

Lambton College

Residence Handbook



Valid for 2012/2013 Academic Year

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Residence Agreement

By submitting an application to live in residence at Lambton College, the applicant is indicating that he/she has read, understood and agrees to the terms and conditions for living in residence as presented below, or elsewhere throughout this Residence Handbook. If the applicant is under the age of 18 when the application is submitted, the applicant's legal guardian must submit the application on behalf of the applicant.

1. We agree that each reference in this agreement to the Student Resident (I), shall be deemed to extend to include the Legal Guardian, if applicable.
2. I agree to pay Lambton College the residence fees on or before the dates established by the Registrar's Office for tuition fee payment.
3. I agree that nothing in this Agreement shall in any way release me from payment of residence fees owing during the term of this agreement.
4. I agree that my continued occupancy at Lambton College Residence is conditional upon my adhering to the Rules, Regulations and Policies as outlined in the Residence Handbook. If I violate these conditions, I understand that the College, at its discretion, may terminate my right to Residence occupancy.
5. I agree that the College may amend and modify any of the Rules, Regulations and Policies from time to time, and as the same are posted in or about the Residence shall be deemed incorporated into this Agreement.
6. I agree that the College shall be entitled to enter the room I have been assigned, from time to time, without notice, to inspect, view the state of repair, ensure cleanliness and make such alterations, as the College deems necessary. These entries may be made without my attendance in the room.
7. The College agrees that during the term of this agreement it will maintain the residence in a state of repair, that is fit for habitation as required by law, including furnishing heat for the Student Resident's room up to a temperature for the reasonable use by the Student Resident as determined by the Facilities Management department, except during the making of repairs. Should the College default in so doing, it shall not be liable for indirect or consequential damages for personnel discomfort or illness.
8. I acknowledge that by signing this agreement that I am allowing any health care information given to the college to be released to medical personnel
9. I give permission to Lambton College to contact my emergency contacts at any time should the College believe that I require care beyond the level, which I can provide for myself.
10. I understand that upon being requested by the College to vacate the premises due to any condition that may cause ill effects to other residents, that I must vacate Residence immediately and not return to the Residence without a valid medical certificate verifying my good health.
11. I agree that I am giving the College permission to release my name, my phone number, my email and my program to my room-mate for the purpose of contacting each other prior to moving into residence.
12. I understand that the meal plan is mandatory for all residents and that any unused funds remaining on the meal card at the end of each term are forfeited to the College's food service provider.
13. I understand that the residence is not a hotel or an apartment building. As a College residence it does not operate under the Residential Tenancies Act or the Innkeepers Act, but rather as per the Residence Handbook and other pertinent College Policies and Procedures.

14. I agree that if I am under the age of 19 as of the date I move into the Residence that I will not consume alcohol in or near the residence building according to Ontario law. If I am over 19 as of the date I move into the Residence or if I turn 19 while living in residence, I agree that I will limit my consumption of alcohol to an acceptable level such that my behaviour conforms to the standards of behaviour as outlined in the Residence Handbook for the duration of my stay at in Residence.
15. I agree that I will not use any illegal substance as defined by the laws applicable in Sarnia, in or near the residence building. I understand that if I am found in violation of this clause that the Sarnia Police Services may be called and/or other action taken as outlined in the Residence Handbook and other pertinent College Policies and Procedures.

1. So you want to live in Residence

Our Commitment to Diversity

The students and employees of Lambton College are a multicultural community of individuals.

- We are of diverse racial, ethnic, class backgrounds, and national origins.
- Our views encompass a broad spectrum of religious and political beliefs, and our sexual orientations differ.
- We strive to work and to live together and, in the process, to learn from one another in an atmosphere of positive contact and mutual respect.
- We are committed to behaving and expect others to behave in ways that demonstrate our beliefs about the respectful treatment of each member of our community.
- We respect the rights of our fellow residents, including the rights to privacy, property, study and rest, and to have the equal opportunity to share facilities common to all.
- We believe that we are individually and collectively responsible for how we conduct ourselves and are fully accountable for our actions.
- We take initiative and responsibility for our own learning, and maintain an awareness of the differences that exist in our community in order to avoid actions that diminish others.
- We believe that bigotry has no place within our community, nor does the right to degrade another human being on the basis of age, appearance, physical challenge, national origin, sexual orientation, race, gender, or religious affiliation.
- We do not tolerate verbal or written abuse, threats, intimidation, violence or other forms of harassment against any member of our community.
- We do not accept ignorance, anger, alcohol, or substance abuse as an excuse, reason, or rationale for such behaviour.

All of us who work and live in the residence community must be committed to these principles, ensuring that they are an integral part of our purpose, values and daily activities.

Each resident has the right and is encouraged to remind fellow residents of their responsibilities to the residence should their behaviour depart from reasonable standards.

Living in residence is not for everyone! Our residence accommodates a high-density population of diverse individuals. Some students find that the requirements for co-operation, consideration, compromise and respect for authority demanded by this high-density lifestyle are difficult. We strongly encourage these individuals to consider alternate accommodation. We caution that our residence may not be suitable for individuals with unusual allergies or dietary or health related conditions that require extraordinary accommodation.

Noise in Residence. At times a residence environment can have a higher noise level than an apartment building of comparable size. This results from the fact that a residence is a dynamic community of students. Whereas most people in an apartment building remain in their own area, students in a residence are encouraged to interact for the purpose of making friends, learning and developing a community on campus. This leads to many benefits and on occasion increased noise. In an effort to control the amount of noise, standards outlining acceptable noise have been developed. The Dons on each floor monitor the noise level and from time to time will step in to ensure noise remains within acceptable levels.

It should be noted that noise affects each person in a different way. Some individuals may require an environment with less noise than others, which may mean residence, is not the best place for them to live. While the vast majority of students can handle or adapt to the noise in a residence, some may find it very difficult. Careful consideration should be taken for how one will cope with the environment.

Special Needs Accommodation

If you have a special needs accommodation, we ask that you contact Kelly Dann at 542-7751 extension 3427 in the College's Accessibility Centre. Depending on your requirements they can help us determine if the residence is set up to accommodate your needs. Requests for special needs will be accommodated as space permits, but we do try to make all special needs requests a top priority. Please apply as early as possible.

Special Dietary Needs

The Manager of our cafeterias should be approached if you have any special dietary needs or food allergies. The manager is Guy Racine and he can be contacted at 542-7751 extension 3353

Roommate Assignment

Roommate assignments are based on a number of factors. Information that you provide on your application is used to place roommates with similar interests and life styles together. We cannot emphasize enough, the importance of each student filling in the profile based on their true interests and life styles.

Lifestyle habits such as:

- needing a dark room in which to sleep versus having the drapes open,
- your choice of music,
- whether you study with or without music in the background,
- whether you prefer to go to bed early or late,
- how tidy you prefer your surroundings, or
- how warm or cool you like your room

may not seem to be important, but remember you will be living with your roommate for 8 months.

While Lambton College is a non-smoking environment, people do have the choice to smoke off campus and out doors.

In order to accommodate our resident's needs, smoking and abstaining preferences and age will take precedence in the placement process over other lifestyle habits.

If you wish to room with a friend we will attempt to accommodate your request provided that:

- you both request each other as a roommate, and
- you each submit the documentation required to secure your residence space by the appropriate dates.

NOTE: Only on special request will we consider putting a couple together in one room. The couple must agree to special terms including: a) acknowledgment that if they break up, they must remain together as room mates unless we have empty beds in other rooms in which to move one or both of the students and b) if one or both choose to leave residence due to the break up, they forfeit all residence fees to the college.

Residents will be notified of your residence placement in August and we will attempt to provide you with your roommate's name and contact information shortly thereafter to allow you to contact your roommate so that you can start to get to know each other.

The majority of students do not choose a roommate and are matched with a roommate based on the applicable information they provide on their application.

Residence Fees

When you apply to live in residence, you are agreeing to live in residence for two terms. The College will make exceptions for those students whose programs

- have a co-op term in January
- who finish their program in December
- who are returning for one term starting in January
- who are returning for one term starting in May

Residents in certain programs will be assessed an additional fee for the summer term.

