is friendly and enjoyable, but embodies a coordinated program of discipline, recreation and study. Therefore, the University looks upon its residences not as temporary accommodation for students, but as an integral component of the total academic community. For that reason, Saint Mary's University expects its student/tenants to show a high degree of maturity in conduct, attitude, dress and language.

These policies and regulations are concerned with standards in residence. Students/tenants should display courtesy, consideration and respect for the rights of others. They are expected to maintain a standard of behaviour which reflects membership of the academic community. Breaking the law will not be condoned and residence students/tenants have no privileges above the law.

The University is for students – past, present and future. Each student/tenant should accept responsibility for the care and proper use of all University property and should also respect the personal property and rights of other people. These policies and regulations outline some of the specific responsibilities a student/tenant assumes on entering the University's residence. The

student's/tenant's good judgment and standards will undoubtedly suggest others not mentioned here.

Quiet Hour Policy

The key to successful residence living lies in cooperation with and consideration of our neighbours, it is important that students who wish to study in residence should be able to do so.

- The volume of TVs, stereos, and radios must not be such as to inconvenience your floor mates or the University's neighbours.
- Quiet hours for study will be observed in residences after 10 p.m. Sunday through Thursday, and Friday and Saturday nights (Saturday and Sunday am) from 12:00 pm, midnight to 8:00 a.m. These hours are extended during examination period to 24 quiet hours. Students/tenants who violate the quiet hour policy can expect to be issued a Notice of Fine (NOF) or Notice of Violation (NOV).
- The University operates its residences on the premise that they should supplement the general academic atmosphere.

Visitor Policy

Off-campus visitors of the Family and Graduate Housing residents will be required to call on the house phone and have the tenant let them into the building. Security personnel will have the right to refuse entry to non-residents who are intoxicated or might reasonably be expected to cause trouble.

Tenants who have let a visitor 'in' are responsible for the behaviour of their visitors. This means that students/tenants will be held accountable for misconduct or damages caused by the visitor.

Tenants who live in residence are expected to access the building with the access card provided. These access cards are not to be loaned or duplicated.

Residence Liquor Policy

Throughout this policy, the term "liquor" will be used to describe all beverages that contain alcohol. "Open liquor" is any alcoholic beverage not sealed in its closed original container. Even a sealed beer bottle is considered to be open liquor unless it is in its original sealed box/case. Underage drinking (consuming liquor while under 19 years of age) is prohibited at Saint Mary's University and is unlawful in the province of Nova Scotia. Nova Scotia liquor laws are applicable in the residence complex. Disorderly conduct resulting from the use of alcohol will result in disciplinary action. The University reserves the right to restrict the liquor consumption of any student while on University property.

Open liquor may be transported through floor common hallways from room to room and from lounge to room or vice versa providing that individuals not consume liquor while in the floor common hallways. Open liquor is not permitted to leave the floor by any means and is prohibited in elevators, elevator lobbies and stairwells. All open liquor must be transported in a non-glass container. Students may consume liquor in their rooms and in floor common lounges. No drinking games or activities which encourage the consumption of liquor (i.e.: funnels, century club, caps, purple Jesus, etc) kegs or other "common sources" of liquor are permitted in

residence. Residence staff will immediately stop activities of this type found taking place in floor lounges, or other common areas of the floor. Participants and organizers will face disciplinary action.

The university does not endorse pub crawls, and such events are not permitted to be organized within residence. Pub Crawls can not be advertised within residence, nor can tickets or related clothing be sold. Liquor cannot be sold on campus or within residence unless a special premises license is obtained through the University's Liquor Services.

Students who violate the liquor policy can expect to be issued a Notice of Fine. A more detailed version of the Residence Liquor Policy is available upon request.

Drug Enforcement

Possession and/or trafficking in illicit drugs is a criminal offense and will not be tolerated in the University. Where drug use is suspected in progress:

- Rooms will be subject to entry without warning.
- Halifax Police will be invited into residence.
- Cases will be prosecuted where applicable through criminal court
- In cases of suspected drug use/trafficking the floor Residence Assistant is required to report this to Residence Security.
- In addition, students are not permitted to be under the influence of illicit drugs while in the residence, or on University property.

Students who violate the Drug Policy will face disciplinary action, which could include:

1. Expulsion from residence
2. Report to Halifax Regional Police
3. Recommendation for expulsion or suspension from the University.

