

CNC RESIDENCE

2016-17 Community
Standards Handbook

Contents

Statement of mutual respect	2	General facility & service information ..	8
Philosophy & guiding principles	2	Housekeeping supplies	8
Residence Licence Housing Agreement	2	Room entry	8
Contact information	2	Storage	9
Rights & responsibilities	3	Bicycles, Larger equipment storage.....	9
Residence team	4	Internet access.....	9
Residence Advisors (RA)	4	Cable	9
Residence Caretaker	4	Campus cafeteria	9
Residence Manager	4	Bus transportation.....	9
Residence Office	4	Parking.....	9
Fire emergencies	5	Facility maintenance	9
Evacuating Residence	5	Going green at the CNC Residence	9
Fire Drills	5	Restricted & prohibited activities.....	10
911 Emergency/Fire/First Aid	5	Keys.....	10
Safety & Security services.....	5	Entering a room other than your own	10
Living in Residence.....	6	Locks	10
Moving in	6	Musical instruments.....	10
Moving out	6	Noise and quiet hours	10
Appliance	7	Smoking & non-smoking areas...10	
Common areas	7	Residence property	10
Common kitchen area	7	Prohibited areas	10
Decorating	7	False information	10
Furniture.....	7	Fire safety equipment	10
Laundry	7	Weapons & dangerous goods11	
Insurance	7	Drugs (non-medicinal).....	11
Keys.....	7	Assessments & disciplinary action	11
Maintenance and repairs	7	Important phone numbers	12
What to bring	8		
What not to bring	8		
Visitor sign in/sign out & overnight procedures.....	8		

Welcome

Welcome to the College of New Caledonia Student Residence! We are pleased you have chosen to live on campus and make this your new home for your upcoming academic year.

Residence is a comfortable and convenient accommodation close to the college facilities. During your time here you will live and learn amongst your neighbours and friends. Living with fellow students who have different personal and academic interests as well as differing cultural backgrounds will enrich your educational experience beyond your classroom learning experience. Get involved! Bring your enthusiasm and participate in making this community a rewarding and fun place to live and study.

This handbook is your reference to many of the questions you may have and your guide to residence policies and procedures. It will also provide you with information about the Residence Team, services, safety precautions and the community standards that all are expected to follow. If there are questions still unanswered, please do not hesitate to contact your residence team.

CNC is committed to ensuring that all members in the residence community are able to live, study, and work in an environment of tolerance and mutual respect, free from harassment and discrimination.

Welcome to residence! We look forward to getting to know you. Best wishes for an enjoyable and memorable stay.





Statement of mutual respect

The College of New Caledonia is a partnership of the Operational Staff, the Faculty, the Administration, and the College Board. It is recognized that all members of the College community play important roles in the overall success of students at the institution. As members of this community, we respect the needs of others and recognize that we all have jobs to perform, work under pressure, have time lines to meet, and restrictions to endure. We pledge to treat each other with respect, courtesy, and dignity in the conduct of our duties.

Philosophy & guiding principles

Grounded in respect, communication, and integrity, the well-being of the residence community resides in balancing the wants and needs of the individual with the overall wants and needs of the individual with the overall wants and needs of the community. This balance is best achieved when everyone is aware of their rights as well as their responsibilities towards themselves and to the community at large. Failure to uphold their responsibilities, as determined by the residence team, may result in revocation or limitation of privileges.

Residence Licence Housing Agreement

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 resident living at the College of New Caledonia Student Residence is therefore bound by their Residence License Agreement. Additionally, residents are required to abide by all federal, provincial, and municipal laws, regulations, and bylaws, College rules, regulations, policies, and procedures.

If at any time there is a discrepancy between matters dealt with both in the Residence License Agreement and any other publication of student residence the provisions of this agreement shall prevail.

Further, the College of New Caledonia reserves the right to amend this handbook at any time as long as residents are notified of such amendments in writing.



Contact information

Your **mailing address** while at residence is:

Your Name
College of New Caledonia
Room # _____
3330 22nd Avenue
Prince George, BC V2N 1P8

The Resident **street address** is:

3464 22nd Avenue
Prince George, BC V2N 1P8

Mail is delivered on weekdays and can be picked up from your mailbox located outside the Residence Office. Notification will be left on your mailbox for parcels. Smaller parcels will be held at the Residence Office for pickup. Oversized parcels will be held in the Shipping/Receiving Office located in the main campus. If you are expecting a parcel requiring either payment or pickup, the Residence can NOT be responsible for signing, paying for, or picking up your parcel. You will be required to make alternate arrangements. **Please note that mail will not be kept or forwarded after you have moved out of Residence and all mail received will be returned to sender.**

Rights & responsibilities

In general, Residents are expected to behave in a manner that does not interfere with the comfort and safety of other residents. This includes, and is not limited to, using any device that would increase the risk of fire, cause objectionable noises or vibrations, overload the electrical system, restrict the access or ability of other Resident's use of the facility and services, or be of any danger whatsoever to the Residence community. Violation of the following rights and responsibilities may result in residence probation, fines, or eviction.

