



University College Orientation Billeting in Residence (partnerships)

Welcome!

Congratulations on being selected to billet in the University College Residences during Orientation Week. You will be staying in the room of another first year student living in residence who has volunteered to host you in their room during the week.

- Billeting partnerships are always of the **same gender**.
- As a commuter student, **you will not be provided keys** to the building nor to the room of your host resident.
- The UC Residences are dormitory-style buildings; students have their own rooms and share other common facilities (lounges, study rooms, washrooms) with other residents. **Please note that all washrooms at UC are all gender washrooms (i.e. students of all genders can use the same washroom)** – each washroom has private shower and private toilet stalls.

It is mandatory for all billeting program participants to read, understand, and agree to abide by the Housing Contract – Orientation Billeting and Code of Behaviour (see attached).

Take note of the following common issues:

- Smoking is completely prohibited in all three residence buildings, including in students' rooms, common areas, archways, and washrooms.
- Alcohol may not be consumed in public places within the Residences - including hallways and common rooms. Alcohol consumption is limited to those who are 19 years of age or older (minimum legal drinking age in Ontario).
- The roofs, balconies and ledges of the residence buildings are restricted areas and strictly forbidden to unauthorized persons.
- Do not prop open any exterior doors or let any person you do not know follow you into any of the residences.

Fire alarms and safety

When the fire alarm sounds, everyone must leave the building.

- Whitney Hall has a single stage alarm – students must evacuate when it sounds.
- Sir Daniel Wilson Residence and Morrison Hall have two stage alarms – students must evacuate when the second alarm sounds.

Billeting Assignment

Name of Host Resident: _____

House: _____ Room Number: _____

Important numbers and contacts

Should any issues arise, your House Don can be your first point of contact.

Name of House Don: _____ Room Number: _____

Emergency campus police	416-978-2222
Non-emergency campus police	416-978-2323
Whitney Hall Porter's Office	416-978-2532
Morrison Hall and Sir Daniel Wilson Porter's Office	416-946-3851
Office of the Dean of Students	416-978-2530

In case of life-threatening emergencies, call 911!



UNIVERSITY COLLEGE RESIDENCES SHORT STAY OCCUPANCY AGREEMENT

In consideration of the mutual covenants contained herein, THE GOVERNING COUNCIL OF THE UNIVERSITY OF TORONTO (the "University") and ("the Resident") agree as follows:

- 1) The University grants to the Resident a license to use and occupy a room (the "Room") in the residence indicated below for a period (the "Occupancy Period") commencing and ending as indicated below by the "Arrival Date" and "Vacating Date", respectively; unless terminated earlier pursuant to the provisions of this agreement. The last day of the Occupancy period or the Effective Date of Termination under clause 10 hereof or the Date of Withdrawal under clause 11 hereof, whichever first occurs, is herein called the "Vacating Date".

Address:	73, 75, or 85 St. George St., Toronto, ON M5S 2E5
Building:	Sir Daniel Wilson Residence, Morrison Hall, and Whitney Hall, respectively
Event:	University College Orientation
Arrival Date:	Monday, September 2, 2019 at 8:00 AM
Vacating Date:	Wednesday, September 4, 2019 at 12:00 PM (noon)

- 2) The Room and Room Type shall be assigned to the Resident by the Dean of Students (the "Dean") or the Dean's designate.
- 3) It is understood by the Resident that the residence facilities of the University are intended to promote and enhance the academic and intellectual development of its students, their personal growth and their involvement in campus life, and that accordingly, the atmosphere, environment and behaviour in the Residence shall be conducive to and consistent with the achievement of these purposes.
- 4) The Resident will pay an occupancy fee (the "Occupancy Fee") in the amount of **\$ 20.00** to University College Orientation c/o the University College Literary & Athletic Society.
- 5) The Resident shall use the Room only as a private dwelling for themselves (and, if the Room is a Double Room, for another resident) and shall be entitled to use the common room facilities of the Residence together with the other residents so long as the Resident continues to occupy the Room and complies with the terms of this agreement and the schedules thereto.
- 6) The University will:
 - a) provide the Resident with the furnishings listed on the Room Inventory Form which will be given out upon arrival at the Residence; and
 - b) maintain the Room and the Residence in a reasonable state of repair and fit for habitation.
- 7) The Resident will:
 - a) maintain the Room in a clean and wholesome condition and will not allow any refuse, garbage, or other objectionable material to accumulate in or about the Room or the Residence;
 - b) comply with the University of Toronto Code of Student Conduct; the discipline protocols included in the UC Residences Code of Behaviour and rules and regulations outlined in the Residence Handbook (collectively, the "Rules and Regulations"); the guest policy (the "Guest Policy"); the internet access and usage policy (the "Information Technology Policy"), and the smoking policy

