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INTRODUCTION

We are delighted with your decision to live in Okanagan College Student Housing and would like to welcome you to your new home. You are joining 143 other students living in a variety of different room types at Skaha Place.

The Housing Office is on the first floor of Skaha Place. It is your point of contact with the Residence Staff. Please feel free to drop by with any questions or concerns you may have and we would be happy to help. Should you have a message for the office staff after hours please call and leave a message or e-mail us.

Throughout the building you will find Residence Advisors (RAs). RAs are students who live in Residence but take on a strong leadership role. They are here to help make your experience as positive as possible. Whenever the Housing Office is closed, an RA is on duty and would be pleased to assist you. Throughout the year RAs plan activities and programs designed to enrich your stay. You will get to know them well in the coming months.

Our wish is that your time at Okanagan College be an enjoyable learning experience with lifelong rewards. Enjoy and participate!

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LIVING IN RESIDENCE

MOVING IN... MOVING OUT

Be sure to keep a copy of your License Agreement as it gives all the details on your rights and responsibilities as a student living in residence.

When moving in/out, review the information on the check in/out sheet before signing it. Make any additions or changes with the staff member present. Additions or changes to the check in sheet must be made within the first week of occupancy.

Should you decide to move out pay close attention to the clauses in the License Agreement regarding terms of notice. (Clause 9.b)

The date of your move out is based upon the day that keys are returned to the office and/or the check out sheet is signed. If these dates are different, the later date will be considered the move out date. Your keys must be surrendered at the time of check out.

If you are checking out when the Housing Office is closed it is your responsibility to contact an RA to perform the check out.

For safety reasons, all students must depart over the winter break due to reduced OC staff and security coverage.

DAMAGE DEPOSIT REFUND

Damage/security deposits are processed only after a staff member has checked a Resident out of their room. The Resident must have signed the check-out form and surrendered their keys.

Any fees owed, cleaning charges, unpaid fines, general assessments, damages or monies owed to Okanagan College will be subtracted from the damage deposit.

Additional fees will be charged to students not checked out by the final move out day. Check in/out sheets will be used to determine any damage charges that are not considered normal wear and tear. A summary of your account will be made available and a cheque will be forwarded to you within four – eight weeks after you check out.

LEGAL

Okanagan College provides housing to Residents by way of the License Agreement only. The Residential Tenancy Act of BC does not have any application to this contract.

Every Resident is under the jurisdiction of Federal and Provincial laws and rules, as well as the policies of Okanagan College. Illegal actions will result in removal from Residence and subsequent legal action. Students accepted into Residence who have provided any false information on their application form may be evicted. To protect themselves and others, Residents have a duty to report to the Residence Office or an RA any violation of these rules.

RESIDENCE IS A SECURE BUILDING

Every effort is made for residence to be a safe living environment. To help maintain building security, please only hold building entrance doors open for those that you are 100% certain are Skaha Place residents. You may be held responsible for any problems that result from giving building access to a non-resident.

COMMUNITY LIVING

QUIET HOURS & NOISE LEVELS

With lots of young energetic individuals in residence a certain degree of noise is to be expected. However, the level of noise must not prevent others from legitimate study, sleep or socializing. Accordingly, Quiet Hours have been established in order to protect the rights of all Residents. PROHIBITED during quiet hours is shouting, talking or laughing loudly, slamming doors or playing loud stereos, TV's or musical instruments etc. Loud means creating a sound that can be heard in any area outside your own room.

Failure to adhere to Quiet Hours may lead to fines and/or notice of eviction. In addition to Quiet Hours, all Residents are expected to be considerate and maintain reasonable noise levels. Courtesy Hours are in effect 24 hours per day. Keep your door closed when hosting a gathering in your room.

If loud noise or music is heard from a Resident's room an RA or office staff may be called in to rectify the situation, and may be required to enter the pod and/or studio.

Students are also recommended to put an additional layer of carpet or cushion under equipment in order to reduce the vibrations through the floor to those below. Musical instruments are not permitted with the exception of acoustic guitars and keyboards (without amplification). Always keep your door closed when playing music. **Professional music equipment including sub woofers are not allowed in residence.**

A Resident may be asked to entirely remove equipment from the building if appropriate corrective action is not taken after receiving a warning.