RIGHTS & RESPONSIBILITIES	GUIDELINES	RIGHTS	
	Legal Rights	Residents retain their legal rights when they become a member of the Student Residence community.	Residents have a responsibility to abide by all federal, provincial, and municipal laws, and regulations in addition to the College's own policies.
	College Life	Residents have the right to participate unhindered by other residents in the academic, intellectual, cultural, and social life of the College and Student Residence.	Residents have the responsibility to respect the rights of others to the same participating by refraining from actions that threaten or disrupt meetings, events, or other activities or that prevent others from expressing their views.
	Cooperation with Staff	Residents have a reasonable right to privacy yet are not granted exclusive possession of their room.	Residents and their guests are responsible to cooperate with requests from Staff and RAs.
	Safety	Residents have the right to the safety and security of their person in a Student Residence environment free from harassment, intimidation or assault.	Residents have the responsibility to treat others with respect and to refrain from acts of harassment, intimidation, and assault.
	Property	Residents have the right to the safety and security of their personal property.	Residents have the responsibility to refrain from acts of theft, willful destruction, or vandalism of the property of others as well as follow the personal safety recommendations of this handbook.
	Facilities	Residents have the right to the free and peaceful use of the property, grounds, and facilities for all legitimate purposes.	Residents have the responsibility to respect and maintain the integrity of such property, grounds, and facilities so they may be equally available to others.
	Cleanliness	Residents have the right to a living space that is clean and well maintained.	Residents are responsible for assisting in the upkeep of common areas, cleaning their rooms, and reporting any maintenance concerns to the Residence Team in a timely manner.
	Unreasonable Noise	Residents have the right to live in an environment that prioritizes academic study and restful sleep	Residents are responsible for adhering to the standards regarding quiet hours and to always maintain respect for community living at all times.
	Respect & Dignity	Residents have the right to be treated with respect and have their intrinsic human rights respected and protected.	Residents have the responsibility to treat others with respect as well as to understand and respect the human rights of others and to refrain from infringing on those rights.
Community Standards	Residents have the right to expect clearly written Community Standards and policies that govern individual and group behavior within the residence community.	Residents are responsible for knowing and understanding the Community Standards Handbook and seeking clarification when needed.	

PRIVILEGES & RESPONSIBILITIES	GUIDELINES	PRIVILEGES	RESPONSIBILITIES
	Housing	Residents have the privilege of being able to live on the College campus and express themselves creatively within established guidelines in their assigned space.	Residents have the responsibility to uphold and respect the Community Standards and live within the guidelines of the Residence License Agreement.
	Guests	Residents have the privilege of being able to have guests visit them in residence.	Residents are responsible for adhering to the Community Standards regarding guests and ensuring their guest(s) respect and abide by all Community Standards and policies. Residents will take responsibility for any conduct issues and/or damages done by their guest(s).
	Alcohol	Residents have the privilege of being able to possess and consume alcohol in their residence room assigned to them as long as they are 19 years of age or older. Alcohol is prohibited in common areas.	Residents are responsible for upholding the Community Standards regarding alcohol, abiding by all laws and regulations, and for any conduct or damages that occur while they and/or their guest(s) are under the influence of alcohol.
Residence Life	Residents have the privilege of participating in Residence Life programming.	Residents have the responsibility of maintaining respectful and safe conduct while attending Residence Life programming.	



Residence team

The Residence Team oversees the daily operations at the residence, focusing on student safety, campus life, security, and the enforcement of policies and procedures. Here is a list of some of the people who will be important resources for you while staying in Residence.

RESIDENCE ADVISORS (RA)

The Residence Advisors are students who attend the College and live in Residence and act as your primary resource to ensure students have the best housing experience possible. RAs organize and host programs and events throughout the year that help you connect with other students living in Residence as well as support and encourage you with guidance and direction while you complete your studies. RAs are your liaison with Staff and management at CNC. They uphold the Community Standards, address incidents in the moment, and are responsible for reporting issues to the Residence Manager which interfere with the rights or privileges of others living in the Residence.

RESIDENCE CARETAKER

The Residence Caretaker provides custodial services within the common areas, including the two lounges, as well as light maintenance throughout the building. The CNC Facilities Department maintains the exterior of the Residence building and works closely with the Residence Caretaker on larger building maintenance.