("Smoking Policy") of the Residence as established by the council having authority therefore, and enforce compliance with the same at all times by the Resident's guests and invitees; and

- c) respect and abide by the decisions of the Dean and residence staff made pursuant to this agreement and the Rules and Regulations, Guest Policy, Information Technology Policy, and Smoking Policy as published.
 - d) The Resident acknowledges that a copy of the current Rules and Regulations are attached in Schedule C, and the Guest Policy, Information Technology Policy and Smoking Policy are included under Schedule A of this agreement, and agrees that the posting of the Rules and Regulations, Guest Policy, Information Technology Policy and Smoking Policy that are current for the time being in a prominent place in the Residence, or the hand delivery or mailing of copies thereof by ordinary prepaid mail to the Resident at the Room, shall be deemed sufficient notice thereof to the Resident. Furthermore, the Resident acknowledges that it is the Resident's responsibility to read and be familiar with the Rules and Regulations, Guest Policy, Information Technology Policy and Smoking Policy.
- 8) It is understood that all major questions related to the accommodation in the Residence will be decided after consultation with a council representing the Residents.
- 9) With regards to locks and keys in residence:
- a) The resident shall receive keys for the exterior or the building, their specific room, and their assigned mailbox upon arrival and check in. The Resident shall return the keys to the University on or before the Vacating Date. The Resident will not duplicate or permit duplication or be in possession of a duplicate of the keys without the explicit permission of the Dean of Students. If the Resident loses their key(s), or fails to return it at the end of the term, the cost of replacing the lock and key(s) (\$100.00 for Whitney and Sir Daniel Wilson; \$50.00 for Morrison) will be billed to the Resident. Whitney and Sir Daniel Wilson Exterior Key replacement will cost \$50.00, while Mailbox Key replacement will be \$10.00.
 - b) The University shall have the right to retain and use a master key giving its representatives access to the Room for the purposes permitted hereunder or by law. The Resident shall not be in possession of a master key or any other key pertaining to the Residence without the explicit permission of the Dean.
 - c) The Resident will not under any circumstances tamper with or change the lock, or add a lock, locks or other security devices to the door of the Room.
 - d) After the Vacating Date, the University shall have the right to enter the Room and change the lock without notice or liability to the Resident and without providing the Resident with a key for the new lock. The University has no responsibility for any possessions left in the Room or the Residence after the Vacating Date.
- 10) The Resident will not:
- a) paint or permanently alter the Room including any wall, ceiling, door or surface of the Residence without the consent of the Dean;
 - b) deface any wall, ceiling, door or surface of the Residence, including the windows, or damage the Residence or its furnishings or permit their guests or invitees to do so;
 - c) keep a waterbed or any open element (the definition of which is determined by the Dean) or heating equipment in the Room or overload the electrical circuits of the Room;
 - d) make any alterations to the structure of the Room (i.e. moving furniture) or affix anything to the walls, doors or ceiling thereof without the consent of the Dean;
 - e) apply or affix anything to the exterior of the Residence;
 - f) behave in a manner that will, under reasonable circumstances disturb, annoy or interfere with the use or enjoyment of the Residence by the other residents or permit anything to be done or kept in the Residence which will obstruct or interfere with the enjoyment or rights of the other residents;

