

# SAINT MARY'S UNIVERSITY RESIDENCE HANDBOOK

[REVISED: 31 October 2024]





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# CONTACT US

DEPARTMENT OF HOUSING & CONFERENCE SERVICES (HOUSING & RESIDENCE OFFICE)

Department of Housing & Conference Services  
Saint Mary's University  
923 Robie Street  
Loyola Residence, Room 114  
Halifax, NS B3H 3C3  
Canada

Phone: 902.420.5598  
Email: [residence.housing@smu.ca](mailto:residence.housing@smu.ca)

LOYOLA RESIDENCE DESK

Loyola Residence Desk  
Loyola Residence  
Saint Mary's University



# LIVING IN RESIDENCE: A GUIDE TO THE SAINT MARY'S RESIDENCE COMMUNITY



# WELCOME

K Y'Wca Y'rc'GU]bhA UfmG'i b]j Yfg]miUbX'hY'GU]bhA UfmG'i fYg]XYbW'Wca a i b]mi

Not all learning happens in the classroom. An important part of university is experiencing life in residence. By living in fYg]XYbW'\Yfy'UhGU]bhA UfmG'gh XYbhg' [ Yhrc'\_bck 'dYcd'Y'Zca 'Ufci bX'hY'k'cfX'']b'U'WcgY-knit community, while experiencing life at the heart of the university.

Our residence community is a living-YUfb]b[ 'Wca a i b]mi hUhy! ]ghg'k ]h]b'hY''Uf[ Yf'I b]j Yfg]mG''YUfb]b[ zHYUW]b[ z'UbX' working community of students, faculty and staff, and we are committed to providing a civil and safe environment which is respectful of the rights, responsibilities, well-being and dignity of all. We are committed to creating a culture of respect and a campus environment free from oppression manifested in racism, sexism, homophobia, heterosexism, transphobia, ageism, ableism and other forms of systemic and social exclusion.

Our many residence choices allow you to select your living arrangements based on your unique needs. If you are new to university, find the perfect spot in one of our three furnished residence buildings on campus (located minutes away from downtown Halifax and the beautiful Atlantic Ocean). We also have graduate and family housing options.

SMU Dining (Aramark Higher Education), our campus food service provider here at Saint Mary's, offers full food services throughout the academic year. Choose a meal plan that suits your dietary needs and your budget.

H\]g'F Yg]XYbW' '< UbXVcc\_' ]g'XYg][ bYX'rc'ci h]bY'\ck 'k'Y''j] Y' ]b'fYg]XYbW'\Yfy'UhGU]bhA UfmG'UbX'rc'dfcj ]XY'Ubgk Yfg'Zcf'hY' questions you might have about the residence community. For more information, visit our [Housing & Residence website](#) or visit the Housing & Conferences Services office located in Loyola (LR114).

All the best for a safe and successful year!



# WHO'S WHO IN RESIDENCE

RESIDENCE STAFF







# RESIDENCE OPTIONS

## SINGLE STUDENT HOUSING

### Loyola Residence

Loyola is a 22-story high-rise building containing bot

SENIOR APARTMENTS





# RESIDENCE FEES

## RESIDENCE FEES

Residence room rates include: electricity, heat, hot water, janitorial service, access to user-pay laundry facilities, access to the campus wide network, unlimited internet access. Parking fees are extra.

Computers, patch cords, and linens are not provided. Apartment-style housing also includes a range and a refrigerator.

CURRENT RESIDENCE and MEAL PLAN RATES / FEES are available from the Housing & Residence Office and can also be found on the University website: <http://www.smu.ca/academics/tuition>



# RESIDENCE DINING & MEAL PLANS

## RESIDENCE DINING

All individuals residing in single and double rooms in Loyola North and Vanier Residences must purchase one of the University's main mandatory meal plans.

All residents of Rice and Loyola Senior Apartments are also required to purchase a minimum mandatory flex dollar plan to supplement their own cooking. Rice and Loyola Senior Apartment residents are also able to upgrade to other meal plans if they wish.

Flex dollars (where appropriate) can be used to purchase items at the other food establishments on campus. A meal card is issued in the amount originally purchased. Lost cards should be reported immediately to SMU Dining ([dining@smu.ca](mailto:dining@smu.ca)).

Our [Meal Plan policies](#) are available online: <https://smuca.campusdish.com/TermsAndConditions>

More information on food service options on campus is available online at: <https://smuca.campusdish.com/> and <https://www.smu.ca/campus-life/meal-plans-and-food-options.html>

### Key Features of Our Dining Plan:

Flex dollars are accepted at all food service outlets on campus.

You can obtain an update of the balance in your account at all cashier outlets.

Additional flex dollars may be purchased and added to your account via e-commerce or the SMU Dining Food Services Office (Loyola 207). Contact [dining@smu.ca](mailto:dining@smu.ca) or 902.420.5599 for more information.





Position on the wait-list is determined by the date and time the University receives the signed Wait-List Agreement and \$500 Residence Confirmation Deposit.

Once placed on the wait-





# RESIDENCE AGREEMENT & TERMS OF OCCUPANCY

## RESIDENCE AGREEMENT

The Residence Agreement is a rental contract between the student and the University outlining the student's obligations regarding the terms of occupancy, conduct, payment of fees, etc. Students under 19 years of age must have the Agreement signed by a parent or guardian.

