

Campus Housing Handbook



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Traditional Land Acknowledgement

We at CNC Prince George Campus are honored and proud to play and learn on the traditional Lheidli T'enneh territory, and to work with the Indigenous communities of this region, inclusive of the First Nations, Métis and Inuit peoples. We acknowledge the graciousness of the 22 First Nations in welcoming those who are seeking knowledge to their traditional territories.





Part 1: Future Housing Applicants

If you're considering living arrangements while attending CNC, this is the right place to start. Here, you will find information to assist you in weighing your student housing options. Learn about available lengths of stay, housing amenities, types of rooms available, and information on how to apply.

Before you Apply

Why Choose CNC Campus Housing?

- Discover new lifelong friendships;
- Live in an environment that supports your learning;
- Become involved with community events;
- Enjoy your independence alongside a supportive network.

Campus housing facilities, grounds, and those living within are referred to here as "community." We are, first and foremost, an educational learning environment, supporting dedicated students who desire to live and learn on campus. The campus housing facilities at CNC are conveniently located only steps away from the main entrance to the school. We offer quick access to classes, affordability, and a central location close to shopping, transportation, recreation, and forest trails. Our housing community, made up of both staff and student residents, helps form and shape the feel of each new academic year.

We invite you to call us home during such an important time in your life. Surrounded by others with unique personal and academic interests, and broad cultural upbringings, your post-secondary experience will be enriched far beyond the classroom. We are your community advocates while living on campus.

Lengths of Stay

To ensure that your length of stay with us in campus housing will coincide with your program start and end, you will be required to include your program dates on your application. Certain programs at CNC do not always follow the regular academic schedule, as they can begin prior to, or extend beyond, a regular school term. Be sure to verify and confirm your housing dates, as well as any changes to those dates throughout your stay. Outstanding fees for extended stays do apply, and must be paid in full.

Stay per Night

We do not rent rooms on a nightly basis; however, nightly fees may be charged upon advanced consent of an early check in and are approved on a case by case basis.

Stay per Week

An academic week runs from Sunday to Saturday. Rooms are assigned on a weekly basis for programs that fall within 1-14 weeks (*most typically the trades programs*). Students in trades programs that exceed 14 weeks may still be assigned to a trades room, but term formatting and rates apply. Weekly rates are also applicable to programs that begin earlier than or extend beyond regular term dates. If this is the case for your program, nightly and/or weekly rates will apply for early arrival, and weekly rates will apply to all extensions.

Stay per Term

The fall and spring terms are each a maximum of 16 weeks in length. The term rate will apply to summer students who are on campus between May 1st and mid-August. Otherwise, summer students may stay on a weekly basis.

Stay per Academic Year

An academic year runs from September to April (*34 weeks in length*). If you stay for the academic year, you have possession of your room assignment through the December break (*between semester 1 and 2*). If you have initially applied to stay for the term and

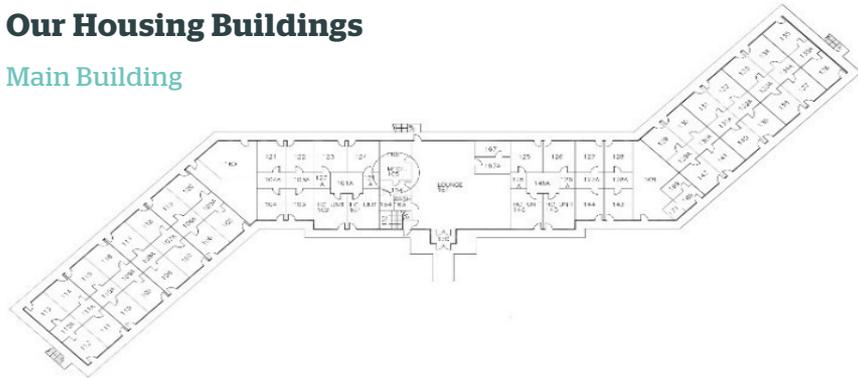
would like to extend your stay for the duration of the academic year, you may. Extensions must be submitted within a certain time frame, and extension fees will apply.

Many students choose to live on campus for the academic year and this is a preferred choice for a few reasons:

1. it secures you a room on campus for both the fall and spring,
2. it secures you a room for your second year, if you return, as per terms and conditions and,
3. if you return for your second year and are in good standing, you are able to apply for a large or private room.

Our Housing Buildings

Main Building



The Main Building was developed in 1993 on the Southwest side of the Prince George Campus, and as of 2021, the majority of the building has undergone updates and renovations. This building accommodates local students as well as students from all over the world. The Main Building consists of two levels (100s and 200s).

Building Amenities

Lower Floor

Common Lounge Area
Kitchen
Large Living Room
TV
Study Space
Laundry Room
Supply Closet
Washroom

Upper Floor

Common Lounge Area
Large Living Room
TV
Study Space
Laundry Room
Game Tables
Washroom

Bedroom Types

All rooms are single occupancy only. *All bedrooms are equipped with the following:

- Wifi
- Kitchenette
- Mini Fridge
- Microwave
- Mattress
- Bed frame with drawers
- Desk with lamp
- Clothing cubbies
- Clothing rack
- Garbage Can

All mattresses are two-sided, with one side medium density and the other firm, so you can choose your comfort level. All bedrooms are private and adjoined through a locking door to a shared washroom, with the exception of the Private Rooms which also have private

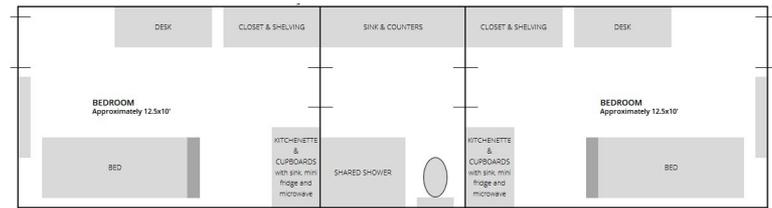
washrooms. Personal furniture and large appliances are prohibited, with exception of a nightstand or small bank of drawers.

*With expressed consent from the Housing Manager, double occupancy within a large room may be considered during the summer term only. Double occupancy rates will apply.

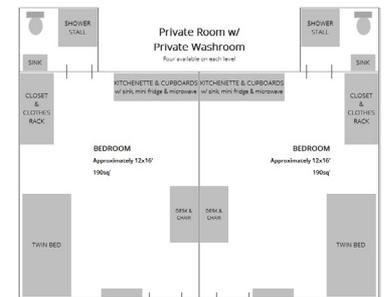
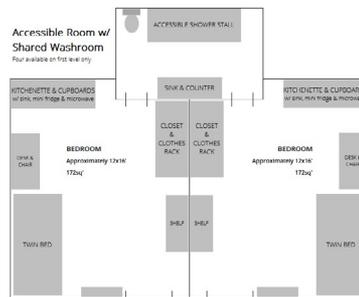
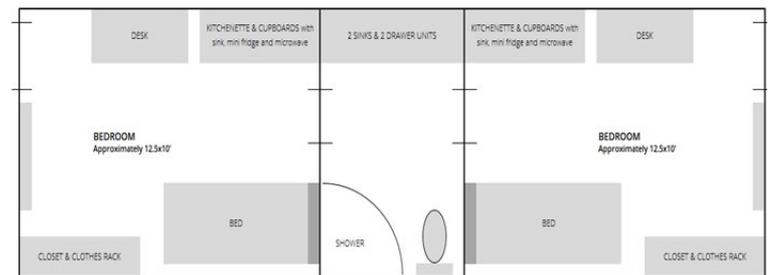
Room Type	Total # Rooms	Square Footage	Avail.	Shared BR†	Private BR	Twin Bed	Double Bed
Academic Standard	60	120	All Students	Yes		Yes	
Trades Standard	16	120	Trades Students	Yes		Yes	
Large Accessible	4	150	Priority given to those requiring an accessible room.**	Yes		Yes	
Large Standard	4	150	Returning Students	Yes			Yes
Large Private	8	150	Returning Students		Yes		Yes

Avail. Availability | BR bathroom | †2 rooms to 1 bathroom **If space permits returning students may occupy

Academic Standard



Trades Standard



Nahoonai-a: Indigenous Housing

Nahoonai-a was named by Lheidli T'enneh First Nation Elder Josie Paul, and it means “to find” or “to rediscover”. This 12-bed building is the first of its kind in BC. Designed like a house, this building accommodates Indigenous Students from across the region, in a supportive, culturally safe, and traditional manner.