GUESTS

Guests are allowed to visit periodically; however, Residents are responsible for their guest's behaviour and must be personally present with their guests at all times. Any guest in the building after 9 p.m., regardless of whether they are staying the night or not, are required to have a guest pass. A guest pass must be obtained from and authorized by an RA, and are not issued after 11 p.m. All guests must leave by Quiet Hours and the guest pass must be returned to the RA office upon their departure. This is true every night of the week. Any person without a guest pass after 9 p.m. may be asked to leave. Residents can not sign a guest pass for more than two guests per night.

If approved, Residents may accommodate overnight guests in their rooms for a maximum of three nights in any given month. Overnight Guest Passes are obtained in advance at the Residence Office. No overnight guests are permitted during exam period.

The guest must have the pass in their possession while in the building. No extra bed will be made available and guests may not sleep in the lounges. No person may be the guest of more than one Resident in succession so as to exceed the maximum of three nights per month in residence.

Please be aware that hosting an evicted Resident or anyone banned from the building is prohibited.

QUIET HOURS

Sunday to Thursday

11 p.m. – 9 a.m.

Friday to Saturday

1 a.m. – 9 a.m.

*10 days prior to and during
Exam Period:*

Sunday to Thursday

9 p.m. – 9 a.m.

Friday to Saturday

11 p.m. – 9 a.m.

COMMUNITY LIVING

CLEANLINESS & HEALTH

Residents are expected to keep their room clean, safe and reasonably tidy. Vacuums, mops and brooms are available and are loaned out during office hours. There will be regular pod checks by the office to ensure shared areas are being adequately cleaned and that rooms are safe and present no danger to others. In the event that pod common areas are found to be unsanitary, cleaning staff may be required to clean at the pod residents' expense. If continued neglect/abuse occurs, the Rez Life Coordinator may increase the required Damage Deposit, and/or levy a fine (Clause #6, Pg. 12). Any other space or facility used in the Residence should be left in as good or better condition than when the user entered i.e.: lounges, laundry rooms, the multipurpose room and other common areas. Moth balls are not to be used in residence.

When a student moves out of Residence the charges for cleaning will be based on the 'check out sheet' as well as the 'cleaners sheet'. In shared rooms, common area charges are divided between all the residents. A cleaning sheet outlining our expectations can be picked up in the office or from an RA.

Cleaning Supplies	Vacuums, mops, buckets, brooms and dustpans can be signed out at the Housing Office.
Garbage & Recycling	Blue Bins are in every studio, pod bedroom and pod kitchen. The recycle dumpster is located outside on the NW corner of the Rez parking lot. All non-recyclable items must go in the adjacent waste dumpster.
Pets	Absolutely no pets are allowed in residence other than fish; only one fish bowl is permitted and no aquariums.
Cleaning Assistance	We provide cleaning schedules to ensure that all residents are doing their part in cleaning common areas. However, if you and/or your roommates would like to have your room cleaned by professional cleaning staff, visit the Housing Office to arrange for this billable service.

FOOD

In order to comply with health regulations, Residents should store all non-refrigerated food items in glass, tin or plastic containers. Please do not eat other's food without permission.

VEHICLES & BICYCLES

There is a speed limit for vehicles on campus which is enforced. Any type of vehicles driven on campus must be properly licenced and insured. All parking on campus (including the Residence) is managed by the Parking & Security Department of Okanagan College. Unlicenced and uninsured vehicles may not be parked in the Residence lot. Major vehicle repairs, oil changes and vehicles on blocks are also not permitted.

We ask that bicycles be stored only in the Bicycle Storage room, and bike locks are strongly recommended. Bicycles are not permitted in any other area in the building. It is a serious offense to ride a bicycle, skateboard, and rollerblades within the building. Please contact the Housing Office to obtain access to the Bicycle Storage room.

SAFETY

FIRE SAFETY

Fire Marshalls

When the fire alarm goes off, ALL residents must leave the building and remain outside until they are told by the Fire Department or Residence Staff that they may re-enter. Once outside everyone must go to a location which leaves the entrances clear for the Fire Department (100 feet away from the building). You will be directed by Residence Staff who will be identifiable by the bright orange vests.

Safety Equipment

Exit signs, fire extinguishers, hoses, alarm bells, heat sensors, smoke detectors and any other fire safety equipment are vital safety features, which are necessary to safeguard all Residents. Mishandling, removing, tampering or damaging these items or using them for any purpose other than an emergency is prohibited and will result in the immediate termination of the License Agreement, eviction without refund of fees, possible legal charges and recovery of all costs involved. Smoking is prohibited in the building.