- g) commit or permit an illegal act to be committed in the Residence; or
 - h) violate any rules set out in this document or the University College Code of Behaviour.
- 11) The Resident will report any damage to the Room or the Residence to the Dean immediately and will pay for the repair of any damage to the Room, the Residence or the furnishings thereof caused by the Resident or the Resident's guests, normal wear and tear excepted, which repair shall be performed only by the University. The Resident will be responsible for cleaning and restoring the Room by the Vacating Date to the condition in which it was at the commencement of the Occupancy Period, normal wear and tear excepted, and will reimburse the University for the cost of cleaning and restoration upon failure of the Resident to maintain an ordinary state of cleanliness at any time during the Occupancy Period or to leave the Room in a clean and restored condition on the Vacating Date.
- 12) Only full-time University of Toronto students who are enrolled in a minimum of 3.0 FCEs, with a minimum of 3 courses in each of the Fall and Winter semesters, or comparable course load in a registered faculty, in good academic standing (minimum cumulative grade point average of 1.5) are eligible to reside in the Residence unless alternate arrangements have been approved in writing by the Dean of Students. Residents who withdraw from the University or drop below full-time status, or below 3 courses in either the Fall or Winter semesters, are required to inform the Office of the Dean of Students immediately. The college reserves the right to check the academic status of students to confirm their eligibility for residence as required.
- 13) With regards to termination of this Occupancy Agreement:
- a) The University may at its option terminate this licence upon the happening of any of the following events:
 - i) non-payment by the Resident of any amount due to the University;
 - ii) breach by the Resident of any other provision of this agreement, or the Rules and Regulations as published from time to time; or
 - iii) any event whereby the Resident ceases to be a registered student with a full-time enrolment status at the University of Toronto, including but not limited to the suspension or expulsion of the Resident from studies during the academic session.
 - b) In the event that the University exercises its option to terminate this licence, the University or its designated official shall give written notice of such termination to the Resident which shall specify the effective date of the termination, which shall be not less than three calendar days following the giving of the notice (the "Effective Date of Termination"). The notice may be hand or electronically delivered to the Room or affixed to the door of the Room, addressed to the Resident.
 - c) Notwithstanding paragraph (b), under exceptional circumstances, the University reserves the right, to be exercised by the Dean acting reasonably, to give written notice of termination of this licence not less than 24 hours before the Effective Date of Termination.
 - d) Notwithstanding the early termination of this licence, the Resident shall at the option of the University be liable for payment of the full amount of the Occupancy Fee, whether or not the Room is re-occupied or the Residence is filled.
- 14) In the event that the Resident elects to withdraw from the Residence during the academic session, the Resident shall give the Dean at least 28 calendar days written notice of the Resident's intention to withdraw. In the event that the end of the period of notice (the "Date of Withdrawal") occurs after the commencement of the University of Toronto Reading Week for the current academic session, the Resident shall be liable for the payment of the full amount of the Occupancy Fee and shall not be entitled to a refund of any part thereof, whether or not the Room is re-occupied or the Residence is filled. In the event that the Date of Withdrawal occurs before the commencement of Reading Week, the Resident shall be liable for payment of the Occupancy Fee on a pro-rata basis to the earlier of the Date of Withdrawal and the date the vacancy created in the Residence by the Resident's withdrawal is filled by a new Resident.
- 15) The Resident will vacate the Room and remove all possessions there from before noon on the Vacating Date, and has no vested right to occupy the Room in any subsequent session.
- 16) The Resident will not keep any firearm, weapon, explosive, and/or animal (including reptile, insect, or bird - only fish are allowed) in the Room or in the Residence.

- 17) The Resident will not assign this agreement or sublicense the Room or any part thereof to any other person or otherwise part with the possession or occupation of the Room.
- 18) Residence Staff, which include, but are not limited to the Dean or the Dean's designate, Dons, and Facilities staff shall be permitted to enter the Room during daylight hours upon giving reasonable notice to the Resident, and at regular intervals if previously announced to the residents, or at any time, and without notice, in the event of an emergency or perceived emergency, or a disturbance or breach or suspected breach of the UC Residences Code of Behaviour, in order to examine the state of the Room, including the state of sanitation, safety and repair thereof, and to make such repairs, changes or improvements to the Room and its furnishings as the University may deem necessary or desirable.
- 19) The University reserves the right, to be exercised by the Dean acting reasonably, to substitute another room in the Residence for the Room at any time during the Occupancy Period, in which event the substituted room shall be deemed to be the Room for all purposes hereunder and the Resident shall forthwith move to that other Room.
- 20) From time to time, the Dean may release limited resident information under controlled circumstances to approved third parties, for the specific purpose of facilitating resident voting in federal, provincial, municipal or student society elections.
- 21) It is agreed that there shall be no reduction of the Occupancy Fee or any other compensation for or on account of any loss, damage, inconvenience or discomfort arising from the interruption or curtailment, of any accommodation, facility or service agreed to be furnished by the University, except, in cases of gross negligence or suspension of service, reasonable compensation will be negotiated with the Residents.
- 22) The University shall not be liable to the Resident for any damage to or loss or theft of personal property or for personal injury, including death, on the Residence property save where the same is caused by the wilful or negligent act or omission of the University or those for whom the University is in law responsible. The Resident will indemnify the University and save it harmless from any and all liability in respect of any injury, loss or damage occasioned by any act or omission of the Resident, the Resident's guests, agents or invitees.
- 23) This agreement and the schedules attached hereto constitute the entire agreement between the parties and there are no representations, warranties, collateral agreements or conditions affecting the Room or this agreement except as expressed herein and except for the Rules and Regulations, as amended from time to time.
- 24) The Resident acknowledges that, during any prior stay at any residence at the University of Toronto, the Resident's Occupancy Agreement (or any contract that the place of accommodation uses as an agreement between them and the Resident, for the space provided to the Resident) was not terminated for violation of its provisions. The Resident also acknowledges that they are not in arrears for non-payment of occupancy fees at any residence at the University of Toronto.
- 25) As the living accommodation is provided by the University of Toronto to its students or staff, all major questions relating to the living accommodations are decided after consultation with a council within the Residence and, the living accommodations are not intended for year-round occupancy or living accommodation and do not contain their own self-contained bathroom and kitchen facilities, the residence is exempt from the Residential Tenancies Act, 2006 (RTA) based on S. 5 (g) of the RTA.
- 26) Residential buildings are occasionally subject to pest outbreaks, including but not limited to, bedbugs. If a pest outbreak is suspected, residents are required to immediately contact the Residence Staff and/or the Office of the Dean of Students so an inspection can be arranged. If the presence of pests is confirmed, residents will be required to actively participate in the treatment by following the directives of the University and/or professional Pest Control workers. To reduce the likelihood of spreading pests to unaffected areas, residents will not be relocated to a new room. No refund or reduction of fees will be issued to those who are inconvenienced by pest inspection or remediation processes.