Residence Fees are due on the same date as other college fees such as tuition as established by the Registrar's office.

Please note that if your fees are overdue that the College may require you to move out of residence. Your personal effects will be inventoried, removed and stored and you will be notified to claim your personal effects.

- If you wish to cancel your application for any reason, you must notify the residence office in writing no less than 35 calendar days before the first day of term by mail, or email in order to be eligible for a refund of your deposit.
- If you are still coming to the College, the deposit will be credited to your tuition account if we receive your written cancellation by the deadline listed above.
- If we receive your written cancellation on or after the deadline listed above, your deposit will be forfeited.
- Students, who leave Residence during an academic term but remain a Lambton College student, are responsible for the Residence fees for both terms until their spot can be filled.
- Spots in Residence are filled on a first vacated/first occupied basis. Students cannot sublet their spot.

Residence Refunds

Students who withdraw from the College are not allowed to remain in Residence. They will receive a Residence refund based on the date of withdrawal.

Students who are evicted from the College or from Residence due to discipline problems will be charged the full Residence fees for the time that they lived in Residence plus a \$300.00 penalty fee.

Students who must withdraw from Residence for medical reasons must provide a statement from the attending physician. The Director of Campus Services will review this statement in order to determine the amount of the refund that will be assessed.

| Room Refunds | First Term Fees | Second Term Fees |
|---------------------------|------------------------|-------------------------|
| After 5 days in September | 75% refund | 100% refund |
| After 5 days in October | 50% refund | 100% refund |
| After 5 days in November | 25% refund | 100% refund |
| After Nov 15 | 0% refund | 100% refund |
| After 5 days in January | 0% refund | 75% refund |
| After 5 days in February | 0% refund | 50% refund |
| After March 1 | 0% refund | 0% refund |

Meal Plan

The meal plan is mandatory for residents. Residents are offered a selection from a well-balanced menu in any of the College cafeterias Monday to Friday. Meals covered by the meal plan include Breakfast and Lunch Monday to Friday and Dinner Monday to Thursday.

A snack bar is open in residence selected hours throughout the week including evenings and weekends. Hours of opening are subject to change due to demand.

If you spend the entire amount on your meal card prior to the completion of the term, you should contact the Residence Front Desk regarding adding funds to your card to avoid paying HST.

NOTE: Any value remaining on the meal card at the end of each term is cancelled and no refund is given for the unused portion. Budget your spending on meals so you do not lose any unused funds. Each term is based on a 15 week time period. Divide the amount of your meal plan by 15. This is the amount you should spend each week on food in the cafeteria and snack shop.

Meal Plan Refunds

Students who withdraw from Lambton College and therefore from Residence will receive a refund on the balance left on their meal card less a \$25.00 administrative fee. **There are no food refunds after February 28.**

2. Who's Who at the Residences

The Director of Campus Services & Library Resource Centre

Tim Pearce is the Director of Campus Services. He has the primary responsibility and authority for the Residence. The Director is responsible for all aspects of Residence life, including admission to and expulsion from the Residence. Assisting the Director are the Residence Coordinators.

The Residence Coordinators

Cheryl Bell and Tammy Schurr are the Residence Coordinators. They are responsible for the day-to-day operation of the residence. Tammy's office hours are from 8:00 a.m. to 4:00 p.m. and Cheryl's office hours are from 4:00 p.m. to midnight, Monday through Friday.

Duties and Responsibilities of the Residence Coordinator include:

- creating an atmosphere for intellectual, personal and social development;
- advising residents as to whom they should see for personal or academic problems;
- selecting and training students who work in the Residence -- the Residence Dons;
- handling disciplinary problems, including issuing violation notices and fines, in consultation with the Residence Dons and Security and reporting any problems to the Director.

The Dons

Residence Don's are senior students who live on each floor in residence and serve as a link between you and the College. The Don's will keep you informed, teach you the ropes, and be available to listen to your needs and concerns.

Duties and Responsibilities of Dons

- assisting with front desk coverage;
- giving direction and assistance as may be required;
- orienting new students;
- ensuring residence discipline is maintained as established in the policies, rules and regulations;
- issuing warnings regarding the Residence Rules and Regulations.

Security

Security works in Residence various hours throughout the week.

Duties and Responsibilities of Security:

- ensuring that residence remains a safe place to live;
- enforcing the residence rules and regulations.

Residence Housekeepers

Our Housekeepers are in Residence daily throughout the week.

Duties and Responsibilities of the Housekeepers:

- cleaning washrooms in the student rooms once a month;
- cleaning common rooms and public spaces daily. NOTE: Residents are required to pick up after themselves and to keep all areas of residence neat and tidy. Common areas that are left dirty will be closed;
- placing sealed garbage bags left in the hall in the dumpster.

Residence Maintenance

Facilities Management provides a maintenance person Monday through Friday during the day and on emergency call in as necessary at other times.

Duties and Responsibilities of the Maintenance Crew:

- ensuring that the building is adequately maintained;
- replacing light bulbs, screens, etc.;
- providing all minor and major repairs.

3. Living with a Roommate

Roommates...a whole new experience

Sharing a room with someone is similar to other relationships -- to be successful it requires openness, flexibility, and respect. Right from the beginning, it is very important to communicate openly with your roommate. Learning to live with another person, to acknowledge and respect each other's differences, and to allow one another the space to grow are some of the most valuable parts of the residence experience. As you engage in daily activities and interaction, you must be open to new ideas and experiences.

Most students look forward to living in residence and having a roommate. It can be a very positive experience and lots of fun. It is very important to remember that roommates do not have to be best friends. There will be times when you and your roommate disagree on issues within your living environment. Talk to each other about your backgrounds, so that you may understand where your roommate is coming from. Some areas you may want to discuss:

Family: You may be from a large, boisterous family. Your roommate may be used to living in a quieter environment and may be from a small family.

Geographic Origin: You may be from a rural, urban, suburban, or international community and probably quite accustomed to that way of living. Your roommate may be from a totally different place.

Religious Views: Your religious faith may be an important part of your life; religion, however, may not play an important part of your roommate's life.

Cultural/Ethnic Differences: You may be from a community with lots of ethnic diversity. Your roommate's hometown may be more homogeneous.

Experience has shown that the following issues need to be discussed by roommates shortly after moving in together to prevent misunderstandings:

| | |
|------------------------------|----------------------------|
| Use of personal items | Study time in the room |
| Different sleep schedules | Visitation and guests |
| Cleanliness/tidiness of room | Use of stereo/TV/telephone |
| Time for socializing | Space for clothes/luggage |
| Food in the room | Lifestyle |

The Roommate Bill of Responsibilities

Your enjoyment of life in residence will depend, to a large extent, on the thoughtful consideration you demonstrate for your roommate and your neighbours. Your basic responsibilities include the following

- The responsibility to maintain a clean area in which to live.
- The responsibility to respect a roommate's belongings.
- The responsibility to resolve grievances. Residence employees are available for assistance in resolving conflicts.
- The responsibility to allow roommates to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit these activities.
- The responsibility to allow roommates to sleep without undue disturbance from noise, guests, etc.
- The responsibility to allow a roommate free access to one's room and facilities.
- The responsibility to provide a roommate with privacy.
- The responsibility to allow a roommate to be free from fear of intimidation and physical or emotional harm.
- The responsibility to ensure that guests respect the rights and privacy of the host's roommate and other residents.
- The responsibility to provide reasonable cooperation in the use of the room telephone.

Conflict Management

No matter how well things are going, there will be times when you and your room mate cannot agree on an issue. Use the following suggestions to work your way through the conflict.

Some Basic Strategies to Conflict Management

Talking - Problems between people often involve a lack of communication. Work toward expressing yourself freely. Talking can help prevent differences from being blown out of proportion.

Listening - Learn to listen carefully. Most of us have learned to listen selectively so we can influence or win arguments. Strive for understanding by listening for words and identifying feelings without evaluating or reacting immediately.

Flexibility - The way you feel about a given situation today may differ a great deal from the way you feel tomorrow. Expect contradictions and be flexible with yourself and others.