RESIDENCE MANAGER

The Residence Manager provides all administration for the Residence, supervises the Residence Team, and is the liaison between the Residence community and all other departments of CNC. The Residence Manager promotes a fair and educational housing community through ensuring development and maintenance of the Residence supports a healthy, safe, and academically-focused housing community. The Residence Manager or designate is the main resource for residents and assumes a direct role in supporting residents, conflict resolution, and upholding the Community Standards and other policy associated with the Residence.

RESIDENCE OFFICE

The Residence Office is located on the first floor in the common lounge area. Office hours, and the hours kept by the RAs, are posted on the Residence Manager's Office door. Typically, office hours are:

Monday to Friday 8:30 am to 4:30 pm / 6:00 pm to 8:00 pm (except holidays)

Saturday, Sunday, and holidays 12:00 noon to 2:00 pm / 6:00 pm to 8:00 pm and on-call all day

The Residence address is:

College of New Caledonia Student Residence
3330 22nd Avenue
Prince George, BC V2N 1P8

Fire emergencies

Fire safety is of the utmost importance. The Residence is equipped with heat and fire alarms that will trigger an alarm either inside your room or throughout the building. When you hear an alarm, please leave your room immediately if it is safe to do so.

EVACUATING RESIDENCE

- When you hear the fire alarm, feel your door before slowly opening to ensure the fire is not on the other side. Leave your room and close your door.
- Alert the occupants on either side of you and leave the building immediately. Use the stairwell closest to your room if on the second floor.
- Stand well clear of the buildings when you are outside. If on the front side of the building go to the front lawn area. If on the back side of the building go to the back parking lot area.
- If you know of people who have been unable to evacuate the building, inform the arriving emergency personnel immediately.
- Do not re-enter the building until the fire marshal or College representative has indicated it is safe to do so.

If you cannot leave your room:

- Protect yourself from smoke by staying low to the ground.
- Stay in your room until you are rescued or told you can leave.
- Use damp towels or duct tape to cover the cracks around your door, vents, etc.

If you require assistance to evacuate:

- Those with disabilities staying at the Residence must review evacuation procedures with the Residence Manager to ensure that safety equipment is in place that will assist you in hearing or seeing an alarm when it is activated.

FIRE DRILLS

Each term, a fire drill may be arranged with the Fire Department. Please become familiar with the procedures listed above to be prepared in case of a fire drill or emergency. The Residence is equipped with approved fire safety equipment. Any misuse of the equipment will not be tolerated and will be assessed a \$100 fine in addition to possible charges by the Fire Department. There are extinguishers in the residence lounges and along the out walkways. Please acquaint yourself with the location of the fire equipment.

Smoke and heat detectors are inside each Residence unit. The smoke detectors will sound only in the individual units while the heat detectors activate the fire alarm throughout the Residence. These devices are checked annually to ensure continued safety. A fee of \$50 will be charged if smoke detectors are found to be disconnected by Residents. Please report any problems you notice with any of the fire safety equipment to the Residence Team immediately.

Be aware that alarms are checked by the Fire Department and Staff regularly. There should be no need for you to test or tamper with your alarm.

The Fire Department has a zero tolerance with regard to tampering with fire safety equipment. The Residence Team must make every effort to identify those who tamper with equipment and enforce disciplinary action. In addition, charges could be laid under the Fire Protection and Preventions Act.

911 EMERGENCY

Call 911 OR if using an on-campus phone, dial 9 then 911

FIRE

Pull the nearest fire alarm & evacuate as per posted maps

FIRST AID

Call CNC Security 250-561-5857 OR call 200 on on-campus phone OR press yellow "S" button on pay phone

Safety & Security services

All residents are expected to cooperate with one another to keep the residence as safe and private as possible. All students should realize that the residence is a living area, with no exceptional provision for safeguarding individuals. The College cannot assume responsibility for security beyond normal provisions. Safety and security is the responsibility of everyone, including every resident.

The doors to the student lounges are locked at 11:00 pm Sunday through Thursday and at 1:00 am Friday and Saturday.

SAFETY TIPS

- Keep your door and windows locked, especially when you are sleeping or not occupying the room.
- Do not prop open your door at night or when you are not in your room.
- Use the peephole on your door to check the identity of any visitors, especially at night.
- Do not lend your keys to others. Make sure your keys are not labelled with your room number to avoid them being used if you should lose them. The unique number imprinted on your keys can be identified by the office if your keys are lost and returned.
- Be mindful of who is entering the building and whether they are associated with the residence community.

- Report any suspicious activities, persons, or hazards to the Residence Manager, the RA on duty, or to Security.
- Insure your belongings against theft and damage.
- Do not leave valuables in open view, for example, money, your wallet or purse, on the window sill.

