

# University of New Brunswick Fredericton Residence Division



**MAY  
2022-  
APRIL  
2023**

## RESIDENCE CONTRACT

Residence Life, Residence Facilities, and Residence Administration-  
Student Services

**Table of Contents**

INTRODUCTION..... 3

    Statement of Rights and Accompanying Responsibilities of the Individual within the Residence  
    Community ..... 4

    Summary of Contract..... 4

1.0 ADMINISTRATION ..... 4

    1.01 Binding Contract ..... 5

    1.02 Contract Term..... 5

    1.03 Residence Closure – Winter Holiday Break ..... 7

    1.04 Extended Stays and Summer Residence..... 7

    1.05 Additional Occupant..... 8

    1.06 Mandatory Meal Plan ..... 8

    1.07 Communications Agreement..... 8

    1.08 Eligibility..... 8

    1.09 Assignment Policy..... 9

    1.10 Compliance with Laws etc. .... 10

    1.11 Contract Changes..... 10

    1.12 Rates and Payment..... 11

    1.13 Cancellation of the Residence Contract After the Move-In Date..... 11

    1.14 Termination of the Residence Contract by the University ..... 12

    1.15 Vacating Your Accommodation ..... 13

    1.16 Abandoned Accommodation and Personal Property..... 13

    1.17 Assignment and Unauthorized Occupancy..... 13

    1.18 University’s and RL’s Performance ..... 13

    1.19 Liability..... 14

    1.20 Insurance ..... 14

    1.21 Damages and Administrative Costs ..... 15

    1.22 Room Entry ..... 15

    1.23 Arrivals ..... 15

    1.24 Early Arrivals ..... 15

    1.25 Late Arrivals ..... 15

    1.26 Delivery of Personal Property..... 15

    1.27 Non-residence Furniture and Appliances ..... 16

    1.28 Residence Owned Furniture and Appliances..... 16

1.29 Housekeeping/Cleaning/Damages .....	16
1.30 Repairs and Alterations .....	16
1.31 Pest Treatment .....	16
1.32 Construction and Maintenance .....	17
1.33 Storage.....	17
1.34 Room Changes.....	17
1.35 Transportation and Parking .....	18
1.36 Safety, Security and Lost Keys .....	18
1.37 Advertising/ Poster Policy/Businesses and Solicitation.....	18
1.38 Events/Group Activities/ Social Gatherings.....	19
1.39 Privacy.....	19
1.40 Communication .....	19
1.41 Vaccinations.....	19
<b>2.0 RESIDENCE COMMUNITY STANDARDS .....</b>	<b>20</b>
2.01 Purpose.....	20
2.02 Scope .....	20
2.03 Our Mission.....	20
2.04 Rights and Responsibilities of Residence Students .....	21
2.05 Residence Community Standards Violations.....	21
2.06 Equity, Diversity, Inclusion, and Indigeneity .....	21
2.07 Accommodations.....	22
2.08 Residence Life Community Standards .....	22
2.09 Alcohol.....	22
2.10 Cannabis .....	23
2.11 Illegal Drugs, Substances, or Activities .....	24
2.12 Guest Policy .....	25
2.13 Smoking .....	25
2.14 Respect and Consideration.....	26
2.15 Safety and Fire Prevention .....	28
2.16 Building Security .....	29
2.17 Dignity.....	30
2.18 Respect for Residence Property .....	31
2.19 Lockouts.....	32

3.0 UNB FOOD SERVICE .....	32
3.01 Dining Plans .....	32
3.02 Dining Cards.....	32
3.03 Dining Room Rules and Conduct .....	33
Useful Contact Information .....	34
Residence Life, Residence Facilities & Operations, and Residence Administration.....	35
Student Damage Cost Guide-Student Services.....	36
Residence Contract Acceptance Page .....	38

## INTRODUCTION

This University of New Brunswick Fredericton (UNBF) contract consists of three main sections: 1. Administration; 2. Residence Community Standards; 3. Residence Food Service. Although individual sections may be printed, displayed, or read separately, they are all part of the Residence Contract and apply to the following residences located on or in close proximity to the Fredericton campus of the University:

- Aitken
- Bridges
- Elizabeth Parr-Johnston
- Harrison
- Joy Kidd
- Lady Beaverbrook
- Lady Dunn
- MacKenzie
- McLeod
- Neill
- Neville/Jones
- Tibbits

Faculty and staff who wish to reside in residence are not eligible for residence governed by this Contract, but may apply for accommodations in Magee House, our family housing building, or in our Residence apartments. Students who wish to reside in residence with their children are also not eligible for residence governed by this Contract, but may apply for accommodations in Magee House, our family housing. Please email [mageehouse@unb.ca](mailto:mageehouse@unb.ca) for more information regarding Magee house (for families) or [resadmin@unb.ca](mailto:resadmin@unb.ca) for Residence apartments (graduate students, faculty or staff without children).

This is a legally binding agreement between you and the University as represented by Residence, the Residence Office, Residence Life within the department of Student Services (“Residence”, “RO”, “RL” or “Residence Life”). This document and your Residence Contract Acceptance (either completed through the application process or during the check-in process) , comprise the contractual agreement between you and the University (henceforward referred to as the “Contract”).

**Important for September 2022: Due to the uncertainty created by the COVID-19 pandemic, the University of New Brunswick reserves the right to delay residence occupancy or revoke residence accommodation offers completely.**

**In order to support the health and safety of residents from the spread of communicable diseases such as the COVID-19 virus, UNB Residence may develop and require residents to abide by certain requirements or precautions including but not limited to the wearing of face masks, collecting resident’s vaccine records, physical distancing, sign-in or tracking procedures, room capacity limits, limits to who can enter certain areas or buildings, limiting or restricting guests etc. Failure**

to abide by these will be deemed to be a material breach and may result in Termination of this Contract.

## Statement of Rights and Accompanying Responsibilities of the Individual within the Residence Community

The well-being of the Residence Community rests on the balance of the community's ability to meet the needs of the individual and vice versa. This balance is best achieved when all residents are aware of their rights and accompanying responsibilities to themselves, others and the community. The following guiding principles describe the rights and accompanying responsibilities of the individual within the residence community:

- All residents in the community can expect consideration and respect for their feelings and needs, and in return they have the responsibility to conduct themselves in a civil manner and to show respect for the rights of every other person in the community.
- All residents in the community can expect to live in an environment where their possessions and the communal space are shown respect by every other person.

## Summary of Contract

### Section 1.0 Administration

This section outlines administrative requirements, procedures, and important deadlines. The information contained here will answer many of your questions. For other questions or clarifications, please refer to <http://www.unb.ca/fredericton/residence/> or contact Residence Administration at (506) 453-4800 (additional contact information is listed in Appendix 1 of this Contract.)

### Section 2.0 Residence Community Standards

These two sections of this Contract define the standards of behaviour required of all residents and their guests while present on or about residence property (which includes but is not limited to all residence buildings and dining halls operated by the Residence Division including their parking lot, and surrounding grounds), and during all residence related events, even if the events occur off campus. Living with others in residence is different from living in a private apartment or house. What you may feel comfortable with in private may not be safe or appropriate in a shared residence environment that has a mandate to support the University's academic mission.

### Section 3.0 UNB Food Services

**Our Residence Dining Halls will operate for the 2022-2023 academic year but operations may be adjusted due to COVID-19 such as reduced occupancy, limited dining plans, and at times, mandatory take out options.**

- a) Students who reside in Aitken, Bridges, Harrison, Joy Kidd, Lady Beaverbrook, Lady Dunn, MacKenzie, McLeod, Neill, Neville/Jones, or Tibbits are required to purchase a residence meal/dining plan, each of which are referred to in this contract as a "Residence Meal Plan" or "Residence Dining Plan". Section 4, the UNB Food Services section of this contract, outlines the Residence Meal Plans, and the rules of conduct for the dining halls.
- b) Students who reside in Elizabeth Parr-Johnston are not required to purchase a dining plan but if available, may choose to purchase an optional meal plan which can be used in all residence dining halls. Applicable dining cash may be used at select retail shop outlets on campus.

## 1.0 ADMINISTRATION

### Interpretation of Terms

In this Contract:

The resident will be referred to as “you,” or “your,” “resident,” “residents,” “student,” or “students”; “Your accommodation,” “the accommodation”, “your room”, “your suite”, “your apartment” and “your unit” refer to the room identified on your Room Assignment, and may be amended from time to time by agreement and, in particular:

If you live in a one-bedroom suite, it refers to your entire living space; and

If you live in shared accommodations, it refers to your room and the living area you share with other residents. The living area that you share with other residents, together with your roommate or suitemate, and every other resident’s room is also referred to as your “unit” or “suite”;

An “assessment” means a bill for an amount, determined by the University, that you owe to the University on account of one of the following: any damage to, repair of, or loss of University property (including your keys) or extraordinary service, cleaning, administrative or other costs you, your designated roommate or any other of your guests cause to University residence facilities whether through accident, neglect or intent;

“Fees” means the residence fees plus all other sums, amounts, charges and monies payable by you to the University pursuant to this Contract, including, without limitation, all Residence Meal Plan fees if applicable, assessments, costs, interest, and amounts owing as a result of any breach of this Contract;

“Guest” refers to anyone who you accompany on, invite, accept, or admit to the residence property (which includes but is not limited to all residence buildings, parking lots and surrounding grounds):

“Move-In Date” means the date identified as such within this Contract or the Residence Acceptance, unless otherwise agreed by you and RL;

“Move-out Date” means the date identified as such within this Contract, unless otherwise agreed by you and RL;

“Residence fees” means the residence fees applicable to your accommodation, as set out in the fee payment schedule listed on the University’s website, which for greater certainty, include utilities, and high speed Internet; cable is provided in certain lounges, and in the living rooms of EPJ suites.

“University” and “UNB” mean The University of New Brunswick. Residence, a division of Student Services, is a department of the University and has the power to act on behalf of the University in respect to this Contract. References to Residence or RL refer to the University, acting through RL.

## 1.01 Binding Contract

By agreeing to the terms and conditions of the Residence Contract, you have accepted an offer from the University for accommodations in a student residence managed by the Residence Division. By accepting this offer and/or by moving into our residence accommodation, you have confirmed that you agree to comply with the terms and conditions outlined in this contract.

Prior to accepting your residence room offer you must agree to the terms and conditions of the Residence Contract. Prior to moving into your assigned accommodations, you must provide Emergency Contact information.

Even if you omit a step in the acceptance or move-in process, you agree that by taking possession of validly offered accommodations establishes a contract between you and RL on the terms and conditions set out in this Contract.

## 1.02 Contract Term

The Contract term commences at 9:00am on the Move-In Date and ends at 12:00pm on the Move-Out Date (and if applicable, when you have returned your residence keys), by which time you must have vacated and surrendered your accommodation to the University.