Understanding - Do not assume or expect your roommate to view things as you do. Understand and work to respect differences in attitudes and people.

Cooperation - This joint experience requires honesty and attempts to make the relationship work. When you cooperate your chances of mutual satisfaction are increased greatly.

Compromise - Living with another person challenges you to find ways in which all those involved can be winners. It does not mean that you have to be less than satisfied.

Communicate - Express yourself clearly (in a direct, assertive manner) and avoid sarcasm or exaggeration. Learn to deal with conflict so that minor issues or irritations do not escalate into major arguments. Approach concerns as soon as possible, preferably as they occur. Learn to identify and discuss while remaining pleasant. The key is to be assertive without being aggressive.

Roommate Mediation and Room Switches

When things just are not working out and you have used the conflict management strategies listed above, then arrange to speak with a Don, Cheryl or Tammy.

- They will listen carefully to your concerns and suggest alternatives you may not have tried yet.
- They will follow up with you to see how your discussions went.
- If there are still problems a residence coordinator will speak directly with both you and your roommate together to gain further insight regarding your situation.
- A residence coordinator will mediate between you and your room mate to come to an understanding of how you can both change to successfully live together.
- Only as a last option will a room switch be permitted. This may not always be possible due to limited vacancies in residence.

4. Moving In & Out

Long before you get to campus, the planning will begin. You may already have compiled a list of necessities you will need to make your residence room feel like home. Just remember, the first time you walk into your room, it will look sparse -- nothing at all like the way you've envisioned it all these months. However, as you move your stuff in and get settled, it will quickly begin to look like home!

What does the College provide in my room?

- A desk, chair, bulletin board and work light
- A double or single bed with mattress pad for each student
- A 3 piece washroom
- Garbage & Recycling Containers
- Wardrobe and shelving/drawer unit with one lockable drawer
- A microwave oven and bar fridge
- Cable hook up for a TV
- College Network hook up
- A shared phone with free local calls.

What to bring with you

You will want to surround yourself with things that make you feel comfortable such as posters and family pictures. You should also consider bringing the following:

- | | | |
|---|-----------------------------------|--|
| • Alarm clock | • Blankets | • Cleaning and laundry supplies |
| • Clothes hangers | • Computer | • Personal toiletries including soap, towels, razors, etc. |
| • Headphones | • Health card | • Iron |
| • Bed Linens | • Dishes and cutlery | • Plastic containers |
| • Sports equipment | • Stereo with headphones | • Umbrella |
| • Video Games | • Television and Television stand | • Toilet Paper |
| • Combination Lock | • Bed Linens | • Pillows |
| • Small Appliances such as toasters, George Foreman type Grills, etc., may be brought with you, BUT may only be used in the Student Kitchen. Using these appliances in your room, is considered a fire hazard and may set off the Fire alarms which may result in charges being laid by the Sarnia Fire Department. | | |

What NOT to bring with you – If in doubt....ask us.

For your safety, comfort and convenience, as well as for the consideration of other residents, the following are not permitted in residence:

- | | |
|---|---|
| • Candles and incense | • Halogen lamps |
| • Guns/knives/martial arts weapons | • Chairs, mattresses or other furniture |
| • Pets | • |
| • Appliances - including, but not limited to, microwaves, fridges, anything with an open flame. Only those appliances, which are included with the room, are permitted. | |

Can't get the car door closed?

You may have trunks and large boxes shipped to your residence. Items that you ship however, should arrive only after you have moved into residence in order that you may claim them immediately from the front desk.

Make it easy on yourself

If you live within a couple hours drive of Sarnia, you can make move-in day a snap by bringing just the essentials including linens, toiletries and clothes to last a couple of weeks. After a couple of weeks, you can either pick up the

rest of your things on a trip home or your parents can bring your stuff when they come to visit. By that time, you'll have a good idea of what you really need from home and what you can realistically fit in your space.

Important Safety Notes:

Cooking utensils may only be used in the kitchen area as their use in the rooms jeopardizes not only your safety, but also the safety of other residents. Nothing with an open flame or open burner may be brought into residence.

If you are bringing computers or other high wattage electrical equipment like musical equipment or stereos, you are required to bring a CSA (Canadian Safety Association) approved power bar, which has a circuit breaker. Extension cords must also be CSA approved (three-pronged, grounded). Overloading the power outlets is a violation of our building safety code and you may be asked to remove some of your equipment. You are also reminded that you will be held responsible for damage or threat to safety resulting from non-compliance with these regulations.

Also, remember to mark your property and record serial numbers. The College will not be held responsible for lost or stolen articles. Students are strongly advised to carry insurance protection against loss or damage of their personal property. Many companies offer the option of adding a rider to a parent's policy.

Moving In

Move in day is normally Labour Day Monday for the Fall term and the Sunday before classes start for the January and May terms. If you have extenuating circumstances which require you to move in earlier, you must receive permission from the Director of Campus Services. An earlier move in date is normally no more than 1 day before the regular move in date, although we will attempt to accommodate other requests. An additional nightly fee may be charged for students requiring an early move in.

When you move in, you will do a room inventory with one of the Don's or Security. Make sure that you note any damages or deficiencies on this form before you sign it. You will not be charged for anything that is noted on this form.

The room inventory list will be reviewed again before you vacate the room. You are financially responsible for any damages that occur during your occupancy, normal wear and tear excepted.

Insurance

The College will not be liable, directly or indirectly, for theft or loss of personal property by fire, water or any other cause, whether the items are placed in the resident's room, in storage or other areas of the residence. Students are strongly advised to carry insurance protection against loss or damage of their personal property. Many companies offer the option of adding a rider to a parent's policy.

Furniture

Each year we receive a large number of requests from Residents and their families to bring furniture not provided by the College into the Residence Rooms. Due to the limited space in each room, very few items of personal furniture are permitted, and ALL furniture that is not provided by the College MUST be PRE-APPROVED before being brought into the residence by Residence personnel.

Furniture that is not new, that has not been sprayed for pest control, or that is unstable, in the opinion of residence and/or facilities management employees will not be permitted to be brought into residence.

Typically the only items of furniture that are allowed are small plastic shelving/drawer units that can be used as a night table beside the bed or under the counter in the bathrooms. A small TV stand will also be permitted.

Any furniture that in the opinion of the College's Health and Safety Office is considered to be a safety hazard, or that poses an increased risk of fire will not be allowed to be brought into residence and if found in residence will be required to be removed immediately.

Halogen lamps are not permitted in residence due to the high level of heat, which is given off thereby making them a greater risk for fire.

Anything with an open flame or an open burner element is also not permitted in residence.

College supplied furniture may not be removed from the rooms.

Nothing can be re-arranged without the permission of the Residence Coordinator and both roommates. Permission will only be given if you agree to put the furniture back the way it was when you moved in. Failure to do so, will result in extra charges being levied to have the furniture re-set to its move in set up.

The heating/cooling unit may not be blocked nor may access into or out of the room be blocked for either roommate.

For safety reasons no furniture is to be disassembled for any reason, nor is furniture to be reassembled in a manner for which it was not originally designed. Any furniture that is disassembled will need to be reassembled by a professional selected by the College at the resident's cost. Any resident who takes apart his/her furniture in any way will face disciplinary sanctions.

There is one 4 cubic foot bar sized refrigerator in each room. No additional refrigerators or freezers are permitted in the rooms.

You are responsible to report any damage to your room or its furnishings to the residence office immediately. When your damage report is received, an assessment of damages and repair costs is made by the College. You are not charged for normal wear and tear repairs. You are responsible for damages done by you or your guests. You will be billed for appropriate charges and may be subject to disciplinary action. To initiate a billing appeal proceeding, please contact your residence office.

Room Inspections

Rooms are checked by College staff or their designate for maintenance, safety and security reasons. In addition all rooms are checked immediately after the residence closes for winter break, and at the end of the academic year. These inspections do not involve intrusion into personal belongings. Prohibited items such as pets, candles, and unauthorized appliances that are in plain view will be removed, and you will be notified of the removal in writing. College officials are legally bound to report evidence of unlawful acts in plain view. If items such as drugs or weapons are found, the appropriate authorities will be notified.