SAFE WALK

If you feel unsafe walking to or from the residence at any time, CNC Security can accompany you from building to building, or to and from your vehicle within the boundaries of campus 24 hours a day, 7 days a week. To reach **CNC Security:**

- Call 250-561-5827
- Call 200 on the house phone next to the Residence Office on the main floor.
- Press the yellow button labeled with an "S" on the pay phones throughout the College.

The Residence Team on shift is also available to assist.

If you feel that the issue is extremely urgent (urgent can include a fight, violence, theft, illegal activities, or a health emergency such as a stroke, heart attack, seizure, etc.) then call 911.

Living in Residence

MOVING IN

It is recommended to make an appointment to move in so that a member of the Residence Team can meet you when you arrive. If a member of the Residence Team is not in the Residence Office when you arrive contact information for the Staff on shift will be posted on the

A member of the Residence Team will welcome you when you arrive at the Residence and can provide a brief tour of the facilities. You will be issued your room key, mailbox key, paperwork to be completed, and will be required to pay your first month's rent, damage deposit and associated fees.

When moving in for the first time you will be given a copy of the Residence Community Standards to keep along with the following documents to complete and return to the Residence Office:

- **Residence License Agreement**

This agreement is a legal contract that outlines the behaviour expected of Residents, your financial obligations to the Residence, and the duration of the term you are committing to stay in Residence. This document also indicates that you have completely read the **Residence Community Standards** and that you agree to abide by the policies and procedures outlined. It is your responsibility to read this document carefully. If you have any questions regarding the document or the Residence Community Standards please speak to the Residence Manager.

- **Information Waiver**

This form gives permission for anyone indicated on the form to inquire about Residence information on your behalf.

- **Emergency Contact Form**

This form is kept on hand in case of emergencies

- **Room Checklist**

Upon moving in you will be asked to physically check your room and make sure that everything is in order. This form is where to note any defects, damage, or missing items. When checking your room, please be thorough as any damage or missing items that are not noted on this form will be your responsibility when you move out.

MOVING OUT

Once moved in, you are expected to stay for the entire semester or term committed to on the Residence License Agreement you have signed. Moving out early has financial implications. The only exception to this is if you withdraw from your program of study. A completed withdrawal form must be provided.

When you move out your room must be in an acceptable, clean condition, and in good repair. Failure to leave your room in good and clean condition may result in assessment and/or loss of or partial loss of your damage deposit. Please

All rooms vacated by Residents will be inspected by the Residence Caretaker and/or Manager. If there are any missing items, damage, or if additional cleaning is required the cost for additional work/service will be deducted from your damage deposit.

When preparing to vacate Residence please use the following checklist as a guideline:

- Floors must be cleaned. Please do not use any wax products on flooring.
- Refrigerator and microwave are to be clean, inside and out, and unplugged. Empty and defrost the refrigerator prior to cleaning and unplug prior to moving out.
- Counters and inside of drawers are to be clean, inside and out with no crumbs or articles left behind. Items remaining will be disposed of.
- Remove all personal belongings from storage.
- Return your keys. A \$50 fine will be charged against your damage deposit for keys not returned.
- Leave a forwarding address and, if you are expecting mail, a large, self-addressed, stamped envelope must be provided. It is recommended to send change of address cards at least one month prior to moving. Mail received after you've moved will be returned to sender.
- You are welcome to make an appointment for a final room inspection with the Residence Caretaker and/or Manager and then take any recommendations regarding cleaning. A custodian will enter your room once vacated to check your room, complete additional cleaning, and complete maintenance.





APPLIANCES

Each suite is equipped with a microwave and a fridge/freezer. Other than the appliances provided, no other appliances are to be brought into your room without first notifying the Residence Manager. Open element hotplates, deep fryers, indoor barbeques, and fondues are prohibited because of potential fire and health hazards (i.e. hot oil, open elements/flames, smoke, etc). Foreman grills, electric frying pans, coffee makers, electric kettles, slow cookers, toaster ovens, toasters, etc that are protected by an automatic shut-off feature may be used. A common kitchen area equipped with a fridge and stove is available for use in the lower lounge.

COMMON AREAS

There are two lounges in the Residence building for you to enjoy. The lower floor lounge contains a laundry room, janitorial room, a television, vending machines, a stove, a fridge, tables and chairs, and the Residence Office. The second floor lounge includes a large flat screen television, viewing area, big comfy furniture, a pool table, games table, study area, and laundry.

While the common areas are kept clean by the Residence Caretaker, each resident is responsible for cleaning up after using the area.