As set out in this Residence Contract, your accommodation occurs within one of the following sessions (each, a “Session”):

Fall Term only; Winter Term only; Summer Term only; Fall and Winter Term

These Terms take place during the following dates:

	Commencement Date (Also referred to as Move-In Date)	Residence Closed During Winter Holiday Break	End Date (Also referred to as Move-out Date)	Eligibility
<b>Fall and Winter Term</b>	<b>September 3rd for new students and September 6th for returning students unless otherwise advised.</b>	Students must vacate 24 hours after their final Fall Term exam but no later than the day after the final regular scheduled December exam at noon. All buildings will be closed through January 8, 2023 except Elizabeth Parr-Johnston.	Students must vacate 24 hours after their Winter Term final exam but no later than 12:00 noon on the day after the final regular scheduled Winter Term exam.	All students
<b>Fall Term only</b>	<b>September 3rd for new students and September 6th for returning students unless otherwise advised.</b>	N/A	Students must vacate 24 hours after their Fall Term final exam but no later than 12:00 noon on the day after the final regular scheduled Fall Term exam.	Students must be enrolled in a program requiring them to leave Fredericton for the Winter Term or are completing their academic programs and leaving the University at the end of the Fall Term. In both cases, documentation is required.
<b>Winter Term only</b>	<b>January 8th unless otherwise advised.</b>	N/A	Students must vacate 24 hours after their Winter Term final exam but no later than 12:00noon on the day after the final regular scheduled Winter Term exam.	All students

<b>Summer Term Only</b>	<b>May 9<sup>th</sup> unless otherwise advised or later with pre-approval from Residence.</b>	N/A	Students must vacate their Summer Term accommodation no later than August 19 <sup>th</sup> at noon unless transitioning to a Fall Term room assignment.	All students
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### 1.03 Residence Closure – Winter Holiday Break

If you reside in Aitken, Bridges, Harrison, Joy Kidd, Lady Beaverbrook, Lady Dunn, MacKenzie, McLeod, Neill, Neville/Jones, or Tibbits and have accepted accommodations for the Fall and Winter Terms, you must vacate your accommodation during the Winter Holiday Break. The Winter Holiday Break closure commences 24 hours after your final Fall Term exam, and no later than the day after the final regular scheduled Fall Term exam at 12 noon and ends at 12 noon on the Move-In day in January. During this period, you are not permitted to access or reside in your accommodation, nor are you permitted to access or reside in any other residence building during this time unless you have been approved for an extended stay (see section 1.04 for more information on extended stays). You are permitted to leave your possessions at your accommodation. If you fail to vacate your accommodation during this period then you are in breach of this Contract and the University will pursue its remedies pursuant to Section 1.14. Students staying in Elizabeth Parr-Johnston are not required to vacate their accommodations during the Winter Holiday Break.

### 1.04 Extended Stays and Summer Residence

#### **Winter Holiday Break (between Fall and Winter Term)**

Students that require accommodations for longer than 24 hours after their last exam of the Fall Term are required to complete an application for an extended stay. Details on how to apply for an extended stay will be provided to residents mid-semester. All Extended Stay applications for the winter holiday break will be granted for documented academic reasons or if the student's home or primary residence is outside of the Maritimes. The fees for the extended stay are separate and in addition to all fees associated with the Fall and Winter Terms. The Residence Office is closed over the holiday period and any student granted an extended stay for the winter holiday break, regardless of length of stay, will be charged the flat rate extended stay fee.

#### **Winter Term Extensions**

Students that require accommodations for longer than 24 hours after their last exam of the Winter Term, but not later than the date Residence closes for the Winter Term are required to complete an application for an extended stay. Details on how to apply for an extended stay will be provided to residents mid-semester. Winter Extended Stay Applications will only be approved for students for documented academic reasons, or for students who's home or primary residence is outside of the Maritimes, they are returning to this address immediately after leaving UNB and are unable to arrange travel for an earlier date/time. Students will be expected to provide supporting documentation from their academic faculty or supporting travel documentation. Winter Extended Stay Applications will not be approved for reasons outside of the reasons listed above. More specifically, extended stay requests will not be approved for any student moving from UNB residence to any location within the Maritimes, regardless of where their home or primary residence is located. The fees for the extended stay are separate and in addition to all fees associated with the Fall and Winter Terms.



## Summer Residence

Students wishing to stay in residence beyond the date that Residence closes for the academic year (anytime after the final exam date of the Winter Term and throughout the summer months) must submit a Summer Residence Application. Summer Residence fees apply to all students who stay in residence past their specific winter term check out date and in accordance with the summer fees as outlined on the UNB Residence website. Summer Residence is typically housed in our suite-style residence each year and, as such, most students will need to move from their academic year room into a different building and room for the summer months. This transition will typically occur within a week of academic year residence closing and will require students to pack up their belongings and move out of their academic year bedroom, return their old keys and sign out the keys for their new bedroom. At that time, the payment for Summer Residence fees are due. Students are charged Summer Residence fees beginning from their specific winter term check out date until either the date that a student moves out of residence, or in the case of students who has a confirmed room assignment in residence the following Fall, the fee end date is the date that Fall Term residence re-opens for returning students in the Fall. If you have any questions about Summer Residence, please contact us at 453-4800 or [resadmin@unb.ca](mailto:resadmin@unb.ca).

### 1.05 Additional Occupant

Additional occupants (others living full time with you) are not permitted. Students who wish to reside in residence with their family/partner/children are not eligible for residences governed by this Contract and may apply for accommodations in the University student family housing (Magee House).

### 1.06 Mandatory Meal Plan

If you reside at Aitken, Bridges, Harrison, Joy Kidd, Lady Beaverbrook, Lady Dunn, MacKenzie, McLeod, Neill, Neville/Jones, or Tibbits, purchasing the Residence Meal Plan described in Section 4.0 of this Contract is mandatory.

### 1.07 Communications Agreement

The University will provide Internet access to your accommodation. If you use the Internet service(s), you agree to abide by the conditions outlined in the UNB Acceptable Use of Information and Communication Technologies (which can be found on the UNB Information Technology Services website).

All Residence students or those associated with Residence in any official capacity (leadership position, volunteer, etc.) are required to use the UNB logos, name, building names, building logos, pictures of any UNB property, or any other item, picture or description of UNB or UNB Residence building or staff in a professional, respectful manner. Any students setting up social media accounts (Facebook, Instagram, Twitter, Snapchat, Tik Tok etc.), videos or other means of communication that choose to use UNB or UNB Residence names, pictures, descriptions, or logos must do so in a manner that is respectful and professional. All social media accounts/pages/sites/videos set up in a manner that appears to represent UNB Residence must first seek permission to do so from the Director of Residence Life, and must allow monitoring by Residence Life staff (house websites etc.)

### 1.08 Eligibility

#### **Age Criteria**

- Students 19 and older prior to moving into residence have reached the New Brunswick age of majority (See the Age of Majority Act, R.S.N.B, 1973,c.A-4), and may independently apply for UNB residence accommodations and sign the required residence contract.
- Students under 19 years of age have not yet reached New Brunswick's age of majority (See the Age of Majority Act, R.S.N.B, 1973,c.A-4) and therefore must have their parent or guardian's consent to apply. The parent or guardian must also sign the residence contract and agree to be responsible for all aspects of their student's care (medical, academic, conduct, financial etc.). Additional Provincial and Federal laws apply to students under 16 that, depending on a student's individual circumstances, may limit students' eligibility to stay in UNB residence. Please inquire with Residence Administration for further details.

### **Fall Term Only**

Residents are generally required to contract for accommodations for the full Fall and Winter Term together. You are not permitted to contract for the Fall Term only unless you can substantiate to the satisfaction of RL that you meet the following criteria:

- Your academic studies at UNB will conclude by the end date for the Fall Term and you will be leaving UNB completely, or a University-related academic pursuit will require your absence from Fredericton.

### **Academic Criteria**

To be eligible to reside in residence at UNB during the Fall or Winter Term you must be and remain registered as a full-time student (enrolled in 3 or more courses, or equivalent at your academic institution and maintaining an AGPA/CGPA of at least 2.0) during the applicable term. The UNB Residence's primary mandate during the Fall and Winter Term is to provide residence accommodations to full time UNB students. Full time students that share a campus with UNB Fredericton (STU and NBCC) may request to live in a UNB residence but will only be assigned a room as space permits (please see assignment policy for more details). Students attending other institutions not listed above are not permitted to live in UNB residences.

To be eligible to reside in residence at UNB during the Summer Term you must be and remain enrolled as a full time or part time student at UNB.

### **Self-Care Criteria**

Members of the residence community are required to demonstrate through day-to-day actions that they are able to care for themselves and behave in ways that will not negatively affect the welfare, safety, and success of themselves or others. It is also expected that students will seek out and / or accept assistance (from medical professionals or appropriate UNB staff members) for those situations they are unable to resolve on their own.

### **Accommodations**

Students who require accommodation in residence due to a documented disability or significant ongoing medical condition are required to inform Residence Administration and the Student Accessibility Center as soon as possible.

Emergency Contact

## 1.09 Assignment Policy

RL will attempt to honour, but does not guarantee, your request for a particular type of accommodation. Failure to provide your preferred accommodation will not invalidate this Contract.

RL reserves the right, without notice, to assign/change roommates, to change accommodation assignments and/or to consolidate vacancies by requiring you or other residents to move from one accommodation to another. This may include requiring you to move to a different residence building or different type of room. If this happens to you, you are required to pay the residence fees stipulated for the new accommodation. If you are in a double room and your roommate moves out, you must only occupy your side of the room as you could be assigned a new roommate at any time. Failure to do so may result in any items occupied on the other side of the room being moved or disposed of, as well as an administrative charge of \$80 and possible disciplinary action.

### **Fall Room Assignment Priority**

Students are assigned to residence accommodations each Fall Term at UNB in groups. These groups are assigned to residence accommodations based on the following priority sequence (i.e. those in group 1 assigned first, those in group 2 assigned after all students in group 1 have been assigned etc.):

1. **Students returning to residence (have lived in UNB Residence at least one prior term), have an AGPA (or CGPA if AGPA is not available) of at least 2.0, do not have repeated or significant residence contract violations or community standard violations, and have completed their**

**residence application and paid their residence application fee before May 15<sup>th</sup>.** Returning students that have reapplied and meet the requirements listed above, will be assigned a room in residence in sequence, based on the date UNB received their Residence Application and Application Fee.

2. **New UNB students (have never lived in UNB Residence prior) that have completed their residence application and paid their residence application fee before May 15<sup>th</sup> and are a Currie or Schulich Scholar recipient.**
3. **New UNB students (have never lived in UNB Residence prior) that have completed their residence application and paid their residence application fee before May 15<sup>th</sup>.** New UNB students will be assigned a residence room in sequence, based on the day UNB received their Residence Application and Application Fee.
4. **Returning UNB students (have lived in UNB Residence at least one prior term), have an AGPA (or CGPA if AGPA is not available) of at least 2.0, and do not have repeated or significant residence contract violations or community standard violations, and have paid their residence application fee after May 15<sup>th</sup>.** These students will be assigned a room in residence after all students above (groups 1 through 3) have been placed and in sequence based on the date UNB has received their complete residence application and residence application fee.
5. **New UNB students that have paid their residence application fee after May 15<sup>th</sup>.** These students will be assigned a room in residence after all students above (groups 1 through 4) have been placed and in sequence based on the date UNB has received their complete residence application and residence application fee.
6. **All STU/NBCC students that have submitted a residence application and paid their residence application fee.** These students will be assigned a room in residence after all students above (groups 1 through 5) have been placed and in sequence based on the date UNB has received their complete residence application and residence application fee.

Please note:

- a. If you have documented medical or special accommodation requirements, you may be given priority within your room assignment group for your preferred room type (not necessarily room location or building).
- b. All residence assignments are subject to room availability. UNB Residence may have variable room availability based on many factors including on-going renovation/construction. UNB Residence does not guarantee residence accommodation will be available for all assignment groups listed above, as space is limited.

### 1.10 Compliance with Laws etc.

You agree to the terms of this Contract and to abide by all federal, provincial and local government laws, regulations and bylaws, University rules, regulations, policies, and procedures, including but not limited to those issued from time to time by RL. To the extent that if there is any discrepancy between matters dealt with both in this Contract and any other publication of RL, the provisions of this Contract shall prevail.