Moving Out

1. Complete the room inventory checklist with a residence staff person after you have removed your property from the room. NOTE: You will be held financially accountable for the condition of your room and furnishings based on inventories conducted in your absence if you do not complete the checklist with a staff member. Appeals of charges are not allowed if your inventory checklist is not completed.
2. Turn in all keys and key cards. There is a \$25.00 fee per key or key card which are not returned. You will also be invoiced for the cost of a lock change for any key not returned.
3. Leave your room clean and in the condition it was in when you moved in. You will be charged a cleaning fee if you fail to do so.

NOTE:

1. In December, you must vacate your room within 24 hours following the date of your final examination, test or class as recorded by the Office of the Registrar, whichever comes first. If you are returning in January, you may leave your belongings in your room over the Winter break.
2. Special accommodation request can be arranged for students unable to return home during this time, or for those who have a job in Sarnia and have hours scheduled during the break. The Residence Front Desk will continue to have 24 hour coverage available although other college operations will be closed during the break, including all food service operations. Everyone needing to stay in Residence during this time must arrange to make their own meals or eat out.
3. You may return to residence no earlier than the Sunday before classes begin in January and May
4. In April and August, you must move out of residence within 24 hours following the date of your final examination, test or class as recorded by the Office of the Registrar, whichever comes first.
5. During holidays, you may leave everything in your room, unless the College indicates in advance a need to have the room vacated. Because the College does not guarantee the security of personal belongings left in rooms during holiday and closed periods, you should always take valuable items (e.g., jewelry, stereos, computers, TVs and the like) with you when you leave.



LAMBTON
college

The bridge to your future

Residence Pre-Move Out Guide



1. You are required to vacate your room within 24 hours following the date of YOUR final exam, test or class.
2. The room should be in the same condition when you move out as it was when you moved in. This will save you any clean up or set up charges.
3. If your room mate says they will finish cleaning, moving furniture etc. and they DON'T, then you are still responsible for the cleaning and set up charges. Get them to help re-arrange everything and clean BEFORE you leave!
4. If you leave without completing the Room Inventory form, you will be held liable for any damages or lost items found by College staff when the room is checked and cleaned and **you will also FORFEIT your damage deposit.**

- ☐ All posters, pictures, tape, and other personal effects have been removed from all surfaces. (windows, walls, desks, armoires, doors, mirrors, ceilings, etc)
- ☐ Mattress and Mattress pad are left on bed.
- ☐ All drawers in desk and armoire are empty and cleaned.
- ☐ Desk lamp is plugged in and working.
- ☐ All Shelves are empty and cleaned.
- ☐ Armoire is cleaned out.
- ☐ Furniture is in original position (Desk, Chair, Armoire, Bed & Mattress with pad)
- ☐ Wall jacks for phone and cable are not damaged
- ☐ Phone is in working order, no cracks or breaks, no buttons missing.
- ☐ Fridge has been cleaned and defrosted. All shelves are in place.
- ☐ Microwave has been cleaned. Turntable is in place.
- ☐ Recycle bin and garbage pail are emptied not damaged.
- ☐ All garbage and recyclables have been removed.
- ☐ Broken or damaged furniture, holes in wall, etc. have been reported to front desk.
- ☐ Room has been vacuumed and wiped down.
- ☐ Washroom has been cleaned and wiped down.
- ☐ Shower curtain is in place.
- ☐ Room Inventory sheet is completed with a staff member AFTER your room is empty and clean.
- ☐ All keys/key cards have been returned (Proxy, Door, Laundry, Meal)
- ☐ Door is left closed.

5. The Rules and Regulations

In any instance where the policies, rules and/or regulations for the College Residences conflict with those policies, rules and/or regulations as established by the College, the official College policies, rules and/or regulations shall take precedence.

Alcohol

If you are of legal age (19), and have guests, also of legal age, you may consume alcoholic beverages in your room, inside the lounges and in the courtyard.

No open alcohol is permitted in hallways and stairwells. All alcohol must be consumed from a cup or can. Bottles and Kegs are NOT permitted.

Floor crawls and drinking games or activities, which promote excessive consumption, are prohibited.

The making of beer or wine by any means is prohibited in all residence rooms.

Appliances

Microwave ovens, Fridges and/or Freezers may not be brought into residence.

Appliances to be used in the Kitchen area may not have open flames or open elements.

Cooking appliances may only be used in the Kitchen area and must be removed immediately after use. Appliances left behind in the Kitchen area will be thrown out.

Halogen Lights are not permitted due to the high heat level given off and associated fire hazard.

If in doubt about what you can bring, ask the Residence Coordinator before you bring it or purchase it.

Bicycles

You may have a bicycle on campus, but you must keep it locked up in the courtyard of residence. Always lock your bike (preferably with a U-lock). You may not chain your bicycle to stair railings, pipes or other fixtures in common areas. If you store a bicycle in an unauthorized area, it will be removed. Bicycle racks are available in the courtyard. It is recommended that you take your bike home during the winter months when you will not be riding it on a daily basis.

Cleaning and Maintenance

Each resident is reminded that the care taking staff is responsible for general maintenance only. All residents share responsibility for the neatness and cleanliness of the residence. The residence staff carries out room checks at least once each week. Charges for clean up of extraordinary waste or mess will be billed to the resident(s) responsible if they have not completed it themselves within a reasonable length of time.

Any dirty dishes, utensils or other items that are left in the lounges, washrooms or public areas of the building will be collected and disposed of in the trash bins. Please make sure that you pick up after yourself.

Excessive caretaking charges will be levied when cleaning extends beyond caretakers' standard duties. Examples of excessive caretaking include, but are not limited to, clean up of trash/recycling not put in the designated container(s), body fluids in public/private areas, confetti/glitter; removal of graffiti, removal of residue from adhesive backed decorations; repair of carpet and upholstery damage; painting and repairs required from use of tape, coloured putty; moving furniture removed from a room or lounge, etc.

Facilities Management has a maintenance staff of trades workers who work to maintain a safe and attractive living environment for our students. If you have a room maintenance request, including concerns with extreme heat or cold, please contact the front desk. They will direct your request to Facilities Management. It may be necessary for maintenance personnel to enter your room to do the work whether or not you are present.

Staff Right of Entry

Maintenance and caretaking staff enter rooms on a regular basis to provide washroom cleaning and/or repair service. The protocol for entering residence rooms is as follows:

- Knock on the door, wait
- Announce who they are as they enter the unit
- Lock the door when leaving (even if the door was unlocked)

Candles, Incense and Open Flames

Open flames are not permitted in residence, including attended lit candles or incense.

Students who require the use of candles for religious purposes should contact the Residence Coordinator or the Director of Campus Services.

Common Areas

You share with other residents the responsibility for maintaining the common areas in a clean and sanitary manner. Consideration for others and the common courtesy of cleaning up after yourself are essential aspects of residence life. By properly disposing of your trash and actively participating in the recycling program by placing your recyclables in the bins provided, you help maintain a healthy environment. Failure to keep common areas, and hallways clean violates the rules and regulations and may result in disciplinary action.

Furnishings in the Common areas are there for the benefit of all residents and may not be removed.

Hallways should be kept clear at all times. Residents and their guests are not permitted to eat, drink, smoke, transport open alcohol or other open beverages in the hallways.

Computers

The College offers a wireless hook up in Residence and in other locations on campus. It is your responsibility to ensure that your computer has the proper hardware and software configuration to operate on the College Network.

Additional information regarding what is required can be obtained from the College IT Help Desk in Room D105 of the South Building.

The College also has a number of Computer Labs available, which are accessible 24 hours a day. Please contact the IT Help Desk in Room D105 of the South Building for more information regarding these Computer Labs.

Residents, who wish to have a high speed connection that is not part of the college network, may contact Cogeco. The student resident is responsible for any costs associated with having a separate network hook up installed.

Damages

You and other residents are expected to have individual and collective concern for the protection and preservation of the residence and its grounds.

