



## Residence Contract - Fall 2021

Dear Student,

Welcome to Steckley Hall, the Residence facilities for University of Guelph, Ridgetown Campus. Our Residence is maintained to provide a comfortable living facility and an environment conducive to study, with an opportunity for academic and personal development. The key to succeeding in Residence is becoming involved; whether it's a campus committee, student government or becoming a member of an intramural team, being active in the Campus community will help make your experience more rewarding.

Residence Staff and Services are dedicated to assisting in making your stay in residence safe and enjoyable. The updates to our building are an indication of our commitment to our students. Residential living allows students to take full advantage of the Cafeteria and its services. Our goal is to provide a quality meal plan that meets the needs of our students. With your help, living in Residence will be a positive experience in group living, self-discipline and self-government.

The terms and conditions set out in the following pages are part of the contract between Residence Services and you. They are intended to explain what you can expect from us and what we expect from you. Please read this document carefully before you enter your student number as confirmation on the Housing Portal. Both you and Residence Services will be held accountable for respecting this agreement. Our Residence Staff and Services are here to assist you, please let us know if we can help.

Ridgetown Campus Residence Services

## 1.0 INTRODUCTION

### 1.1 GENERAL

In order to be accepted into residence, Applicants are required to sign a Residence Contract (“Contract”) with the University of Guelph, Ridgetown Campus. The contract is comprised of three parts:

- an Application for Residence;
- these Standard Terms; and
- the Appendix

These three parts collectively make up the terms and conditions of the Contract. Applicants will be held accountable for the terms and conditions outlined herein.

### 1.2 TERM OF CONTRACT

Subject to early termination as provided in these Standard Terms, the term of the Contract commences on the date that Ridgetown Campus Student Residence Services receives the Application and terminates at the Residence Closing Date. The period of occupancy for each Resident commences at Check-in Date and terminates at the Check-out Time.

## 2.0 HOW TO APPLY

### 2.1 ELIGIBILITY

To be eligible for residence admission, and to maintain eligibility for residence accommodation, Applicants must meet the following requirements:

- A. Applicants must have received an offer of academic admission from Ridgetown Campus as a full-time student and must be registered accordingly. Part-time students or students planning to change from full-time to part-time status during or between semesters must contact Administration to determine if they are eligible for residence accommodation.
- B. You must have submitted payment for the applicable residence deposit, as detailed in Section 2 and signed the Contract.
- C. You must have paid all previous charges for damages, fines, etc.
- D. You must not have been barred from living in residence by either the Campus Judicial Committee or Residence Services.

### 2.2 THE APPLICATION

- A. Submit the Residence Application by May 28, 2021 on the Housing Portal.  
[uoguelph.starrezhousing.com/StarRezPortalRidgetown](http://uoguelph.starrezhousing.com/StarRezPortalRidgetown)

- B. A Residence Deposit is required for Fall/Winter Contracts in the amount of five hundred dollars (\$500 CAD). The \$500 Residence Deposit required to complete the application process must be received by May 28, 2021. The deposit will be applied to the winter semester fees.

The residence deposit is an indication of good faith that the Applicant intends to enter residence and fulfill the obligations of the Contract. Cancellation of the Contract will result in forfeiture of all, or part of the residence deposit. Forfeiture is covered in Section 4.2.

## 2.3 DEADLINES

It is important to apply for residence as early as possible. May 28, 2021 is the last day for new students entering the Fall semester to submit residence applications. Applications are still accepted after this day, but accommodation may not be available. Please note that the application and deposit must be completed online by this date.

## 2.4 PREFERENCES

Due to the evolving nature of the COVID-19 pandemic, we are not yet able to confirm whether we offer multiple occupancy rooms this Fall. Applicants will be contacted when more information is available.

Residents are reminded that all washrooms are gender specific and are noted on all washroom doors.

## 2.5 CHANGES IN ROOM ASSIGNMENTS

Residence Services actively seeks to fill all vacancies that occur throughout the year. Residence Services may, at its sole discretion, change a Residence or room assignment to better configure available space.

Residence Services may, at its sole discretion, change the room assignment of a Resident who is subject to disciplinary action or whose behaviour is deemed by Residence Services to threaten the health and safety of other Residents.

Once assigned, a Resident is not permitted to change their room assignment without prior written permission from Residence Services. If a new room assignment is approved, fees may be adjusted to reflect the new room assignment.