### 1.11 Contract Changes

Changes may not be made to the terms of this Contract without the written permission of the Senior Director, Residence. During the Term of the Contract, RL may unilaterally change or delete any provisions of this Contract or add provisions to this Contract by sending you an email notification to your UNB email address or through written notification to your accommodation. Changes will be effective and binding upon you on the date set out in the notification. If no date is set out in the notification, the contract changes will be effective one week from the date the notification was sent. Please note, however, that changes may be

implemented immediately when, in the opinion of the Senior Director, Residence, the health and/or safety of any person may be adversely affected by a delay.

## 1.12 Rates and Payment

You agree to pay the residence and meal plan fees which are outlined in the UNB Residence website. If you choose, or are required to change your accommodations, you will be required to pay the fees stipulated for the new accommodation. If you request a particular type of room but are assigned something different, you are required to pay the fees for the accommodation you are assigned to.

Failure to pay your residence and meal plan fees by or on the date they are due will lead to forfeiture of your accommodation assignment. Charges for residence fees and meal plan fees will continue until you return all assigned keys to the Residence Administration Front Desk and/or you receive confirmation from RL by email to your UNB email address that your Contract has been terminated.

The \$500 residence application fee is not refundable for any reason (unwilling or unable to attend UNB, deciding to live elsewhere etc.), regardless of when you cancel. If you apply for the Fall term and then subsequently choose to defer your arrival, you may carry over your application fee to be applied to your new application for the winter term of the same academic year. Application fees associated with deferred applications cannot be carried over to future academic years (for example from Fall or Winter 2022/2023 to Fall or Winter 2023/2024) or transferred to any other student or application process.

The minimum AGPA requirement for residence is 2.0.

You agree to pay for all U card transactions/balances associated with your card including laundry services, vending machines and dining services. U card transactions can, at times, be delayed being applied to your U card balance. It is your responsibility to know your U card balance and ensure you pay for any transactions you are responsible for, regardless of when they were officially posted to your account.

## 1.13 Cancellation of the Residence Contract After the Move-In Date

By agreeing to the terms and conditions outlined in the Residence Contract students are responsible for the residence and meal plan fees for the duration of the residence contract dates. Students may request to cancel their residence contract for academic or compassionate reasons (health or wellness related reasons, family or personal crisis etc.) after the move-in date. Requests should be submitted in writing to [resadmin@unb.ca](mailto:resadmin@unb.ca) or directly to the Residence Administration front desk. If a student's request to cancel their residence contract is granted, they will be subject to the applicable Cancellation Fee. The Cancellation Fee schedule follows.

### Fall Cancellations

- Cancel before arrival
  - o Forfeiture of residence application fee of \$500
- Cancel from move-in to October 15<sup>th</sup>:
  - o Pro-rated refund per day, plus \$1,000 cancellation fee
- Cancel after October 15<sup>th</sup>:
  - o Responsible for residence fees for remainder of the Fall Term, plus \$1,000 cancellation fee

### Winter Cancellations

- Cancel from move-in to February 15<sup>th</sup>:
  - o Pro-rated refund per day, plus \$1,000 cancellation fee
- Cancel after February 15<sup>th</sup>:
  - o Responsible for residence fees for remainder of semester. No refund given.

### Summer Cancellations

- Cancel after move-in
  - o Responsible for residence fees for the remainder of the confirmed booking.

Check-out procedures for students moving out of residence:

- a) Clean your room, remove all garbage, return all furniture to its original location.
- b) Let your Residence Assistant know you are checking out/leaving. If your Residence Assistant is unavailable, please send an email to [resadmin@unb.ca](mailto:resadmin@unb.ca) indicating the date/time you are leaving.
- c) Return your keys (residence entrance key, room key and mailbox key, whichever is applicable to your building) to the Residence Administration front desk.

For greater clarity, RL cannot re-assign your accommodation until you have completed your check-out procedures listed above. If you wish to terminate this Contract but do not complete the check-out procedures, the Contract will continue in force, and you will be charged residence and meal plan fees (if applicable) until the earlier of:

- The date you return all assigned keys to the Residence Administration Front Desk.
- The date RL, solely at its own option, deems you to have abandoned your accommodations; or
- Your contractual Move-Out Date.

Students who do not follow the check-out procedures will be charged an \$80 improper check-out fee. Keys not returned/received will also result in the applicable lost key charge. Examples of improper check-outs are (but not limited to) the following:

- Returning some, but not all, of your keys to the Residence Administration Front Desk.
- Leaving your keys in your residence room/accommodation.
- Failing to return your keys the same business day as you vacate your residence accommodations.
- Staying in residence longer than 48 hours after you are no longer a current registered student in good standing.

**Students are responsible for returning their own keys to the Residence Administration Front Desk. Do not leave your keys with another person to hand in for you (including Residence Assistants). Students will be responsible for their late or lost keys, regardless of who returned or lost them.**

RL will exempt you from the Cancellation Fee only for academic reasons in the following circumstance:

You are an undergraduate student or graduate student and have signed a Fall and Winter Contract and you choose to:

- Graduate at the end of the Fall Term or withdraw from UNB completely (residents must completely check out of residence within 48 hours after they are no longer a current registered student in good standing).
- Move out of residence in order to participate in a co-op work placement outside of Fredericton, an exchange program outside of Fredericton, or a teaching or other academic practicum outside of Fredericton.

**In these circumstances, to be exempted from the Cancellation Fee, you must do both of the following;**

- Provide applicable documentation, such as letter from the Registrar's Office or Co-op Coordinator.
- Vacate your room by the date approved by RL.

## 1.14 Termination of the Residence Contract by the University

If at any time:

- a) You fail to pay (when due) any of the fees stipulated in this Contract;
- b) You fail to pay (when due) any assessments assessed pursuant to the terms of this Contract;
- c) RL becomes aware that the offer of accommodation made to you was based upon incorrect information or a mistake as to your eligibility for residency in your accommodation;
- d) You no longer meet the eligibility requirements for residency in your accommodation;
- e) You have failed to pay (when due) monies owed to RL with respect to matters other than this Contract;
- f) You fail to pick up your residence keys and agree to this Contract within 5 days of the scheduled Move-In Date without written notification of your delay:

- g) You have violated University rules, policies or procedures and/or RL rules, policies, procedures or regulations as stated in this Contract, as they may be amended from time to time;
- h) You breach any provision of your Support Plan or expectations;
- i) You breach any provision of this Contract;
- j) You will have 48 hours to vacate if no longer a current registered student;
- k) If evicted, you will have up to a maximum of 72 hours to vacate your room from the time you are notified, but Residence has the right for immediate eviction should circumstance warrant.

Then, in addition to any other available remedies, RL may, without notice, terminate this Contract, re-enter and take possession of your accommodation, remove you and all other persons and use such force and assistance as RL deems necessary to take possession of the accommodation. In the event of termination of this Contract and eviction, you will remain indebted for cancellation fees, as outlined in section 1:13, including assessments accrued pursuant to the Terms of the Contract.

### 1.15 Vacating Your Accommodation

Vacating your accommodation means: completing the check-out procedures at the Front Desk, returning all keys to the Front Desk, removing all persons, personal possessions, and garbage from your accommodation and ensuring your accommodation is clean. If you fail to vacate your accommodation when required pursuant to this Contract, then in addition to RL's other remedies, you will pay all of RL's costs arising from such failure to vacate including, without limitation, the daily student rate for any day or part of a day spent in residence past your approved check-out day, the cost incurred to clean your accommodation, the cost of replaced locks and keys, and an improper check-out fee of \$80. You acknowledge that any of your personal property and the personal property of your guests remaining at the residential property (including all storage rooms, lounges, etc.) after termination of this Contract (whether by expiry, early termination, cancellation or abandonment), will be removed and disposed of without compensation to any person. You agree that RL will be under no obligation to store any such belongings remaining in the residential property.

### 1.16 Abandoned Accommodation and Personal Property

Your accommodation and your and any of your guests' personal property may be deemed by RL to be abandoned when:

- a) A substantial amount of your personal property is removed and your residence fees are unpaid after the date that they are due; or
- b) Your residence fees remain unpaid after the date they are due and RL has not received a response from you for a period of 5 days after sending you notice to your UNB email account.
- c) Items left in a room greater than 24 hours after an authorized room change or completed check-out.

You acknowledge that in the case of abandonment, RL will remove and dispose of your and any of your guests' personal property without compensation to you or your guests (as the case may be). You agree that RL will be under no obligation to store such belongings. You also agree that in the case of abandonment, you will be assessed an improper check-out fee of \$80.

### 1.17 Assignment and Unauthorized Occupancy

You alone, may occupy your accommodation. This Contract and your accommodation cannot be assigned, "sublet", lent, or otherwise shared with another person without the prior written authorization of RL. Unauthorized assignment, "subletting", lending, or sharing is a breach of this Contract and will result in the eviction of the other person(s) occupying or sharing your accommodation and may result in RL evicting you.

### 1.18 University's and RL's Performance

The University and RL, insomuch as it is within their control will provide the accommodation pursuant to the terms and conditions stated in this Contract.

To the extent that the University or RL is unable to fulfil or is delayed or restricted in fulfilling its obligations under the Contract by any cause beyond its control, the University and RL shall be relieved from the fulfillment of its obligations during that period and you shall not be entitled to any reduction in fees or compensation as a result thereof. Without restricting the generality of the forgoing, the University and RL shall not be responsible for failing to meet its obligations under this Contract, delayed opening or temporarily closing residence, or having to send students home either temporarily or permanently due to: a strike by its employees; a lock-out of employees by the University; or any other form of job action or labour unrest; fires; floods; earthquakes; prolonged power/electrical outages; intervention by civilian or military authorities; acts of war; acts of terrorism; public health emergencies, whether localized, national or international; unusually destructive or disruptive storms; or new or amended federal provincial or local laws, regulations, bylaws or policies.

Residents acknowledge that in March 2020 the World Health Organization declared a global pandemic of the virus leading to COVID-19. The Governments of Canada, the Province of New Brunswick, and local Governments responded to the pandemic with legislative amendments, controls, orders, by-laws, requests of the public, and requests and requirements to the University (collectively, the “**Governmental Response**”). It is uncertain how long the pandemic, and the related Governmental Response, will continue, and it is unknown whether there may be a resurgence of the virus leading to COVID-19 or any mutation or variant thereof (collectively, the “**Virus**”) and resulting or supplementary renewed Government Response. Without limiting the foregoing paragraph, UNB or RL shall not be liable or be deemed to be in breach of this Agreement for any failure or delay in rendering performance arising out of:

- a. the continued spread of the Virus;
- b. the continuation of or renewed Governmental Response to control the spread of the Virus; and
- c. a decision by the University made in good faith, to control the spread of the Virus, even if exceeding the then current specific Government Response

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

**Students should be prepared for emergencies by having a working flashlight, battery operated radio, and non-perishable snacks in their residence accommodation at all times. In the event it becomes necessary for RL to close residence buildings, RL will communicate this to residents via email or letter in their UNB residence mailbox. Students will be required to vacate their accommodation within 48 hours after such notice.**

### 1.19 Liability

The University or RL is not responsible for property belonging to you or any of your guests which is lost, stolen or damaged in any way, regardless of cause, wherever or not this may occur on the residence property, including lounges, common areas, laundry rooms, your accommodation etc. The University or RL is not responsible for any injury, death, damage or loss whatsoever caused to you or your guests while in or about the residences or the University campus or while engaged in activities organized or sponsored by RL. Without limiting the generality of the forgoing, the University and RL shall not be responsible for injury, damage or loss to you or your guests due to:

- The use of residence facilities and equipment, including but not limited to exercise equipment, sports equipment, barbeques, squash courts, basketball courts, and laundry room equipment.
- Taking part in socials, dances, sports events or other organized or sponsored activities; and
- Taking part in organized or sponsored off-campus activities.
- Fires, floods, earthquakes, prolonged power outages, or building damage or breakage.