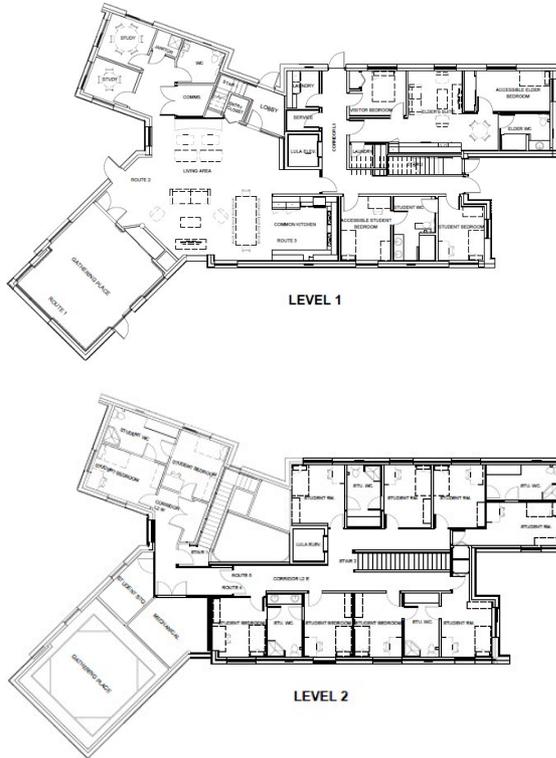
Nahoonai-a Amenities

All rooms are single occupancy only. This building is equipped with the following:

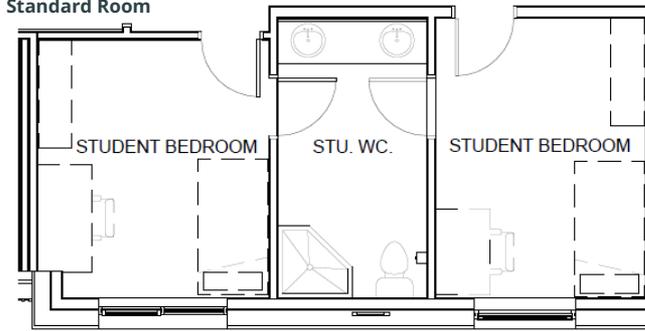
- Elders Suite
- Communal Kitchen
- Large Living Room
- 2 Study Rooms
- Laundry Room
- Cultural Space

Nahoonai-a Room Types

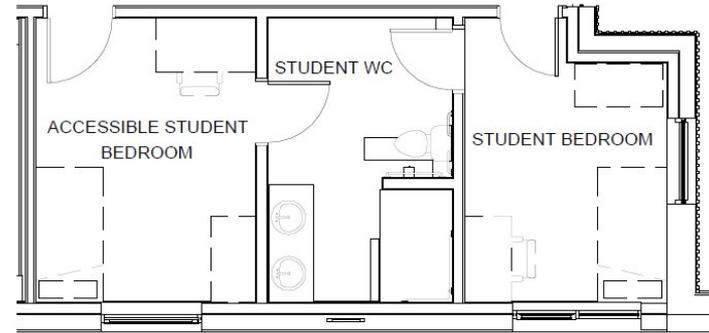
The bedrooms in Nahoonai-a are private and adjoined through a locking door to a shared washroom. Bedrooms are complete with a mini fridge, a mattress, and a bedframe with drawers. There is also a desk and lamp, a wardrobe, and a garbage can. Space is limited; therefore, personal furniture and large appliances are prohibited. All bedrooms come with XL twin beds (38" wide by 79" long by 8" deep) and two-sided mattresses, with one side medium density and the other firm, so you can choose your comfort level.



Standard Room



Accessible & Trades Rooms



Shared Kitchen Supplies

Many supplies are provided in the shared kitchen space. Please review the list provided below. Due to limited space, please refrain from bringing additional kitchen items as much as possible. If there are necessities that you require, they may be stored in your room.

Supplies Provided

- Full set of large plates, small plates and bowls
- Coffee pot
- Two large mixing bowls
- Kettle
- Two sets of measuring cups and measuring spoons
- Toaster
- Flippers, ladles, tongs, spatula
- Flat baking sheets
- Vegetable peeler and can opener
- Roasting pans
- Can opener and strainer
- Cutting boards

Room Types	Total # Rooms	Avail.	Shared BR [†]	Twin Bed
Standard Room	10	All Indigenous Students	Yes	Yes
Trades Room	1	Indigenous Trades Students	Yes	Yes
Accessible Room	1	Indigenous Students requiring accessibility	Yes	Yes

Avail. Availability | BR bathroom | [†]2 rooms to 1 bathroom

Apply for Housing

Step 1: Meet the Application Criteria

It's time to submit your application. Campus Housing processes are not linked or connected to admissions and all forms you complete for the housing office are independent from CNC registration. We ask that you treat this process no differently than if you were applying to rent an apartment in a shared building.

Main Building

Housing is offered on a first come basis and is only available to registered CNC students attending classes. Applications are processed in order of submission date and how you meet the following criteria, with priority ranging in the following order:

Priority 1	Registered full-time CNC student with an out of town address.
Priority 2	Registered part-time CNC student with an out of town address.
Priority 3	Registered CNC student with an out of town address attending a Practicum or Clinical placement.
Priority 4	Registered student from another institution with an out of town address attending a Clinical placement.
Priority 5	Registered full time CNC student with a local address.

Nahoonai-a

The Nahoonai-a Application is exclusively for students who are able to provide proof of Indigenous ancestry. Applications are on a first come basis and dependent on date of submission, as well as how you meet the following criteria, with priority ranging in the following order:

Priority 1	Registered full time CNC student with an out of town address within the Northern BC region.
Priority 2	Registered part time CNC student with an out of town address outside the region.

Once you have been accepted into Nahoonai-a, you have the privilege of living in the house for up to one year, at which time you may transition into the Main Building, or, if you are ready to do so, find alternative accommodations. Prior to the start of a new academic year, if you have lived or are currently living in Nahoonai-a, you will prepare to move into the Main Building by no later than August 15th.

Requirements for Agencies and Sponsorships

We are happy to answer questions from sponsors after we've been provided proof of sponsorship directly from you, the applicant. Agents and/or Sponsors are not to complete or submit applications or required forms, or respond to emails on your behalf. These things are to be completed by you and submitted through your email address so that we have a direct connection to you from the initial point of contact. If you are offered a room assignment, it will be sent directly to your email address to be received and understood by you, the applicant.

International Agencies	Our expectation is that your agent assists you in understanding the application process, expectations, guidelines, and procedures for applying and living on campus. If you are working with an international agency due to a language barrier: <ul style="list-style-type: none">Your agent's name and email address must be identified on your application,Their company and contact information must be expressed within the body of your email, and,You must carbon copy (cc) them in all email communication with Student Housing
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Employer Sponsored Criteria	You will be responsible for providing your application details/fees directly to your sponsor as per their requirements. We do not independently communicate with employment sponsors. Your application must follow the required criteria, be filled out and submitted directly from your email address, with a carbon copy (cc) sent to your employer for their purposes.
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Sponsorships and Funding Criteria	If you are being financially sponsored, you are responsible for providing your application details directly to your sponsor as per their requirements. Your application must be filled out and submitted directly from your email address, and include a copy of your Sponsorship Letter, which mentions the coverage of housing fees. When you submit your application, you must include your sponsor's name, business name, email address, and contact information.
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Step 2: Apply

Application forms can be found online at cnc.bc.ca/services/prince-george/housing.

Incomplete applications will not be processed. Refer to the Terms and Conditions section on each application. If the payment section is left blank and you have not contacted us directly regarding payment, your application will not be processed until payment is provided. Fees will be administered shortly after the application has been received and placed in order of submission date. The non-refundable fee is applicable even if canceled within 24 hours of submission.

Application Deadlines

Check the application form for the most up-to-date information on application deadlines.

The Campus Housing Application is for students in programs that range in length from one week to multiple academic years. We strongly recommend applying 3 months in advance of all Trades programs that are 14 weeks or less, and 6-9 months in advance of all Academic and Trades programs that are 15+ weeks. Academic applications received after the deadline dates are waitlisted until all previous applications are processed.

Nahoonai-a: Due to the limited number of rooms, we strongly recommend applying up to a year in advance, or as soon as you apply to your program.

Step 3: Housing Fees and Security Deposits

Housing Fees and Security Deposits

Check your application form for the most up-to-date information on Housing fees and security deposits. For a quick guide on how to pay these fees, visit <https://cnc.bc.ca/current-students/student-support/student-advice/2021/11/08/how-to-pay-student-fees>.

All Applicants

After you have paid your application fee, you may be offered a room assignment. Once this room offer is confirmed, your Housing and security deposit fees will be posted with a

due date to your CNC Connect account, which is a self-serve payment system. You will be required to pay all fees by their deadlines in order to avoid forfeiting your room.

Your Security Deposit will be posted to CNC Connect within 1 week of room confirmation and must be paid by the due date to avoid forfeiting the room. Students have a deadline of 1 week to pay their security deposit once it has been posted.

Your Housing fees will be posted to CNC Connect within 1 week of room confirmation and must be paid prior to your arrival on campus. Campus Housing does not accept payments onsite. Students are required to pay at least one term in advance to secure their room assignment.

Sponsored Applicants

If your Housing fees and/or security deposit are being covered by an employer or sponsor, please ensure their information is included on your application form and that they are carbon copied (cc'd) in all email communications.