## 3.0 FEES

### 3.1 RESIDENCE FEES AND PAYMENT SCHEDULE

Fees are established in the spring of each year through the Board of Governors for the following academic year cycle.

#### **Residence Fees Table F20/W21**

Room Type	Deposit (applied to winter semester)	Fall Semester	Winter Semester (amount owing after \$500 deposit applied to fees)	Total Residence Fee (Fall and Winter)
Single	\$500	\$2,649.50	\$2,149.50	\$5,299.00
Double	\$500	\$1,324.75	\$824.75	\$2,649.50

*These fees are estimates and are subject to change and thus students may not receive prior notification.*

Residence fees must be paid prior to the beginning of each semester, together with other Campus charges for tuition, meal plans, sundry fees, etc.

### 3.2 MEAL PLANS

Applicants are required to purchase a residence meal plan for each of the Fall and Winter Semesters.

### 3.3 OTHER CHARGES

Other charges may be made for damage repairs, improper check-out, or keys not returned.

## 4.0 TERMINATION OF CONTRACT

### 4.1 REASONS FOR TERMINATION

Depending upon the circumstances, termination of the residence contract by the University may result in per diem accommodation charges and/or partial or full forfeiture of the residence deposit. In the event that such a charge is incurred and the deposit has already been applied to fees or has not been submitted, the charge will be added to the Applicant's account with Student Financial Services and will be subject to University collection procedures.

Termination of the contract by the University may result from any of the following events:

- A) Failure to check into assigned room at noon on the first day of classes in each semester.
- B) Academic withdrawal from the Campus and have completed the necessary withdrawal forms. Residence Services must be notified of the withdrawal, as well as the Admissions Office.
- C) Academically ineligible to continue at the Campus.
- D) Inability to meet the Student Financial Services requirements for the payment of residence fees.
- E) The Campus Judicial Committee or Residence Services bars the Applicant from living in residence.
- F) Election not to accept assigned room that, where the room assigned was in accordance with the information on the Contract, and where the Campus' offer of alternate rooms from its empty bed inventory is not accepted.

- G) Ridgetown Campus reserves the right to terminate the Contract without notice and in Ridgetown Campus' sole discretion where due to circumstances related to the coronavirus pandemic, Ridgetown Campus determines it is not appropriate to continue to offer residence accommodation.

## 4.2 TERMINATION DEADLINES

Termination deadlines and refunds are as follows:

<b>Date Termination Notice Received</b>	<b>Refund Amount</b>
<b>May 28 – July 16</b>	\$400
<b>July 17 – August 15</b>	\$250
<b>August 16 – September 4</b>	No Refund
<b>After September 4</b>	No Refund + per diem fees will be charged

Under most circumstances, a full refund of the deposit is not possible. However, if the Campus informs you that you are academically ineligible to attend, or the residence does not open as per 4.2G in advance of September 2021, a full refund of the residence deposit will be made.

If you believe that you should receive exemption from the forfeiture regulations, e.g., for medical reasons, you should submit an appeal, with supporting documentation, to Residence Services.

## 4.3 VACATING RESIDENCE AFTER TERMINATION

If the Applicant terminates the Contract, they are required to vacate the residence no later than 24 hours after the date of termination. Keys must be returned, and the proper forms must be completed and returned to the Residence Supervisor.

## 4.4 REFUNDS

Allowable refunds are pro-rated for all unused full weeks and are credited to the Applicant's account with Student Financial Services. Refunds are not allowed for termination during the last four weeks of each semester.

If a Contract is terminated early by Ridgetown Campus due to the coronavirus, residence fees (excluding meal plan fees) will be refunded from the check-out time to the last day of classes as defined in the University's academic calendar on a pro-rata basis.

## 5.0 CORRESPONDENCE

Admissions will conduct the majority of its correspondence with you in writing. Material is sent to your "@uoguelph.ca" email account. The email address that Applicants supply on the Application will be

used until their “@uoguelph.ca” email account is activated. It is the Resident’s responsibility to check their “@uoguelph.ca” email account regularly.

For more information on residence accommodations contact:

Telephone: Vicki King @ 519-674-1500 Ext 63536

E-mail: [vking@uoguelph.ca](mailto:vking@uoguelph.ca)

## 6.0 GENERAL

1. Survivorship: All clauses relating to damages, payments of Fees or Charges owing, survive the termination of this Contract.