Students may not be permitted to move into residence until they have completed and signed the Residence Agreement. If a student fails to sign a Residence Agreement, for whatever reason, prior to taking up residency, the terms and conditions as outlined in the Residence Handbook will be the basis of the rental contract between the University and the student. "Student" for the purpose of the Residence Agreement, refers to anyone attending an YXi WUjcbU` jbgfhi hcbzk \Yh.Yf`h]g'GU]bhA Ufmj' l b]iversity or another institution.

The Family & Graduate Housing Residence Agreement is distinct from the standard, single student housing Residence Agreement, including key differences in terms of occupancy periods, term, and withdrawal / refund policies. Individuals should be sure to closely read and understand their Residence Agreement.

## RESIDENCE PRIVILEGES

The University reserves the right to refuse an application for residence accommodation, to cancel / suspend residence privileges at any time and to reassign individuals to other rooms for reasons it deems appropriate.

## ELIGIBILITY

Students must be in full-time attendance at Saint Mary's University (or another approved post-secondary institution) in order to be eligible for residence accommodation. Students who are registered part-time may be considered for residence at the discretion of the Director. Students whose status changes from full-time to part-time, during the academic year must notify Housing & Residence.

## MOVE-IN SCHEDULE

Students who have been accepted for residence accommodation will be sent a schedule of move-in dates and times and they must plan to arrive according to this schedule. The university will not accept responsibility for students who arrive outside the scheduled dates and times and it is the student's responsibility to find and pay for temporary accommodations if required. Residence move-in usually takes place early in September (2-3 days before classes begin). Residence move-in



loss or damage to any possessions, however caused. Individuals are responsible for reporting stolen personal items to the Halifax Regional Police.

The University's policy does not assume liability on behalf of individuals or cover damage to or loss of personal property, however caused.

Questions to ask an insurance agent:

1. Am I covered under my parent's policy while I am away at school?
2. For what amount am I covered?
3. Are there any restrictions to this coverage?
4. Should I have additional coverage for any valuable items?

## OCCUPANCY PERIOD

With the exception of Family & Graduate Housing apartments, the occupancy period for each semester begins with the scheduled date and time for residence move-in and concludes 24 hours after each student's last examination according to the formal examination schedule prepared by the Registrar. Therefore, the occupancy period may be different for each individual student. The occupancy period extends for the entire academic year as per the 8-month Residence Agreement but does not include the holiday break stay-over period outlined below.

Individuals who fail to properly check out of their residence space at the appropriate time are subject to additional charges and fees, including, but not necessarily limited to, Failure to Depart charges, improper check out charges, and/or nightly tariffs.

The Family & Graduate Housing occupancy period is as noted in its specific Residence Agreement, though generally speaking Family & Graduate Housing occupancy periods run until July 31 of the following year.

## HOLIDAY / CHRISTMAS BREAK & STAY-OVERS

The occupancy period does not include the Holiday / Christmas break period.

Individuals in single student housing must apply for permission to remain in residence during the holiday break by completing a Stay-Over Request and submitting it by the noted deadline to Housing. Approved individuals are charged a stay-over fee via their student account. They may be required to temporarily move into a room other than the one assigned to them for the academic year. Students who apply to stay for holiday period after the posted deadline will be charged a late fee of \$75 in addition to the stay-over fee.

All students who are continuing

Individuals who fail to properly check out of their residence space at the appropriate time are subject to additional



# WITHDRAWING FROM RESIDENCE OR BREAKING A RESIDENCE AGREEMENT

## SINGLE STUDENT HOUSING

An individual who wishes to break their Residence Agreement and/or withdraw from residence must officially notify Housing in writing and complete the appropriate procedures and forms.

If applicable, the student must also confirm (in writing) that they have withdrawn academically from all of their classes. k ]hXfUK U...from their institution.

Individuals withdrawing from residence during the academic year must follow all check-out procedures outlined in the Residence Handbook (including appropriate cleaning, disposal of garbage, and return of keys / access cards).

Failure to properly follow check-out procedures may result in the student being charged applicable room and board fees for a period up to and including the entire academic year.

Individuals who withdraw from residence will be charged as follows:

- A) Individuals who withdraw and complete all necessary administrative requirements before their official move-in date in September will forfeit the \$500 deposit.
- B) Individuals who withdraw and complete all necessary administrative requirements after their official move-in date but before the first day of classes will forfeit the \$500 deposit and be charged for the nights they were in possession of their residence room.
- C) Individuals who withdraw and complete all necessary administrative requirements after their official move-in date AND are withdrawing from the University / their post-secondary institution altogether will forfeit the \$500 deposit and be charged for the nights they were in possession of their residence room.
- D) Individuals who withdraw and complete all necessary administrative requirements after their official move-in date AND remain academically enrolled at the University / their post-secondary institution will forfeit the \$500 deposit and be charged for the nights they were in possession of their residence room, as



# WHAT TO BRING TO RESIDENCE

Individuals should bring whatever they need to make it comfortable. Individuals are advised against bringing valuable possessions into residence. All personal belongings should be insured.

## SOME SUGGESTED PERSONAL ITEMS:

- Personal ID
- Masks (for COVID-19 prevention)
- Cell phone / mobile phone
- University documents
- Warm clothing
- Rain gear
- Towels and face cloths
- Bathrobe



# ITEMS NOT PERMITTED IN RESIDENCE

## ITEMS PROHIBITED IN OUR RESIDENCE COMMUNITY INCLUDE:

Animals / pets (including fish)

Weapons (including but not limited to firearms, BB guns, air pistols / rifles, pellet guns, paint guns, ammunition, hunting / exotic knives, swords, archery equipment, target pistols, machetes, etc.), replica weapons, or toy weapons

Explosive devices, propane canisters, flammable liquids or other hazardous substances

Hate symbols or items (including, but not limited to, Nazi paraphernalia, Confederate flags, etc.)