Fire Hazards

Burning candles, sparklers and incense are considered a fire hazard and are not allowed. Unfortunately, the same applies to freshly cut Christmas trees. Only artificial trees are permitted.

DANGEROUS ITEMS

Residents are not to do anything in Residence or bring in any device which would increase the risk of fire, cause objectionable noise or vibrations, overload the electrical system, be of any danger whatsoever to the building and its occupants in any way, or void the insurance coverage of the premises.

Approved Appliances Any appliances used in the rooms must be CSA approved and cannot overload the circuit. Heat lamps are not permitted as they are a fire hazard.

Off Limits Areas Individuals are not allowed on rooftops, in mechanical or electrical rooms, or any other area in the Residence considered off limits to unauthorized personnel. In addition, climbing or scaling the outside of the building or entering/exiting through a window is strictly prohibited.

Throwing Objects Throwing any type of object from the building is prohibited.

Weapons Weapons of any kind are strictly prohibited, including but not limited to firearms, hunting knives, sling shots, pellet guns, BB guns, paintball guns, etc.
Replica weapons of any kind are also strictly prohibited

Explosive Items Explosives including firecrackers and flammable substances, such as barbecue tanks and gasoline tanks are not permitted in the building.

Harmful Persons Anyone who is aware of an attempt or possible attempt by a person to harm themselves in any manner should immediately inform a member of the Residence Staff.

COMMUNITY STANDARDS

Community Standards are the means by which Residents are held accountable for their behaviour. In such a large, diverse group of people there will always be conflicting views of what is considered acceptable individual behaviour. The Community Standards are the benchmark by which negative behaviours are measured. The intention is to create a reasonable, respectful living environment for the community as a whole, ensuring fairness and safety for all students and their property. The following is a summary of some expectations but should not be considered a definitive list.

Damage – Willful or negligent damage to Residence property may result in a notice of eviction from Okanagan College Residence, a referral to Okanagan College Administration for further discipline, and recovery from the Resident of all costs incurred in repairs and replacements. Okanagan College also reserves the right to refuse future occupancy to a Resident who has grossly neglected or damaged their room.

Assessment – Residents are responsible for damages within their rooms, such repairs or replacements shall be undertaken and carried out by Okanagan College at the sole cost of the Resident. The Resident shall pay Okanagan College the actual cost of such repairs or replacements together with an administrative fee of 10% of cost or \$5, whichever is greater.

Maintenance & Repairs – Residents must not undertake any repairs or alterations to electrical wiring, plumbing or structural features. Any requirements for work of this nature must be reported to the Housing Office which will arrange for the appropriate tradesperson to do the work. Taping of extension cords to the carpet or between rooms is not permitted.

Damage to Walls – Pictures and posters are welcome in rooms but great care must be taken in fastening them to the walls. Proper picture hooks, pins or special putty must be used. Pins and hooks should be left in place when vacating the room. Wall putty may be obtained from the Housing Office upon move-in. Unauthorized painting, marking or taping within any room or other area is prohibited.

COMMUNITY STANDARDS

SKAHA PLACE - A HOME FOR EVERYONE

Student Housing welcomes students from all over the globe. The exciting cultural mix at Residence offers you an exciting and dynamic social life with a world of fun and challenging problem solving opportunities. Learning to live and share with people from various life backgrounds, cultures and world views is an enriching experience if we maintain a peaceful, positive and accepting spirit of understanding. We encourage you to be curious, get to know your global neighbours and practice courtesy and patience with all your rez-mates. If confronted with concerns you can't resolve on your own, please seek out the assistance of Residence Advisors and Student Housing Staff.

DRUG USE

The use of illegal drugs is not permitted in the Residence building or on campus grounds. Violation of this regulation will lead to eviction and referral to the RCMP. Roommates who are aware of drug use by another Resident are expected to report this information to the Rez Life Coordinator and/or an RA. Failure to do so may lead to fines and/or eviction.

FURNITURE & BUILDINGS CARE & MAINTENANCE

Moving Furniture – Moving or removing furniture from an assigned room is not permitted. All furniture located in a room at move-in must be in the same location at move-out.

Keys – All keys signed out to Residents remain the property of Okanagan College, copying these keys is prohibited. A \$25.00 fee will be levied per key lost or not returned. Any keys found should be turned in to the Housing Office immediately. Unauthorized key possession will result in a fine.

Laundry Machines – Okanagan College is not responsible for any items of clothing that are damaged or stolen from laundry rooms. A \$10.00 fee will be levied for a lost or not returned laundry card.