2. Force Majeure: The parties to this Contract agree that the University of Guelph, Ridgetown Campus shall not be held responsible for damages caused by delay or failure to perform undertakings under the terms of this Contract when the delay or failure is due to fires, strikes, floods, strikes, lockouts, public health emergencies, quarantines, acts of God or public enemies, lawful acts of public authorities or delays or default caused by common carriers which cannot reasonably be foreseen or provided against.

Residents acknowledge that in March 2020 the World Health Organization declared a global pandemic of the virus leading to COVID-19. The Governments of Canada, the Province of Ontario, and local Governments responded to the pandemic with legislative amendments, controls, orders, by-laws, requests of the public, and requests and requirements to the University (collectively, the “Governmental Response”). It is uncertain how long the pandemic, and the related Governmental Response, will continue, and it is unknown whether there may be a resurgence of the virus leading to COVID-19 or any mutation thereof (collectively, the “Virus”) and resulting or supplementary renewed Government Response. Without limiting the foregoing paragraph, neither Party shall be liable to the other or be deemed to be in breach of this Agreement for any failure or delay in rendering performance arising out of:

- a. the continued spread of the Virus;
- b. the continuation of or renewed Governmental Response to control the spread of the Virus;

AND

- c. a decision by the University made in good faith, to control the spread of the Virus, even if exceeding the then current specific Government Response.

Dates or times of performance by the University shall be extended to the extent of delays excused by this clause, provided that the University notifies the other promptly of the existence and nature of such delay and shall, so far as practicable, use reasonable efforts to minimize and mitigate the extent, effect, and period of any such delay or non-performance.

## APPENDIX A

By submitting and having your Application accepted, you become a resident of Steckley Hall and a part of our unique on campus community. In any community, guidelines help people live and learn in a positive environment. The following articles outline the expectations of every Resident.

### 1.0 STUDENT ROOMS

#### 1.1 RESPONSIBILITY FOR CONTENTS

You are provided with a room inventory form at check-in. Please complete it carefully. The completed form is retained by us as a check against loss or damage to its room or its contents. We hold you financially responsible for any damage or losses to your room or its contents and also for the cleanliness of the room upon vacating. You will be charged for losses, damage, special cleaning, or maintenance required as a result of your period of residency.

In some circumstances, you and the other students in your building or section may be accountable for damage to the building or section.

Students must supply their own sheets, blankets, towels, and pillows and are responsible for their own laundering.

**A. Internet Services:** Wireless Internet service is available throughout Steckley Hall. Access Points continue to be installed throughout the building to provide students with unlimited access to Internet services and the World Wide Web.

Please note the following limitations:

- Personal printers cannot be used on the WiFi network and should be connected directly to your laptop or desktop by using a printer cable.
- THE USE OF PERSONAL ROUTERS IN RESIDENCE IS NOT PERMITTED
- It is mandatory that your computer have an up-to-date virus checker installed and it is recommended that anti-spyware/anti-malware software also be used. Anti-virus software may be available for free (or reduced cost) from the Computing & Communications Services (CCS) website at [www.uoguelph.ca/ccs](http://www.uoguelph.ca/ccs). If you are found to be in violation of the "Acceptable Use Policy for Information Technology", you may be subject to disconnection and/or further investigation. Please visit the University of Guelph Policy at this link: [Acceptable Use Policy \(AUP\)](#)

#### 1.2 RIGHTS RESERVED BY STUDENT SERVICES

Residence Services subscribes to the principle that residence students are entitled to enjoy a reasonable right to privacy in residence rooms. It reserves, however, the right to enter rooms, terminate contracts, repossess rooms, or reassign students and to effect other steps necessary and advisable for the safety, security and well-being of other students and Campus assets.

Residence Services reserves the right to amend residence rules and responsibilities, to alter all fees and deposits contained in this Contract at any time, and to place applicants on waiting list wherever necessary.

### 1.3 SUBLETTING

You are prohibited from subletting your residence room, or from permitting its use by others.

### 1.4 COMMERCIAL USE

The use of a residence room, mailbox, telephone, or data connection for any commercial purpose is prohibited.

### 1.5 CAMPUS LIABILITIES FOR ROOM CONTENTS

Ridgetown Campus will not be liable, directly or indirectly, for loss or theft of personal property, or for damage or destruction of such property by fire, water, or other cause. You are advised to obtain personal insurance against such eventualities. Ridgetown Campus does not purchase such protection for personal property. Coverage can often be obtained through a "rider" on your family's tenant or homeowner insurance policy, which should include liability coverage for injury or damage caused by you.