Responsibility for loss or damage is based on the understanding that the individual(s) responsible for the damage, when known, will assume complete responsibility.

You are responsible for what takes place in your room whether you are in your room or not. You should keep your door closed and locked when you are not in your room. This includes being financially responsible for any damage or loss occurring in your room. Failure to make payment in full by the due date on a residence damage invoice, or to arrange a deferment, may result in a further assessment of academic penalties, along with the applicable financial penalties. This may prevent further registration and not allow you to obtain a grade report, an Intent to Register form, a transcript, or degree/diploma until the account is paid in full.

If damage occurs to a common area on your floor, and the person(s) responsible cannot be found, all the residents on your floor will share the cost of repairs. Each area of all buildings has been designated public, or private. Damage charges are billed accordingly.

Please note that you will be financially liable for any damages caused by or incurred from your actions or negligence and/or those of your guests, whether done maliciously or not. Disciplinary sanctions may be applied, in addition to repair costs and a fine.

You cannot have anything installed in your room, or to any part of the residence. This includes, but is not limited to, a satellite dish, television antenna, or radio antenna. You will be held responsible for all costs incurred in having such devices removed as well as the costs incurred for any repairs to the Residence or your room, or any part thereof.

If the amount of damage exceeds the amount of your Damage Deposit, you will be charged for the difference and be invoiced by the College in the summer.

Decorations

If you wish to put decorations on the walls or ceiling in your room, we ask that you use removable tape only. Staples, nails, tacks, hockey tape and scotch tape are all unacceptable. These will put holes in the wall or chip the paint when the posters are taken down. If there are damages to the room at the end of the year, like paint chips, the damage will be assessed and a bill will be sent to you. Failure to pay the bill will result in your academic marks being withheld.

Please note: In the past we have had a number of negative comments regarding flags, posters, signs, and other items put in the windows, which many people felt were inappropriate. As a result, nothing may be placed in the windows.

Disruptive Behaviour**Hall Sports**

The playing of sports or games is not permitted inside the residence.

Pranks

Initiating, encouraging, supporting, or participating in pranks that are disruptive, offensive, or hostile to residents and/or staff is prohibited.

Illegal Entry

Entering another student's room or disturbing another resident's property without the permission of the resident is not permitted. Students must have written permission to enter another's room when that resident is not present and do so only with authorized use of the prescribed key

Endangering Behaviour**Fire Equipment**

Discharging, tampering with or operating any fire prevention or detection equipment for any purpose other than the control of fire is strictly prohibited.

Inappropriate Entry

For your safety, there are areas in residence to which you are not allowed access. Restricted areas include but are not limited to mechanical and electrical rooms, rooftops, and maintenance rooms.

Throwing Objects

Under no circumstances should you (or any guest) throw or allow any object to drop from balconies, rooftops, down stairwells or in the halls. Throwing objects at the residence or at other people is also not allowed. Should this happen, residence staff will be obliged to apply disciplinary sanctions to the individual(s) involved.

Emergency Evacuation

In the event that Residence must be evacuated, an emergency shelter will be established. Residents must check in at the emergency shelter prior to going anywhere else. This will ensure that we can give as accurate information as possible to Emergency personnel. The Emergency shelter will be located in the gymnasium in the South Building.

At all times, you must follow the directions of the College, Security, or Fire and Police personnel on site. Failure to do so may result in a variety of charges and/or sanctions, including the laying of Criminal Charges.

Fire Safety

1. Familiarize yourself with the locations of exits; pull stations and extinguishers in your area.
2. **IF YOU DETECT FIRE – Sound the alarm.**
3. **IF THE ALARM SOUNDS – Leave the Residence IMMEDIATELY.**
4. **DO NOT RE-ENTER the residence until the all clear signal has been given by the Fire Department.**

False Alarms

The operation of a fire alarm in the absence of a fire is an offense under Section 437 of the Criminal Code, which states:

"Everyone who willfully, without reasonable cause, by outcry, ringing bells, using a fire alarm, telephone or telegraph, or in any other manner, makes or circulates or causes to be made or circulated an alarm of fire is guilty of (a) an indictable offense and is liable to imprisonment of a term not exceeding two years; or (b) an offense punishable on summary conviction."

Floor Meetings

Over the years, it has been found that there are fewer problems and more open communication within the residence when the residents on that floor are able to provide input on what they expect to achieve from their residence life experience. The Residence Coordinator and Dons will facilitate these meetings. The residents provide input for how they will work together as a community when facing common residence problems, i.e., excessive noise, untidy common rooms, etc.

Gambling

Anyone found operating or holding any illegal gambling operation in residence may have their Student Residence Agreement terminated and face academic sanctions applied by the College.

Garbage and Recycling

The caretaking staff picks up sealed bags of garbage, which are left in the hallway before 8:30 a.m. Monday to Friday. Open bags and garbage cans are not permitted in the hallways. Sealed garbage bags should not be placed in the hallway before 7:30 a.m. Monday to Friday.

Residents are responsible for returning any returnable bottles and cans and for placing waste that can be recycled into the appropriate containers located in the residence.

The College currently recycles the following:

- Metal Cans and the lids to juice bottles e.g. pop and juice cans, Fruitopia lids.
- Plastic beverage containers e.g. pop, juice, sports drinks, water, Milk2Go, etc.
- Paper Products e.g. notepaper, envelopes, newspaper and boxboard (i.e. tissue boxes & cereal boxes, Kraft dinner boxes, etc.)
- Pizza boxes (make sure to remove all food waste and the plastic discs first)
- Glass bottles and Jars (e.g. Fruitopia bottles, relish jars, spaghetti sauce jars, etc.)

What cannot be recycled:

- Paper products used for food (e.g. Coffee cups, paper plates, paper towels, food wrappers, Milk Cartons, Drink Boxes)
- Tissue Paper
- Plastics NOT used for food containers (e.g. bleach bottles, dish soap bottles, etc.)
- Glass that is broken or drinking glasses
- Ceramic dishes
- Tin foil and other foil wrappers

Guests

Only the person identified as the student resident on the Student Residence Agreement is entitled to live in the room assigned to that person. All others are considered guests and are subject to the rules and regulations for guests and overnight guests.

Your guests may be asked to submit a current valid photo identification card when entering the residence or at any time when they are in residence.

Guests will not be granted access to the building unless you accompany them. Non-residents who are in the Residence unescorted will be asked to leave the building and may be charged with Trespassing.

Common sense and common courtesy apply when you want friends to visit your room. Before inviting guests, check with your roommate. If your roommate is writing a paper or studying for an exam, the distraction of others in the room may not be welcome.

Normally, residents will be limited to a maximum of 2 guests at any one time.

Guests must be signed in and out of Residence each time the guest enters or leaves. You assume responsibility for any guest that you bring into the residence, including the responsibility for damages caused by your guests. It is also your responsibility to ensure that your guests comply with the rules and regulations as listed throughout this handbook. There may also be occasions when disciplinary sanctions are taken against you for the behaviour of your guest(s).

Any non resident who is in your room; whether you signed them in or not; will be considered to be your guest if they are not accompanied by another resident who has signed them in. You will be responsible for their actions and will be responsible for any violations or fines levied due to their actions.

Residence staff, including the Residence Don's may ask guests to leave at any time.

The College reserves the right to suspend or alter guest hours and change the number of guests permitted in residence without notice.

Any resident who brings in an unsigned guest or who permits anyone to enter residence who does not live in the building will lose their guest privileges for the remainder of the school year and may be subject to a fine.

No guests will be admitted to residence after midnight, with the exception of those guests who have previously been signed in as an overnight guest.

Guests who are in residence prior to midnight must vacate the Residences by 1:00 a.m. Sunday through Thursday, and by 3:00 a.m. Friday and Saturday.

Guests who do not abide by the quiet hour rules or who disturb other residents will be asked to leave immediately.

Guests will be expected to vacate the rooms at the beginning of quiet hours unless both roommates agree that the guest(s) can stay until the times listed above. If both roommates do not agree on a guest staying, then the guest must be entertained in the common lounge.