### 1.20 Insurance

The University carries insurance for its own benefit. The University and RL do not provide you with general insurance, liability insurance or property insurance for your personal belongings. It is recommended that you arrange for your person and all your personal effects in residence rooms, units, apartments, suites,

storage rooms, and all other residence property including all residence buildings be covered by private insurance.

### 1.21 Damages and Administrative Costs

You agree to pay for damages, lost property or extraordinary service, cleaning, or administrative cost you, your designated roommate, or your guests cause University residence facilities whether through accident, neglect, or intent.

All residents of a floor or building or unit may be sanctioned or assessed for cleaning, damages, lost property or extraordinary service costs where the person(s) responsible cannot be ascertained by RL but where the damages, lost property, or excessive mess were reasonably believed by RL to be caused by one or more residents of a floor or building or unit.

Failure to pay assessments may result in the relocation of you or other resident(s) to another floor or unit, denial of future residence assignment, behaviour interventions, or eviction from residence. To appeal an assessment, you must follow the written appeal procedure as outlined in the Residence Resolution Process.

Appeals will only be considered if you are not in arrears for any other fees, charges or amounts owed to RL.

### 1.22 Room Entry

Authorized personnel of the University may enter your accommodation, without prior notice, for any of the following reasons: to ensure health, safety or general community welfare, to make deliveries, to make repairs to your accommodation and/or equipment servicing, to inspect the condition of your accommodation and to investigate compliance with and possible breaches of this Contract.

### 1.23 Arrivals

You may check into residence after 9:00am on your approved residence Move-In Date for the Fall Term and after 12:00pm (noon) on the residence Move-In Date for the Winter or Summer Term. Residents may not arrive earlier than the Move-In Date unless they qualify under Section 1.24 below.

### 1.24 Early Arrivals

Written permission to arrive early may be permitted in certain limited circumstances (Fall Term only). Please contact RL for more information at 453-4800.

### 1.25 Late Arrivals

If you plan to arrive more than five (5) days after your Move-In Date, you must notify RL in writing. If you do not move into your accommodation within five (5) days of your Move-In Date, your accommodation will be cancelled and may be re-assigned without further notice.

### 1.26 Delivery of Personal Property

RL will not accept personal property, including mail and courier deliveries, delivered to the residence prior to your arrival or after your check-out. You are required to make arrangements to have all personal property held in storage off campus until you have checked into residence. RL does not accept any responsibility for personal property delivered to the Front Desk or left in residence areas. RL will not hold mail at the end of the semester, nor will mail be forwarded. To ensure parcels and mail arrive at the proper residence please use your address provided at check-in (please call the Residence Administration Front Desk for more information at 453-4800). Only the student to whom the parcel is addressed to can pick it up. Residence Life will not accept items larger than 12"x15"x10" (approximately 30cmx40cmx25cm or the



size of a typical Bankers Box). Perishable items (food deliveries etc.) must be picked up the same day they are delivered.

### 1.27 Non-residence Furniture and Appliances

Residence rooms and shared units are furnished. Additional furniture and appliances larger than 3'x3'x3' are prohibited. Costs associated with removing unauthorized or abandoned furniture or appliances will be assessed.

### 1.28 Residence Owned Furniture and Appliances

Residence owned furniture may not be removed from the room or common space it is assigned. This includes relocating furniture, even temporarily to other lounges, student rooms or outside. Costs associated with relocating/returning furniture and/or any damages associated with moving furniture will be assessed. The same holds true for the removal of any furniture from common spaces, such as lounges. The relocation of any furniture is prohibited and may result in sanctions.

### 1.29 Housekeeping/Cleaning/Damages

Our team thoroughly inspects and cleans all rooms prior to your arrival. Following check-in or a room move, you have 48 hours to report any concerns with the condition of your room and submit it to the Residence Administration front desk. This will create a report regarding the condition of your accommodation. These reports will be followed up on by our facilities team and items will be repaired, replaced or cleaned as required. If you do not report any concerns, it will be assumed that your room, unit or suite is clean and in good condition. After your departure from your accommodation, your room, unit or suite, and any applicable common areas and their contents, will be inspected. Any missing items, damage not documented, or required cleaning will be assessed to you. You will be notified of this assessment via email with supporting pictures if possible. Costs assessed to shared accommodations (double rooms, common areas of suites etc.) between multiple students will be split equally between all occupants, regardless of individual check out dates or any other factors.

Common areas in units or suites may be inspected from time to time during the year to ensure they are kept clean and safe. If you fail to keep common areas/units clean it will result in an assessment and/or possible relocation of you or other residents, and/or denial of a future residence offer.

### 1.30 Repairs and Alterations

All repairs and alterations to accommodations will be carried out by the University. Residents are prohibited from repairing or altering the exterior or interior of their room or unit and should report any required repairs to residence facilities by using the following email address: [sswork@unb.ca](mailto:sswork@unb.ca). Without limiting the forgoing, residents are prohibited from painting or wallpapering their room, unit, suite or any residence common space. Please use masking tape when hanging posters and the like. In addition, it is strictly prohibited to change beds into "lofted" beds, and/or bunk beds, including the use of lift kits. Should you have any maintenance-related concerns, please email [sswork@unb.ca](mailto:sswork@unb.ca). Please provide your name, building, room number and a description of the issue. If it is after regular business hours (evenings and weekends) and the maintenance concern is urgent, advise a member of the Residence on-call team by calling the RA on Duty for your area.

### 1.31 Pest Treatment

You shall not allow conditions to exist that, in the opinion of RL, may encourage the infestation or propagation of insects, rodents or other varmints. You are required to report the presence or suspected presence of pests (including bedbugs) in your accommodation to RL. Personnel authorized by the University may enter your accommodation, without notice and, if necessary, without your presence, to inspect for pests. Should, in the opinion of RL or the University, treatment be required, you will be required to comply with the prescribed treatment methods and protocol. This may include relocation, cleaning and/or removal and disposal of furnishings or personal possessions. In such an event you shall not be reimbursed by the University for any disruption, relocation, loss or loss of use of personal possessions or

furnishings. If you allow conditions to exist that encourage the infestation or propagation of insects, rodents or other varmints, you may be responsible for the costs associated with the treatment of these pests. **If you suspect an infestation, you are not to remove any belongings from your accommodations until RL has indicated the prescribed treatment and protocol, as such action on your part may spread the infestation.**

### 1.32 Construction and Maintenance

There are on-going maintenance, renovation, and construction projects taking place in and around the residences. The work typically takes place during regular business hours (8:00am – 6:00pm), but may begin earlier or extend later into the evenings or weekends. Ongoing construction or renovation projects will continue through midterm and final exam periods. The University will take measures to ensure that prudent construction practices are followed, but there may be noise, dust, and temporary interruptions of some services. Residents may be required to temporarily or permanently relocate to facilitate construction or renovations to their residence area. There will be no compensation or reduction to your residence fees due to disruption and/or relocation.

### 1.33 Storage

Students must store all their belongings within their assigned residence room. There is no alternate storage space available. The University and RL do not assume liability for loss, thefts, or damage of articles regardless of how such theft or damage occurs. All items left in common areas of residence buildings will be removed and disposed of without further notice.

Students staying in residence between May and August must take their belongings with them to the residence they are residing in for the summer months.

### 1.34 Room Changes

Room changes, whether in house or to a new building for accommodation, must be approved by Residence administration. The initial request is to be made to your Residence Assistant, who will inquire about room availability. An Administrative Assistant will contact the applicant to advise them of the outcome of their request. The administrative fee for a room change, whether in house or to another building, is \$35.00, and will be billed to your UNB Student Account. Students required to change rooms due to behavioural intervention/conduct reasons will also be assessed the administrative fee associated with room changes and may not be guaranteed a move to the same type of room. Students who request a room change and are offered an alternate room, and subsequently decide they do not wish to move, will also be billed the \$35.00 room change administrative fee.

Unauthorized room changes or switches may result in you being required to move back to your assigned accommodation and will result in an \$80 unauthorized room change fine. You are required to pay the difference in residence fees when you move to more expensive accommodations. Refunds due to a change to less expensive accommodations will be credited to your account. You agree to be bound by the terms of the Contract governing your new accommodation. If you are changing rooms to a building different from the one you currently reside in, you may be issued a set of keys for your new accommodations and may use both sets (from your old accommodations and your new accommodations) to complete your move for up to 24 hours. You must return the keys from your old room within that 24 hour period or RL will order a lock change for that room and you will be responsible for the charges associated with that lock change, regardless of whether you return the keys at a later time/date.

**Eligibility for Room Changes:** You must meet the minimum and/or maximum requirements to be eligible for a room change or switch to specific residence areas.

**Room Change Application Dates:** The first date that you may apply for a room change once you have moved into residence is September 15. There are no room change applications accepted, or room changes made, between December 1 and January 15 and again between April 1 and the end of the contract period.

**Room Change Completion Date:** Room Changes must be completed within 72 hours of notification of approval from RL or the room change will be void.

### 1.35 Transportation and Parking

Parking of motorized vehicles on the University campus is strictly regulated. Residence parking spaces are limited and a parking pass is required for all motorized vehicles.

**UNB Students** must order their parking pass online through the Security and Traffic website.

**NBCC & STU** Students can obtain their pass in person at the Security Office in the Campus Operations Building, 767 Kings College Road.

For information on parking rules (including winter parking regulations) please refer to the UNB Security and Traffic website.

**Theft or damage:** The University and RL are not responsible for theft or damage to cars, bicycles, or any other vehicle, or any contents stored on or within them.

Scooters, bicycles, or other similar vehicles may not be stored inside any accommodation unless required to accommodate a documented disability and so long as space requirements meet all fire and egress regulations.

### 1.36 Safety, Security and Lost Keys

You are responsible for taking reasonable precautions to ensure that your accommodation and the building in which it is located are protected from a breach of security. This includes, but not limited to, locking your door(s) and windows(s), not forcing or propping open building entrance doors, not permitting unknown persons into residence buildings, following all guest policies, and immediately reporting strangers or security concerns. You are not permitted to copy any key provided by RL. Lost room, entrance or U card door keys pose an obvious security risk. As such, replacement key prices include the actual cost of replacing the core locking mechanism and are \$40.00 for a bedroom key and for every suite key required, and \$135.00 for a building entrance key. Replacement post office box keys cost \$20.00. **Lost keys must be reported and replaced immediately and** can be replaced by the Residence Front Desk Staff. For students residing in Residence buildings using Ucard electronic locks, replacement U cards or temporary U cards are \$20. Keys not returned within 7 days of a student moving out of residence will be presumed lost and the student will be charged for the keys and lock replacement.

**In order to support the health and safety of residents from the spread of communicable diseases caused from viruses such as the COVID-19 virus, UNB Residence may develop and require residents to abide by certain requirements or precautions including but not limited to the wearing of face masks, physical distancing, sign-in or tracking procedures, room capacity limits, limits to who can enter certain areas or buildings, limiting or restricting guests etc. Failure to abide by these will be deemed to be a material breach and may result in Termination of this Contract.**

### 1.37 Advertising/ Poster Policy/Businesses and Solicitation

For each building, a bulletin board has been allocated for all community postings which will be the sole (interior and exterior) promotional area for that house. Any persons wishing to advertise on these boards must bring the advertisement materials to the Residence Administration Front Desk for prior approval. Fees for advertising and distribution of materials will apply to all non-UNB affiliated material. Fees are as follows:

- POSTERS FOR COMMUNITY BOARDS (ONLY 13 REQUIRED) \$ 500.00 PER TIME
- FLYERS FOR RESIDENCE MAILBOXES (12 x 100 REQUIRED) \$1,000.00 PER TIME

All promotional material must abide by all UNB and RL policies, rules and regulations. Any material found in residence on areas other than the designated community bulletin boards will be removed immediately and that particular establishment, company, group etc., will be prohibited from future advertisements. If

residence students are found to be in breach of this policy they will be subject to fines and possibility of not being re-admitted to residence in future terms.