Once your room offer has been confirmed and your fees are posted, a sponsorship letter should be sent to Financial Services at ar@cnc.bc.ca. Financial Services will send an invoice to the student and sponsor. It will be considered the sponsor's responsibility to ensure all payments are completed. Should a student withdraw from their program, any refunded Housing and security deposit fees will be returned to the sponsor, not the student.

International Students

For International students who are waiting on Visa approval, you will not be required to pay your Housing and/or security deposit fees until after you have received Visa approval. Housing will reserve/hold a room for international students waiting on visa confirmation. Housing will hold the room up until visa status is confirmed. Students must inform Campus Housing as soon as they receive Visa approval and will be expected to pay their Housing and security deposit fees by the deadlines posted.

International students have until the end of the previous semester before their arrival to confirm their Visa approval (*e.g. students arriving for the Spring term have until the end of the Fall term to confirm their status*). Students who do not receive approval by this time will be required to forfeit their rooms and/or reapply for a later date.

Cancelations and Late Applications

Cancelations

Similar to the application process, the cancellation process for Campus Housing is separate from your CNC program admissions. In the case that your program is delayed, cancelled, or you are not admitted, you need to contact the Campus Housing office directly by phone or email to cancel your application. The only time we cancel an application is when we receive direct instruction by the applicant to do so, or when we are unable to contact you for room assignment past the expiration date of the offer. Your security deposit is non-refundable after room assignment, unless notice of cancellation is received within 25 days of acceptance. It is also not refundable if you **1) no show, 2) fail to check-in, or 3) fail to provide cancelation directly to housing.**

Late Applications

Applications that have been submitted within 90 days from the start of an academic program or within 30 days from the start of a trades program, are considered late. Late applications may not be processed in time for the desired move in date and/or transferred to the waitlist.

Waitlist

If the application you submitted is no longer relevant, you must cancel your current application, email a new application form with updated information, and you may be required to pay another application fee. However, you are permitted to use the original submission date from your first application in order to save your place on the waitlist. Housing will contact you if your application is waitlisted.

Unpaid Fees

If you have outstanding Housing fees and have refused to pay in full as per the terms and conditions, this will affect your ability to register for college courses. All Housing fees are connected to your student account and reflect upon your status as either in good standing or in arrears.

Extensions

Students currently living on campus have the option to extend their stay past the end date of the term. This is often done for practicum and clinical placements. Term end dates will change slightly from year to year. There are some limitations around extensions, and as a general rule, we will not extend anything less than 15 weeks into the fall term, or anything less than 8 weeks into the spring term. Please contact us directly for details and deadlines. If you have already left campus, you are to use the return form rather than the extension form. For application deadline see deadline section for more specific details.

Return to Campus Housing

The return application is for students who have moved off campus between terms or for a maximum period of 6 months. This does not include holidays or vacations for which your belongings remain in your room. Return forms are required for students wanting to return to Campus Housing for their next term, program, or course.

Return Privileges

Returning students in good standing have the privilege of a preferred room. How you live in, treat, and clean your room upon check out matters. We allow 30 minutes per room for sanitization. We allow 30 minutes per room for move-out cleaning. If rooms take longer than 30 minutes to clean, charges are deducted from your security deposit. We are happy to welcome students back if they adhered to Campus Housing Standards, were respectful of the housing community and took care of their room.

After you Apply

Room Offers

A room offer is an official acceptance of application, and an offer to be placed within one of our housing buildings on campus. Room offers are sent via email to the personal email address provided on your application.

Room offer start dates are approximate and may continue for several months, depending on room availability. Please see room offer dates and form submission deadlines identified here:

Arrival Date	Room Offer Start	Extension Form Deadline
Fall Arrival (August and September)	June 1st	April 15th
Spring Arrival (January)	December 1st	October 15th
Summer Arrival (May and June)	November 1st	February 15th
Various Dates (Trades Programs)	Room offers for Trades programs that start mid-term or are 14 weeks or less, are handled on a case-by-case basis per room availability.	

Room Confirmations

If you receive a room offer, you will have specific questions to respond to regarding your stay on campus and a set number of days to confirm or decline the offer.

Due to mass check in at the start of the semester, Campus Housing will have a select week designated for check in, which will be outlined in the Dates and Rates sheet attached with a student's room offer. Students will be expected to specify the date and time of their arrival as per this schedule. For students arriving mid-semester, please check that your arrival is within the specified office hours. If you need to change your check in date, please make arrangements with Housing staff ahead of time. If you show up on campus outside of the designated dates/times, there will be no access to your room.

CNC Connect and PayMyTuition

Once a room offer is confirmed, your security deposit will be due within 5 business days. Housing fees will be posted with a due date to your CNC Connect self-serve account within one week of room confirmation. You will be required to pay all fees by their deadlines in order to prevent forfeiting your room.



Part 2: Accepted Housing Applicants

Congratulations! You have successfully accepted a room offer and it's time to prepare for life in Campus Housing. In this section, you will get to know your Housing staff, check off your packing list, connect with your housing community, and prepare for move-in day.

Meet the Housing Team

Housing Staff

The Housing team implements community policies and ensures that all daily operations run smoothly. Our office is located in the lower lounge of Campus Housing. Our focus is on safety, comfort, and campus life, and YOU play a vital role! Together, we can ensure that community members are able to study and thrive in a safe environment that embraces tolerance and inclusivity. We encourage you to get to know our team.

Student Life and Housing Manager

Your Student Life and Housing Manager oversees and administrates all aspects of Campus Housing. The Manager promotes equity and equality in an academically focused environment. They are your go-to person for all housing policies, and they can be available on short notice for emergency situations. The Student Life and Housing Manager also liaises with other CNC departments to ensure adequate service and maintenance is provided to the Campus Housing buildings and grounds.

Housing Administrative Assistant

The Administrative Assistant works alongside the Manager and is responsible for daily operations, including applications, room offers, and other organizational assignments. They are available during office hours to coordinate and assist with any tasks and issues which arise.

Office Hours- Manager & Admin Assistant

Academic Year:

Monday - Friday: 8:00 am - 3:30 pm excluding stat holidays

Summer:

Summer hours vary from year to year, depending on demand. Summer hours will be posted on the office door and available on our Facebook group.

T 250 561 5849 | **C** 250 565 5497 | **E** campushousing@cnc.bc.ca

Community Advisors

Community Advisors are students living on campus, whose purpose is to connect members of the community through the organization of social events and activities, while providing peer support and guidance. Their goal is to help you adjust to campus life, to feel included and safe, and to have the best experience possible as you complete your studies. They are student leaders whose role is to engage with you, and ensure the Community Standards are upheld. Community Advisors regularly liaise with the Manager, Admin Assistant, Security, and other staff within the college. They are well versed in our policies, guidelines, and procedures, and should be your first point of contact when you have questions or concerns of any kind.

Community Advisors are responsible for handling Community Standard violations and reporting concerns that interfere with the rights or privileges of those living on campus. Community Advisors partake in regular block knocks around the building. A block knock is when one Community Advisor is assigned to a certain "block" or wing of the building for one term and responsible for knocking on the doors within their block to introduce themselves and share important information. When in your room, you are expected to answer the door when an Community Advisor or Housing staff knocks. Regular face-to-

face block knocks occur for all events and activities, as well as for timely notices. The Community Advisors are an invaluable part of the Housing team, and we encourage you to get to know each of the Community Advisors by name.

Office Hours - Community Advisors

Monday - Friday: 7:00 pm - 9:00 pm

On call for emergencies: 4:00 pm - 8:00 am

Changes to this schedule may occur during the summer term.

Saturday-Sunday: 4:00 pm - 8:00 pm

On call for urgencies 24 hours

Changes to this schedule may occur during the summer term.

C 778 349 4036 | Community Advisors do not answer the main phone line or emails

Note: *An emergency is any type of maintenance or building issue (e.g., water leak or power outage in your room); checking out a vacuum or getting change for laundry is not an emergency.*

Apply to be an Community Advisor

Being an Community Advisor is a challenging and rewarding role. It is a unique position that requires strong communication and excellent interpersonal skills in order to build and maintain relationships. If this interests you, we encourage you to apply. There are four to five positions available, and require a commitment of at least one term. There is a thorough application and interview process, and successful applicants are carefully chosen for their leadership ability, and eagerness to learn and be part of a tight knit team. For more info about being an Community Advisor and the bonuses that come with it, email campushousing@cnc.bc.ca with the subject line *"Please Send Community Advisor Application Form"* and share with us why you would be a good fit.

Student Services Staff

The Housing team is part of the Student Services Department (SSD), which falls under the SSD Director, and Vice President, Student Affairs. Student services, including Health & Wellness, Counselling, and Advising, are all part of the SSD. Students living on campus have access to the Student Services team the same way all CNC students do, and as a part of the Housing community, may be offered unique opportunities to participate in workshops and events. If you require a service provided by the SSD and are unsure how to access it, connect with the Housing team for assistance.

Connect with your Community

CNC Housing Network Facebook Group

We have a Facebook group that we update regularly, called the CNC Housing Network. If you have a Facebook account, you are highly recommended to join this group to read the notices and event activity within it. We post pictures from our events and it is a place where you can share, connect with the Community Advisor, sell textbooks, post your own questions, insights, alerts, and advice.