Waterbeds, dishwashers, clothes washers and dryers

Real / live Christmas Trees and large tree lights (fire-retardant, artificial trees and mini-lights are acceptable)

Candles, lanterns, incense, and other incendiary materials or sources of open flame

Heated scent-producing device / products (i.e. Scensty warmers and the like)

Rugs and carpets

Drapes, furniture and / or personal items that interfere with heating systems

IN ROOMS WITHOUT COOKING FACILITIES: electrical kitchen appliances, including but not limited to hot plates, toasters, electric frying pans, air fryers, deep fryers, toaster ovens, grills, rice cookers, instapots, etc. (Kettles with automatic shutoff switches and microwave ovens are permitted.)

Electric heaters

Halogen lamps

Milk crates

Shopping carts

E-Bikes / E-Scooters / Scooters

SINGLE STUDENT HOUSING: soft-covered furniture

Wooden blocks or other bed-raising apparatus

IN LOYOLA and VANIER: Refrigerators of more than 5.2 cubic feet in size

Aerials and /



# MOVING IN & MOVING OUT







# GETTING ALONG WITH OTHERS IN RESIDENCE

## ROOMMATE / SUITEMATE CONFLICTS & MEDIATION

It is expected that roommates / suitemates will communicate with each openly and respectfully to establish guidelines and address any issues that occur or begin to develop.

However, sometimes roommates / suitemates find it awkward or uncomfortable to speak directly to their roommate about issues that are occurring in their room or on the floor.

The mediation process is a great way for roommates to address their concerns directly and respectfully with each



# RESIDENCE FACILITIES, SERVICES & MAINTENANCE

## BARBER SHOP & BEAUTY SALON

There are both a barber shop and a beauty salon located in Henn Alley / the residence complex. Both are open to all members of the campus community as well as the general public.

## CABLE TV

Televisions and appropriate cables are provided within Loyola and Vanier lounges for use by residents of the floor. Cable TV is not provided in individual rooms.

## CUSTODIAL / CLEANING SERVICES

The University's custodial / cleaning staff maintains all stair areas, common hallways, the general cleaning of all floor lounges, and the weekly scouring of bathrooms (with the exception of apartment units in the Rice Residence and the Senior Apartments in Vanier and Loyola residences, which are self-contained).

Individuals are responsible for their own rooms; in suites, occupants are responsible for the day-to-day tidiness of the hall and bathroom. Refuse, scraps, and garbage are to be properly separated, bound / bagged, and recycled or deposited in the garbage chute provided on each floor as appropriate.

## DAYCARE / CHILD CARE

## DECORATIONS, WALLS & GLASS SURFACES

No part of the premises may be painted, wallpapered, or permanently decorated without the written consent of the Housing & Conference Services. This includes a prohibition on products such as canned / spray snow, etc.

Decorating of common areas (including lounges and hallways) with Halloween, Christmas, or other such holiday / event decorations normally NOT permitted due to fire safety considerations. Any decorations, IF approved by administration, must be removed / disposed of in a timely fashion by the individuals involved with putting them up.

Decorations and/or signage should not be placed on or affixed to glass surfaces (such as lounge or suite door windows, glass / windows in common areas, or glass in doors). This includes, but is not limited to, tape, notices, decals, decorations, or any other items.

Only approved adhesive poster strips and adhesive hooks may be used. To ensure that wall and door surfaces are not damaged, tape, nails, screws, tacks, staples or pins are not permitted.

## INTERNET & CAMPUS COMPUTER NETWORK

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Residents must supply their own computer and required cords. Users are required to register their computer's Ethernet card MAC address with the University's Enterprise Information Technology Department (EIT). Wireless Internet





## ROOM CHECKS

To make sure that a proper standard of cleanliness is maintained in residence rooms, room checks can be expected without prior warning to the occupants. Disciplinary action may ensue from an unsatisfactory report being received by the Director, Housing & Conference Services. Students will be assessed cleaning charges when University staff must clean rooms left in an unsatisfactory condition.

## ROOM ENTRY POLICY / GUIDELINES

To ensure the safety and security of individuals, as well as University property, and to effectively respond to maintenance and / or other requests for service it is sometimes necessary for University staff (including Department of Housing & Conference Services staff) to enter rooms and / or bed spaces.

Normally, whenever possible, 24-hour advance notice of room / apartment / bed space entry will be provided to individuals.

However, University staff may enter a room / apartment / bed space without prior notice under the following circumstances:

# RECEIVING MAIL IN RESIDENCE

## MAIL SERVICE

The Residence Mailroom is located in Henn Alley. Mailroom hours of operation are posted outside the mailroom.

The Residence Mailroom is NOT able to accept any mail, packages, or other items that require a 19+ signature. Anything delivered to the Residence Mailroom requiring a 19+ signature will be immediately returned to sender. The Residence Mailroom / Housing Office / Loyola Residence Desk / University are NOT able to accept any delivered items, perishable mail, packages, or other deliveries / items (such as prepared meal boxes, flowers, etc.).

Normally, we are not able to hold or forward mail for individuals after they have checked out of residence. Before checking out of residence, individuals should make sure they have provided a forwarding mail address to anyone who needs it and / or redirected mail and parcels appropriately. In some cases, arrangements to hold mail for a short period of time may be made, for an additional charge.