Prohibited activities include, but are not limited to, flyers being slipped under doors; door-to-door knocking; door hangers, stickers, or other promotional materials being used/placed in residence or on vehicles; and mass mailings.

This policy does not apply to the promotion of internal residence events by residence staff and house committees.

Individuals are not permitted to operate businesses in residence.

### 1.38 Events/Group Activities/ Social Gatherings

Any event or group activity a residence student wishes to plan (whether on or off campus) must be discussed with their Residence Life Coordinator who will provide the student with the proper procedures for event planning, organization, and approval processes.

### 1.39 Privacy

UNB and Residence are committed to protecting personal information. Your personal information is being collected for the purposes of administering the Residence Contract and will only be accessed by those who require the information for the administration of the Residence Contract. For more information on the protection of personal information at UNB please consult *UNB Policy for the Protection of Personal Information & Privacy* and the University Secretariat, University of New Brunswick, PO Box 4400, Fredericton, NB, E3B 5A3 [www.unb.ca/secretariat](http://www.unb.ca/secretariat) (506) 453-4613.

By agreeing to this Contract, you consent that Residence may contact relevant campus partners and your documented Emergency Contact if your behavior causes concern for your personal safety and/or the wellbeing, or the safety and/or wellbeing of any member of the community, you are hospitalized for any reason, your support needs are greater than what RL is able to support, or RL has made repeated attempts to contact you without a reasonable response. This consent will extend for the entire duration of your status as a UNBF residence student.

A student who has required significant intervention for personal challenges, mental health support, significant community disruption, or who is experiencing a significant medical/health concern may be required to have their physician/psychiatrist/clinical psychologist complete a residence medical form. *This form will ensure that UNB Residence Administration has a full assessment of the student's needs and can assess whether it is in their best interests, and the interests of the surrounding community, for them to remain in residence or return to residence.*

### 1.40 Communication

All communication from RL to residence students are sent via email to students' UNB email account or to their UNB residence mailbox. Students are expected to check their UNB email and residence mailbox regularly and are held accountable for being aware of any information communicated.

### 1.41 Vaccinations

Students are asked to have the following vaccinations before moving into residence:

- Hepatitis B (3 doses)
- MMR (2 doses)
- Varicella (2 doses)
- HPV
- Tdap (within the last 10 years)
- Meningococcal conjugate vaccine (Men-CC or Men-C-ACYW)

- Meningococcal B vaccine
- Influenza (yearly)
- **Covid-19 (2 doses and any recommended boosters).**

## 2.0 RESIDENCE COMMUNITY STANDARDS

### 2.01 Purpose

The University of New Brunswick Fredericton (UNBF) Residence Community Standards aim to define the rights, responsibilities, and expectations of the UNBF residence student. The Department of Student Services, Division of Residence aims to contribute positively to a residence student's university experience by providing a supportive living environment conducive to academic success, personal learning and growth, respect for diversity, and responsibility for community living. All members of the residence community have an individual and collective responsibility to create a positive and welcoming living environment for all and comply with the residence community standards outlined in this document.

### 2.02 Scope

This section of the Residence Contract outlines to behaviours, activities, or actions by a residence student that are deemed to be in violation of the Residence Community Standards. Residence students are expected to abide by this policy when they sign the Residence Contract and move into residence through to the expiration, cancellation, or termination of their contract, including withdrawal from residence by the residence student.

Actions or behaviours that occur on residence property including, but not limited to, the inside the residence buildings and the immediate surrounding areas fall under the scope of this policy. This policy also applies to the conduct of residence students while visiting an on-campus dining hall and the Residence Administration building. Residence events that are hosted either on or off-campus are also within the authority of this policy.

Behaviours, activities, or actions that do not occur on residence property do not fall within the scope of this policy and will be referred to Security & Traffic. In these circumstances, complaints will fall under other established University policies. Complaints that do not involve residence students (i.e., campus-related complaints, non-residence student complaints, or staff complaints) will be referred to the appropriate area(s) according to established policies and procedures of the University

Residence students are subject to all municipal, provincial, and federal laws. In cases where the Residence Division is aware of the potential violation of criminal law, the incident may be referred to the appropriate law enforcement agency.

### 2.03 Our Mission

The mission of the UNB Residence Community is to contribute to the University experience by providing a supportive living environment conducive to learning, personal growth, respect for diversity, and responsibility for community life.

## 2.04 Rights and Responsibilities of Residence Students

The UNBF Residence Community exists to provide safe student housing that is well-situated to academic buildings, campus amenities and community resources. Informed by our mission, UNB Residence extends the definition of safe student housing beyond building security and structure, to encompass the holistic well-being of residence students. This includes (but is not limited to) physical, emotional, psychological, social, and spiritual safety, and the protection of all fundamental Human Rights.

Communities thrive when everyone is considerate of the needs of the collective community, and the collective community is considerate of the needs of everyone. Civic responsibility requires us to be mindful of how our actions may impact ourselves, our neighbours, and our community. Community leadership involves working to ensure community members are aware of the rights and accompanying responsibilities associated with living in the UNBF Residence Community. These rights and responsibilities are described in the following guiding principles:

All **residence students** have the right to:

- Feel safe and secure within the residence community
- Expect consideration and respect for their feelings and needs
- Expect their possessions and the communal residence spaces are shown respect by other community members.

Similarly, all **residence students** have the responsibility to:

- Behave in a manner that does not undermine any community member's right to feel safe and secure within the community
- To show consideration and respect for the feelings and needs of all members of the community
- Show respect for the possessions of community members and all communal spaces within the residence community

In instances where allegations are made that a residence student has violated one or more *Residence Community Standards*, they may be required to participate in an informal or formal resolution to address and resolve problematic behaviour. For more information on the steps taken to resolve concerns in the residence, please refer to our [Residence Resolution Process](#).

## 2.05 Residence Community Standards Violations

Residence Contract violations are handled as described in the Residence Resolution Process.

## 2.06 Equity, Diversity, Inclusion, and Indigeneity

Residence aims to build and support communities that embrace and celebrate equity, diversity, inclusion, and indigeneity. As a division, Residence believes the unique and diverse backgrounds, perspectives, and lived experiences of community members are foundational for a strong community. Developing a fully inclusive Residence environment that welcomes all students is an individual and collective responsibility; residence students must commit to creating safe, equitable living spaces and embracing the diversity that each member brings to the residence community. Residence community members, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, or

disability, impairment, activity limitation, or participation restriction, have the right to live peacefully and thrive in UNBF Residence.

The Residence Division respectfully acknowledges that **UNBF** stands on the unsundered and unceded traditional Wolastoqey land. The lands of Wabanaki people are recognized in a series of Peace and Friendship Treaties to establish an ongoing relationship of peace, friendship, and mutual respect between equal nations. We recognize that the unresolved relationship between Indigenous and non-Indigenous people limits us from reaching our full potential as a society. As the Residence Division continues its work in creating equitable and inclusive living environments for all students, residents are welcomed and encouraged to take part in this mission by submitting their thoughts and ideas to [reslife@unb.ca](mailto:reslife@unb.ca).

## 2.07 Accommodations

Residence aims to create an equitable and accessible living environment for residence students. As a result, students may request that Residence make an exception to a Residence Community Standard to meet a medical, religious, or cultural accommodation. In these circumstances, Residence will work with students on a case-by-case basis. Students who wish to request special consideration for a Residence Community Standard may contact their Residence Life Coordinator for more information.

Accommodation is not guaranteed. Residence must consider the potential impact the requested accommodation has on the health and safety of the residence community and legal obligations that may exist. For additional information or questions on requesting a special consideration, students may also contact [reslife@unb.ca](mailto:reslife@unb.ca)

## 2.08 Residence Life Community Standards

Residence Students are expected to use reasonable foresight to choose actions that do not place the safety or well-being of themselves or others at risk. All residence students are expected to abide by all Residence Community Standards. Violation or actions that contribute to or facilitate the violation of any of the following are a breach of the Residence Community Standards.

## 2.09 Alcohol

Any conduct or behaviour involving alcohol that is illegal, disruptive, or threatens the safety or well-being of oneself or others is prohibited. Residents who choose to consume alcohol must do so responsibly and in compliance with all Federal, Provincial, and Municipal laws as well as University policies and regulations. Residence Administration is unable to accept deliveries of alcohol on behalf of residence students.

### **Alcohol Paraphernalia**

Possession of paraphernalia that promotes the excessive or rapid consumption of alcohol, is used with drinking games, or encourages participation in other dangerous activities associated with alcohol is prohibited. This includes, but is not limited to, drinking hats, funnels, and brewing equipment. Brewing and distilling alcohol is not permitted on residence property. This includes brewing beer, cider, or wine and distilling spirits (i.e., any kind of hard alcohol).

### **Open Alcohol**

Residents of the legal drinking age may consume alcohol in residents' rooms, designated lounges, and at licensed residence events. Consuming alcoholic beverages or carrying unsealed liquor is not permitted in

any other areas including, but not limited to, patios, courtyards, elevators, washrooms, laundry rooms, hallways, stairwells, foyers, dining halls, and all other areas outside the residence buildings.

### **Underage Alcohol Possession/ Use**

Students under legal drinking age are not permitted to possess or consume alcohol. The legal drinking age in the Province of New Brunswick is 19 years of age.

### **Promotion and Glorification of Alcohol Use**

Drinking games, binge drinking, and other activities that result in the swift or high-volume consumption of alcohol are prohibited in residence. Promoting the excessive and unsafe consumption of alcohol is not permitted on Residence property. This includes, but is not limited to, creating trophies (alcohol bottle displays), displaying full, partially, or empty in windows, stockpiling alcohol, or organizing and promoting alcohol tours.

### **Large Alcohol Containers**

Possession or consumption from 'common source' alcohol or large volume alcohol container is prohibited. These include, but are not limited to, kegs, keg cans, and other large alcohol containers.

### **Parties or Large Gatherings**

Residents are not permitted to host or advertise an organized or spontaneous party or large gathering on residence property. A party or large gathering is defined as a social gathering that meets one or all the following criteria:

- over the maximum capacity of a residence room (8 people).
- intoxicants are being consumed as one of the primary activities.
- Music is a major part of the atmosphere and is too loud to be considered background music.

## **2.10 Cannabis**

Any conduct or behavior related to Cannabis that is illegal, disruptive, or threatens the safety or well-being of oneself or others is prohibited. Residents who choose to use Cannabis must do so responsibly and in compliance with all Federal, Provincial, and Municipal laws as well as University policies and regulations. Residence Administration is unable to accept deliveries of Cannabis on behalf of the resident. Residents who require the use of medical cannabis must register with the Student Accessibility Centre and consult with residence staff to develop an accommodation plan that meets their needs.

### **Underage Cannabis Possession/ Use**

The legal age to possess or use cannabis and any by-products in the Province of New Brunswick is 19 years of age. Consequently, students under the age of 19 are not permitted to possess, store, consume, or have access to cannabis on residence property.