Facebook Board

If you do not have a Facebook account, you are required to regularly check the Facebook bulletin board, located in Campus Housing. All urgent or last-minute notifications such as events, changes in operations or procedures, parking lot limitations, and planned maintenance will be printed and posted to the board.

Email

If the email address from which you initially sent your application changes, you must advise us by sending an email from your new email address. When we need to communicate with you directly, we most often do so by email. Responding to all emails is a mandatory part of the guidelines you agree to follow when living on campus. Likewise, if you have a concern or a request of any kind, it should be sent via email. Periodically we will send emails to the entire Campus Housing student body. This happens less frequently than Facebook posts and/or notices but you are expected to read all emails that come from campushousing@cnc.bc.ca and respond in a timely manner when requested to do so.

What to Bring

Highly Recommended (priority Items)

- Health Card and other forms of identification
- Personal Hygiene products (*hand sanitizer, toothbrush, soap, shampoo, hairbrush, nail clippers, etc.*)
- Towels and face cloths
- Toilet paper/ tissue
- Laundry basket and detergent/dryer sheets (*machines are coin operated with loonies*)
- Bed sheets, pillows, blankets (*check your mattress size*)
- School Supplies
- Cleaning Supplies (*Non-chlorine cleaners and cleaning supplies; if chlorine products are found, they will be confiscated*)
- Kitchenware (*dishes, utensils, pots, dishrack, dish soap, dishcloths and hand towels, garbage bags*)

Nahoonai-a Indigenous Student Housing Add-ons

- One of each: 6-8" pot, 6-8" pan, small muffin tin, small loaf tin
- One each: mug, drinking cup, kitchen knife

Optional Items

- Small appliances with an auto-shutoff switch, such as a kettle, coffee maker, or induction plate
- Small stand up vacuum or handheld vacuum, broom, mop, and bucket
- Computer or electronic device for schoolwork and entertainment, and/or a small tv, and Ethernet cable
- Clothing hangers
- Personal fan
- Storage bins/containers
- Photos, posters, and sticky tack (*Please note that any cost associated with punctures or scratches of any kind to the walls will be charged to you upon moving out. The only permitted adhesive is sticky tack.*)
- Musical Instrument (*must be acoustic, or equipped for and used with headphones, in a manner that does not disturb others*)

What to Leave Behind

It is important to understand that you are giving up certain rights and freedoms by agreeing to live within the Housing community. One of these rights is regarding what is and isn't permissible in your room. If these items are found in your room, they will be confiscated and you may be subject to a fine and/or eviction. Refer to the restricted and

prohibited sections below for details.

- Cooking appliances with an open flame such as a candle fondue or open-element burner, and deep fryers
- Candles, incense, fireworks, or other sources of flame or fire
- Fridges or freezers of any size, and appliances without an auto-shutoff switch
- Hooks that hang over the backs of doors, nails and screws, 3M strips, double sided tape, etc.
- Large Furniture
- Mattress
- Explosives, firearms, and weapons
- Pets, with the exception of a goldfish

Storage Facilities

Campus Housing Storage

Your room has some storage space for bins/boxes in and on top of your shelving unit. Extra storage is limited to students currently living on campus. If you require storage, you must request this in writing. When approved, you will ensure that you:

- Have no more than TWO boxes or bins that are a maximum of 2x2x2 feet in size
- Have labeled each box with **a)** your full name, **b)** today's date, **c)** phone number, **d)** and date of return for pick up

All non-labeled items will be removed and disposed of. CNC does not assume responsibility for lost, damaged, or stolen articles, regardless of cause. As per fire regulation, bicycles and sports equipment, or large items cannot be stored in bedrooms, lounges, or areas which impede safe exit.

Nahoonai-a Storage

Extra storage is offered by way of a locker associated specifically to your bedroom, found on the upper level of the building. CNC does not assume responsibility for lost, damaged, or stolen articles, regardless of cause. As per fire regulation, bicycles and sports equipment, or large items cannot be stored inside the building.

How to Get Around

Parking

Vehicles parked in the Housing lot must be insured and operational. The Housing lot is located behind Campus Housing, off of 22nd avenue.

Pay for Parking

All parking lots on college grounds are paid parking. We recommend using the PayByPhone parking app. The lot location code for Campus Housing is 9890. The meter in the Housing lot also accepts loonies. The daily rate is \$3 until midnight of the same day. Change for parking can be made at the Housing office, with an exchange limit of \$20. Parking Restrictions

Please be advised that occasionally there will be restrictions in place for our parking lots. If you have just arrived on campus and are unsure of current restrictions, refer to the Facebook group or bulletin board for the latest information. The small front lot between the two buildings is for accessible parking, pick up/ drop off, and loading/ unloading. Overnight parking in this lot is not permitted and the parking spaces within it are not for

students living on campus. Fines will be issued to those who disregard restrictions or do not follow posted procedures.

Winter Parking Procedures

In the winter months, there are fluctuating parking procedures due to snow removal. Procedural notices will be circulated in October. Winter parking comes into effect November 1st and ends March 31st. There are no block heater plug-ins available and running extension cords from your room to the parking lot is not permitted. During colder periods of the winter months, a battery booster is recommended for those that may need it.



Bicycles

Bicycles are a great way to get around the city in the summer months. Bikes brought to Housing can be locked up in the compound at the school outside of the dental entrance. Bicycles secured to the rack or on the outside of the exterior poles of the building are at your own risk. Bikes are prohibited inside bedrooms without expressed consent from the Housing Manager. Fines apply for storing a bike inside, unless written permission has been provided by the Manager.

Public Transit

Bus stops are located on Campus Road between Campus Housing and the gym. The Student Union provides full time students with a bus pass (*u-pass*), which can be picked up once you have arrived on campus. Prince George BC Transit can be reached at 250 563 0011 or <https://www.bctransit.com/prince-george/home>. We recommend using the PG Transit phone app.



Mail and Delivery Services

Mailboxes are located on the office wall in the lower lounge in Campus Housing, and near the main entrance in Nahoonai-a. You will be provided with keys to your mailbox upon check in.

Mailing Address

This address is to be used for all incoming and outgoing mail:

First and last name include your legal and preferred (Canadian) name

3330 22nd Ave: Campus Housing -or- Nahoonai-a

CNC Campus Housing Room #

Prince George BC V2N 1P8

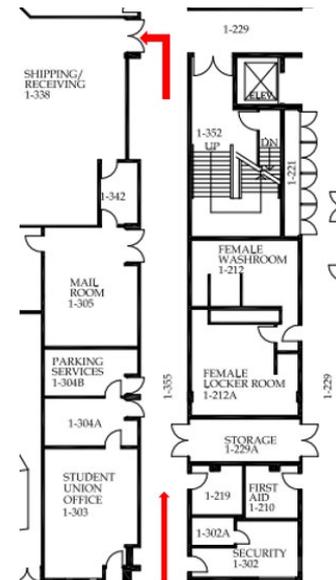
Important: it can take 24-48 hours from the time you receive a delivery notification until it is ready for pick up. For items that do not fit in a mailbox, you will receive one of the following:

Mail Notice

A mail notice is a small piece of paper that says “*You Have Mail in the Office*” and gets placed on the outside of your mailbox when there are envelopes or boxes that are too large to fit inside. These items are held in the Housing office. You must take the notice off of your mailbox to exchange it for your package. If you are not familiar to office staff, you will be asked to produce ID to pick up mail from the office.

Package Slip

A package slip is generated when you have an oversized package that is being held in Shipping and Receiving. These slips will be placed inside your mailbox when your package is ready for pick up. Packages are held in Shipping and Receiving, located in room 1-338 inside the college. If you are tracking your packages and they show as delivered, check your mailbox for your package slip first. Once the slip is in your mailbox, you will take it to Shipping and Receiving, provide your personal or student ID, and sign to receive your package.



Moving In

Fall and spring check in dates vary slightly from year to year. Arriving outside of the times provided in the Dates and Rates Document will result in a failure to successfully check in. Outside of fall and spring check in dates, summer check in times align with posted office hours. Be aware of the statutory holidays in which the office will be closed. If your program starts outside of regular academic dates, you will want to ensure that you arrive during office hours.

Check-in Process

Ensure all of your fees have been paid through your CNC Connect Account prior to your arrival. If you have not paid your term fees in full, you will be required to do so in order to access your room.

Checking in takes some time. Allot yourself 30 minutes to complete your documents, meet the team, go over your License Agreement, and ask questions. If you've completed your paperwork and are asked to wait, take that time to start networking - introduce yourself to others and ask them about their programs.

When you arrive, a team member will meet you to provide your contract and other mandatory paperwork and ensure everything is in order prior to providing your room and mailbox keys. All Campus Housing License Agreements are legal contracts outlining expected behavior throughout the duration of your stay. In conjunction with this handbook, supporting documentation, and all posted signage, these are the policies and procedures that govern your stay in the community. It is your responsibility to read all documents carefully and be informed of the expectations of living on campus.