Law Enforcement

In situations where criminal activity places University property and personal safety of students and staff at risk, is alleged to have taken place in residence, or when it is taking place in residence, the Residence Office will invite the Halifax Regional Police Department onto campus to investigate the matter and to detain suspects.

The Residence Office, on behalf of the University, will reserve the right to prosecute cases in either a criminal court of law or through the University judicial system, or both at the same time. The choice remains with the Residence office and its Director or an appointment delegate.

Confidential statements/incident reports completed by residents may be provided to the Halifax Regional Police and/or the Student Discipline Committee at the discretion of the Director and/or his/her designate. Once a student submits a confidential statement/incident report to a residence official it becomes the property of Saint Mary's University and will not be returned to the student. Copies of original will not be provided and it is incumbent upon the report writer to ensure they have a copy before handing in their report.

Room Entry Policy

As a representative of the University, a University staff member may enter a student's room/apartment under the following circumstances:

- In response to an occupant's request to complete a lock change, repair or maintenance request.
- When ordered to do so by Halifax City Police or the Halifax Fire Department.
- In a life threatening situation where there is reasonable belief that a resident is in danger or is a threat to him/herself or others.
- To conduct a room inspection (student to be given 24 hours written notice), or to follow-up to a work order resulting from an inspection.
- To ascertain whether a bed space is occupied, or to clean/prepare a bed space for a new occupant.
- To protect University property such as in the case of flooding, fire, etc.
- To enter an unoccupied room/apartment to turn off a stereo or alarm, or close a window that has been left open while away. This would be in response to a complaint from another tenant.
- When there is reason to believe a Residence/University Policy violation, or an indictable criminal offense, is in progress.
- While evacuating a floor during a fire alarm or fire emergency (or to determine the origin of smoke).
- When invited into the room at the request of the occupant.

Key Policy

1. In the Family/Graduate apartments each resident named on the lease agreement will receive one apartment key and one security door access card. Each apartment will receive one mailbox key.
2. Lost keys will be replaced at a cost of \$10 (per key or key set) and security access cards for \$20 (non-refundable).
3. When a key is reported lost or stolen, the apartment lock will be changed as a matter of policy and not at the discretion of the tenant. A fee of \$20 will be charged for this service in addition to the cost of replacing the lost/stolen keys.

Keying/Letting Residents into their own room

Residence Security will key/let residents back into their apartments as staff and time allow. ID will be required. In the first instance, residents will be let into their apartments without charge, but on all subsequent occasions residents will be charged \$10. The Assistant Director, Residence Services will control this practice. Non-residents/residents are not permitted access to another student's room. Approval is required by the Director and/or designate for any exceptions.

Fire Safety Features

Loyola Building has the following:

- Sprinklers are installed throughout the building, including inside all apartment.

- Fire alarm warning horns/buzzers are installed in all bedrooms.
- Hardwired smoke detectors are installed in all bedrooms.
- Each apartment is outfitted with a speaker that gives the fire department the ability to make announcements and/or issue instructions throughout the building in an emergency situation.
- Fire fighters hand set jacks are installed on each floor for an internal communications system to be used by the fire department.
- Fire fighter hose connections are installed in the stairwell.
- Smoke separation doors are installed in the elevator lobbies of all floors to facilitate the formation of a safe fire fighters staging area.

Fire Regulations

Interference with or misuse of fire protection equipment of any type is strictly forbidden. Tampering with fire prevention equipment of any kind is an offense under the Criminal Code of Canada and will result in a student's immediate dismissal from residence and a recommendation for suspension from the University. Charges may be laid with the Halifax Fire Department.

1. Fines of \$150 are issued against apartments (Edmund Rice, Senior Suites and Family Housing) that set off an alarm while cooking.
2. Students who cause false fire alarms (excluding tampering/ vandalism) will be fined \$150, and can expect disciplinary action.
3. Students who cause fires can expect disciplinary action.

Each floor receives a common assessment fine of \$150 every time an alarm originates from the floor due to vandalism (intentional tampering) or unknown causes. When the alarm is determined to be accidental, or an individual is determined to be responsible, common assessments are not made. Students are given a period of time to report responsibility for an alarm and thus avoid any common assessment against the students on that floor.