Stickers on Doors – Stickers are not permitted on any wall or door in Residence as they can damage the surface when removed.

COMMUNITY STANDARDS

GATHERINGS, GAMES & ALCOHOL

Gatherings

Residents must not participate in any gathering which breaks any Rule of Residence i.e.: rules governing noise levels, quiet hours, number of guests, alcohol etc. The number attending the gathering must be less than 15 persons, (including pod residents), and all residents attending are responsible in their individual capacities for their own behaviour and the behaviour of their guests. Guests from outside of Rez must have a guest pass. Party promotional signage is not permitted.

Residence Sponsored Activities

Whether these events are in Residence or off Campus it is expected that the Community Standards will be followed. Further participation in such events can be denied if the Rules of Residence have not been followed.

Games Inside the Building

The playing of games such as football, floor hockey, golf, roller-blading or frisbee are not permitted within the building.

Alcohol Consumption

All Residents are subject to the Provincial Liquor Regulations governing the use of alcohol. Only responsible use of alcohol is permitted in the Residence. Alcohol drinking games and any type of binge drinking is not permitted as they may lead to regrettable consequences. RESIDENTS WHO USE ALCOHOL IRRESPONSIBLY WILL BE HELD ACCOUNTABLE FOR THEIR ACTIONS.

1. Your Room and Pod are considered private living space. If you are of legal drinking age, you are entitled to consume alcohol in your room or pod with the door closed. Your behaviour must not cause any problems for your neighbours.
2. Should a Resident be found in or around Residence intoxicated and be deemed a threat or danger to other Residents or property, the following applies:
 - Okanagan College has the authority to temporarily suspend and remove the person from the Residences without notice for up to 48 hours.
 - Thereafter, the Resident shall be re-admitted but shall be subject to sanctions or fines in terms of normal procedures after meeting with the Rez Life Coordinator.
3. All public areas such as TV lounges, games rooms, elevators, washrooms, hallways, stairwells, foyers, study lounges, laundry rooms, the multipurpose room, the bike room and the areas outside the Residence are always off limits for alcohol consumption.

RESPECT FOR OTHERS

RESIDENTS' RIGHTS

Residents are not to do anything or permit anything being done that would interfere with the rights of other Residents.

Abuse

Verbal, written, sexual or physical violence, fighting, intimidation, harassment or abuse of any person will not be tolerated. This can lead to immediate eviction without refund of fees, possible legal charges, and referral to the RCMP and Okanagan College.

Sales Solicitation

No soliciting for sales is permitted within the Residence without permission of the Housing Office. In addition, Residents are to obtain approval for use of the bulletin boards for sales or promotional purposes.

Suggestive or Inappropriate Posters/Pictures

What you post in your private room is your choice; however, you must be considerate of others when posting anything in the Residence Common Areas (eg: hallways, TV lounges, doors and the common areas of pods). The Housing Office reserves the right to make the final decision to remove anything posted in common areas. Party promotional signs are not permitted.

Initiation

Any forms of initiation which may be physically or emotionally harmful are prohibited.

Illegal Entry

Illegal entry refers to intent and means of access. Individuals (other than staff and RAs – see Section “Covenants by Residents” in the License Agreement) must have permission to enter another person’s room and must do so without manipulation of the lock, door or window. If in possession of another Resident’s key, you can use it only with their authorization and it is to be returned immediately after authorized use.

Smoking

Any type of smoking, including vape/electronic cigarettes, is not permitted anywhere in the building including all rooms. Smoking is allowed only at the two designated smoking areas.

HARASSMENT & DISCRIMINATION

Student Housing is committed to providing a safe respectful environment for all of its Residents. Please report any discrimination or harassment (including sexual harassment) to the Rez Life Coordinator. Copies of Okanagan College’s policies and procedures on harassment and discrimination may be obtained at www.okanagan.bc.ca.

CONTACT & FINE SYSTEM

GENERAL GUIDELINES

The Community Standards of the Residence are the standards of conduct expected of all members of the Residence Community. A process of contact sheets is used to intervene when negative behaviour has occurred. The Community Standards include all the rules, covenants and agreements the Resident enters into when moving into the Residence, the policies of Okanagan College, the standards outlined in this handbook and any other reasonably expected behaviours consistent with maintaining a respectful collegial living and learning environment.