COMMON KITCHEN AREA

The common kitchen area is located on the main floor and is for everyone's use. The area includes a standard stove with oven, counter space, and a sink. Bring your own ingredients and cooking utensils and prepare a home cooked meal.

DECORATING

When attaching things to your walls take care as you are expected to leave your room in good conditions. Consider using sticky tack to adhere posters and use the bulletin boards for pictures and magnets.

The use of over-the-door hangers is not allowed due to the damage caused to doorways from metal components.

Please feel free to move the furniture in your room around to your liking; however, do not block heater/air conditioning units. Air must circulate freely around these units to function properly.

FURNITURE

Your room is equipped with a twin sized bed, desk, and chair. While you may bring some furniture with you, please make arrangements to have this approved with the Residence Manager prior to your arrival as there is limited storage at the Residence. It is also important to note that the furniture in common areas is not to be removed and brought to your room for any reason.

LAUNDRY

Coin-operated washers and dryers are available in the residence on each floor and are located off the common lounge areas. Change for laundry is available during office hours at the Residence Office.

INSURANCE

Insurance for your personal possessions is your responsibility as is repairing damage to any of your personal belongings. You may wish to consider having insurance for your belongings to cover you for theft or accidents.

KEYS

You will receive your room key and a key to your mailbox when you check into the Residence. It is very important that you do not copy or loan your room key to anyone else as this is a breach to yours and everyone else's safety and security at the Residence. Keys can be replaced for a \$25 fee. Lost or stolen keys must be reported to the Residence Manager immediately.

MAINTENANCE AND REPAIRS

Please report any items that need repair or general maintenance issues to the Residence Office by completing a maintenance request form. Forms are available at the Residence Office or online on the Residence webpage at www.cnc.bc.ca/exploring/services/student_services/student_residence.htm



WHAT TO BRING

- Bed linens, comforter, pillows, blankets, towels
- Cleaning products, dish soap, rags, etc
- Computer, ethernet cable (each room has an individual internet port and access to the wireless network)
- Small appliances, i.e. toaster, coffee maker, kettle, iron, toaster oven, foreman grill, slow cooker, electric frying pan or other appliances equipped with an automatic shut-off feature.
- Laundry detergents and other laundry supplies
- Pots, pans, dishes, glasses, utensils, dish rack, garbage bags, etc.
- Toilet paper, plunger, first aid kit, personal hygiene items, etc.
- Small furniture items such as a bookshelf, etc.

WHAT NOT TO BRING

- Animals/pets (fish are allowed)
- Weapons: hunting knives, swords, firearms
- Drug paraphernalia, drugs, alcohol kegs and/or serving containers (alcohol is not permitted in common areas)
- Larger appliances such as fridges or freezers
- Hot plates and other appliances with open elements
- Candles and incense
- Hooks or nails to be installed in residence rooms or bathrooms. Please keep in mind that absolutely nothing is to be pinned, taped, screwed, nailed, or stapled into any wall or furnishing within your room.

VISITOR SIGN IN/OUT & OVERNIGHT PROCEDURES

Residents must sign in each visitor with the Residence Office prior to visitors staying. Visitors must provide valid photo ID. It is the responsibility of the Resident to provide their guests with information regarding the Residence Community Standards. Visitors are expected to adhere to the same standards as Residents. Visitors must be accompanied by a Resident to use common areas. Visitors will not be signed in after office hours in consideration of other Residents.

The Resident Manager or RA must be informed of all overnight guests so that (s)he will be aware of the number of people in residence in the event of an emergency.

All rooms are designed for single occupancy. Extra beds are not available and guests may not sleep in the common areas. Overnight guests are permitted to a maximum of three consecutive nights, twice per month. No person may be the guest of more than one Resident in succession. Hosting an evicted Resident is strictly prohibited.

It is common courtesy to let your bathroom mate know you have a guest. Guests who are not staying overnight must leave the premises no later than 11:00 pm Sunday to Thursday and 1:00 am Friday and Saturday.

General facility & service information

HOUSEKEEPING SUPPLIES

The Residence building is maintained by the Facilities Department and the Residence Caretaker. As a resident, you are responsible for keeping your room and shared washroom clean as well as common areas.

Janitorial supplies including vacuum cleaners, mops, brooms, irons, and ironing boards are available for use. These items can be signed out by contacting your RA, Residence Manager, or Residence Caretaker. Cleaning supplies are each resident's responsibility.

ROOM ENTRY

Residents are entitled to reasonable rights of privacy, yet Residents are not granted exclusive possession to their rooms. Authorized personnel of the College and/or Residence Team may enter your room for reasons of health, safety or general welfare, to make necessary repairs to the room and room equipment, or to inspect the premises for suspected breaks of any applicable rules or regulations of the Residence of College. Advance notice, when possible, will be given.