Required documents

Academic & Trades License Agreement

If you are new to Campus Housing or haven't lived on campus within the last 6 months, you will complete this agreement, which will be provided to you at check in. Reading this handbook is an expectation and requirement before signing the License Agreement.

Academic & Trades Return License Agreement

If you are returning and have lived on campus within the last 6 months, you will complete this agreement, which will be provided to you at check in. Reading this handbook is an expectation and requirement before signing the License Agreement.

Room Checklist

Upon moving in, you will have 48 hours to complete and return the Mandatory Room Checklist. This form is intended to record, in writing, any defects, damage, or missing items in your room, and to address any immediate issues found within the room or washroom. After this form is completed by you and returned to the office, the form is placed in your file. After check out, the form is used by staff to assess the room and washroom for damage, broken items, and additional cleaning, all of which are your financial responsibility.

It is important to ensure you have recorded anything you do not wish to be questioned about or charged for. Failure to return the checklist within 48 hours of check-in will result in an immediate \$50 fine. You may also face additional charges for any damages or defects found within your room, as without a record, all damages will be assumed to be the responsibility of the current student.

Room Standards

Furniture

Rearranging your bedroom furniture is not permitted. Dragging items across the floor damages the furniture as well as the flooring. Contact the Manager if you wish to change the configuration of your room, and if permitted, a note of approval will be written on your Room Checklist. Moving items without approval will result in a fine, repair or replacement of damaged items, and instruction to properly and safely move items back to their original state.

Appliances

The fridge will be unplugged or turned to 0 when you arrive. You will need to plug in your fridge and/ or turn the knob to 4 on the dial. If you find that your food is not cooling enough, turn the dial to 5 and wait a few hours. Be careful because food can easily freeze. Outside fridges and freezers are prohibited. There is a shared fridge and freezer in the lower lounge that can be utilized for overflow food. If you choose to store food in the shared fridge or freezer, you must put your name on all items, as well as throw out all items that are outdated. To ensure your own privacy, do not include your room number when labeling food in the communal fridge and freezer.

Access to your Room

Room Keys, Swipe Cards, and Mailbox Keys

All keys and swipe cards belong to CNC and are considered high security items. Copying, duplicating, or loaning of keys and/ or swipe cards is prohibited. You are permitted only those keys which were assigned directly to you. For security purposes, placing keys on a CNC lanyard or student ID is prohibited. Lost or stolen keys must be reported immediately and key replacement, repair fees, or deadbolt replacement fees will apply. Refer to the Violations and Fines section for more information.



Part 3: Living in Campus Housing

You've arrived to Campus Housing! We are pleased to have you join our community. This section will tell you everything you need to know about living in Campus Housing. Learn about safety and communication information, maintenance and cleaning expectations, housing amenities and facilities, and the Community Standards.

Safety on Campus

In the case of an emergency requiring fire, police, or ambulance, dial 911 immediately.

Important Phone Numbers

Emergency Police Fire Ambulance 911	Nechako Medical Clinic in Parkwood Place 250 645 6900	CNC Security (non-urgent) 250 561 5827
Crisis Line 250 563 1214	Salveo Medical Clinic in Superstore 250 614 0007	CNC Shipping & Receiving 250 562 2131 ext 5335
Police Non-Emergency 250 561 3300	VictimLINK 24hour Hotline 1 800 563 0808	CNC Student Services 250 561 5818
Police Crimestoppers 1 800 222 8477	Here2Talk 1 877 857 3397	CNC Student Union 250 561 5852
Poison Control Centre 1 800 567 8911		CNC Health & Wellness Centre 250 562 2131 ext 5377
		CNC First Aid 200 on any red phone or 250 561 5857

Fire Safety & Evacuation Procedures

Fire safety in Campus Housing is of utmost importance. Some alarms are silent and alert Security and Facilities staff; other alarms signal and require action from you. You are expected to follow the following protocol when you hear an alarm or are asked to vacate the building:

1. Feel your door for warmth before slowly opening it, ensuring the fire is not on the other side - leave your room and close your door.
2. If you are on the second floor, navigate to the closest stairwell.
3. Go to Area G (*front lawn*) if roomed on the front side of the Main Building or Nahoonai-a.
4. Go to the back parking-lot if roomed on the back side of the Main Building.
5. Inform the arriving emergency personnel immediately if you know of anyone unable to evacuate the building.
6. Do not re-enter the building until the Fire Marshal or CNC representative has indicated it is safe to do so. Going back to your room when it is unsafe, or failing to do as asked in an emergency, can result in a \$100 fine.
7. Follow Community Advisors directions.

If you cannot leave your room:

1. Protect yourself from smoke by staying low to the ground.
2. Stay in your room until you are rescued or told you can leave.
3. Use damp towels or duct tape to cover the door and vent cracks.

Assisted Evacuation

Those with accessibility limitations must review evacuation procedures with the Student Life and Housing Manager to ensure that safety equipment is in place that will assist in hearing or seeing an alarm when it is activated.

Fire Drills

A fire drill or mass notification system testing may be arranged at any time. Every room is equipped with a notification speaker. You are expected to be prepared in case of a fire drill or emergency. The building is equipped with approved fire safety equipment. There are extinguishers in the lounges and along the outside walkways. Acquaint yourself with the location of the fire equipment. There are smoke and heat detectors, and sprinklers inside each room. The smoke detectors will sound in individual units only, and the heat detectors will activate the fire alarm throughout the building. These devices are checked annually to ensure continuity of safety. Please report problems with any of the fire safety equipment to the housing team immediately.

Safe Walk

If you feel unsafe walking to or from the school to the Housing buildings at any time, CNC Security can accompany you within the boundaries of campus. The Housing member on shift is also available to assist. To request SafeWalk, visit the Security Office or call 200 on the **Red Phones**, which are located across campus. **Red Phones** can also be used to request First-Aid, report suspicious activity, and to request assistance (*e.g. for car problems, you are lost, etc.*).

Communication in Housing

Bulletin Boards

There are three bulletin boards within Campus Housing where we post signage and notifications. All current and important notices and/or guidelines, policies, and events will be posted on these bulletin boards. It is the expectation that you check the Facebook board once per day, and every other board a minimum of once per week. Board locations:

1. Facebook board in the lower lounge on the wall between washroom and janitorial room
2. Interior stairwell, midway up the stairs
3. Upper lounge on the back wall in the right corner (*this board is mostly for student use*)

Bedroom Door Notices

All notices on your door are to be read and understood, even if the content may not apply directly to you. Example: You do not have a vehicle, but the notice is related to parking. You must read the notice so that you are aware of the content and can advise a guest visiting with a vehicle.

Maintenance

All fixtures in your room and washroom should be in good working condition, including but not limited to locks, windows, doors, and appliances. You are obligated to report damages and required repairs (*e.g. leaking faucet*) either by email to **campushousing@cnc.bc.ca** in non-urgencies, or directly to the Manager or HAs in urgencies. Lawns, gardens, trees, snow removal, and pathways are typically tended to between 7am and 4pm. Parking lot snow removal is usually done in the evenings. Facilities Services and

Housing do everything possible to minimize excessive noise during quiet hours.

The following is prohibited and will result in a fine:

- Failure to report damages to furniture and items in rooms and shared spaces
- Failure to report maintenance issues (*such as items not working*)
- Tampering with electrical or plumbing, or attempting to fix appliances on your own

PTAC Units

The heat, as well as the air conditioning in every bedroom is provided by a unit called a PTAC (*pee-tack*). The unit is controlled by you, the user. While there are also electric heaters in each room, they are backup. A few do's and don'ts about PTACs:



- Never block the unit with a bed, clothes, furniture, or other items
- Do not use the heat or air conditioning with the window or door open
- Do not leave the heat above 20, or air conditioning on if you will be gone from the room for longer than 2 hours
- Do not tamper with the unit in any way; if it is not functioning properly or making a strange noise, report it to a Housing team member right away

Buildings and Grounds

Those living in Campus Housing have the right to free and peaceful use of the property and grounds for legitimate purposes. It is the expectation that every individual respect and maintain the integrity of such property, grounds, and facilities so they may be equally available to others. This includes reporting any issues as well as picking up after yourself.

Turn off lights and computers when not in use, turn down thermostats when not in the room, keep shades down to retain heat or maintain cooled air, keep windows closed when heating or cooling the room, and do not obstruct heating/air conditioning units. Many rooms in Campus Housing are supplied hot water with a solar hot water system. Low flow shower heads and tap aerators reduce water consumption. Washing machines use cold water wash only (no hot available). Electricity meter measures electricity usage by day/week/month.

Cleaning & Housekeeping

General Housekeeping: Main Building

It is important while you are staying in the Main Building that you keep your bedroom tidy and hygienic. This includes weekly cleaning of the kitchen (*sink, countertops, backsplash, fridge, microwave, and cupboards*), sweeping and mopping or vacuuming of the floor, and monthly wiping of the room walls. Refer to the Cleaning and Expectations, and Guidelines to Security Deposit forms for more details.