The Residence Mailroom can be reached via email : [Residence.Mailroom@smu.ca](mailto:Residence.Mailroom@smu.ca).

## MAILING ADDRESSES

The mailing address for students in all three residences is:

Full Name  
Room #, Residence / Building Name  
Saint Mary's University  
923 Robie Street  
Halifax, NS B3H 3C3

Individuals must ensure that mail is properly addressed. Improperly or incorrectly addressed mail, including mail addressed to individuals not currently listed as living in residence, will be returned to sender.

## AMAZON ORDERS

Individuals ordering from Amazon must have their Amazon orders shipped to the Amazon Hub Locker location here on the Saint Mary's campus. They cannot be shipped / processed via the regular Residence Mailroom. Our Amazon Hub Locker is located by the Rice Residence Entrance on Gorsebrook Avenue. This shipping option is available when checking out with Amazon.

## COURIERS & DELIVERY SERVICES

Packages and deliveries from couriers (FedEx, UPS, DHL, Intelcom, etc.) must be collected directly from the courier or delivery service by the resident receiving them. Individuals should ensure they have provided a phone number to the courier or delivery service (so they can be contacted by delivery personal) and courier-delivered items are able to be picked up immediately at the time of delivery from the courier / delivery service by the resident in question. If a resident is unable to accept their courier delivery at the time it arrives at the residence complex, the resident and the courier will have to make alternate arrangements for a new delivery time.





The Residence Mailroom / Housing Office / Loyola Residence Desk / University Mailroom are NOT able to accept any delivery service or courier-delivered items.

#### TRACKING YOUR MAIL

Please note: even if a parcel is listed as having arrived on campus according to a tracking number, it may not be available at the residence mailroom until the next business day.



# RESIDENCE COMMUNITY: PROGRAMMING, EVENTS & ACTIVITIES

## RESIDENCE LIFE PROGRAMMING

Res Life offers various programs and events to engage students to participate in our community. You can learn more about programming on the [Residence Life website](#).

Residence Life encourages students to come up with ideas and participate in helping residence to make your experience the best it can be! Please contact [residence.programming@smu.ca](mailto:residence.programming@smu.ca) to share your ideas.

## RES TOP 5

Students are also sent a three times weekly email called Res Top 5. Res Top 5 provides students with pertinent other student relevant information. Messaging similar to our poster campaigns are sure to be carried through Res Top 5 with links to informational videos of the main issues facing students.

## RESIDENCE LIFE SOCIAL MEDIA

Residence Life currently operates a number of social media accounts. Students most often interact with our social media pages to stay updated about programs, see pictures from events and participate in contests.

Facebook:	Saint Mary's University Residence Life
Instagram:	smureshfx
Snapchat:	smureslife



# LEADERSHIP & INVOLVEMENT OPPORTUNITIES

## LEADERSHIP & INVOLVEMENT OPPORTUNITIES

Residence Life offers many ways to get involved! Beyond the programs we create we believe in giving students the opportunity to build their own! Peer-to-peer learning can be some of the most effective so we have designed two programs where students can create their own programs and chose their level of involvement.

## RESIDENCE COMMITTEES

Residence Committees are for students who are looking to get involved in a residence leadership position in campus. Committees are great for your resume or getting campus experience to transition into other leadership roles on campus in future years.

The Multicultural Committee and RainBEAU Committee engage students. The Multicultural Committee and RainBEAU Committee organize a diverse series of events for the Residence community. These committees recruit executive staff positions along with regular members at the beginning of the Fall, but new members are welcome to join throughout the year.

To contact any of the committees, email [residence.programming@smu.ca](mailto:residence.programming@smu.ca).

## STUDENT LEADERSHIP EMPLOYMENT OPPORTUNITIES

Housing & Conference Services and Residence Life also employ a large number of students in different student leadership roles. The two main student leadership employment opportunities available on campus are:

### Residence Assistants (RAs)

Residence Assistants (RAs) are senior student leaders who live in residence. RAs are carefully selected and receive extensive training in maintaining community standards, peer counselling, community programming development and crisis management.

RAs provide personal assistance to students, co-ordinate social and educational programs, explain and enforce policies and regulations, carry out various administrative tasks, and act as a liaison between students and residence administration. They aim to promote an atmosphere in residence that is fun, friendly, and fulfilling, while maintaining a degree of order and discipline. They also try to maintain a balance between a reasonably quiet environment for studying and sleep, and an atmosphere where students can relax and socialize. RAs distribute





If you discover a FIRE anywhere in the building:

1. Activate the nearest fire alarm pull station
2. Alert everyone in the area
3. Evacuate

PLEASE NOTE: The residences are fire-resistant buildings. If the corridor is filled with smoke, it is safer to remain in your apartment.



A cFY`]bZ:fa U]cb'cb'h\Y1 b]j Yfg]mg'A Ugg Bch]Z]Wh'cb'Gmg'Va z]bWl X]b[ 'Uj ]XYc'ci h]b]b[ 'k \Uh]bX]j ]Xi U'g'g\ci 'X'Xc` in the event they hear a mass notification message while on campus, is available on the Emergency Management section of the University website: <http://www.smu.ca/about/emergency-management.html>.