### **Open Cannabis**

The possession of cannabis is restricted to bedrooms, suites, and lounges. Cannabis, regardless of its state, is not permitted in patios, courtyards, elevators, washrooms, laundry rooms, hallways, stairwells, foyers, dining halls, and all other areas outside the previously listed spaces. Cannabis must be always stored in its original packaging or in an air-tight container and must remain inaccessible to people under



the age of 19 when not being consumed. The cultivation of cannabis plants will not be permitted in any residence space.

### **Smoking – Cannabis**

The smoking of cannabis is prohibited in Residence and all UNB property. Non-smoked cannabis products may be consumed only by individuals 19 years of age and over, in private residence rooms and designated residence common rooms or lounges in residence buildings.

### **Surplus of Cannabis**

All residents of legal age are not permitted more than 30g of legally acquired dried cannabis, or the equivalent in oils or edibles. The possession of seeds or plants, or the cultivation of plants is prohibited.

### **Cannabis Paraphernalia**

Cannabis paraphernalia including, but not limited to, bong, hookahs, vaporizers, and grinders are permitted in Residence, but only for storage purposes. All paraphernalia must be stored in an air-tight container while on residence property and not displayed.

## **2.11 Illegal Drugs, Substances, or Activities**

The possession, use, trafficking (which includes manufacture, sale, giving, administering, transporting, sending, delivery, distributing), promotion, or offering to do with anything related to the possession, use or trafficking of illegal drugs (or controlled substances in an illegal manner) is prohibited as defined by the Controlled Drugs and Substance Act. Circumstances that lead to drug suspicion, such as specific and direct observations regarding the physical surroundings or the behaviour, speech, or odour of an individual, will prompt an investigation by Residence Staff and may prompt a referral to the police. A resident who violates this policy may also be referred to Security & Traffic to address violations of the Student Disciplinary Code. **Security and Traffic** may choose to refer an incident to local law enforcement for possible prosecution under the Criminal Code of Canada.

### **Illegal Drug Possession/ Use**

The possession of illegal drugs is prohibited on all Residence and University property. Possession of legal drugs in quantities that are deemed to be significant (i.e., not for personal use) or unexplainable by medical documentation are prohibited.

### **Drug Paraphernalia**

Drug paraphernalia is prohibited in residence and is defined as equipment or materials used to produce, store, conceal, or consume illegal drugs or substances.

### **Drug Distribution/ Trafficking**

Individuals involved with trafficking illegal drug substances will be evicted from residence. Sanctions for all illegal drug related incidents may include any outcome described in the *Residence Resolution Process* up to and including eviction.

### **Gambling**

Participating in and/or running/organizing unsanctioned/unapproved gaming-related events that requires or encourages students to use or exchange money or items of value is not permitted in residence. This includes but is not limited to, poker nights, pools, and raffles.

## 2.12 Guest Policy

Residents may host a guest in their residence. A guest is defined as an individual who does not currently live in the same residence building as the host. Residents are responsible for the behaviour of their guest at all times. If a guest violates a policy, the host will be held responsible as though the host violated that policy.

Residents are also responsible for any violations of the Residence Community Standards that take place in their respective residence room, regardless of whether they are present. Residents are encouraged to lock their residence room doors.

Unless otherwise advised, residents must abide by the following guest expectations:

1. Residents may host no more than 2 guests at one time.
2. Anyone who is invited to, accompanied on, accepted, or admitted to the residence property including, but not limited to, the inside the residence buildings and the immediate surrounding areas is deemed to be a guest of that resident.
3. Accompanying or acting as a host to a former resident who was evicted and does not have visiting privileges, and/or a person whose visiting privileges have been revoked, is prohibited.
4. Residents may accommodate overnight guests in their rooms for a maximum of four (4) nights in any given month. A guest is considered overnight when they are in residence between midnight and 7 a.m. for any length of time. No overnight guests are permitted during Orientation Week or the Exam 23 Hour Quiet periods.
5. Apart from Magee house, Children (16 years of age and younger), are not permitted to stay as guests in residence during the overnight period of midnight to 7 a.m.
6. Residents must always accompany their guest(s) and must not leave their guest in their room unaccompanied. Residents are responsible for their guests' actions until the guests leave the residence property
7. Residents must ensure that the guest(s) they are hosting abide by the residence community standards.
8. Residence staff reserves the right to restrict the number of guests allowed to be signed in by a resident during certain times of the year or under special circumstances. These will be communicated with residents ahead of time.
9. No extra bedding is available, and guests may not sleep in the lounge or common area.
10. No person may be the guest of more than one resident in succession for the purposes of circumventing the Guest Policy.
11. People sharing a room or unit must have permission of their roommate/suitemate(s) prior to having a guest overnight.
12. Guests may not be allowed into residence during certain times of the year, such as Orientation Week and December/ April final exams.
13. The above guest policy may need to be amended or revoked entirely due urgent or emergency situations, for health or safety related concerns or in response to Public Health, Government, or UNB directives. In these circumstances, the Residence Division aims to provide as much notice as possible to residence students.

## 2.13 Smoking

Beginning September 2022, smoking is prohibited inside any building located on University Campus Property, any vehicle owned and/or operated as part of UNB-related activities, and all outdoor spaces. Residence students are not permitted to use the following, non-exhaustive list, while on University Campus Property: Electronic Smoking Devices, Hookahs, heated cigars or cigarettes, and tobacco products.

## 2.14 Respect and Consideration

Behaviour that is disruptive to the surrounding community is not permitted.

### **Cooperation with Staff and Others**

Failing to follow the directions or instructions of Residence Staff or University employees who are acting within the scope of their position (i.e., compliance with verbal/written requests, providing proper ID, and providing information to staff) is not permitted. Misleading or not cooperating with a disciplinary investigation or during crisis or public safety management is prohibited.

### **Staff Disrespect**

Disrespect of University professional and student staff including, but not limited to, harassment, verbal threats, name-calling, and bullying is prohibited.

### **Failure to Respond**

Intentionally avoiding and ignoring requests by Residence Staff, including a request for a meeting is not permitted. Residents are expected to check their UNB student emails frequently and respond to all communications from Residence Staff in a timely manner. The Residence Division uses email as the primary means of communication.

### **Noise**

Residents are expected to always be considerate of their neighbors and surrounding environment. The use of the outdoor areas (the green spaces around residences and the paved courtyard behind the DKT complex) for sports or other activities creating noise is restricted to non-quiet hours. Quiet Hours are observed:

- Sunday – Thursday: 10:00pm – 8:00am
- Friday and Saturday Evenings: 1:00am – 10:00am
- Final Exam Periods (December & April): 23 hours a day, except 5:00PM – 6:00PM daily.

High levels of bass or music from speakers or other equipment such as subwoofers or other sound augmenting device are always prohibited. Quiet Hours may be adjusted in relation to major exams.

### **Inappropriate Behaviour**

Residents are expected to act in a manner that does not negatively impact the residence community. Residents must remove themselves from situations that violate the Residence Community Standards. Residents are encouraged to contact a residence staff member if they witness inappropriate behaviour in residence.

### **Physically Active Games in Residence Buildings**

Residents are not permitted to engage in physically active games/activities inside residence buildings that have the potential to damage property or cause injury. This includes, but is not limited to, games/activities that involve throwing, kicking, or shooting an object (such as ball hockey, football, golf, mini-golf, soccer, Frisbee, hacky sack), games/activities that may result in participants running (such as tag, and water fights), cycling, skateboarding, et cetera.

### **Raids or Pranks**

Initiating, encouraging, supporting, or participating in raids or pranks that are inappropriate, disruptive, offensive, or hostile towards residents and/or staff, or that jeopardize the safety and security of others is prohibited. Raids or pranks are not allowed in Residence, regardless of whether consent was obtained or implied.

### **Initiations or Hazing**

Initiation or hazing activities that single out residents and/or create mental or physical discomfort, and/or exposes another to embarrassment or ridicule, and/or may be physically or emotionally harmful to others, are prohibited. Encouraging, participating in and/or supporting such activities are prohibited, regardless of the willingness or consent of the participants.

### **Self-Care**

Residence is committed to establishing and protecting structures, policies, and programs that support the holistic well-being of all residence students. This extends to residents with diverse health and wellness needs (be they chronic or acute, physical and/or mental/emotional, etc.). Residents are not required to disclose health or wellness-related information to Residence Staff, but when this information is freely shared it will be treated with compassion and professionalism. Students who require accommodation in residence due to a documented disability or significant ongoing medical condition are required to inform Residence Administration and the Student Accessibility Center.

In line with the rights and accompanying responsibilities of residence community members, residents are required to demonstrate that through day-to-day actions that they can care for themselves and behave in ways that will not negatively affect the welfare, safety, and success of themselves and others. It is also expected that students will seek out and / or accept assistance (from medical professionals or appropriate UNB staff members) for those situations they are unable to resolve on their own.

As residents are each unique with diverse experiences and intersecting positionalities, the Residence team will rely on their own professional training and experience, and the support of community experts when determining when an individual's behaviour requires some form of intervention. The purpose of any intervention related to concerns for the health and well-being of a resident is to meet the following goals: 1) to support the safety of the student and others in the community, 2) to open up a dialogue with the individual student related to their holistic well-being, and/or 3) to introduce additional resources when the needs of an individual student are more than what can be provided by Residence staff alone.

If these self-care expectations are not met, students will be held accountable for their behavior and any negative impact on the community. Accountability may include referrals to campus supports, relocation, removal from residence community, or other appropriate intervention. In rare cases, interim measures may be enacted while residents seek guidance from a health professional of their choosing who will complete an assessment about if/how the resident can safely return to the residence community, given the limitations of the support we are able to provide.

### **Conduct in Residence Dining Hall**

Inappropriate or disruptive behaviours observed in any on-campus dining area is not permitted. All students are expected to abide by the Residence Community Standards while visiting a dining hall.

### **Compliance with Health and Safety Directives**

Failure to follow UNBF Residence, University, or Provincial regulations related to COVID-19/Pandemic mitigation, or any other health and safety concerns is prohibited. Residence may develop and require residents to abide by certain requirements or precautions. These precautions may be adjusted throughout the year to ensure adherence to Provincial and University changes. Examples of precautions Residence

may impose include but is not limited to the wearing of face masks, physical distancing, room capacity limits, limits to who can enter certain areas or buildings, and limiting or restricting guests.

## 2.15 Safety and Fire Prevention

Behaviour that endangers the safety of yourself, others, or negatively affects the integrity and security of the building is prohibited.

### **Fire Alarms**

Once a fire alarm starts, all students and guests must evacuate the building immediately.

### **Explosives, Flames, and Flammable or Harmful Material**

Possession of explosive or flammable material including, but not limited to firecrackers, fireworks, dynamite, gasoline, compressed spray can, propane tanks, or other such materials is not permitted on residence property. Candles, incense, potpourri pots, or open flame items of any kind are also prohibited.

3D printers, halogen lights, or any other devices or objects that emit large amounts of heat, fumes, poisons (i.e., milk crates) or particulate matter are not permitted on residence property.

### **Cooking**

Cooking devices that are open coil, open flame, induction cookers, or gas- based, including but not limited to hot plates and butane-burners, are not permitted in residence accommodations. Other examples include toasters, hot plates, sandwich makers, electric grills or griddles, or barbecues. Residents must attend all times while preparing food in/on any cooking appliances, including but not limited to microwaves, toasters, stoves, etc. Permitted cooking appliances may only be used in designated areas. Microwaves and mini fridges are permitted in rooms, but not toasters or anything with exposed heating elements.