General Housekeeping: Nagoonai-a

While you are staying in Nagoonai-a, it is important that you keep your bedroom tidy and hygienic. This includes weekly cleaning of the fridge, sweeping and mopping or vacuuming of the floor, and monthly wiping of the room walls.

In addition to keeping your bedroom and shared washroom clean, you will be responsible for cleaning up after yourself in all shared spaces, including the lounges, laundry areas, and shared kitchen. Cleaning duties will be as assigned by the Manager or Cultural Advisor and divided fairly between the students living in the building. The care and cleaning of the

shared kitchen is the responsibility of every single individual living in the building. Up to twelve students will be sharing the kitchen, cupboards, appliances, fridge, and freezer.

Shared Washrooms

You will have a washroom mate who you are expected to introduce yourself to and arrange a cleaning schedule with. As adults living in a shared learning environment, this schedule must be developed BY both of you, FOR both of you. Your washroom must be hygienic at all times. If your washroom mate moves out, you will need to take on their cleaning duties until someone else moves in. Refer to the Violations and Fines section for more information.

Private Washrooms

Those with a private washroom will be held to the same cleaning standards as those with shared washrooms. If a staff member sees your washroom is not up to standard, you will be given 24 hours to clean it before being fined. Refer to the Violations and Fines section for more information.

Washroom Cleaning Expectations

Weekly Cleaning:

- sinks,
- countertops,
- floor,
- toilet,
- shower top to bottom

Monthly Cleaning:

- Walls,
- Ceiling,
- Shower curtains

In rooms that still have shower curtains, do not purchase and install your own. If you have an issue with the existing shower curtain, please advise housing staff.

Housekeeping Supplies

Janitorial supplies, such as mops, brooms, and vacuums, are available for students to sign out from our Janitorial room during office hours. All items must be returned within the same day and are not to be dropped off outside the Janitor room door unattended. Spray or liquid cleaners are not available and will need to be purchased separately. Please be aware when selecting cleaning supplies that bleach and most chlorine products are prohibited for use in the building, unless provided directly by Campus Housing.

Laundry Facilities

The washers and dryers in the Main Building are coin operated. There are two of each in both laundry rooms, which are located in the lower and upper lounges. Washers take 30 minutes, and dryers take 60 minutes. Wash loads are cold water only, so ensure you purchase a cold-water detergent. Change for laundry coin can be made at the Housing office during open hours, with an exchange limit of \$20. There is a bank machine in the School if you require cash. **Going green?** Save money and energy by using a collapsible clothes-drying rack in your room.

Laundry rates for the washers and dryers in Nagoonai-a are included in your Housing fees. The machines are located on the first floor and are not coin operated. Wash loads are cold water only, so ensure you purchase a cold-water detergent.

Garbage and Recycling

The garbage bin for both buildings is located near the fire hydrant in the Campus

Housing parking lot (*inside the wooden fence*). Please refrain from accumulating garbage in your room or leaving full bags of garbage in the hallway. Campus Housing does have a cardboard recycling bin, located in the parking lot. You will need to break down any cardboard boxes before placing in the bin. For other recyclables if you do not have a vehicle, please coordinate with your community for ride sharing to the local recycling station. The drink container recycling bins in both lounges are for use while you are studying or playing in the lounge; they are not for personal use for cases of empty cans or bottles. If you have a small number of cans or bottles for donation, talk to a Community Advisor and they will permit you to put the empties in the lounge bins.

Around Campus

Food Delivery

Your food delivery and drop off/pick up address is to be used for food and pick up or drop off only! If you use this address for incoming or outgoing mail, it may result in a fine and/or cease your mail service altogether:

**First name and last initial, Building name, Room #
3464 22nd Ave**

Cafeteria and Kodiaks Restaurant

The CNC cafeteria serves breakfast and lunch specials and offers full catering for events. Please note that the cafeteria may be closed during the summer months. During this time, students can access nearby grocery stores and dining options.

For the most up to date information on cafeteria hours, please visit cnc.bc.ca/cafeteria.

Kodiaks Restaurant is run by the students of the CNC Professional Cook program. Over the years, they've gained a reputation for fine dining that attracts local clientele, staff, and students. Providing a healthy, diverse and modern menu, they offer a wide variety of dishes and will accommodate specific dietary requirements to the best of their ability. By reserving a table at Kodiaks, you are not only supporting CNC's students in training, you are an important part of the first steps in their career.

Gymnasium and Weight Room

Visit cnc.bc.ca/services/prince-george/recreation for further information on access to the gym, weight room, and other recreation rooms.

Share Shelf

We happily support the upcycling and reuse of items in good condition. The items on the share shelf are donated by students who are either unable to fly home with all of their things, or simply wish to pass them on to other students when they move out. The purpose of the shelf is to help students arriving internationally by plane, and for those who have forgotten or overlooked items they might need for their stay on campus.

If you are a student who will be moving out of Housing soon and know you will have items to go on the share shelf, connect with a Housing team member. Items must be in good working condition, clean, and intact. The Housing team has the right to refuse items for the shelf, which you will be responsible for taking with you or properly discarding. Disposal fees will apply to anyone who leaves items in the kitchen, lounges, and other shared spaces.

Campus Housing Activities

You will have the privilege of participating in planned events and activities. Fun and safety are our main objectives when organizing any type of event for those living on campus. It is imperative that we each do our part in maintaining respectful, kind, and safe conduct while attending community events.

Attending Events

We have a general reduce-reuse-recycle guideline in Housing, and for this reason, we ask anyone living on campus who attends a food event to bring their own plates, utensils, and cups (*or a to-go container*) with them from their room. This way, leftovers aren't wasted and you can take them back to your room with you on your own plate.

It is very important to the Housing team that our food events offer options. We try our best to offer vegetarian, dairy free, vegan friendly, and gluten-free options at all of our meals.

Monthly Events and Activities

The Housing team typically plans and organizes an event or activity that takes place a minimum of once per month. Please share any ideas you have for events and activities.

Karaoke

Karaoke is one of our most popular activities and often gets requested during other events. The karaoke equipment can be used by students at any time and on any night outside of quiet hours, so long as there is an Community Advisor willing to set it up and operate it. We encourage you make this request if you love to sing!

Games

Some games are stored in the office, other games are on the shelves in the lounges. Games can be signed out of the office on any day or night during office hours. This includes: pool, ping-pong, board games, video games, etc. These games must be signed back in on the same day they are signed out.

Weekly Events

The Community Advisors will plan and organize an event or activity once a week. These typically are smaller events meant for students to socialize and destress. If you have an idea to share, please don't hesitate to offer suggestions and ideas.

Events in the Aboriginal Cultural Space

The majority of these events will be specific to students living in Nagoonai-a and/or by invite only. The cultural space was built to support Indigenous students to learn and partake in specific traditions and culture.

Community Standards

Understanding Tenancy

As stated in Section 4(b) of the BC Residential Tenancy Act, *"This Act does not apply to living accommodation owned and operated by an educational institution and provided by that institution to its students."* Each individual living in the community is therefore bound by their License Agreement and other housing documents, and required to abide by all federal, provincial, and municipal laws; regulations and bylaws; and CNC rules, regulations,

policies, and procedures. If at any time there is a discrepancy between matters in the License Agreement and external sources, provisions of the Agreement shall prevail. CNC reserves the right to amend this handbook and its supporting documents at any time.

Personal insurance for coverage of your possessions from theft or accidents is highly recommended. While we strive to keep our buildings and rooms in good working condition, and issues are rare, the unexpected can occur. Example: if the fridge in your room stops working and you lose the contents within, personal insurance may help you recoup the costs to replace those items.

You retain your legal rights when you become a member of the community. You have a responsibility to abide by all federal, provincial, and municipal laws, and regulations, in addition to CNC's policies. Those living here have the right to the safety and security of their personal property. You are to refrain from acts of theft, willful destruction, or vandalism of the property of others, and to follow the personal safety recommendations within this handbook.

Quiet Hours

Hours outside of the academic year will be posted. During the academic year, hours are:

Sun-Thurs 10:00pm to 7:00am | **Fri-Sat** 1:00am to 10:00am

The Campus Housing community fosters an academic environment geared toward those committed to their studies. Excessive noise in the building, day or night, is not permitted. No noise should be audible outside of your room within quiet hours. Quiet hours may change depending upon the time of the year. This applies to everyone. The lounges are locked during quiet hours and you are expected to adhere to these times without having to be reminded.

Reasonable Right to Privacy

You have the right to personal safety and security in a community housing environment, free from harassment and intimidation. You have the right to privacy by way of properly locking doors and windows. You are to treat others respectfully and refrain from behavior or actions that violate their privacy. You are also entitled to reasonable privacy to your room. It is important to know that this does not mean you have exclusive possession of it. Unlike apartment buildings or private dwellings, Housing facilities operated by post-secondary institutions do not provide exclusive access rooms. What does this mean for you? In the case of any type of alarm or sensor related to heat, steam, smoke or fire, CNC staff or contractors may enter your room without advance notice in order to diagnose a problem and/or tend to it. We make every attempt to provide advance notice in non-urgent situations; however, in emergency situations, advance notice is not possible. Additionally, members of the Housing team, Facilities, Security, other authorized staff, contractors, or safety personnel may enter your room for the following reasons:

- Health, personal safety, and general wellbeing checks.
- To make necessary repairs to the room and/or equipment within the room.
- To tend to reported malfunctions or perform maintenance within the room.
- To inspect the premises for suspected infractions to rules or regulations.
- Any other issue or concern as outlined in the License Agreement and within this handbook.