#### INCLEMENT / SEVERE WEATHER, POWER OUTAGES & OTHER INCIDENTS

In instances of inclement / severe weather or power outages, information is available from the University website ([www.smu.ca](http://www.smu.ca)), as well as the following closure hotlines:

Student Closure Hotline: 902.491.6263  
Staff / Faculty Closure Hotline: 902.491.6264

#### LAW ENFORCEMENT

In situations where criminal activity which places University property and / or the personal safety of students and staff at risk is alleged to have taken place / is taking place in residence, the Department of Housing & Conference Services reserves the right to invite the Halifax Regional Police into residence to investigate matters and / or to detain suspects. The Department of Housing & Conference Services, on behalf of the University, also reserves the right to prosecute cases in either a criminal court of law, through the University's student conduct system, or both at the same time.

Incident Reports completed by students may be provided to the Halifax Regional Police and/or the Student Discipline Board at the discretion of the Director. Once submitted, confidential statements / incident reports become the property of Saint Mary's University and will not be returned. Copies of original will not be provided and it is incumbent upon the report writer to ensure they have a copy before handing in their report.

#### LOCK OUTS / OCCUPANT ACCESS

As staff resources and time allow, residence security staff will unlock the door of a room / apartment or building for the officially-listed occupant of the bed space (or building) in question ONLY. To have a door unlocked and be granted entry / re-entry, individuals must be officially registered and listed as currently living in the room / apartment or building in question and must be able to provide ID to confirm their identity. Individuals must also complete the Occupant Access Request Form.

The first two instances involving residence security staff unlocking a room / apartment or building for an individual will be without charge; all subsequent instances will result in a \$10 Lock-Out / Occupant Access Fee.

#### PRIVATE PROPERTY

Given the residence complex is private property, the Department of Housing & Conference Services retains the right to refuse entry to visitors, guests, and non-residents who are intoxicated / impaired or who might reasonably be considered a safety or security concern to the residence community.

The Department of Housing & Conference Services also reserves the right to limit the number of visitors and / or











# POLICIES & REGULATIONS

## ACCEPTABLE STANDARDS

When clothing, banners, posters, audio-visual Y`Ya Yblyž YH`UFY`UggcW





to, inspections by University, staff, fines / cost recovery charges, and/or other remedial measures as deemed necessary.

Refuse, scraps, and garbage are to be properly separated, bound / bagged, and recycled or deposited in the garbage chutes provided on each floor as appropriate.

COOPERATION WITH UNIVERSITY POLICE



items are applied to painted surfaces within a room or apartment, a \$2 assessment will result for each item found to be used. Failure to remove these items will result in additional \$2 fines. This assessment is over and above any damage to the room caused by the use of the prohibited item.

For fire safety reasons, nothing may be attached to ceilings, light fixtures, sprinkler heads, or overhead pipes.

#### DIVERSITY, INCLUSION & ANTI-OPPRESSION

We are committed to creating a culture of respect and a campus environment free from oppression manifested in racism, sexism, homophobia, heterosexism, transphobia, ageism, ableism and other forms of systemic and social exclusion. If it is determined an individual has engaged in behaviour and/or actions inconsistent with the above noted commitments, they will be subject to disciplinary outcomes, and their Residence Agreement may be terminated. In extreme circumstances, a case may be referred for review under the University Code of Student Conduct.

#### DRUGS & ILLEGAL SUBSTANCES

Trafficking, use, promotion, or possession of illegal drugs is a criminal offense and will not be tolerated on university property, including residences, either indoors or out. Any unsafe practice involving prescription medications / drugs is also prohibited.

Reasonable belief of either use or possession of illegal drugs or any unsafe practice involving prescription medications / drugs in our residence community will result in disciplinary outcomes. For the purposes of this policy, a distinct odour of illegal drugs is considered sufficient proof a violation of the policy has occurred.

Possible outcomes include, but are not limited to: behavioural contracts, fines, residence transfers, report to Halifax Regional Police, and / or removals from residence.

Noted below are the minimum outcomes related to drug & illegal substance violations:

A first offence will result in a written warning, a \$150 fine, and an opportunity for educational module completion. If desired, students may request to meet with an administrator.

A second offence will result in a mandatory meeting with the Assistant Director, Residence Services, an additional \$250 fine, residence probation, and may result in a residence transfer.

## ELEVATORS

The number of individuals permitted to use the elevators at any given time in both Rice and Loyola Residences may be limited, as noted by signage posted in elevators and in elevator lobbies. All individuals are expected to adhere to these posted elevator occupancy limits.

## EMOTIONAL SUPPORT ANIMALS

Emotional Support Animals (ESAs) are not permitted in residence buildings. The only approved animals are service dogs as defined and certified under the provincial Service Dog Act, which is detailed on Nova Scotia's website: <https://novascotia.ca/servicedogs/>.

We advise prospective residents to ensure their service dog meets the specific provincial guidelines / definitions as outlined at the aforementioned website. They can then forward the copies of the specific certification documents to our offices (ASAP in terms of their residence application process), and staff will follow-up with them.

## EVENT & FUNDRAISERS

All events or fundraisers associated with the residence community in any way (taking place either on-campus or off-campus) must be approved in advance by the Director or their designate, and must be in keeping with University and residence community principles and policies.

## FIRE SAFETY & EMERGENCIES

Violations of these laws and regulations may result in criminal charges. Office of the Fire Marshall.

Tampering with fire equipment, including but not limited to, smoke detectors, fire extinguishers, sprinklers, and emergency exits will result in fines and / or other disciplinary outcomes. False, malicious, or prank alarms will not be tolerated and will result in disciplinary outcomes, including fines.

All charges and/or fines levied by the fire department for false alarms will be passed along to individuals deemed responsible by administration. These fines are in addition to any university outcomes.