### **Tampering with Fire Safety Equipment**

Tampering with, or damaging, safety equipment including sprinklers, smoke detectors, heat sensors, fire exit signs, fire extinguishers, pull stations, hoses, alarm bells, fire/emergency exit doors, and any other safety equipment is prohibited. Activating, handling, using, or interfering with any fire or safety equipment for any reason other than in an emergency is prohibited and may result in a fine excessive of \$500.00. Items that interfere with safety equipment (i.e., smoke machines) are prohibited.

### **Prohibited Items**

Students are prohibited from bringing the following items into Residence.

1. Extension cord (only CSA approved power bars are permitted),
2. Multiple receptacle outlets,

#### **Lithium Batteries**

- All manufacturer instructions must be read and followed, paying particular attention to any caution or warning statements;
- Should be charged at room temperature, not in direct sunlight;
- Must be charged on flat hard surfaces to prevent trapping of heat;
- Must never be left to charge unsupervised, or while sleeping;
- Use the charger that came with the device, or purchase a direct replacement;
- The device and charger must be certified for use in Canada (e.g., CSA);
- Never attempt to repair a battery or device that is faulty;

- If a charger or battery is unusually warm, discontinue use immediately;
- Do not store or carry batteries in locations where they may make contact with metal objects such as coins, keys, etc;
- Transport of Li batteries requires TDG training, contact the EHS office of your campus if you require shipping a battery or device containing a battery.

## 2.16 Building Security

Behaviour that jeopardizes or has the potential to jeopardize the safety & security of oneself, others or a residence community is prohibited.

### **Unauthorized Key Possession and/or Use**

Unauthorized possession or unauthorized use of residence keys is prohibited. Residents are not permitted to copy any key provided by Residence, nor are residents permitted to lend or borrow UNBF residence keys to other people.

### **Unauthorized Assignment**

Residence students are not allowed to “sublet,” lend, or otherwise share their accommodation with another person without the prior written authorization of Residence. Students must reside in their assigned space throughout the duration of their contract, unless otherwise approved by Residence.

### **Door Propping**

Any attempt to prop exterior residence doors or tamper with perimeter equipment doors is not permitted. Students are expected to abide by the access hours/restricted use signs posted on exterior residence doors and use main doors for entry and exit.

### **Accessing Restricted or Unauthorized Areas**

Residents are not permitted in restricted or unauthorized areas (except in emergencies). For example, students found on a roof, restricted balconies, tunnels, attics, or another resident’s room may be evicted.

### **Theft**

Theft or possession of another person’s or University property without permission is prohibited and may result in a referral to the police.

### **Weapons**

Residents and their guests are not permitted at any time to bring or keep any of the following while in Residence:

- any real or replica projectile weapon, including but not limited to real or replica firearms, air guns, crossbows, sling shots, paint-ball guns, BB guns, any ammunition (real or replica), et cetera.
- Blades including but not limited to knives, swords, bayonets, epees, and blades used in martial arts; and any other weapons, whether used for martial arts or other forms of combat training, or otherwise.
- Any material or object that will endanger student health and safety in residence.

Wielding any object, including but not limited to the weapons listed above, that is perceived as threatening or aggressive may result in a referral to the police.

### **Dangerous Activity**

Participating in activities that are dangerous or potentially harmful to any person or property is prohibited. This includes, but is not limited to, smashing objects, breaking glass, riding a vehicle in the building, entering restricted areas, setting fires of any size anywhere on residence grounds etc.

## 2.17 Dignity

Behaviour that has the potential to or causes bodily harm, interference, fear, or intimidation is not permitted

### **Civility**

Residents must not intimidate, interfere with, threaten, or otherwise obstruct any person, including Residence staff.

### **Capturing the Image of a Group or Individual**

Residents or guests are prohibited from using audio, video, or any other digital devices to capture someone's image or voice without their permission, and it is an additional violation to disclose or distribute that image or audio, except with their explicit consent.

### **Discrimination**

Differential treatment of an individual or group of individuals which is based, in whole or in part, on one or more ground of a protected Human Right and which thus has an adverse impact on the individual or group of individuals is strictly prohibited.

### **Hate Activity**

Any conduct that results in the adverse treatment of an individual or group based on race, gender, origin, religion, age, sexual orientation, ability, or other human right protected grounds, is prohibited.

### **Harassment**

Behaviour which serves no legitimate purpose and which the instigator knows, or ought reasonably to know, has the effect of creating an intimidating, humiliating, hostile or offensive environment is prohibited. Examples include but are not limited to bullying, intimidation, coercion, physical assault, vexatious or malicious comments, or the abuse of power, authority, or influence.

Behaviour conducted in whole or in part through electronic means shall be included within this definition. The reasonable exercise of administrative authority does not of itself constitute harassment.

### **Graphic Materials**

Displaying graphic material in public areas, communal areas, or where it is visible to the residence community or public is prohibited. This includes, but is not limited to, pornography and hate symbols.

### **Physical Violence**

Physical aggression (consensual or not) will not be tolerated. Residents are strongly encouraged to vacate the premises and call for assistance when encountering violent situations.

### **Sexual Violence**

Sexual violence is a broad term that describes any violence, physical or psychological, carried out through sexual means or by targeting sexuality. This violence takes different forms including sexual assault, sexual harassment, sexual abuse, stalking, indecent or sexualized exposure, degrading sexual imagery,

voyeurism, cyber-harassment, and sexual exploitation among other things. Any form of sexual violence will not be tolerated within residence and can face severe consequences such as eviction. Students who have experienced gender violence and/or sexual violence may wish to contact any of the following resources for support:

- Residence Assistant
- Residence Life Coordinator
- Security & Traffic
- Campus Sexual Assault Support Advocates (CSASAs)
- Human Rights and Positive Environment Office

## 2.18 Respect for Residence Property

Actions that have the potential to cause damage to a residence building or compromise services provided by Residence are prohibited.

### **Cleanliness Standards**

Students are expected to keep their rooms/units and shared living areas clean and at a standard acceptable to Residence to avoid issues such as pests, including bed bugs, and irritants to others. Removing garbage in a timely fashion and cleaning up after oneself is expected.

### **Property Damage/ Vandalism**

Acts of vandalism are prohibited in residence. Students are encouraged to come forward with information when accidental or intentional damage to property occurs.

### **Removal of University/ Residence Property**

Removing furniture or property from residents' rooms, lounges, and other common areas without permission of Residence Staff is not permitted

### **Posters/ Signs**

No signs (electric or otherwise), posters, banners, or flags of any size may be hung outside, or around the residence, except with permission from a residence staff member. . Advertisements must be approved by Residence prior to placing them in the Residence building.

### **Throwing or Falling Objects**

Throwing, dropping, knocking, or ejecting objects from residence buildings, windows, balconies, or stairwells, whether intentionally or unintentionally, is prohibited. Throwing snowballs or other objects at residence buildings is also prohibited. Students may not exit or enter a building through any area other than doorways. Students may not remove screens from windows for any reason and should not have any part of their bodies hanging outside of any window

### **Elevator Tampering**

Tampering with elevator safety systems or engaging in activities that may damage or interfere with the operation of the residence elevators are prohibited. This includes but is not limited to tampering with any part of the elevator, too many passengers, preventing the elevator door from closing, jumping, etc.

### **Equipment Storage**



Residents are only permitted to store their belongings in their accommodation (room/suite). Storing belongings in other areas, such as the hallway or lounges, is prohibited. .

### **Animals in Residence**

Residents are not permitted to keep pets in their room or on residence property, even temporarily. Residents may request permission for a small fish tank containing non-dangerous fish by contacting [resadmin@unb.ca](mailto:resadmin@unb.ca). Guests may not visit the accommodation with pets.

The University of New Brunswick is committed to the inclusion and accommodation of persons with disabilities. This includes the presence of Service Animals and Approved Emotional Support Animals within all aspects of university life. Students who wish to bring a service animal or emotional support animal to residence should contact the Student Accessibility Centre for information on how to register.

The care and supervision of a service animal is solely the responsibility of its partner. A service animal approved to live in a residence must be controlled and supervised in adherence with Residence requirements.

### **Inappropriate Use of Space**

Students are not permitted to conduct business activities on Residence property unless approved by Residence Life.

## **2.19 Lockouts**

Students locked out of their rooms between 8:30 AM – 4:00PM during the weekdays should contact the Residence Administration Front Desk at (506) 453-4800 and they will locate a residence cleaner to assist. Throughout weeknights and weekends, lockouts after 4:00pm should be directed to the on-call Residence member by contacting the duty phone. Students are charged \$10 for each lock-out after the first one. Only the officially listed resident(s) of a particular room will be given access to that room.

## **3.0 UNB FOOD SERVICE**

Residence dining is provided by our food service provider Sodexo, and all students in traditional residence must purchase a meal plan.

### **3.01 Dining Plans**

UNB Dining Plans combine the security of regular all-you-care-to-eat meals with the flexibility of dining cash for campus retail (no HST!) or extra residential dining. More information and options on dining plans can be found on the UNB Residence webpages.

Unused dining cash is forfeited and may not be carried over to the next academic year. All the cash is put on the card in September and students can spend it as they please. If students do happen to run out of cash before the end of the academic year, more can be added by visiting the Sodexo window in the atrium of the SUB.

### **3.02 Dining Cards**

UNB Student ID Cards (UCards) function as dining cards. If a card is lost, it should be reported immediately to the UCard Office and the student should obtain a replacement card. If lost after hours or weekends, the cardholder should see the Dining Hall Manager. If a student is unable to replace their UCard immediately (due to the UCard office being closed) students will be required to show another form of legal picture i.d. to enter the dining hall. Students may enter the dining hall using this method for a maximum of 4 hours after the reopening of the UCard office. After the 4 hour window, students will be expected to obtain a replacement card.

### 3.03 Dining Room Rules and Conduct

In addition to the other rules regarding conduct set out elsewhere in this Contract, you are required to abide by the following dining room rules and conduct standards.

1. Dishes and cutlery are not to be removed from the dining halls. The loss of dishware and cutlery increases your costs.
2. A resident or their guests(s) found responsible for any of the following may be subject to residence disciplinary sanctions, compensation to the UNB food service provider, a fine, being prohibited from using a certain dining hall or referral to the police:
  - a. Misuse of the UNB I.D. card;
  - b. Removal of any product or dining room property from a Food Service facility without permission from the Dining Hall Manager;
  - c. Damage to UNB Food Services' property or equipment
3. All individuals must wear clean, appropriate clothing in the residence dining halls (shirt, shorts, pants or skirt, and shoes). Slippers and bathrobes are not allowed. Muddy cleats and/or dirty clothing or athletic wear is not allowed.
4. Alcohol is not permitted in any dining hall.
5. Food Services staff may refuse to serve any individual that appears to be under the influence of alcohol or illegal drugs, or who are acting in a threatening manner, and may ask those individuals to leave the dining room. If you are asked to leave the dining room, you will comply with such requests. Please speak to your RLC if you have any questions or concerns.
6. Use of roller blades, skateboards, et cetera, are prohibited in the dining halls. Bicycles may not be brought into the dining halls.

APPENDICES

APPENDIX 1

Useful Contact Information

Residence Administration	453-4800
UNB Security & Traffic	453-4830
CHIMO (Crisis) Help Line	450-4357

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## APPENDIX II

### Residence Life, Residence Facilities & Operations, and Residence Administration

The Residence Administration building houses Residence Life, Residence Facilities, Residence Administration (all under the umbrella of “Residence”) and all a part of UNB Student Services. The Residence department has an overall responsibility for the UNB Residence Community and concentrates on physical facilities, academic, administrative, and quality of life issues and policies with the objective of providing a quality residence experience in a strong academic environment.