Lounges and Shared Spaces

We have zero tolerance for bullying, hate speech, sexism, racism, and discrimination. We encourage questions and curiosity to build knowledge and compassion leading to a more inclusive community. We are an accepting, non-judgmental community and will not tolerate anything less.

The following is prohibited in all lounges and shared spaces, including outdoor green space:

- Alcohol, marijuana, and marijuana products.
- Smoking or vaping of any substance, with the exception of tobacco in the designated areas.
- Illegal substances, weapons, and flame or fire of any kind (with the exception of the BBQ, properly used).
- Removal or swapping out of furniture, jumping on or walking across furniture, and vandalism.
- Use of furniture or equipment other than intended.

There are two lounges in the Campus Housing for anyone living on campus to enjoy. You are responsible for cleaning up after yourself and any guests.

Nahoonai-a is a house where all areas within are accessible without having to exit the building. The living room, kitchen, laundry room, and study rooms are communal to those living inside and must be respected by all. You are responsible for cleaning up after yourself and any guests that may be visiting.

Visitors and Overnight Guests

A visitor is somebody who visits during the day and does not spend the night. Visitors must leave the premises for quiet hours. A guest is somebody who spends one or more nights on campus in a room.

Overnight guests are permitted in the Main Building for a maximum of 6 nights per month.

Overnight guests are not permitted in Nahoonai-a without the consent of the Cultural Advisor or Campus Housing Manager. This is in consideration of the others residing in a shared living space.

All overnight guests must be signed in at the office. You must inform your washroom mate of all visitors and guests who will be accessing your shared washroom. Extra beds are not available. Disruptions will not be tolerated. If a visitor or guest is causing a disruption to anyone living in the building, they will be asked to leave immediately and may or may not be permitted back. This may, in some cases, reflect poorly upon you. You are directly responsible for your visitors and guests and must ensure they adhere to the Community Standards. Visitors and Guests must be accompanied by you at all times in shared spaces, including the student lounges, kitchen, and laundry rooms. Being caught with an overnight guest who has not been signed in or exceeds the 6-night maximum, puts you at risk of a fine, additional Housing fees and/or no longer being afforded the privilege of overnight guests in the future.

Violations, Fines, and Consequences

Incident Reports

Behaviors and matters not included in this section will be tended to on a case-by-case basis. An incident report can be neutral, acknowledging an event or occurrence that

requires documentation for future reference, or it can be disciplinary. In the case of minor incidences, determined by the Housing Manager, a student living in Campus Housing could receive verbal warnings before eviction. In major incidences, such as the Prohibited List below, a student could receive an immediate eviction, without a verbal or written report.

Warnings

Verbal warnings are generally given for minor occurrences and oversights, such as noise complaints. We understand and take into consideration that living on campus can be an entirely new experience which can lead to behavior with unintended consequences. In this case, we afford you the opportunity to recognize your actions, respond accordingly and agree to re-read this handbook.

Continued disregard for verbal warnings will result in a written warning and required meeting with the Manager to address your behavior. A written warning may include action and/or fine and/or a probation contract, as well as possible eviction, dependent upon the severity of the behavior or incident. Depending on the severity of a situation, a verbal warning may become an immediate written warning.

Both verbal and written warnings are documented on your file as an Incident Report. You have the right to access documentation on your file. Damage to or loss of CNC property; breach of the Community Standards as outlined in this Handbook, the License Agreement, and posted notices; and falsifying information on your paperwork, may be cause for a written warning, fine, or disciplinary action. This applies to your visitors and guests as well.

Restricted

Campus housing makes a clear distinction between restricted and prohibited violations as listed within this document, the License Agreement, and all other supporting Housing documentation. If you violate or breach any written agreement or posted notice, refer to the non-exhaustive list of consequences and fines that apply, depending on severity of the action or breach. Accumulated incidences are taken into account, possibly preventing continuation of stay at the beginning of a new term or immediate eviction.

Alcohol

If you are of legal age, as per BC Liquor Laws, you have the privilege of possessing and consuming alcohol in the room assigned directly to you or when invited to the room of a friend of legal drinking age. Alcohol is not permitted in the room of a minor, in shared spaces or parking lots, on pathways, balconies, or the lawn. Open alcohol (*e.g., bottle or can of cooler or beer*) is never permitted for transport between rooms. If you have opened an alcoholic beverage, you must drink it or leave it behind before exiting the room. If you are found with open alcohol outside of your room or the room of a friend of legal drinking age, you will be subject to an immediate fine.

1. **\$100 fine as written on Security Deposits, Guidelines and Fines**
2. **final written warning**
3. **eviction**

If you are found with alcohol in the room of a minor, you will receive an immediate fine and final written warning. You are to obey the law regarding alcohol, uphold Community Standards, and be accountable for misconduct or damages that occur while you and/or your guest(s) are under the influence.

1. **\$100 fine as written on Security Deposits, Guidelines and Fines**
2. **eviction**

Marijuana: Consumption and Storage

All CNC buildings and grounds are impairment free. Smoking, inhaling, or vaporizing marijuana or marijuana products are not permitted anywhere on college grounds, including Housing, and if found doing so, you will be subject to an immediate \$100 fine. You are permitted to store marijuana products in your room in a tightly sealed container for which the odor cannot be detected by those entering the room. The right to live in an environment free of obnoxious odors supersedes the right to store restricted products in your room, and if a complaint is made, you will be prohibited from further storage of marijuana and/or products.

1. **\$100 fine as written on Security Deposits, Guidelines and Fines**
2. **eviction**

Tobacco: Smoking and Vaping

If you are of legal age, you have the privilege of smoking or vaporizing tobacco products in the two designated areas on Housing grounds: #1 Is located at the back of Campus Housing on the patio, and #2 Is located out front beside the path between the two buildings. These are the only two locations on Housing grounds where smoking and vaping is permitted. If found smoking or vaping away from either of the designated areas, you will be subject to an immediate fine. Smoking and vaping are prohibited indoors. They are also not permitted to smoke or vape in parking lots, on balconies, pathways, or lawns. You are to obey the law, properly dispose of debris in the two disposal units or external garbage cans, and uphold Community Standards while you and/or your visitors and guests smoke.

1. **\$100 fine as written on Security Deposits, Guidelines and Fines**
2. **final written warning**
3. **eviction**

Bedrooms: Hygiene/ Damage

Includes those found in filth, disrepair, damaged, or with a cluttered floor hindering emergency accessibility. Warnings are not typically issued for normal wear and tear of CNC property or items in your room unless the wear is unreasonable.

1. **written warning**
2. **final written warning**
3. **eviction**

\$50 fine as written on Security Deposits, Guidelines and Fines for storing a bicycle inside a room without written approval.

\$50 minimum fine as written on Security Deposits, Guidelines and Fines for moving furniture without written approval.

Immediate confiscation of any kitchen appliance that does not have an auto shutoff.

Bedroom Washrooms: Hygiene/ Damage

Allowing or contributing to the unnecessary uncleanliness of any shared washroom for which two individuals are both responsible or for which one individual is personally responsible as the sole user in either a private washroom, or shared washroom during the

temporary absence of a washroom mate. Uncleaned washrooms will not be tolerated.

1. **written warning with 24 hours to clean to an acceptable standard as per CNC staff**
2. **\$60 minimum fine and final written warning**
3. **eviction**

Prohibited

Shared Spaces: Hygiene/ Damage

Includes an area in a lounge that has been damaged or requires excessive cleaning. If the individual(s) comes forward immediately and accepts responsibility, a reduction in the consequence may be considered, on a case-by-case basis. If the individual(s) responsible is not known, video footage may be reviewed, and the outcome levied equally among all involved. If fines are not cleared up within one week, a notice of eviction and a possible ban from CNC Campus Housing may be issued.

1. **\$100 minimum fine, final written warning with 48 hours to respond**
2. **eviction**

Tampering with Locks

Includes placing additional locks on any doors; leaving the room door or window open, or unlocked while not present; manipulating a lock, door, or window; willful damage to public or personal property; entering a room without permissions that is not your own.

1. **written warning and up to \$1000 fine, high likelihood of immediate eviction**
2. **eviction**

Unauthorized Areas

Mechanical and furnace rooms and designated off limit areas including but not limited to rooftops; climbing or scaling or strapping anything to the outside of the building; throwing objects off/out of the building, walkways, or stairwells.

1. **final written warning,**
2. **eviction**

Unsafe Play

Playing any physical game on the walkways, in shared spaces, or in stairwells; including but not limited to skateboards, scooters, floor hockey, football, soccer, Frisbee, and wrestling.