Individuals are not permitted to change or manipulate door locks, or install additional locking mechanisms or deadbolts on any University door. Issued keys and access card are for the use of the room/apartment occupant and are not permitted to be provided to or used by others.

#### LOUNGES & COMMON AREAS

It is the responsibility of individuals to maintain a reasonable level of cleanliness in lounges and common areas by disposing or recycling personal trash. If a lounge or common area is vandalized or an appropriate level of cleanliness is not maintained, the lounge may be closed and disciplinary outcomes / action may follow.

Failure to keep bathrooms, hallways and shared living areas clean may result in disciplinary outcomes. Continued disregard for this policy will result in fines.

#### NOISE & QUIET HOURS

Residence Community is committed to ensuring that standards governing noise levels are maintained for the benefit of all individuals. Individuals should avoid disturbing others at all times; the right to reasonable peace and quiet supersedes the right to make noise. All individuals are expected to respect both the spirit and the terms of the policy.

All noise including, but not necessarily limited to, that of stereos, radios, TVs, musical instruments, and all conversations must be self-contained / not be audible beyond student rooms. Violations will result in disciplinary outcomes and may include a request to store or remove speakers, equipment, etc. from a residence room.

Sub woofers are prohibited in all residence rooms. Both in common areas and in residence rooms.

Residence QUIET HOURS are as follows: Sunday to Thursday: 10:00 pm to 8:00 am; Friday to Saturday: 12:00 midnight to 8:00 am; Exam Period: 24-hour QUIET.

#### OFF-CAMPUS BEHAVIOUR

Students are expected to behave responsibly while on campus, as well as off-campus in accordance with the Code of Student Conduct. Individuals must adhere to the Code of Student Conduct.



## PROHIBITED AREAS

For safety reasons, there are areas in residence buildings where individuals are not permitted access. These areas include mechanical, electrical, and maintenance rooms; rooftops; and some dining hall related spaces such as kitchens.

## PROHIBITED ITEMS

Items prohibited in our Residence Community include:

Animals / pets (i



Individuals are permitted to photograph or otherwise record within their assigned rooms with the expressed permission of all subjects.

#### SCENT-FREE POLICY

Although the University strives to promote a scent-free environment in classrooms, individuals must be aware that the University cannot provide a completely scent-free environment within residence. However, individuals are encouraged to be respectful when using scented products and / or to refrain from wearing scented products in common areas such as lounges.

#### SERVICE DOGS

Pets and Emotional Support Animals (ESAs) are not permitted in residence buildings. Special permission will be granted for service / working animals by the Director, Housing & Conference Services or their designate.

Specific guidelines, definitions, and regulations that apply in this regard. Of particular importance for individuals is the fact that we are only able to accommodate service dogs as defined and certified under the provincial Service Dogs Act. For more information, please visit the provincial website at <https://novascotia.ca/servicedogs/>.

We advise prospective residents to ensure their service dog meets the specific provincial guidelines / definitions as outlined at the aforementioned website. They can then forward the copies of the specific certification documents to our offices (ASAP in terms of their residence application process), and staff will follow-up with them.

#### SEXUAL VIOLENCE

Housing & Conference Services (H&CS) is committed to upholding the [University of Saint Mary's Harassment Policy](#).

[Information on the policy, support, and resources](#) is available on our website.



use of scooters is not permitted in residence. Sports may be played in a number of designated areas on campus. Loyola Desk staff, your RC, or RA can be consulted for more information in this regard.

#### SUB-LETTING

Sub-letting of residence accommodation and/or spaces is strictly prohibited. Regardless of the circumstances, the housing of an additional roommate or sub-letter will not be permitted.

#### TAILGATING / FRAUDULENT ENTRY

Tailgating and / or fraudulently gaining or attempting to gain entry to another residence room or building is not permitted.

#### THEFT

Theft of any sort is not tolerated in our Residence Community. Individuals are not permitted to take possession of, use / misuse, and/or be in possession of property that is not their own. Individuals are also not permitted to deface, destroy, and/or dispose of property that is not their own.

#### VIOLENCE

Violence, physical or otherwise, is not tolerated in our Residence Community. Ignorance, anger, alcohol, or substance abuse will not be accepted as an excuse for instances of violence. If it is determined an individual has engaged in violent behaviour, they will be subject to disciplinary outcomes, as deemed appropriate by residence staff, and their Residence Agreement may be terminated. In extreme circumstances, a case may be referred for review under the University Code of Student Conduct.

#### WINDOWS

Window screens and window stops must remain in place at all times. A minimum fine of \$150 will be levied against the occupant(s), and additional disciplinary outcomes, including removal from residence may result. Tampering with windows or screens, or climbing on roofs, are safety hazards and will result in immediate disciplinary outcomes.

Under no circumstances should individuals throw or allow any object to drop from a window; throwing, dropping or ejecting any object from or at a residence building is prohibited.



# PROCESSES & OUTCOMES

## GENERAL OVERVIEW

Violations of the Residence Code of Conduct are normally dealt with by residence staff

- In response to either specific incidents or patterns of inappropriate behaviour, an individual may be

# APPEALS & REVIEWS

## APPEALS: AN INTRODUCTION

Disciplinary outcomes may only be appealed once, on specific grounds, as outlined below. It is important to note that appeal will result in one of three outcomes:

1. THE ORIGINAL DECISION / OUTCOME IS UPHeld,
2. THE ORIGINAL DECISION / OUTCOME IS OVERTURNED, or
3. THE ORIGINAL DECISION / OUTCOME IS MODIFIED, WHICH MAY INCLUDE AN INCREASE IN AN

ALL written appeal submissions MUST clearly identify the specific ground(s) on which the appeal is being requested and provide supporting detail / documentation in order to be considered. Individuals are entitled to have a person of their choice (for example, a friend or an advocate) accompany them to any disciplinary or appeal meetings.