If the resident is less than 18 years of age at the time of application, then this contract must be printed, signed, and dated by both the resident and his or her parent/guardian. **The signed document should be submitted to the Office of the Dean of Students:**

By signing below, I agree to make myself aware of and to observe the terms, conditions and regulations of occupancy, and will endeavor to contribute to a positive quality of life in the residences during my stay. I am aware that failure to do so can result in my eviction from residence and/or financial charges for any damages caused.

MANDATORY FIELDS *

*Name of Student (print): _____ *Signature of Student: _____
*Student Number: _____ *Date: _____

Emergency Contact Person # 1 (MANDATORY)

*Name of Person (print): _____ *Phone Number: _____
*Relationship to Resident: _____ Email Address (optional): _____

Emergency Contact Person # 2 (OPTIONAL)

Name of Person (print): _____ Phone Number: _____
Relationship to Resident: _____ Email Address (optional): _____

**If the Resident is under 18 years of age:*

Name of Parent/Guardian (print): _____ Signature of Parent/Guardian: _____
Relationship: _____ Date: _____

FOR OFFICE USE ONLY

Signature of the Dean (or authorized designate): _____ Date: _____

Schedule A Other Policies

Guest Policy

Guests are permitted to stay in residents' rooms for three consecutive nights only. For a guest to be allowed to stay for any period longer than three nights, permission must be granted by the Dean or the Dean's designate. Guests who stay more than three nights without paying rent will be evicted without notice, and sanctions may also be imposed against their hosts.

Smoking Policy

Smoking and smoking related activities (including, but not limited to, cigarettes, vaping, e-cigarettes, hookahs or other smoking devices) are not permitted anywhere inside the residences, including residents' rooms, common rooms, and immediate surrounding areas. Outdoors, smoking is not permitted within 9 metres of any Residence entrance including the courtyard, front entrance, and emergency exit doors.

Information Technology Policy

Disclaimer

The College and the University cannot guarantee that your specific system will be able to access the network. Acquiring the appropriate hardware and software to access and use the internet is your responsibility. The only pieces of hardware required to access our network are an ethernet card and cable.

Eligibility

Internet access is given to all residents who request it. To gain access to the internet, users must read and agree to be bound by the University's policy on the Appropriate Use of Information Technology and to University College's policy.

Internet Access and Usage Policy

All network users must abide by the [Network Security Policy and Appropriate Use of Information and Communication Technology Policy](#) as defined by Computing and Network Services and the Provost.

University College Residence Network Policy

Any network user who would like assistance in connecting to the UC residence network must meet the following requirements:

- Use an up-to-date virus scanner (provided free by U of T to students, staff and faculty).
- Use a firewall.
- Have installed all relevant security updates (security patches).

Additional Restrictions

- Wireless routers or devices allowing for wireless connection, including peer-to-peer ad-hoc networks are not allowed in residence.
- Spoofing of MAC addresses is strictly prohibited.
- Bandwidth in excess of 8GB per day is considered excessive ([view you recent transfer total](#)).
- DHCP must be used to connect to the network; that is, static IPs are not allowed.
- Server software (e.g. FTP, Web, Mail), including peer-to-peer filesharing programs, shall not be run from the residence network.
- Viral or suspicious activity on the network coming from any host will result in removal of connection until the host is investigated and approved for reconnection.

Network users violating these policies may have the privilege of connection to the residence network suspended or revoked. Disciplinary action may be taken in accordance with the Student Code of Conduct at the University of Toronto and the law.

Troubleshooting

If through one's own efforts connection to the residence network cannot be obtained, a technician can be called to assist any network user, given they meet the aforementioned requirements. Please contact the Residence office by e-mail at uc.residences@utoronto.ca schedule an appointment.