### 1.6 RESIDENCE BECOMES UNINHABITABLE

In the event that the premises are declared by the Ridgetown Campus to be uninhabitable following a fire or for any other reason, this Residence Contract will be automatically terminated, and the residence fees reimbursed on a pro-rated basis.

### 1.7 KEYS

For the protection of your personal possessions, you are advised to lock your door when leaving your room. Lost keys should be reported immediately to the Residence Supervisor. If you lose your key, a spare will be issued for up to 7 days to allow you to find the original. However, after 7 days if you are unable to find the original key, you will be required to either purchase a new key (replacement key \$25) or have your lock changed (deadbolt \$65).

### 1.8 TRANSFERS

You are not permitted to transfer or change rooms without receiving written permission from Residence Services.

## 2.0 RESIDENCE RULES/RESPONSIBILITIES

### 2.1 RESIDENCE STAFF

Residence Services employs professional, support staff in the residence buildings. They act as resource personnel and agents of Residence Services and are responsible for ensuring that you abide by the following rules and regulations, in addition to the Student Regulations for the betterment of the residence environment. Students must clearly and honestly identify themselves to Residence Staff when asked to do so.

### 2.2 RULES

The following rules are established as minimum standards to help maintain vital residence communities. They are designed to support the values that are outlined in the Student Rights and Responsibilities document. Rules may be amended at any time upon reasonable notice being given.

- A) Students have the privilege of enjoying outside social activities as long as they do not conflict with the rights of other students to pursue academic endeavors.
- B) Students are required to maintain their rooms in compliance with provincials and municipal regulations.
- C) When notified of fire or other emergencies in the building, all students must immediately leave the building and remain outside until permission to re-enter is given by Residence personnel. Failure to comply may result in eviction from residence.
- D) The following practices and activities are prohibited throughout the residence system:
  - a. discharging, tampering with or operating any fire prevention or detection apparatus for any reason other than to control fire,
  - b. tampering with electrical, mechanical, security or Internet services, telecommunications equipment, vending and laundry machines,
  - c. being on the roof of any residence except in emergencies,
  - d. throwing or dropping anything from windows or roof tops,
  - e. participating in potentially destructive activities that may cause personal injuries or property damage, e.g., water fights, indoor sports or using roller blades or bicycles in the building,
  - f. entering another resident's room or disturbing and/or removing another resident's property without the permission of the resident,
  - g. bringing in or keeping firecrackers, gunpowder, flammable solvents or other forms of explosive or volatile material in the residences-firearms and weapons are strictly prohibited,

- h. unauthorized entry or meddling with contents of Ridgetown Campus storerooms, offices, residence desks or cafeterias, and possession of unauthorized keys,
- i. bringing into or keeping in residence non-human life forms other than plants,
- j. cooking in or using electrical or other cooking appliances, including but not limited to toasters, toaster ovens, hot plates, microwave ovens, etc., except in areas with approved kitchen facilities. Bar size fridges, Keurig and Tassimo machines are permitted in student rooms,
- k. keeping or bringing into Residence bicycles and motorized cycles,
- l. relocating lounge and dining area furniture into lounges or student rooms,
- m. using water beds or hot tubs,
- n. installing or using satellite dishes or other telecommunications equipment or services not approved by Student Housing Services installing or using halogen lamps,
- o. engaging in activities for the purpose of obtaining services from Student Housing without making appropriate payment,
- p. engaging in activities that compromise the safety and/or security of residents, their belongings,
- q. keeping or bringing into Residence tabletop games, e.g., air hockey or foosball,
- r. altering existing furniture to create or bring in to Residence “bunk beds.” Beds may not be supported in any manner to allow for overhead sleeping compartments.
- s. bringing unapproved furniture into residence room.

Seizure of any prohibited items will result in items being surrendered until the completion of the student’s academic year.

## **E) GUESTS**

**PLEASE NOTE THAT SECTION FOR THE FALL 2021 AND WINTER 2022 SEMESTERS, NON-RESIDENT VISITORS AND GUESTS WILL NOT BE PERMITTED TO ACCESS THE RESIDENCE.**

- F) Individual residence zones may formulate additional rules for their own zones, providing such rules are consistent with the rules outlined herein and approved by Residence Services. Any such additional rules are binding on all students.
- G) Residence Services reserves the right to remove from residence, with one hour’s notice, any student judged to be disturbing others during the final examination period.
- H) Students are required to vacate their rooms within 6 hours of completion of their final examination at the end of each semester. Students must apply to Residence Services for permission to stay beyond the normal date for vacating their rooms.

l) Students are bound by the Laws of Canada and the Province of Ontario, and by Ridgetown Campus and Residence Services policies. Students will be advised of policies through the Student Handbook and by residence staff upon arrival to residence. Specific attention should be paid to the following policies:

- a. **Alcohol:** Students in residence must abide by the laws and policies governing the use and consumption of alcoholic beverages.