STORAGE

The Residence has some storage for suitcases, storage boxes, etc, however, this space is not suitable for personal possessions of any value or for furniture. If you would like to store an item please contact your RA or the Residence Manager to make arrangements and ensure that your items are sealed and labeled with current identification tags. Items that are not labeled or kept in storage for non-returning Residents will be removed and disposed of by the Residence Staff after June 30 each year. The College does not assume responsibility for lost, damaged, or stolen articles regardless of the cause. All personal items in storage rooms or in Resident's rooms should be covered by private insurance if this is a concern for you.

BICYCLES, LARGER EQUIPMENT STORAGE

By order of the Fire Department, bicycles, sports equipment, or other large items must not be stored in hallways, lounges, or other areas which impede safe exit from the Residence building. Larger items can be stored in the storage room during the off-season. Please see the Residence Office for assistance accessing a storage room and ensure your items are labelled with your name and room number.

INTERNET ACCESS

Each room contains an internet port to access the internet free of charge. The Residence is further equipped with a wireless network. Please note that bandwidth limitations interrupt internet service due to the extent of use at peak times, especially when an increase in video streaming through services such as Netflix are being used. The College is continually improving service, however, with 92 residents internet interruptions can occur.

CABLE

Each room is wired for basic cable. Your room does not include a television but you may bring your own to connect at no additional charge. Extended services can be arranged individually with the cable provider.

CAMPUS CAFETERIA

Hot meals, including breakfast, lunch, and dinner are served at the CNC Cafeteria. There are also microwave ovens available for re-heating meals. The cafeteria is where students will meet through the day, not only to eat, but to study. Daily specials are available. The menu can be seen in advance on the cafeteria website at www.cnc.bc.ca/foodservices. Vending machines are located on campus outside the cafeteria and in the first floor lounge of the Residence building.

Cafeteria hours:

Monday – Thursday 8:00 am to 6:00 pm

Fridays 8:00 am to 2:30 pm

Closed Saturdays and Sundays

BUS TRANSPORTATION

Bus stops are located on campus between the Residence and the Main Campus. Registered full-time CNC students receive a U-Pas (bus pass) from the Student Union office. Bus schedules are posted on the doors of the library and are available at the College Bookstore. A 'PG Transit' app is also available for download with schedules and maps. For more information on public transit call 250-563-0011 or visit the website www.transitbc.com/regions/prg.

PARKING

All parking at CNC is paid parking, including the parking at the Residence. Parking passes can be purchased at the Impark Office located in the main campus building. Parking metres are located in the Residence parking lot or inside other campus buildings to purchase short term parking passes. Please inform your guests that they must also pay for parking when they come to visit you.

Please note that there are no plug-ins available and running extension cords from your room to the parking lot is not permitted. During the winter months a battery booster is available at the Residence Office if needed.

FACILITY MAINTENANCE

Tending of lawns in the summer and removal of the snow in winter months is generally done outside of business hours across the campus. For Residents this means you can expect for some maintenance to occur later in the day and through the night. For example, snow clearing of parking lots must occur through the later evening and night when parking lots are empty and sprinkler systems water grass areas on automated timers and may or may occur during late hours depending on current conditions.

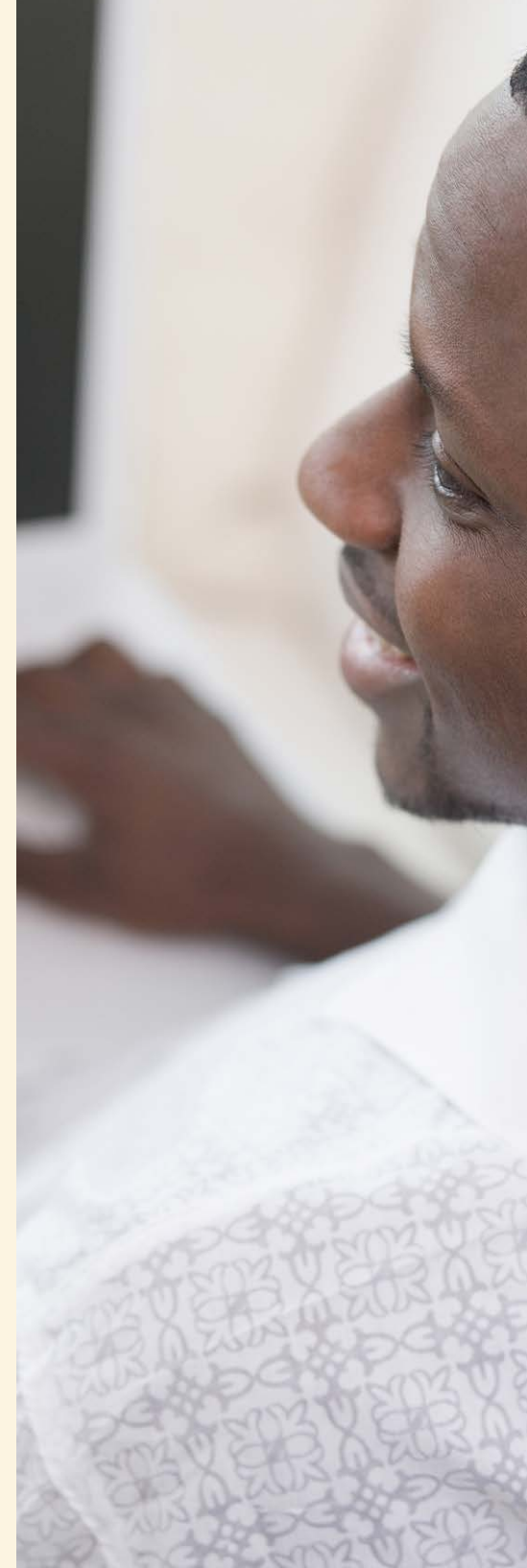
Please be assured that the Facilities Team is doing everything possible to minimize excessive noise during regularly posted quiet hours.