Poster Policy

Rationale

The Residence Office, in collaboration with members of the caretaking staff, Residence Dons, and UCRC, has developed the following guidelines for the placement of posters within the University College Residences. These guidelines have been created in an effort to prevent damage to the buildings, while continuing to allow students and staff the opportunity to advertise events and express ideas throughout the Residences.

Guidelines

1. Scotch tape and masking tape may not be used to mount posters in any area of the building. Any poster must be done with poster mounts, which are available at the Porter's Desks and Residence Office, or poster putty. Poster mounts may not be used on any varnished surfaces.
2. Students may not place posters in the following areas: windows, mirrors or other glass surfaces, bathroom stalls, public walls, ceilings or other painted surfaces.
3. Posters for house programming and events may be placed on common room and bathroom entrance doors.
4. Only Residence Dons may place posters in stairwells (brick only) and inside bathroom stalls.
5. Multiples of the same poster may not be placed on the same board/surface/door, etc.
6. Bulletin boards should be used whenever possible.
7. Dons may place single posters advertising specific events in other locations if they do the following:
 - a) write "UC Don Event" in the bottom right hand corner of the poster;
 - b) monitor the area(s) where they have placed posters and remove any non-Don posters that are put up there;
 - c) take down posters immediately following the event; and
 - d) inform the Porter's Desk and caretaking staff if they are going to be putting up a large number of posters.
8. Posters must meet community standards within the UC Residences.
9. All posters are the responsibility of the advertiser (*e.g.* In the case of an election, the candidate being promoted regardless of who actually put up the poster.)

Consequences

Posters that do not meet the above guidelines will be removed. Posters that are deemed offensive (racist, homophobic, promoting hate *etc.*) will be removed from the building at the advertiser's expense, and the advertiser may be subject to sanctions under the UC Residences Code of Behaviour or the University of Toronto Student Code of Conduct. The advertiser will be held responsible for the cost of any repairs required as a result of non-compliance with the above guidelines.

Policy on Campaigning in Residence

1. Groups which are allowed to campaign in the UC Residences are limited to:
 - a. the University College Residence Council (UCRC);
 - b. the University College Literary and Athletic Society (UC Lit); and
 - c. Governing Council.
2. All referenda under the mandate of the UCRC and UC Lit are considered eligible as a campaign group.
3. Door-to-door campaigning in residence is permitted Monday through Friday (inclusive) from 5:00 PM to 9:00 PM.
4. Times for posting campaigning material in designated spots in residence is not restricted.
5. All campaigners entering residence must live there themselves, or be accompanied by someone who lives in that residence.
6. Residents can opt out of door-to-door campaigning by using the opt-out door notice, or request to have campaign materials only by using the materials-only door notice.
7. If campaigners break these rules, they will be asked to leave the residence and a complaint will be lodged with the appropriate elections committee.

Schedule C University College Residences Code of Behaviour

A. PREAMBLE

1. The experience of living in a College residence is most enriching, both academically and socially, if the residences are seen as places of cooperative interaction and learning. In this kind of residential community the rights and responsibilities of the individual resident must be balanced against the rights and responsibilities of the community as a whole.
2. A proper balance is best achieved when all individuals are aware both of their personal rights and of their responsibilities towards others and towards the community in general. All members of the University College residence community are expected to conduct themselves in a manner consistent with the provisions and spirit of the Ontario Human Rights Code, which affirms the principle of non-discrimination and aims at creating a climate of understanding and mutual respect for the dignity and worth of each and every person in the community.
3. Residence members are entitled to enjoy a reasonable right to privacy, the right to consideration for their personal feelings and needs, and the right to live in an environment in which both personal possessions and communal space are respected. They also have corresponding responsibilities towards the residence community at large. The following policies have been established by University College students to serve as a framework within which College residential life can best flourish.