The following practices are prohibited:

- a.1 possession/consumption of alcoholic beverages by underage people,
- a.2 bringing in containers of alcoholic beverages for mass consumption e.g., Kegs, swish barrels, 5 litre cans, etc.,
- a.3 consumption or open possession of alcohol in public, including but not limited to washrooms, common rooms or hallways in Residence, Campgrounds or buildings other than your rented Residence room with your room door closed,
- a.4 brewing of alcoholic beverages,
- a.5 drinking games and paraphernalia used in unsafe drinking practices,
- a.6 Seizure of any prohibited items will result in items being surrendered until the completion of the student's academic year.

Please note the possession/consumption of alcoholic beverages (beer or coolers) in glass bottles is prohibited in any residence environment.

- b. **Drugs:** Students in residence are prohibited from trafficking, possessing, using, and consuming any illegal drug substance in residence. Individuals determined to be trafficking in drugs will be immediately evicted from residence.
- c. **Noise:** Residence students are expected to abide by the rules regarding acceptable noise levels. These guidelines are meant to act as minimum standards and may be enhanced through consultations with the community, student council and residence staff. In general, the following quiet hours are observed: Nightly 11 pm - 8 am

Noise levels at any time should not distract from any resident's ability to pursue academic endeavors or to enjoy their living environment.

Residence Services may, during examination periods, modify the quiet hours.

- d. **Dignity and Integrity:** The University has comprehensive policies concerning Civility, Discrimination, Hate Activity, Harassment, Graphic Materials, Sexual Violence, and Violence which apply to all students. Specific details on these policies may be obtained from the Office of Student Affairs, the Office of Diversity and Human Rights, or at [www.uoguelph.ca/hre/](http://www.uoguelph.ca/hre/)

- I) For health reasons, food is to be stored in suitable containers to avoid contamination, vermin, and odor.
- J) Due to the communal nature of residence living, persons suspected of being infected by a communicable disease will be required to seek medical attention.
- K) Students are prohibited from affixing poster to ceilings or using items that damage wall surfaces.
- L) Lit candles, incense, lamps requiring a combustible fuel, or similar items, are not permitted in residence. Students who require the use of faith specific materials for religious purposes should contact the Residence Supervisor.
- M) Arriving and Leaving Residence: Semesters for which you are contracted begin noon on the day residences open and end 6 hours after the completion of your last scheduled exam.

### 2.3 ENFORCEMENT OF RULES

In addition to any financial cost that may be incurred, failure to comply with the above rules will result in prescribed procedures which may result in one or more of the following consequences (not in sequence):

- \* Warning letters
- \* Fines
- \* Goodwill Bond
- \* Collective billing
- \* Non-renewal of residence contract
- \* Eviction
- \* A charge before the Ridgetown Campus Judicial Committee
- \* Being prevented from re-applying for residence
- \* Posting (being barred) from residence

Approved procedures are followed when enforcing rules, and routes of appeal are always available.

### 3.0 QUIET HOURS

Regular Quiet Hours: Nightly 11 pm - 8 am

Quiet Zone: Students assigned to the quiet area must accept the following regulations:

- A) Students are obligated to maintain a level of room noise that cannot be heard outside their room when the door is closed.

- B) Regular living noise is acceptable in lounges, e.g., conversation, house meetings, etc., but students should not use lounge for other activities such as loud music, large gatherings, boisterous behavior, etc.
- C) Residence services strives to promote community living and social interaction among students, therefore individuals expecting absolute quiet at all time may not be well-suited to residence living, even in a quiet area, and may want to consider other living arrangements.

## 4.0 SMOKING POLICY

Smoking is not permitted anywhere in residence or in outside areas close to entrances, windows, or *ventilation system air intakes*.

## 5.0 WEEKEND STUDENTS

Students staying in Residence on the weekends are required to sign in with Residence Staff every Friday evening prior to 7pm. Additional cooking appliances are made available to students staying on the weekends.