GOING GREEN AT THE CNC RESIDENCE

The following upgrades have been made in the Residence as part of the College's strategy to become more energy efficient and to reduce greenhouse gas emissions:

- Almost half of the rooms have hot water supplied by a solar hot water system
- Low-flow shower heads and tap aerators are in each of the showers and bathroom sinks to reduce water consumption
- Washing machines in laundry areas are set up for cold water wash only
- Bottle recycling is made available in the Residence lounges
- An electricity metre is now on site allowing for management and accurate tracking of electricity usage either by the day, week, or month

Little things make a huge impact. Watch bulletin boards posted throughout the campus to learn more about how you can be part of the Reduce, Reuse, and Recycle campaign. Turn off your lights, turn off your computers, turn down your thermostats, keep heating/air conditioning vents unobstructed, and keep shades down to keep rooms cool in the summer are just a few easy tips to use every day.





Restricted & prohibited activities

KEYS

All keys belong to the College and are considered high security keys. Copying or duplicating keys is prohibited. Residents may possess only those keys belonging to the College which were assigned at the time of moving in. Residents may not lend room keys to others.

All room keys have a 4-digit number on them. This number does not relate to the room number. For security purposes, please remove any tag indicating your room number once keys have been assigned to you.

ENTERING A ROOM OTHER THAN YOUR OWN

Illegal entry to both intent and means of access. An individual must have written permission to enter another's room and must do so without manipulating the lock, door, or window. If you have another Resident's key, you can only use it with their authority and you must return it to them immediately after its authorized use is complete.

LOCKS

Residents may not place any additional locks on any doors.

MUSICAL INSTRUMENTS

Musical instruments are permitted in Residence under the following conditions:

- Acoustic instruments without amplification and used in a manner that does not disturb other Residents.
- Electrical instruments that were equipped and used with headphones and used in a manner that does not disturb other Residents.

NOISE AND QUIET HOURS

The Residence, unlike a private dwelling, shares many common walls and spaces. Some reasonable living noise is to be expected. While absolute silence cannot be achieved, excessive noise is not permitted. Residents are expected to be considerate 24 hours a day, 7 days a week.

To ensure all Residents have the right to study and sleep without unnecessary disruptions, quiet hours have been established. Quiet hours are defined as those times during which Residents are prohibited from making any noise which may be heard in any room other than their own.

Quiet Hours

Sunday to Thursday 11:00 pm to 8:00 am

Friday and Saturday 1:00 am to 9:00 am

During exam periods, extended quiet hours are in effect. Residents who are not studying for exams are asked to take their activities off campus during this period.

SMOKING & NON-SMOKING AREAS

Under the CNC clean air policy all Residence common areas, such as main floor foyers, hallways, washrooms, staircases, and lounges are non-smoking. Smoking is not permitted in your room. You may smoke in the designated smoking areas on the College grounds or at least three metres from the Residence.

RESIDENCE PROPERTY

Removing furniture from common areas without permission of the Residence Manager is strictly prohibited. Willful damage to any Residence or personal property may result in eviction and recovery of all costs incurred by the College or parties harmed.

PROHIBITED AREAS

Individuals are not permitted on rooftops, in mechanical and furnace rooms, or in any other areas in the Residence designated as off limits to unauthorized personnel unless accompanied by Residence Staff. In addition, climbing or scaling the outside of the Residence is strictly prohibited.