B. RULES

1. **Fire Safety.** All Municipal Fire Regulations and the Guidelines of the University Fire Prevention Office apply to the residences. In high-density buildings such as our residences there is always the possibility of a serious fire. All residents must obey the regulations, and violations that threaten the safety of residents will be regarded as very serious offenses.
 - (a) Fires of any kind shall not be set in the residences (except in those fireplaces which are functional).
 - (b) Unattended open flames, such as burning candles or incense are not permitted in residence
 - (c) Residents shall not tamper with fire safety equipment, such as fire exit signs, hoses, extinguishers, heat sensors, smoke detectors, sprinkler heads, and alarms, or in any other way jeopardize the safety of fellow residents.
 - (d) Open-element hot-plates may be used only in kitchens.
 - (e) Any form of cooking in any area of the residence, except the kitchen/kitchenette, is prohibited.
 - (f) Corridors and stairwells must be kept clear of obstructions (*e.g.* bicycles).
 - (g) Smoking and smoking-related activities (including, but not limited to, cigarettes, vaping, e-cigarettes, hookahs or other smoking devices) are not permitted anywhere inside the buildings, including residents' rooms, and immediate surrounding areas. Outside of the residences, smoking is also not permitted within nine metres of the residence buildings.
 - (h) In the case of a fire alarm, all residents must exit the building immediately. Whitney Hall has a single stage fire alarm and all residents must exit the building immediately. Sir Daniel Wilson Residence and Morrison Hall have two-stage fire alarms and residents must evacuate immediately after the second stage begins.
2. **Noise.**
 - (a) Under normal circumstances residents should be able to study in reasonable quiet in their rooms at any time.

- (b) Noise levels must not be so high as to prevent a student from sleeping during the established “quiet hours”, which are midnight to 8 a.m. from Sunday night/Monday morning through Thursday night/Friday morning and 2 a.m. to 10 a.m. on Friday night/Saturday morning and Saturday night/Sunday morning.
- (c) Individual Houses may extend their quiet hours if the members so wish.
- (d) Instruments are to be played only in the designated practice rooms. However, acoustic guitars played without amplification may be played in other areas, such as residence rooms or common lounges.
- (e) “Quiet Hours” shall be extended to twenty-three hours a day, “power hour” being the exemption, for the December and April examination periods and the week preceding each examination period.
- (f) The following kinds of external noise are prohibited:
 - (i) Music or other loud noise at any time (however produced) when externally directed through open doors or windows, or in the adjacent grounds.
 - (ii) Loud talking, shouting, or other loud noise, outside the buildings during the established quiet hours.

3. Theft and Damage

- (a) It is not acceptable for any resident to destroy, steal, deface, or damage University property or the property of a fellow student (this includes residence rooms and their contents; further details may be found in the Residence Handbook).
- (b) Residents are responsible for any damage or loss caused by their guests (including House party guests).
- (c) Any dishes or trays removed from the dining hall must be returned within 24 hours. The use of reusable containers is strongly encouraged.
- (d) Removing furniture from lounges and other common areas without explicit permission from the Dean is not permitted. Taking residence property out of a residence area is considered theft.

4. Building Security

- (a) Residents must not undermine building security in any way: for example, by blocking open doors, or by letting strangers into the building.

5. Alcohol and Drugs

- (a) Residents are reminded that the laws of the Province of Ontario regarding alcoholic beverages apply to the University and that **it is illegal to consume alcohol for those under the age of 19 years old.**
- (b) Drinking games and “floor crawls” are not permitted.
- (c) Possession and/or consumption of “common source” alcohol (e.g. kegs) within residence is prohibited, as is the production of alcohol.
- (d) Under the Narcotics Control Act of Canada possession of, use of, and trafficking in drugs are prohibited. Residents are reminded that they must assume responsibility for their actions in both these regards.
- (e) Residents may not consume alcohol in hallways, common rooms or any public areas in residence. Residents may not smoke anywhere in residence.

6. Dangerous Activity

- (a) Activities that are considered dangerous and potentially harmful to any resident, including the resident engaging in the activities, are prohibited and may result in eviction. Such activities include, but are not limited to:

- (i) smashing objects, dangerous horseplay, climbing the outside of residence buildings, climbing into residence through windows, etc.
- (ii) initiation activities, including such things as “hazing” or other activities. This includes initiating, participating, encouraging and/or supporting such activities.
- (iii) initiating, encouraging, supporting or participating in raids or pranks that are disruptive, offensive or hostile to residents and/or staff; or involve dismantling or relocating residence property.
- (iv) playing physically active games in hallways and common areas. Games such as ball hockey, football, Frisbee, hacky sack, water fights, etc. are not permitted inside residence buildings.
- (v) throwing objects within the Whitney Hall quad. Games such as football, Frisbee, baseball, etc. are not permitted within the Whitney Hall quad.
- (vi) causing physical harm to self or others.