1. **final written warning,**
2. **eviction**

Violence

All members of the community are expected to act in a way that is free from violence or disruptive behavior, e.g., bullying, damaging property, excessive swearing, fighting, obscene text messages or emails, and harassing phone calls. Violence includes but is not limited to yelling at community members or staff, unreasonable disruption of the environment, and unwanted communication or contact. Violence is not tolerated, condoned, or overlooked, and depending on the nature of the offence, may result in immediate eviction.

1. **final written warning and/or eviction,**

2. eviction

Visitors and Guests

Includes exceeding the 6 night maximum to host an overnight guest in a month, hosting an overnight guest for another student, guests sleeping in shared spaces, giving room keys to visitors or guests without expressed consent of the Housing Manager, and hosting evicted/banned individuals.

1. **final written warning with 48 hours to respond, and possibility of a fine in accordance with Housing fees**
2. **eviction**

Immediate Eviction

The actions below result in immediate eviction without the opportunity for remedy. An immediate eviction is permanent.

Drugs (non-medicinal)

Includes the possession, use, trafficking (manufacturing, selling, giving, administering, transporting, sending, delivering, and distributing), or offering to do anything related to these activities with illegal drugs, as defined by the province of BC.

1. **high likelihood of immediate eviction and lifetime ban**

Fire and Safety Equipment

Do not disconnect smoke detectors or hang items on sprinkler heads or any other safety device. Any misuse of the equipment is prohibited and subject to a fine, possible charges by the Fire Dept, and/or eviction.

The Fire Department has zero tolerance regarding fire safety equipment tampering. The Housing team will make every effort to identify those who tamper with equipment and enforce disciplinary action. In addition, charges could apply under the Fire Protection and Preventions Act. This includes, and is not limited to, use of any device that would increase risk of fire, cause objectionable noises or vibrations, overload the electrical system, restrict others' access or ability to use the facility and services, or be of any danger whatsoever to the community. Violation of the following rights and responsibilities may result in probation, monetary fines, or eviction.

Using smoke detectors, alarms, heat sensors, fire extinguishers, sprinklers, hoses, and any fire safety equipment for anything other than its intended use is not permitted. This includes pulling a fire alarm without cause that results in the attendance of the Fire Department.

1. **high likelihood of immediate eviction and lifetime ban,**
2. **\$1000 minimum fine for any damages**

Violence

The violence referred to here includes physical and sexual behavior that harms or threatens to harm another person. All reports of violent behavior will be dealt with seriously. If a community member has been harmed, or is in immediate danger of being harmed, the individual(s) responsible for this threat or harm may be suspended from the building, or relocated, pending completion of an investigation. In the event of any urgent incident, the Community Advisor on duty or CNC staff may undertake immediate action. If you experience or witness any type of threatening or violent behavior or believe that someone in the building or someone affiliated (*e.g., guest*) may become violent,

immediately report to the CNC Housing Team, Security, and RCMP.

Academics (students)

1. **written warning and possible investigation, incident forwarded for review under the student discipline policy, possible eviction or relocation,**
2. **eviction and lifetime ban if found at fault**

Occupants

1. **eviction**
2. **charges filed with the RCMP**
3. **lifetime ban**

Weapons and Dangerous Goods

The possession, storage, use, or threatened use of weapons, knives, firearms, ammunition, explosives and open flames, firecrackers, chemicals, or any other objects identified as being for the use (*or potential use*) of harm or threat to any individual or group of individuals is prohibited.

1. **high likelihood of immediate eviction and lifetime ban**

Other fines and consequences

Parking Lots

\$50 fine as written on Security Deposits, Guidelines and Fines, for those parked in a temporarily off-limits area or for not following posted procedures. This fine can be given and due for payment more than once.

Lost Keys

Must be reported to the office immediately. When the location of the keys is known (*e.g.,* traveled home for the weekend and left them behind), loaner keys can be provided. When the location of the keys is unknown and there is no association with CNC, there is a \$40 replacement fee. When the location of the keys is unknown and they were associated with a CNC lanyard or student ID (*e.g., on a lanyard keychain or lost in a purse with student ID*), there is an \$85 deadbolt and key replacement fee.

Preparing to Move Out

Room inspection appointments can be made with your Student Life and Housing Manager or Community Advisor if you are unsure if your cleaning measures have been sufficiently thorough. Your room must be left in the same condition as when you moved in: clean and live-in ready. Depending on the length of time you have lived on campus, and if you have been using the Housing address as your main mailing address, you will want to start preparing to move out in advance. Here is a checklist to prepare you for moving out:

1-7 Days Prior

- Arrange for mail forwarding 2-3 weeks in advance of your move out date (*we do not forward mail*)
- Update the School with your new address and/or phone number
- Spot wipe the bedroom walls and thoroughly wipe kitchen walls
- Wipe all doors, knobs, counters, cupboards, and inside shelves and drawers
- Wipe the washroom walls and thoroughly wipe around the toilet, shower, and sink
- Unplug the fridge to defrost it the night before your move out date, then wipe it

inside and out

Day Of

- Vacuum or sweep and mop the bedroom and washroom floors
- Unplug and wipe inside, underneath, and outside of the microwave
- Properly clean the toilet, shower, and washroom counter/drawers
- Ensure room and washroom are empty from ALL personal belongings, including cleaning supplies (*if there are any items left behind, no matter how small, a minimum \$50 disposal fee will be reduced from your security deposit*)
- Collect all personal belongings from storage
- Lock your window and deadbolt and return keys directly to a Housing team member, or place them in the key slot on the office door (*do not put them under the gate on the desk or give them to someone else to return*)

Your key should be returned to the office, or left in your room. The Room Checklist will be pulled from your file and the staff member who cleans the room will create a report with your checklist.

Security Deposit and Cleaning Expectations

We do not return security deposits to other persons, even when requested. Deposits are refunded directly to you with the last address on file. Damages, misplaced or broken fixtures, and failure to clean will result in charges that will be reduced from your Security Deposit. In some cases, cleaning charges may exceed the deposit amount and result in additional fees. Fees will be deducted from your security deposit and, if exceeding your deposit limit, placed on your CNC account. Unpaid account fees may prohibit you from registering for future courses. The Cleaning Expectations document is emailed to you with your room assignment and can also be found online cnc.bc.ca/services/prince-george/housing/resources.

Share Shelf

Refer to the Prepping for Campus Life section to learn more about the Share Shelf and how you can contribute items. We reserve the right to deny any items, for which you are responsible for disposing of. Do not leave unwanted food or items in your room, in the lounges or kitchen, on the tables, or outside without permission.

Breaking the License Agreement

If you break the Agreement by moving out early, without submitted proof of academic or medical withdrawal, your Housing fees will not be refunded and you will be on restricted access for any future requests to live on campus. Refer to your License Agreement for further details.



Part 4: Summer Occupants (non-Students)

We offer hostel-style accommodation in our Campus Housing, from May to mid-August, for Summer Occupants who are travelling or working in the area. Space permitting, rooms are available on a nightly or a weekly basis. Refer to the Buildings section of this handbook to see what comforts are provided in each room. Summer Occupants may apply as Single Occupancy or Group Occupancy. All Summer Occupants are held to the community guidelines set out in this document.

Group Occupancy

Summer Group Occupants, such as sports teams or work crews, are able to book as a group. The Group Request Form is available on our website and must be completed by the Coordinator/Organizer/Leader of the group. Group requests must also be accompanied by individual Occupant Application & License Agreements per each Occupant named on the Group Request Form.

Housekeeping & Maintenance

Housekeeping

Although we are built like a motel, we do not provide housekeeping services. We expect that Summer Occupants staying on campus keep rooms tidy at all times. If your stay exceeds one week, please clean, sweep or vacuum, and wash all rental linens and towels weekly. Brooms and vacuums are available for check out during office hours.

Maintenance

If the heat or air conditioning is turned on in the room, the door must remain closed at all times. Nothing is to be taped, hung, strapped, or secured to any structures inside or outside of the building. Violating any of these expectations will result in immediate eviction, non-return of security deposit, and possible additional charges after assessment of damages to the room and/or linens.

Summer Occupant Guidelines

Occupancy Fees & Rates

A valid credit card is required to book a room and pay a security deposit. In the case that a room is left in an unreasonable state or any items are missing or broken, the deposit may not be returned. If the booking is cancelled the same day as intended arrival, your credit card will be automatically charged a cancellation fee. Refer to the application form for the most up to date deposits, fees, and rates.

Visitors

Summer Occupants are limited to one daytime visitor in the room or lounges, and not more than three visitors outdoors in the yard, during non-quiet hours only. Summer occupants are not permitted overnight guests. Visitors are prohibited from showering in an Occupant room, operating the laundry facilities, or using the shared kitchen.

Occupant Application and License Agreement

An Occupant Application and License Agreement is required to be filled out and submitted by email prior to your arrival. On arrival, this form will be printed and ready for signing. The form must be filled out, submitted and signed by the Summer Occupant, and no one else.

Additional housing policies and guidelines are set out in the License Agreement, Community Standards Handbook, CNC website, and supplemental bulletins.