## APPEAL GUIDELINES & PERMISSABLE GROUNDS FOR APPEAL



# IMPORTANT PHONE NUMBERS

## EMERGENCY NUMBERS

Loyola Residence Desk	902.420.5591
University Security (Emergency)	902.420.5000 / 5000
Fire	911
Police	911
Ambulance	911

## UNIVERSITY SERVICES & DEPARTMENTS

Campus Bookstore / SMUshop	902.420.5562
Career Services	902.420.5761
Conference Services	902.420.5486
Conflict Resolution Advisor	902.420.5113
The Counselling Centre	902.420.5615
EIT Help Desk	902.496.8111
Facilities Management	902.420.5572
Fred Smithers Centre	



# RESIDENCE AGREEMENTS

# SINGLE STUDENT HOUSING RESIDENCE AGREEMENT

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SAINT MARY'S UNIVERSITY RESIDENCE AGREEMENT (September 20XX - April 20XX)

SAINT MARY'S UNIVERSITY, a body corporate with head office in Halifax, Nova Scotia, hereinafter referred to as the "UNIVERSITY"; and  
(Name) \_\_\_\_\_ (Student Number) A \_\_\_\_\_, hereinafter referred to as "Student", as outlined in the covenant and agree together  
that:

1. The University will rent to the Student and the Student will rent from the University, accommodation (hereinafter called the "rented premises") for the entire September 20XX † April 20XX academic year (as defined in the 20XX † 20XX Academic Calendar) and according to the Residence occupancy period as outlined in the online Residence Handbook (<https://www.smu.ca/student-life/residence-handbook.html>). The Student is hereby advised that this agreement does not entitle the Student to occupy the rented premises during the Holiday Break as set by the University.
2. H.Y' Gh XYbhUW\_bck`YX[ Yg UWWgg`hc`hY`GU]bhA Ufmjg 1 b]j Yfg]m5WXYa ]W7 UYbXUf`f<http://www.smu.ca/academics/academic-calendar.html>), and having read the online Residence Handbook, and agrees to be bound by all of the rules and regulations contained therein relating to occupying the rented premises in Student residences, whether or not those rules and guidelines have been formally approved as of this date by the University. In particular, the Student is obligated in accordance with the provisions of the Residence Handbook:
  - i) to keep the rented premises clean;
  - ii) to avoid nuisance and disturbance to other occupants of similar rented premises;
  - iii) to assume the cost of repairs, cleaning or damage to the rented premises due to accidents, negligence or wilful misconduct of the Student or anyone permitted by the Student to enter the premises;
  - iv) to allow entry to the rented premises by authorized employees of the University in accordance with the room entry policy detailed in the Residence Handbook;
  - v) to follow procedures with respect to occupation and termination of room occupancy as described in this document and in the Academic Calendar and Residence Handbook.

The Student acknowledges that breach of any of the rules and regulations contained in the Academic Calendar or the Residence Handbook or any breach of any term of this Agreement will entitle the University to immediately terminate this Residence Agreement and upon termination the Student will vacate the premises immediately or as directed or within such time period as may be directed by the University.

3. The Student shall select a meal plan (where applicable) and shall pay to the University the sum of money for meals and the rented premises outlined in the schedule of residence and meal plan fees in the 20XX † 20XX Academic Calendar (the 20XX † 20XX fees are posted at <http://www.smu.ca/academics/residence-and-meal-plans.html>). The fees are due and payable according to the schedule outlined in the Academic Calendar.
4. H.Y' Gh XYbha i ghVY Ybfc`YX`]b`W6i fgYg'cZ]bgfri W]cb`UhGU]bhA Ufmjg 1 b]j Yfg]micf`Ubch.Yf`Uddfj YX`dcghsecondary institution under whose auspices

- iii. Individuals who withdraw and complete all necessary administrative requirements after their official move-in date AND are withdrawing from the University / their post-secondary institution altogether will forfeit the \$500 deposit and be charged for the nights they were in possession of their residence room.
- iv. Individuals who withdraw and complete all necessary administrative requirements after their official move-in date AND remain academically enrolled at the University / post-secondary institution will forfeit the \$500 deposit and be charged for the nights they were in possession of their residence room, as well as an additional 60 billable nights\*. (\*Up to and including the entire term of the Residence Agreement and not exceeding it.)

No pro-rated refund of residence fees will be issued after the last day of classes in a term. Individuals who fail to properly withdraw are subject to Improper Withdrawal Charges. ALL individuals who withdraw from residence and complete the necessary administrative requirements are eligible for a refund of the mandatory meal plan in accordance with the Meal Plan policies.

- 6. The Student shall not assign or sublet all or any part of the rented premises to any other person.
- 7.



# FAMILY & GRADUATE HOUSING RESIDENCE AGREEMENT

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THIS RESIDENCE AGREEMENT, entered into on «CHECKINDATE».