Overnight Guests

Overnight guests may stay at your discretion on Friday and Saturday nights only. They are also subject to the same regulations as a regular guest with the exception that they have been given permission to stay overnight. The following criteria must also be met before a guest is permitted to stay overnight.

1. You must complete an overnight guest application and have it signed by the Residence Coordinator or Security. Residence Don's may sign overnight guest applications only in an emergency.
2. Your roommate must also sign the overnight guest application giving you permission to have a guest overnight in the room. This must be done prior to the Residence Coordinator or Security signing the application.
3. An overnight guest must be of the same sex as the Student Residents in the room. A guest of the opposite sex may stay as an overnight guest, only if the roommate is not spending the weekend in the room. The roommate vacating the room for the weekend must still sign the overnight guest application prior to the Residence Coordinator or Security signing it.

Only under extreme circumstances will overnight guests be permitted Sunday through Thursday nights.

Guests will not be permitted to stay overnight during the exam periods at the end of each term.

You are reminded that entertaining guests is a privilege, which may be withdrawn for various reasons. Each resident is limited to one overnight guest at any time. Overnight guests must be 16 years of age or older. It is expected that your overnight guest will sleep in your room and in your bed.

If unassigned rooms are available, the overnight guest may be signed into one of these rooms for a fee of \$25.00 per night.

If a resident has permission to use another student's room or your roommate's bed, while he/she is away, written permission must be given to the Residence Coordinator prior to that student leaving the Residence. The student having the guest must arrange to obtain any keycards required to access the other student's room and is responsible for any losses or damages while the guest is in the room.

Harmful Behaviour

Residents who show or exhibit signs or symptoms of psychological dysfunction may be asked to seek counseling. In addition the College may terminate the Student Residence Agreement.

Hockey & Sports Equipment

A storage space has been designated for storing sports equipment. Equipment may not be stored in stairwells, hallways, or common rooms. Equipment found in any of these areas may be removed and will be disposed of if not claimed within 24 hours.

Illegal Drugs

Use or possession of illegal drugs or drug paraphernalia anywhere on College property is prohibited.

Severe disciplinary sanctions may be imposed, and may include termination of your Student Residence Agreement, and/or possible academic sanctions imposed by the College in addition to any charges laid by the authorities.

Illness

All cases of illness should be reported immediately to the Residence Coordinator, the Residence Dons or Security. The Health Centre staff, in the South Building, are here to assist you with medical (physical and emotional) problems. The Counseling Department in the South Building is also available for you. The residence staff would be happy to assist you with setting up appointments.

It is your responsibility to seek appropriate medical attention immediately, to avoid the spread of any disease through the Residences and College.

Residence staff are not able to provide care to any student regardless of the length of the illness. It is always in the student's best interest to recuperate from any illness at home where they can be cared for by their family.

Lambton College reserves the right to contact your emergency contact or guarantor regarding an illness that is affecting either your physical or mental well-being or which the College deems is being disruptive to the lives of other Residents.

The College reserves the right to request that any student vacate their room immediately and not return to the Residence without a valid medical certificate verifying the student resident's good health, who in the opinion of the College, is unable to care for themselves due to an illness or medical condition,.

In order to not affect the health of their roommates, students will be expected to go home if they have an illness, which requires any level of care beyond what the student can provide for themselves, or if they have an illness which is contagious in any form.

The health and safety of students living in residence is very important to us. If it is deemed necessary, the College reserves the right to request an ambulance for students in residence. The College will not assume liability for any costs of ambulance service. Please note that an individual can expect to pay any applicable ambulance charges (between \$50 to \$300)

The College also reserves the right to request a doctor's certificate from any student stating that they are healthy and able to return to classes and therefore able to live on their own in residence before they may be allowed back in Residence.

Keys

At Lambton, safety is important to us. Access into the residence hallways beyond the lobby are locked 24 hours a day, seven days a week. You should carry your keys and/or key cards with you at all time to access the residence hallways.

You may be asked to show your student ID until everyone gets to know you. Please remember that the staff have a right to ask for your College photo ID at any time.

All other doors will be alarmed and security bells will ring if these doors are opened.

Residents can expect the following regulations concerning keys to be enforced:

Lock Changes or alterations

You are not permitted to add any additional lock(s), or alter or cause to be altered the locking system on any door giving entry to your room or on any door giving entry to the Residence. This includes holding open (in any manner) the security doors that control access to Residence.

Lending of keys and key cards

You are not permitted to lend your keys and discipline sanctions may be applied if you do. Furthermore, residence staff will confiscate keys held by individuals to whom they do not belong. You are only permitted possession of residence keys that have been issued to you by the College. Anyone found in possession of an unauthorized key will be subject to a fine and the possibility of further disciplinary action.

What if I lock my keys in my room?

Security, the Resident Coordinator, the Residence Conference Coordinator, or your Resident Don are the only people permitted to let you into your room. They will let you into your room as soon as possible, but please realize that at times, they have certain tasks, which take precedence over opening room doors. You may be charged a \$2.00 fee each time this service is required.

What if I lose my keys or keycards?

If you have lost your room keys and/or keycard, you will be charged \$25.00 for a replacement key/keycard.

Kitchenettes & Snacks

There is a kitchenette available in residence for small meal preparation. The kitchenette is not designed for food storage. In addition there are BBQ's available in the courtyard for use by the residents.

A snack bar, which is open various hours throughout the week, is also located in the residence.

When you use the kitchenette, clean up after yourself and make sure all your trash is disposed of in the appropriate receptacles. The caretaking staff will notify residence staff of any particularly unclean conditions. Residents will have a limited time to clean up the area(s) in question or they will be billed clean up charges and may lose the right to have access to the kitchenette area.

Residents are not permitted to use any cooking appliances anywhere but in the kitchenette. The Fire Alarm system in the Residence is very sensitive. If you are cooking, making toast or popcorn in your room and the Fire Alarm goes off because it has detected heat or smoke in your room, you may be charged or receive a fine of up to \$1,000.00 by the Fire Department. You may also receive fines and/or academic sanctions from the College.

Laundry

Laundry facilities including washers, dryers and ironing boards are available in residence. There is a charge for using the washers and dryers. You will receive a pre-loaded laundry card when you move in. Additional funds may be added by using the card re-charger in each laundry room. You can add value with either your debit card or a credit card. **The value on these cards is not refundable** and will not work in other machines off campus. You are responsible for providing your own detergents, dryer sheets and iron.

To use the machines, you insert your card. The display will show any token and/or cash balance on your card. Press the cycle button of your choice and the machine will start. It will then display the new token/cash value on your card. When the "pull card" message appears, you can remove your card from the machine.

If your card does not activate a machine and there is an adequate amount on it, the card will have to be returned to Coinamatic for replacement. Emergency cards are available in the residence office until your card is returned.

If you lose your card, you lose the value on it. You will have to purchase a new card from the Residence Office.

If you have any questions about the Laundry equipment, your card or the re-charger, call the SmartCity number at 1-800-561-1972 or email customercare@coinamatic.com. The website is www.coinamatic.com.

Mail and your new Residence Address

Except on holidays and during winter break, mail is delivered and picked up at residence by the College. All mail is held at the Front Desk. To retrieve your mail you must bring your student card in order to provide proper identification.

You can leave all outgoing mail with the proper postage attached at the Front Desk. The Xerox service in the South Building can also arrange for you to ship items by courier. You can purchase stamps at the Bookstore and at the Front Desk of residence. .

Campus Mail

Campus mail is a free service that forwards letters from one room or office on campus to another. To send campus mail, address the envelope as follows.

Recipient's Name
Department Name
Room Number
Building Name

Do not use Campus Mail for term papers or anything that has a deadline date, as it may be a day or two for it to be delivered.

Residence Address

Your address will be:
Lambton College Residence
Room Number ###
1457 London Road
Sarnia, Ontario N7S 6K4

Upon moving out of Residence, please notify Canada Post of your change in address. Any mail received after you move out, will be returned to the sender.