FALSE INFORMATION

Students accepted in the Residence who have provided any false information on their application form may have their Residence License Agreement terminated resulting in eviction.

FIRE SAFETY EQUIPMENT

Exit signs, fire extinguishers, hoses, alarm bells, heat sensors, smoke detectors, and any

other fire safety equipment are necessary to protect Residents in case of fire. Using any fire equipment for any reason other than in an emergency situation for which it is designed is prohibited and may result in eviction.

GAMES

The playing of all active physical games on the walkways, in common areas, or in stairwells is prohibited. This includes floor hockey, football, Frisbee throwing, wrestling, skateboarding, etc.

PETS

Fish are permitted in Residence provided they are kept in an aquarium suitable for their needs and not exceeding 25 gallons. No other pets are permitted. This includes (but is not limited to) dogs, cats, reptiles, rabbits, turtles, hamsters, guinea pigs, ferrets, etc.

THROWING OBJECTS

Throwing objects off or out of the Residence building, either off walkways or down stairwells, is strictly prohibited.

VIOLENCE

All members of the Residence community are responsible for ensuring that their actions keep the residence environment free from violent or disruptive behavior. This can include, but is not limited to,

- bullying, damaging property, excessive swearing, or fighting
- sending obscene or harassing phone calls, text messages, or emails

- yelling at other Residents or Staff
- assault
- unreasonable disruption of the Residence environment
- unwanted communication or contact

All reports of incidents demonstrating violent behavior will be dealt with seriously. Those deemed responsible for such behavior may have their Residence License Agreement terminated, have charges filed with the RCMP and/or have the incident forwarded for review under the College's student discipline policy. If a Resident has been harmed, or appears in immediate danger of being harmed, the individual who appears responsible for this threat or harm may be suspended from, or relocated in the Residence, pending completion of an investigation by the Residence Manager and/or CNC Security.

In the event of any incident that requires urgency, the RA on shift in conjunction with CNC Security may undertake immediate action.

Any Resident who experiences or witnesses any type of threatening or violent behavior or who believes that someone in the Residence or someone affiliated with a Resident (such as a guest) may become violent should immediately report it a Residence Team Member or contact CNC Security.

WEAPONS & DANGEROUS GOODS

The possession, storage, use, or threatened use of weapons, ammunition, explosives, 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.

DRUGS (NON-MEDICINAL)

The possession, use, trafficking (including manufacturing, selling, giving, administering, transporting, sending, delivering, and distributing) or offering to do anything related to these activities with illegal drugs is prohibited and will result in eviction.

ASSESSMENTS & DISCIPLINARY ACTION

Assessments are charges for damage, loss of College property, and fines related to a breach of the Residence Community Standards as outlined in the Handbook. An assessment is not issued for normal wear and tear of the College property or of the equipment in your room. Assessments are issued if a shared or common area is damaged or requires excessive cleaning. Residents who are responsible for damage will be assessed for repair or replacement costs. Residents are also responsible for any damage caused by their guests. If an

individual comes forward immediately and accepts responsibility a reduction in the assessment may be considered. If the individual or individuals responsible are not known there will be a Common Area Assessment levied equally among all residents. If assessment charges are not cleared up within 72 hours a notice to vacate the Residence may be issued.

Incident Reports

If a Resident is in breach of the standards, covenants, or agreements the consequences may be one or more of the following depending on the severity of the contravention:

- Incident Report
- Probation Contract
- Fine (minimum \$50)
- Eviction

Multiple incidents may lead to termination of the Residence License Agreement and eviction. Accumulated incidents may be taken into account in the allocation and assignment of rooms at the beginning of a new semester.

Important Phone Numbers

EMERGENCY (FIRE, POLICE, AMBULANCE): 911

SECURITY – URGENT:

- Dial 200 on house phone by Residence Office
- Use red telephone mounted inside lower lounge back door to reach Security directly
- Press yellow button on any pay phone on campus to reach Security directly

CNC

General Inquiries.....250-562-2131 or 1-800-371-8111
 Health & Wellness Centre.....250-562-2131 ext 5377
 Security – non urgent.....250-561-5827
 Residence Office.....250-561-5849
 Student Union250-562-2131 ext 5852

EXTERNAL SERVICES

Crisis Line.....250-563-1214
 Nechako Medical Clinic (Spruceland)250-563-3399
 Police – Crime Stoppers1-800-222-8477
 Police – Non Emergency.....250-561-3300
 Poison Control Centre1-800-567-8911
 Suicide Distress Line.....1-800-784-2433
 University Hospital of Northern BC.....250-565-2000
 VictimLINK: 24 hour hotline.....1-800-563-0808