BETWEEN

SAINT MARY'S UNIVERSITY

fK YfY]bUZf VW`YX`hY', I b] Yfg]mİ

OF THE FIRST PART

RESIDENT NAME(S)

fK YfY]bUZf VW`YX`hY', F Yg]X Ybhİ

THE SECOND PART

WITNESS that in consideration of the rents, covenants, and agreements hereinafter contained, the parties hereto covenant and agree as follows:

LEASE OF PREMISES, H Y I b] Yfg]m Xc Yg`f Ybhİc`h Y F Yg]X Ybhİz`Ub`Ud Ufİa` Ybhİz`fa` ]b[ `d Ufİc ZGU]bhA Ufİg] I b] Yfg]m g] : Ua ]m Ub X ; fUXİ UfY` <ci g]b[ ` situated on ; c f g Y V f c c \_ 5 j Y b i Y ] b` h Y` < U ] Z U ] F Y [ ] c b U` A i b ] V d U ] m f h Y , 6 i ] X ] b [ . E \_ b c k b` U g 5 d U f İ a` Y b hİ «Description»



- (3) ensure the University has an up-to-date method of communication with the Resident;
- (4) use the Premises as a private residence and for no other purpose;
- (5) maintain the Premises in good tenantable repair, reasonable wear and tear excepted;
- (6) permit the University and their agents with or without workmen and others and with all necessary equipment to enter and examine the condition of the Premises;
- (7) conduct repairs according to notice in writing given by the University, reasonable wear and tear excepted;
- (8) maintain the stove, refrigerator, and electric lighting fixtures in good condition and repair, and to return them to the University in good condition and repair on the expiration or prior termination of this Residence Agreement;
- (9) give to the University prompt written notice of all accidents to or defects in the water pipes, heating apparatus, electric lights, and wires, and also of all accidents to and defects in the refrigerator, stove, and other appliances provided by the University;
- (10) return the Premises at the end of the Term in the same state of repair and condition as at the beginning of the Term, reasonable wear and tear excluded;
- (11) not to do or permit anything be done whereby the policy of insurance on the Premises may become void or voidable or whereby the rate of premium thereof may be increased, and to repay to the University on demand all sums paid by way of increased premiums and all expenses incurred by the University in connection with any renewal or replacement of the policy rendered necessary by breach of this covenant;
- (12) not to make, or permit to be made, any alteration or addition to the Premises without first having submitted a plan or sufficient specification thereof to the University and obtained its written approval;
- (13) comply with all rules and regulations of the University and ensure that the Residents, occupants, and guests also comply with said rules and regulations, including but not limited to the rules and regulations contained in any and all Residence Handbooks (<https://www.smu.ca/student-life/residence-handbook.html>);
- (14) indemnify and hold harmless the University from all liabilities, fines, suits, claims, demands, and actions, of any kind for which the University shall or may become liable or suffer by reason of any breach, violation, or non-performance by the Resident of covenant, term or provision of this Residence Agreement or by reason of a death or injury resulting from, occasioned to or suffered by any person or any property by reason of the act, neglect or default on the part of the Resident, Occupants or guests including, but not limiting the generality of the foregoing all damage done by reason of water escaping from the Premises or causing damage to the Premises or from the use of defective electrical appliances or the careless use of electrical appliances. This indemnification shall survive the termination of the Residence Agreement;
- (15) not to assign sublet or part with possession of the Premises or any part of them without first obtaining the written consent of the University, which consent may be arbitrarily withheld;
- (16) the rules and regulations of the University (<https://www.smu.ca/student-life/residence-handbook.html>) with such variations, modifications, and additions as shall from time to time be made by the University, shall be observed by the Resident, Occupants, and guests, and all rules and regulations now or hereafter in force shall be read as forming part of the terms and conditions of this Residence Agreement as if they were embodied herein;
- (17) that all covenants in this Residence Agreement entered into by more than one Resident shall be construed as both joint and several;
- (18) to deliver to the University on the termination of the Residence Agreement, all keys and access cards to the Premises;

2.



- (a) the rent hereby reserved is at any time not paid when due, or
- (b) any sum which the Resident under any provision of this Residence Agreement has agreed to pay is not paid when due, or
- (c) the Term is taken in execution or the Resident becomes insolvent or bankrupt or makes an assignment for the benefit of creditors, or
- (d) the Resident does any act which may be deemed objectionable considering the character of the Premises, or does not observe, perform, and keep each of the covenants, provisions, stipulations, and conditions, rules and regulations contained in this Residence Agreement;
- (e) the Premises become vacant for a period of 30 days, or are used by any person other than the Resident or Occupants;

Then

- (a) the rent for the current month and the next three months will immediately become payable and the University may distrain for the rent and for all arrears then unpaid and the Term will at the option of the University immediately be determined and the University may without notice or any form of legal process forthwith retake possession of the Premises and remove the Resident's effects from them;
- (2) All notices under this Residence Agreement shall be in writing. Any notice to the Resident shall be sufficiently served if personally served, emailed, or mailed to the Resident at the Premises. Any notice to the University shall be sufficiently served if personally served, emailed to the University at [residence.housing@smu.ca](mailto:residence.housing@smu.ca), or mailed to the University at Housing & Conference Services, LR114, Loyola Building, GUJbhA Ufmjg1 bJ Yfg]mz<U]ZlI žBcj UGVčh]Uz6' <" 7' 'UbX'h.Y'XUW'cZfYVW]dhcZUmbch]W' a UJ]b[ 'g\U" VY' XYYa YX WčbWl gjvely three days after the mailing or emailing;
- (4) The expressions "University" and "Resident" used in this Residence Agreement, shall when the context requires include their respective



ACKNOWLEDGEMENT -



12.

Pests

The Resident agrees to immediately report all problems with pests. The Resident agrees not to attempt to treat any pest problems on their own.

13.

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