7. Other Personal Behaviour

- (a) The following kinds of behaviour are examples of those considered unacceptable and are prohibited in the residences and residence-related areas, including but not limited to the Howard Ferguson Dining Hall, Café Reznikoff, Leonard Common Room, University College Union, Whitney Hall Quadrangle, and Sir Daniel Wilson Residence Quadrangle:
 - (i) abusive or violent behaviour toward any member of the residences or of the residence staff;
 - (ii) dropping or throwing objects, such as bottles or food, from, at or within the residences;
 - (iii) unauthorized entry into another resident’s room or into any restricted area of the building, including but not limited to rooftops, mechanical rooms, boiler rooms, or any other area clearly marked ‘off-limit to unauthorized personnel’ or ‘staff only’;
 - (iv) removal or relocation of residence property, such as communal furnishings or food service equipment, without the specific permission of the Residence Office;
 - (v) possession of firearms, firearm replicas, cap guns, paintball guns, airsoft guns/markers, ammunition, explosives (including fireworks, dynamite, firecrackers, propane tanks), or other weapons, including but not limited to bladed weapons (e.g. swords, hunting knives), archery bows and arrows, slingshots, chainsaws, and homemade weapons;
 - (vi) persistent drunkenness;
 - (vii) unsanitary behaviour;
 - (viii) sexist, racist, or homophobic behaviour or activity (oral, written, graphic, physical) which is likely to promote or produce an atmosphere of hostility or intolerance in the residences, including any form of discrimination, sexual harassment, unwanted sexual attention, and verbal/written abuse, harassment or threats;
 - (ix) viewing or displaying pornographic materials in common areas;
 - (x) tampering with or engaging in activities that may damage the residence elevators;
 - (xi) using false identification for any reason, including gaining access to a licensed event, or signing out a key;
 - (xii) failure to cooperate with requests from staff members;
 - (xiii) unauthorized key possession and/or use;
 - (xiv) unauthorized subletting.

8. Inappropriate Behaviour

- (a) The resident will not do or allow to be done anything that may be or become disruptive to the residence community, or a nuisance or annoyance to any other residence.

9. Pets

- (a) Pets (other than fish in an appropriate aquarium) are not permitted.

10. Guests

- (a) Residents are responsible for the behaviour of their guests.
- (b) Guests who violate the Code of Behaviour or visitors who cannot verify their guest status will be immediately evicted. Hosting someone without visiting privileges (*e.g.* a former resident who has been evicted, person with revoked visiting privileges, *etc.*) is prohibited.

C. SANCTIONS

1. It is hoped that most minor problems will be solved by the residents themselves through informal means. In general, the Dons are responsible for monitoring the Code of Behaviour, and when necessary, for enforcing it; they will also respond to complaints about violations of its provisions. When necessary, the Assistant to the Dean, Residence Life (the “ADRL”) and/or the Dean will become involved.
2. The normal range of penalties for violations of the Code includes – save in exceptional circumstances – one or more of the following: disciplinary points, warnings, required apologies to wronged parties, educational sanctions, fines, room or building transfer, peace bonds, assessment of costs, removal of offending property, residence probation, refusal of readmission, expulsion and/or exclusion from the residences. See **Schedule D** for Guidelines for Disciplinary Consequences.
3. Accumulation of four or more disciplinary points (*i.e.* “DPs”) as assigned by a Don, the Assistant to the Dean, Residence Life, or the Dean may result in termination of the resident’s Occupancy Agreement and expulsion from the residences.
4. Probationary status may be imposed upon a student who, in the opinion of the Don; Assistant to the Dean, Residence Life; or Dean, has committed a serious offence or has persisted in minor offenses. Probation will be for a specified period, typically one to eight months, with the student reverting to normal status upon completing the probationary period without a further violation of the Code. Violations of the Code by a student on probation normally – though not necessarily – lead to expulsion from the residences.
5. Offenses of a serious nature are, for example, damage, violation of building security, and violation of noise policies. An offence of a very serious nature (theft, tampering with fire safety equipment, violent behaviour, wilful damage, violation of the Criminal Code, persistent violation of noise policies), even if a first offence, may lead to expulsion from the residences.
6. A resident may apply to the Assistant to the Dean, Residence Life or Dean to perform residence work in lieu of paying a fine.

D. APPEALS

1. Residents may appeal any disciplinary decisions involving sanctions under the Code of Behaviour by the Dean, Assistant to the Dean, Residence Life, or by a Don acting on behalf of the Residence Office. Appeals against a decision made by a Don must be in writing to the Assistant to the Dean, Residence Life at the Residence Office; appeals against decisions of the Assistant to the Dean, Residence Life must be made in writing to the Dean. Both types of appeals must be submitted and received within seven (7) calendar days’ notice of a sanction.
 - (a) Appeals will only be heard on the following grounds:
 - (i) New information has come available that may change the outcome of the sanction.

(ii) The given sanction is too severe considering the infraction/behaviour. Please note that sanctions given that are within the stated guidelines in the Residence Handbook may not be appealed as being too severe.

(iii) The proper disciplinary process was not followed AND this impacted the decision reached.