Parking

Parking is allowed only in designated areas. You must register with Parking Services. A parking permit will be issued for your specific car that will be valid in designated lots. Parking regulations are strictly enforced. Vehicles parked in a fire route or other area designated as No Parking endanger the safety of other residents and are subject to a fine and possible demerit points as assessed by the Sarnia Parking Authority and/or Sarnia Police.

If you bring a car or motorcycle to campus, be sure to familiarize yourself with the parking and traffic regulations issued by the Parking Services Office. Copies of the Parking Policy are available from Parking Services at the Bookstore or in each Residence Office. You can call Parking Services at 519-541-2439.

Students with Residence Reserved Parking Permits may not park in areas that are designated for General Parking. If you park in a General space, you are, in effect, taking up 2 spaces, as no one will be able to park in your Reserved space by the Residence. Parking at the College is very busy and often close to being filled. Please help us keep everyone accommodated with Parking by not taking 2 spaces. Vehicles found to be parked in a general space with a Reserved tag, may be towed from the College. You will be responsible for paying all towing costs to the towing company prior to having your vehicle returned. This charge is usually in the \$100.00 range.

Pornography

In accordance with those sections of the Criminal Code of Canada, (e.g., section 163), pornography, any obscene material (depicting exploitation of sex by crime, horror, cruelty or violence) or child pornography cannot be possessed in residence. If you contravene this policy, you will face disciplinary sanctions, which can include the termination of your Student Residence Agreement.

In addition the posting or publishing of any pornographic or objectionable material, written or electronic, within the residence, in the hallways, common rooms, lobbies, stairwells, windows, bathrooms, exterior room doors, or any interior area of a room that can be seen from an open door is prohibited. The College reserves the right to ask any

Student Resident to remove any material, at any time, which has been deemed to be objectionable. Fines and other College sanctions may be applied.

Students must realize that certain acts may also be considered to be more than just in bad taste. Mooning or any form of exposing one's body may result in sanctions, fines, or termination of your Student Residence Agreement.

Public Transportation

Public transportation is available on campus. Sarnia Transit Commission bus passes are available from the Bookstore. You can purchase a sheet of 20 tickets, a one-month pass or a semester pass. Semester passes are available only to full time College students. There is no semester pass available in the summer. In January 2011, the prices for bus tickets were \$40.00 per sheet of 20 tickets, \$60 per monthly pass or \$150.00 per one semester pass (Sept – Dec, or Jan – Apr). These prices are subject to change at any time.

Sarnia has both a VIA Rail terminal and Airport. Please check the schedules for VIA and/or Air Canada for more details regarding this service.

Quiet Hours

You share relatively close quarters with many people in a residence. Consideration with regard to noise is vital to maintaining the quality of your environment. Noise created by an individual or group greatly affects other members of your community.

It is your responsibility to request the termination of any unreasonable noise. It is then the responsibility of any resident who is asked to cease activities causing noise to abide by the request. If a disturbance persists, you should notify the front desk in residence or a Residence Don or the Residence Coordinator.

Quiet hours for Residence is from 11 p.m. to 10 a.m., Sunday through Thursday. On Friday and Saturday nights, quiet hours start at 2 a.m. and continue until 10 a.m. the following morning. These hours may vary depending on the rhythm of the academic year (e.g., 24 hour quiet hours during exams).

During Quiet Hours, conversations should not be audible beyond your room and Stereos, Radios, TVs, Musical instruments will be regulated as follows:

You will be expected to use headphones or keep the volume at a level, which is not audible in the hallway or in the neighbouring rooms.

You will also be expected to come to an agreement with your roommate regarding the use of the above during quiet hours.

In cases where you cannot come to an agreement, the College policy will be that these items will be required to be off during quiet hours.

Congregating in hallways, bouncing balls up and down the hallways, and shouting is prohibited. All residents and their guests are expected to adhere to the expectations of quiet hours; violations may result in fines or disciplinary sanctions.

During the times which are not designated as Quiet Hours, you are still required to keep the volume and noise levels at a respectable level so that it is not audible in the hallways or neighbouring rooms.

At any time, you must lower the volume or turn off equipment when asked. It is important to remember that your roommate or the person living next to you may have an important exam or essay due the next day and needs the time to study.

Smoking**Residence is smoke-free!**

Lambton College is a smoke free institution. This includes residence. The use of smoking materials in any area of the residence, including bedrooms, is strictly prohibited. Residents, their guests and employees are required to use designated exterior areas in the courtyard or front of the building.

Smoke & Heat Detectors

A smoke/heat detector is mounted in your room and also in the hallways. The Fire Alarm panel will indicate the exact location of any smoke or excessive heat. Do not cover or obstruct your smoke detector in any way as this will endanger both you and your room mate but also others living and working in the building. For your safety, never tamper with these systems.

Shelter in Place Designation

Sarnia has a number of emergency sirens, which are designed to go off in the event of a chemical emergency. If you hear the sirens, or if you are notified by police, college or other officials that a **Shelter in Place emergency** has been declared tune to a local radio station (AM 1070, FM 99.9, FM 106.3) for more information. Often you will be asked to remain indoors, to close all windows and doors and to turn off all heating and ventilation equipment. You may also be asked to not use the telephone until such time as an all clear can be declared. For more information, please go to the Community Awareness Emergency Response (CAER) website at www.caer.ca

Special Events

Any special event or group activity held in residence or using the residence name must have the prior written approval of the Director of Campus Services. The host group shall be responsible for any duties or costs associated with the event.

Storage

Limited storage is available in residence. You might want to check the yellow pages of the telephone book for commercial storage options. The College accepts no responsibility for the theft, loss or damage of any items.

Telephone Service

A phone with free local phone service will be provided in each room. You are responsible for purchasing long distance cards if you wish to make long distance calls using these phones.

Television Cable Service

Cable service is provided in the residence lounge and one outlet in each residence room. Residents are responsible for providing their own televisions.

Theft and Fraud

Theft of college or personal property will not be tolerated. This includes fraudulent use of another student's meal card, password, long distance code, keys and key cards, etc.

Use of your Room and Residence Facilities

- You agree to use the room assigned to you strictly as your living chamber and that you will not conduct any business from your room or use your room for any purpose other than as a living chamber.
- You agree that use of the residence and its facilities is restricted to you and your guests. Any large group usage requires the prior approval of the Director of Campus Services.
- You are reminded that you are charged with leaving any facilities or equipment that you use in the same condition as you received it.

Vacancy and Consolidation Policy

Lambton College reserves the right to move residents to reduce losses in revenue and to fill vacancies that may occur throughout the year. If a vacancy occurs the Residence Coordinator will endeavour to fill the space as quickly as possible by either:

1. Filling the vacant space with a student on the residence waiting list. or
2. Consolidating vacancies from within the building by moving students not sharing a room together.

Students requested to change rooms must do so within 48 hours.

Vandalism

Vandalism will not be tolerated. Vandalism is defined as the willful or malicious destruction or defacement of public or private property. Any vandalism directed toward another individual or group of individuals may also constitute harassment. The College will have charges laid against any individual or individuals who vandalize College property.

Washrooms

Washrooms in Residence will be cleaned once each month by our caretaking staff. You are expected to keep the bathroom in your unit in a suitable state of cleanliness. This includes ensuring that drains and toilets are not clogged or plugged. It is your responsibility to report any clogged or plugged drains and toilets to Residence Caretaking staff, Security or your Don or Residence Coordinator immediately.

Weapons and Explosives

For your protection, firecrackers, knives, firearms, cap guns, dangerous weapons or any object considered dangerous to the health and/or well being of fellow residents, are not allowed in residence. Disciplinary sanctions for those who contravene this policy may include appropriation of the weapon, in-house sanctions, and/or intervention by the appropriate legal authorities.

6. *Disciplinary Sanctions*

In basic terms....**Respect the building and ALL the people who live and work in it.**

Ignorance, anger, alcohol or substance abuse will not be accepted as an excuse, reason or rationale for behaviour that shows a lack of respect.

Residents and their guests are responsible for observing the rules, regulations and policies.