#### RESIDENCE STAFF:

##### Administrative Staff:

- Darcy Mazerall, Residence, Magee House & Residence Facilities Administrator [[resadmin@unb.ca](mailto:resadmin@unb.ca), [mageehouse@unb.ca](mailto:mageehouse@unb.ca) and [sswork@unb.ca](mailto:sswork@unb.ca), 453-4800]
- Amy Allen, Receptionist [453-4800]
- Faith Slipp, Financial Administrative Coordinator [[faith.slipp@unb.ca](mailto:faith.slipp@unb.ca), 453-4800]

These full-time support personnel above are the first (and often best!) resources when visiting or contacting Residence. They also support the House Teams who deal directly with students on day-to-day issues. All are extremely capable in their respective areas and have a wealth of knowledge about residence and UNB in general.

##### Manager, Residence Administration

- Brittany Flowers ([brittany.flowers@unb.ca](mailto:brittany.flowers@unb.ca), 453-4800)

A professional responsible for the leadership and management of the Residence Administrative area including front desk services, marketing, communication, applications, room assignments, and student residence accounts and billing.

##### Residence Coordinators:

- Steven McCluskey ([rlc.steven@unb.ca](mailto:rlc.steven@unb.ca)) – Residence Life Coordinator
- Matt Lucas ([rlc.matt@unb.ca](mailto:rlc.matt@unb.ca)) -Residence Life Coordinator
- Adri Bell ([rlc.adri@unb.ca](mailto:rlc.adri@unb.ca)) – Residence Life Coordinator
- Marlee Lunshof ([rlc.marlee@unb.ca](mailto:rlc.marlee@unb.ca)) – Residence Life Coordinator

Full-time professionals responsible for day-to-day Residence Life matters within the UNB Residence Community including but not limited to training, programming, conduct and support of student leaders.

##### Director, Residence Life

- Krysta Kinney ([krysta.kinney@unb.ca](mailto:krysta.kinney@unb.ca), 453-4800)

A professional responsible for the leadership, management, and development of the Residence Life area including support for the Residence Coordinators, the Residence Fellow, student leadership training, student conduct, and residence wide educational and social events.

##### Residence Facilities Staff

- Jeff Budaker, Residence Facilities Manager ([Jeff.Budaker@unb.ca](mailto:Jeff.Budaker@unb.ca), 453-4800)
- Residence Cleaners

##### (Acting) Senior Director, Residence

- Cory Brown [[cory@unb.ca](mailto:cory@unb.ca), 453-4800]

A professional responsible for the leadership, management, and development of both general (unit-wide) and specific (Residence Life, Residence Facilities, and Residence Admissions/Assignments) residence areas. In addition, the Senior Director is responsible for residence capital planning and projects, food service, residence staff training and professional development.

## Appendix III

## Student Damage Cost Guide-Student Services

The following table lists the cost to repair residence room items. This is not an exhaustive list. Any common items damaged in a room (window, screen, door) will be split and billed equally to both roommates unless we have been made aware IN ADVANCE of the student's leaving, that the damage is attributed to only one person (both roommates must agree). Any damages to a student's personal items (bed, desk, closet) will be billed to the student responsible.

**IMPORTANT NOTE:** All rooms must be left clean and free from any garbage. All garbage must be bagged and disposed of in the outside disposal bins: please do not use lounge garbage bins! If any garbage is found in the rooms (loose, bagged, or otherwise) a removal and cleaning charge will be assessed and charged to the student's account.

Residence Room Item	Type of Damage	Cost (item replacement and/or staff labour)
Cleaning (Additional)	Billed Hourly (minimum of 1 hour)	\$45.00 per hour
After Hours Call-In	clean up mess, vandalism, damage etc.	To be charged to student per UNB's cost (time and material).
Room Door Locks	Replaced or repairs Broken Plugged	Minimum \$60.00 plus cost of material
Lock changes	Key replacement	\$40.00
Door Number Signs	Broken or Missing	\$35.00
Fire Safety Board (back of room doors)	Broken or Missing	Cost to Replace + \$500.00 Fine
Walls and ceilings	Repair / paint / replace tiles	Time and material (minimum \$150 charge)
Walls and ceilings	LED adhesive strip repair	Time and material (minimum \$150 charge)
Garbage	Garbage Can Not Emptied	\$35.00 fine
Towel Rack	Broken or Torn Off Wall	\$35.00
Mirrors (rooms)	Broken or Missing	\$80.00 to \$125.00
Furniture (chairs, desks, garbage cans, dressers, wardrobe etc)	Repair or replace	Actual Cost to Repair or Replace; minimum of \$50.00 + fine of \$35.00
Door Closers	Removed or tampered with	Cost of Repair + \$500.00 Fine
Door or Hallway Sign	Damage or Removal (whole or part)	Cost of Repair/replacement (minimum \$50 charge plus replacement costs)
Windows	Replacement / Damage	\$100.00 minimum up to \$475.00 (replacement)
Window Screens	Replace/Damaged	\$50.00 minimum charge
Desk Lamps	Damaged	\$50.00
Bulletin Boards	Replacement	\$45.00
Lights	Broken or missing covers	\$80.00
Bed Mattress	Reassembly of bed frame Replacement (Extended Twin 36 x 80) Replacement (Full Double; 53 x 75)	\$35.00 \$235.00 plus \$80 labor \$279.00 plus \$80 labor
Peephole	Reinstall / Broken / Damaged	\$35.00

Internet/WiFi modems	Cost to replace or repair	\$249.99
Ignite Internet/WiFi modems	Cost to replace or repair	\$189.99
Ignite TV Boxes	Cost to replace or repair	\$109.99
Remotes	Cost to replace or repair	\$25.00

ITEMS NOT ON THE LIST BELOW WILL BE CHARGED AT UNB's COST.

**PLEASE NOTE: THESE PRICES ARE APPROXIMATE AND SUBJECT TO CHANGE TO REFLECT THE EXTENT OF ACTUAL DAMAGE**

NOTE: ALL DAMAGES ATTRIBUTED TO ROOM OCCUPANTS IS OPEN TO AN ADDITIONAL DISCIPLINARY FINE WHICH WILL BE CHARGED TO THE STUDENTS UNIVERSITY ACCOUNT

The following table lists the cost to repair common area items. This is not an exhaustive list. All damaged common area items will be billed directly to the house committee unless an individual takes responsibility.

Common Area Item	Type of Damage	Cost
Sinks, Shower Arms, Toilet Seats, Soap Dishes, Toilet Seats, Toilets, Paper Towel and Toilet Paper holders, Cubicle doors, Mirrors	Cost to replace or repair	Minimum \$75 plus cost of material
Lounge Furniture and Equipment (including Kitchenette)		Cost to Replace or Repair (Minimum \$150)
Lights	Broken or missing	\$80.00 minimum charge depending on type of light
Water Fountain	Plugged / Damage to Spout	Cost to Replace or Repair
Vending Machine	Damage / Theft	\$500.00 Fine
False Fire Alarm		\$500.00 Fine
Fire/Emergency Door Alarm		\$500.00 Fine
Damage/Tampering with Security Cameras		\$500.00 Fine
Failure to exit building during a fire alarm		\$500.00 Fine
Washers / Dryers	Damage to Panels, etc	Cost of repair (minimum \$150.00) plus \$250 Fine
Fire Extinguishers	Missing / Illegal Use	\$500.00 fine
Damaged sprinkler heads	Water	Cost of remediation plus \$500 Fine
Bulletin Boards	Replacement	\$80.00
Shower Curtains	Replacement	\$50.00
Internet/WiFi modems	Cost to replace or repair	\$249.99
Ignite Internet/WiFi modems	Cost to replace or repair	\$189.99
Ignite TV Boxes	Cost to replace or repair	\$109.99
Remotes	Cost to replace or repair	\$25.00

## Residence Contract Acceptance Page

This Contract is a legal document between students (and when applicable, their parent or guardian) living in Residence and the University of New Brunswick (specifically the Residence Division). The Contract represents the University's commitment to provide the listed services and facilities to Residence students, in consideration of fees paid by the student (and when applicable, their parent or guardian). Signing this Contract is promising that the students' conduct will not be in violation of any of the conditions or regulations noted in the Contract and acknowledges that sanctions will be imposed as a result of violations. **Please take special care to note that signing the Contract is also committing the student to live in Residence and pay Residence fees from the Move-In Date until the applicable Move-out Date as expressed in Section 1.01 and 1.02 of the Contract.** Any student/guardian who decides to cancel this Residence Contract must follow the steps outlined in section 1.13 of the Residence Contract. Student accounts will be charged the appropriate cancellation fees as outlined, according to the date of Cancellation.

**Every student offered a room in Residence is expected to read the Residence Contract thoroughly before signing it/agreeing to it. If a student is under the age of 19, their parent/guardian must also read this contract thoroughly and sign it.** They must be certain that they are prepared to accept and adhere to the regulations included and that living in Residence is the best personal choice for them or their child. This decision will depend upon personal objectives and lifestyle preferences. Persons choosing to live in Residence must be prepared to accept academic endeavour as a priority and to appreciate that the number of people living in Residence and the physical nature of the buildings and environment require that these rules and policies will be enforced by the appropriate authorities within the community. Persons wishing a higher level of privacy or "personal space" and/or freedom from regulation and supervision often find that living in Residence is not the best choice for them. Students wishing to live in UNB Residence should be able to care for themselves independently and behave in ways that will not cause problems for themselves or those around them, nor negatively impact the welfare, safety, and success of others. It is highly recommended that every student purchase Contents Insurance to cover all of their personal belongings while living in residence.

**This is a legal document. Please read it with care and ensure that all of its provisions are understood. If you have any questions or concerns, please contact Residence for explanation or clarification.**

- I acknowledge that my name and Residence address information may be provided to the agency responsible for the creation of voter lists for any municipal, provincial or federal election.
- **I acknowledge that Residence, will, from time to time, communicate important information concerning the enforcement of the terms of this Contract by means of e-mail addressed to my UNB e-mail account with the University and, when appropriate, to my parent or guardian's email provided below.** I further acknowledge my responsibility to regularly and promptly read and respond appropriately to such e-mail messaging.
- I accept a Residence room and by acknowledging this Residence Contract, which I have read and understood, agree to abide by the terms of the Contract and abide by the terms described in the Contract and by the directions of the University and Residence. Violation of any of these terms may result in the termination of the Residence Contract.

### Student's Information

Student's Name: \_\_\_\_\_ Student Number: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Emergency Contact. Name and relationship to the student: \_\_\_\_\_ Phone: \_\_\_\_\_

### Parent/Guardian's Information (required if student is under 19)

Parent/Guardian's Name: \_\_\_\_\_ Relationship to

Student: \_\_\_\_\_

Parent/Guardian Contact Information: Phone \_\_\_\_\_ Email: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**I am aware of the residence cancellation policy and associated fees should I choose to withdraw from residence:**

\_\_\_\_\_  
(Student Initial)

\_\_\_\_\_  
(Parent/Guardian Initial)

**Requested Contract Duration:** Fall and Winter (September thru April)

Fall only (September thru December) -Please see reverse for eligibility

Winter only (December thru April)

**Eligibility for a Fall Term Only Contract:**

Students must be enrolled in a program requiring them to leave Fredericton for the Winter Term or are completing their academic programs and leaving the University at the end of the Fall Term. In both cases, documentation is required.

Please provide an explanation below to support your request for a Fall Term only contract. Please forward supporting documentation (co-op work term confirmation of work term outside of Fredericton, letter confirming graduation eligibility, exchange student information etc.) to Residence Administration.

Lined area for student explanation.

For office use only:

Blank area for office use.