If the submitted appeal is determined to have no grounds, the appeal may be denied on that basis and the sanction(s) will stand. The Don; Assistant to the Dean, Residence Life; or Dean's decision is then final.

(b) In those cases where the allegations of behaviour are serious and, if proven could constitute a personal safety threat to other members of the residence community, the Dean may feel it imperative for the resident concerned to comply with the sanction for the interim period preceding the hearing of the appeal.

(c) In the case of an appealed expulsion, the Residence Office may attempt to find other, temporary accommodation for the Resident.

2. As stated in the Code of Behaviour, residents are personally responsible for damage caused by themselves and their guests in the residence. Where damage occurs in common rooms or corridors and the person responsible cannot be determined, the House executive will be liable for repayment of damages and funds may be taken from the House budget.

3. **IMPORTANT NOTE.** Students should also be aware residents are personally liable for damages caused by, or personal injuries (including death) to, guests who have had too much to drink. This is especially true when underage students have been served alcoholic drinks, and when already-inebriated people are given even more to drink.



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Schedule D Guidelines for Disciplinary Consequences

Reminder: Per Article C (Sanctions), section 3 of the Code of Behaviour (see above), “accumulation of four or more disciplinary points (i.e. “DPs) as assigned by a Don, the Assistant to the Dean, Residence Life, or the Dean may result in termination of the resident’s Occupancy Agreement and expulsion from the residences.”

	<i>Offence</i>	<i>Potential Sanctions</i>	<i>Disciplinary Points</i>	<i>Grounds for eviction?</i>
1.	Fire Safety			
a)	Open Flames	Verbal/written warning Educational sanction	2	No
b)	Smoking	Verbal/written warning Educational sanction	2	No
c)	Safety or Fire Equipment Abuse	Educational sanction	1-4	Yes
2.	Noise			
a)	Inappropriate Use of Musical Instruments	Verbal/written warning Restorative sanction	1	No
b)	Excessive Noise	Verbal/written warning Restorative sanction	1	No
3.	Theft and Damage			
a)	Removal of Residence Property	Verbal/written warning Restorative sanction Payment for damages	1-2	No
b)	Interference with Elevators	Educational sanction Payment for repairs	1-4	Yes
c)	Damage to Property	Restorative sanction Payment for repairs	1-4	Yes
d)	Theft	Referral to police	3-4	Yes
4.	Building Security			

	Offence	Potential Sanctions	Disciplinary Points	Grounds for eviction?
a)	Hosting Guests without Visiting Privileges	Verbal/written warning	2	No
b)	Security Equipment Abuse	Educational sanction	1-4	Yes
c)	Illegal Entry	Restorative sanction Criminal charges	1-4	Yes
d)	Unauthorized Key Use or Possession		3-4	Yes
e)	Unauthorized Subletting			Yes
5.	Alcohol and Drugs			
a)	Illegal or Inappropriate Use of Alcohol	Verbal/written warning Educational sanction	1-4	Yes
b)	Illegal Drugs in Residence	Verbal/written warning Educational sanction Referral to police	2-4	Yes
6.	Dangerous Activity			
a)	Physical Games	Verbal/written warning Restorative sanction	2	Yes
b)	Throwing Objects	Educational/Restorative sanction	1-4	Yes
c)	Inappropriate Raids or Pranks	Educational/Restorative sanction	1-4	Yes
d)	Dangerous Activity	Verbal/written warning	1-4	Yes
e)	Initiations	Restorative sanction	2-4	Yes
f)	Explosives	Educational sanction	2-4	Yes
g)	Weapons	Written letter to remove weapon		Yes
7.	Disrespect for the Community, its Individuals or its Values			
a)	Unmet Cleanliness Standards	Verbal/written warning Restorative sanction Payment for cleaning		No
b)	Gambling	Verbal/written warning Educational sanction	1-2	No
c)	Internet Infringement	Verbal/written warning Educational sanction	1-2	No
d)	Solicitation and Promotion	Verbal/written warning Educational sanction	1-4	Yes
e)	Inappropriate Behaviour or Conduct	Verbal/written warning Restorative sanction	1-4	Yes
f)	Lack of Cooperation with Staff	Verbal/written warning Restorative sanction A charge under the U of T code of student conduct	1-4	Yes
g)	Attack on Dignity or Security of a Person	Educational/Restorative sanction	1-4	Yes
h)	Violence	Meeting with Dean or ADRL to determine sanction Referral to police, University Disciplinary Committee or a Sexual Harassment Officer		Yes
8.	False Identification	Verbal/written warning	1	No
9.	Prohibited Areas	Written warning	1-2	No
10.	Pets	Written letter to remove animal Payment for fumigation		Yes