Each resident is expected to take the necessary steps to prevent a problem from occurring, or act in a responsible manner should a problem occur. This includes removing themselves from the situation, attempting to prevent it from escalating to a more serious level, or informing Residence Staff.

Residents are held individually responsible for the decisions they make regarding their behaviour, and incident reports are written for each incident.

When a breach of the rules and regulations occurs, any of the disciplinary sanctions which appear on the next page may be imposed depending on the severity of the incident. A fine may be imposed in addition to any disciplinary sanction. Fines must be paid to the Residence Coordinator within 48 hours from their issuance. A late fine payment fee of \$1.00 per day will be added to each outstanding fine until the fine is paid in full.

College Disciplinary Sanctions may be assessed in addition to these sanctions.

The College reserves the right to expel a resident from residence for violations that endanger the safety or well-being of the community (i.e., physical and/or sexual aggression, display of a weapon, theft, misuse of fire safety equipment, etc.).

The laws applicable in Sarnia, and the codes and regulations of Lambton College will be respected and observed. The residences are not a sanctuary separate and apart from the laws of our country or from community standards. Norms, that apply in the community at large, apply also in the residence community. This means that if a crime is committed in residence, residents can expect that Sarnia Police will be notified. Therefore, a resident may face criminal charges along with College sanctions.

Definition of Sanctions

- **Warning** – A warning will be documented in a student's residence file following an incident of inappropriate behaviour.
- **Letter of Warning** – This letter constitutes a formal documentation of an incident of inappropriate behaviour. This letter is added to a student's academic file which is available for the Registrar to review. This may serve; as a contributing factor should future incidents occur.
- **Behavioural Contract**
 - The resident will be required to participate in an educational or community activity that will give them the opportunity to contribute positively to their living environment.
 - The resident will be required to meet with the appropriate College employee(s) or department(s) to discuss their behaviour. (e.g. Counseling, nurse, equity services, etc.) The content of these discussions is confidential, and is intended to serve as a learning opportunity for the individual.
- **Probation** – A resident put on probation will normally be required to speak with the Director of Campus Services to determine a plan on how to live successfully in residence. Any further warning or disrespectful behaviour will result in the student's expulsion from residence.
- **Alcohol Probation** – When a student's use/misuse of alcohol, regardless of their age, has resulted in behaviour that brings him/her to the attention of residence staff, or causes significant disruption to the

residence community, he/she will be required to refrain from consuming alcohol in residence for a specified period of time. Alcohol probation may be coupled with an additional disciplinary sanction.

- ***Restitution for Damages*** – When an individual's behaviour has caused damage to College or personal property, that individual will be required to pay restitution for any damages. These costs will be applied above and beyond any applicable fines.
- ***Expulsion from Residence*** – A serious incident (or accumulation of incidents) of inappropriate behaviour will result in a student being required to vacate residence immediately and will not be eligible to live in residence again for the next 6 consecutive terms. Depending on the nature of the incident(s), students may be given up to 48 hours to move out. A one-year Notice of Trespass, prohibiting access to residence may also be put in place. Upon expulsion from residence, the legal guardian will be contacted if the resident is less than 18 years of age.

The following chart broadly defines the level of fines and normal range of disciplinary sanctions for incidents of inappropriate behaviour. This list is only a guideline. Exceptions may occur.

NOTE: In any instance where the policies, rules and/or regulations for the College Residences conflict with those policies, rules and/or regulations established by the College, the official College policies, rules and/or regulations shall take precedence.

| Level 1 | |
|--|--|
| Actions by an individual that interfere with the rights of others to the peaceful use and enjoyment of his or her space in residence | Normal Range of Sanctions Warning and applicable fine, plus Restitution for damages. |
| Inappropriate Behaviour – examples include but are not limited to: <ul style="list-style-type: none"> • Leaving a mess, food, or garbage in public areas, • Excessive noise at any time • Having open liquids in public areas or beer in bottles. • Removal or Relocation of Residence Property • Abuse of Guest Privileges • Disrespect for Quiet Hours • Urinating in public • Pranks • Throwing objects in/at residence or at another person. • Smoking in Residence • Having pornographic material in public view and not removing it when asked. | \$25. Fine |
| Having Pets in residence | \$25. Fine and removal of pet |
| Level 2 | |
| Actions by an individual that: endanger the safety and security of themselves or others; compromise personal or College property; and/or attack the dignity/integrity of an individual. | Normal Range of Sanctions Warning and applicable fine, plus Restitution for Damages and/or Probation and/or Behavioural Contract or Termination. |
| Repeated violation(s) from Category 1 | \$50 Fine |
| Endangering Behaviour -- examples include but are not limited to: <ul style="list-style-type: none"> • Lending Keys to non residents • Using Candles/Incense in residence • Inappropriate/Illegal Entry to residence rooms or restricted areas. • Opening Security Doors • Consumption of Alcohol to an excessive level • Use of Illegal substances • Harmful Behaviour • Lack of Respectful Treatment of Others | \$50 Fine plus |
| Using cooking appliances in your room resulting in a Fire Alarm | \$100.00 Fine plus Fine set by the Fire Department, ranging from \$500. - \$1,000. |
| Level 3 | |
| Actions by an individual of a serious nature. | Normal Range of Sanctions Warning and applicable fine, plus Restitution for Damages and Probation or Termination of Contract. |
| Vandalism | \$100 Fine |
| Possession of Weapons or Firearms | \$100 Fine |
| Theft / Fraud | \$100 Fine |
| Tampering with Fire Equipment | \$100 Fine |

7. Appeal Process

Disciplinary Appeals

If a resident feels that a disciplinary action was unfair they may appeal as follows:

FINES – within 72 hours of the fine being issued, the resident can speak with the Residence Coordinator to voice his/her position. The Residence Coordinator, after speaking with the person issuing the fine, will decide if the fine was warranted.

If the resident is not satisfied with the decision of the Residence Coordinator he/she may speak with the Director of Campus Services. In the case of fines, the decision of the Director of Campus Services will be final. No appeals will be considered that have not been discussed before the 72 hour limit has expired.

EXPULSION FROM RESIDENCE – the resident can appeal directly to the Director of Campus Services in writing. The Director will meet with the student to discuss their view on the matter. The Director will review the expulsion and may consult with the College Registrar before making a final decision.

If the resident is not satisfied with the decision, they can appeal to the College Appeal Board. The College reserves the right to ask that the student leave the Residence before and during these proceedings.

Damage Appeals

Residents who receive damage charge assessments have the right to appeal damage charges and excessive caretaking charges if they can demonstrate that they should not be responsible for paying a particular charge.

Appeals will not be considered that argue against:

- 1) The principle of charging for damages.
- 2) The cost of material and the cost of labour (rate or hours charged). All damage charges will be based on the costs as established by the Facilities Management department of the College.

DAMAGE/CLEANING CHARGES – within 72 hours of a charge being levied, the resident can speak with the Residence Coordinator to voice his/her position. The Residence Coordinator will decide if the charge was warranted.

If the resident is not satisfied with the decision of the Residence Coordinator he/she may speak with the Director of Campus Services

The Director of Campus Services may deny an appeal when accurate information about the prior state of the area damaged is lacking. Therefore, it is very important for residents to properly complete the check-in form provided by the College. If the resident fails to use or properly complete the check-in/out forms the result will be a forfeiture of the right to appeal a damage charge. A checkout form is provided to residents upon moving out.

If the resident is not satisfied with the decision, they can appeal to the College Appeal Board. The College reserves the right to ask that the student leave the Residence before and during these proceedings.

| Emergency Phone Numbers | |
|----------------------------------|-------------------|
| Ambulance/Police/Fire | 911 |
| Poison Control Centre | 336-3111 |
| Residence Coordinator | 0 |
| Security | 0 |
| Counseling | 542-7751 ext.3412 |
| College Nurse | 542-7751 ext 3300 |
| Bluewater Health (Hospital) | 464-4400 |
| See map below | |
| Lambton Health Unit | 383-8331 |
| Sexual Assault Survivor's Centre | |
| - Crisis Line | 337-3320 |
| - Office | 337-3154 |
| Sexual Assault Treatment Centre | 336-6121 |
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