Tampering with a smoke detector within an apartment, room, or senior suite will result in a sanction by the University, which may include a \$150 common assessment and/or expulsion from residence. Tampering includes disconnection of a smoke detector, or covering it with any material in an attempt to limit its function. Never insert any object in, through, or over a sprinkler head in residence. This action could cause activation or malfunction of the sprinkler head. Never prop open security doors or fire doors within residence.

What to do in Case of Fire

If you have a fire emergency in your apartment, evacuate immediately, activate the nearest pull station, call 911, and call Residence Security desk at 420.5591. Apartment smoke detector units are directly wired into the fire alarm system but do not cause the building to go into alarm when activated in your apartment. Smoke detectors in the main corridor are directly wired into the fire alarm system and will cause the building to go into alarm and send a signal to the monitoring centre.

Your building is equipped with a monitored fire alarm system. Any activation of the fire alarm system in the building results in an alarm being received by the monitoring centre. The monitoring centre then dispatches the fire department to our location and contacts Residence Security that there is an alarm in the building.

If you discover a fire anywhere in the building, evacuate, sound the nearest internal fire alarm and alert everyone in the area. Remember, you are in a fire resistant building. If the corridor is filled with smoke, it is safer for you to remain in your apartment. Call 911.

Note: Within the Residence Complex, all individuals are required to evacuate the buildings during all fire alarms.

Smoking Policy

Smoking is prohibited in the Saint Mary's University Residences including private rooms and apartments. Violators may be issued a fine. A minimum fine of \$100 will be issued per each offense.

Care for Your Apartment

Using nails, tacks, hooks, spikes, tape or other items to hang pictures, posters, and other material on the walls in your apartment will result in damage and is not permitted. The University will provide information about what type of hanger is appropriate.

No part of the premises is to be painted, papered or decorated without the written consent of the University.

Alterations of any description to phone connections, cable outlets and electrical installations are not permitted.

Under no circumstances are screens to be removed from windows. It is automatically a residence offence by the occupant (s) of an apartment if the screen (s) is removed. A minimum fine of \$150 will be levied against the occupants (s). This is a most serious offence and could result in immediate suspension from residence. Throwing objects from windows will result in automatic dismissal from residence.

Installing aerials and/or other devices on the exterior of the building is not permitted.

Miscellaneous

Animals/pets are not permitted in residences and students who are found to be keeping them in their apartment will be asked to remove them. Failure to comply may result in dismissal from residence.

The use or possession of firearms, ammunition, hunting/exotic knives, swords, target pistols, machetes and flammable or hazardous substances are not permitted in the residences.

Drapes, furniture and/or personal items are not to be placed in an apartment in such a manner as to interfere with the heating system.

Water beds, dishwashers, clothes washers/dryers and similar items of furniture are strictly prohibited in residence.

The use of electric (or any) heaters are not permitted in any of the residences.

Real/live Christmas trees and tree lights are prohibited in the residences. Fire retardant, artificial trees and mini-lights are acceptable.

Halogen lamps are a fire hazard and are prohibited from the residences, as well as candles and lanterns.

Sources of open flame, such as lanterns or candles are prohibited in the residences. Candles for decorative purposes are permitted provided they are not lit nor show evidence of having been lit (burnt wick, melted wax).

Check-out Procedures

When tenants move out of residence they must follow the check-out procedures listed below:

1. The oven, stove top and burners must be thoroughly cleaned (apartments only).
2. The refrigerator must be emptied and wiped out. The freezer must be defrosted and cleaned.
3. All floor surfaces must be swept clean and washed.
4. All wall surfaces must be washed (kitchen, hallways, living rooms, bathrooms and bedrooms).
5. The bathroom sink, tub, tiles and toilet must be scrubbed.
6. All personal belongings and garbage must be removed from your apartment.
7. Keys must be returned to the Family and Graduate Housing Office/Residence Desk.

In cases where student/tenants fail to follow the check-out procedures, the cleaning will be done by University custodians and the student/tenant will be billed an appropriate amount for labour and materials.

Security

The Residence Department has a security force staff by student security officers and a full-time administrator. Student/tenants share the responsibility for the security of the residences, the people living in them and their personal belongings.

The best defense against property loss is to keep your doors locked at all times.

Never prop open security doors or fire doors and never allow tampering with fire equipment. Ensure that you report any theft or loss immediately to Residence Security Desk.

Occupants are reminded not to leave large sums of money or valuables in their apartments. The University cannot assume responsibility for lost, stolen or damaged possessions.