If any of the Community Standards are violated by a Resident, depending upon the severity and previous history, a contact sheet or eviction will follow. Contact sheets are handed to the Residents by the Rez Life Coordinator upon receiving a recommendation from the RAs. Contact sheets are a notice to Residents that a rule has been broken. The intention is to correct the undesirable behaviour. If a Resident receives more than one contact sheet, each successive contact sheet carries a more severe penalty. The consequence is determined by the Rez Life Coordinator and may include fines, meetings, probation, or termination of the License Agreement.

PROGRESSION OF CONTACT SHEETS

The accumulation of \$100 worth of contact fines will result in the termination of the License Agreement and immediate eviction. Any Resident assigned a contact will be so informed in writing by the Housing Office and is expected to pay the fine within 72 hours or face further penalties.

Should a Resident receive three contacts, the Resident may be placed on probation. Probation is one step prior to eviction. The terms of the probation will be determined by the Rez Life Coordinator after having taken into consideration factors such as previous offences, behaviour of the Resident and severity of the offence. The Rez Life Coordinator will also determine the length of the probation term. Contacts remain on a Resident's file for the entire term of their stay in Residence i.e.: Contacts continue to accumulate from one year to the next, and may impact receiving a room offer in a new academic year.

FINES

RAs recommend fines and evictions to the Rez Life Coordinator who is responsible for the decision to penalize a student based upon but not limited to the fine schedule outlined in this handbook.

The Rez Life Coordinator has the discretion of reducing the fine assigned to a Resident if following the infraction the Resident came forward immediately and took responsibility for his/her actions, was cooperative, apologetic and took reasonable steps to make amends.

CONTACT & FINE SYSTEM

PAYMENT OF FINES

Fines shall be paid by cheque, debit card or cash within 72 hours of assessment. Having fines deducted from the damage deposit is not an option of payment. Any unpaid fines could lead to eviction.

USE OF FINES

Money collected from fines is paid to the Residence Social Fund.

APPEAL OF FINES

Any Resident found in violation of the Community Standards and evicted or assigned a fine by the Rez Life Coordinator may appeal this decision. The possible grounds for appeal include:

1. The Resident can provide a valid reason they feel important information was not given due and proper consideration.
2. The Resident can show that the penalty was not appropriate to the offence.

All appeals must be in writing, submitted to the Rez Life Coordinator and must explain fully the Resident's reason(s) for appeal within 72 hours of receiving the fine.

The Residence Community Standards Committee will consist of the Rez Life Coordinator (or if unavailable, another staff member) and Residents chosen from the Residence body. The RA(s) who issued the contact will be in attendance.

In cases where only a fine is being appealed, and all members of the Community Standards Committee are unavailable, the appeal may be heard by the Rez Life Coordinator alone.

Where the confidentiality of a witness presenting evidence must be preserved, the Community Standards Committee may elect to interview that person privately or review a confidential written statement. However, the Chairperson will then summarize this evidence (without mentioning the name of the witness) and will verbally share it with the Resident to allow them to respond before the Committee makes its final decision. If the Resident fails to appear twice to appointed meetings, the right to appeal will be forfeited.

The Chairperson will advise the Resident in writing of the outcome of their appeal within 48 hours of the Committee making its final decision.

CONTACT & FINE SYSTEM

PLEASE REMEMBER

Your Residence is your home. The rules are intended to help make the Community a positive and safe experience for everyone. Treat others the way you would like to be treated.

TYPICAL OFFENCES AND FINES

The following are typical fines. They are usually increased for repeat offences, or when there are aggravated circumstances. In some instances a contact sheet may be given as a warning and precede the first fine.

	OFFENCE	FINES 1st, 2nd, 3rd and/or Final	FINES 4th and/or Final	ADDITIONAL PENALTY
1.	ALCOHOL CONSUMPTION OR POSSESSION a) Open alcohol in a common public area. b) Participation in Alcohol Drinking games. c) Failure to consume alcohol responsibly. d) Kegs in residence.	\$20 - \$40		
2.	ASSAULT - Incident of physical aggression.	Up to \$100	Eviction	
3.	BEHAVIOUR/MISCHIEF - Failure to exercise proper discretion and/or reasonable respectful behaviour (actions which are unacceptable to the Residence Community but are not specifically identified in the Rules of Residence).	\$10 - \$100		
4.	BICYCLES - Used within the building or stored anywhere other than the bike storage room (includes in line skates, skateboards, etc...)	\$20	\$20 - \$40	
5.	BREAK-IN or ILLEGAL ENTRY - with intent to: a) Do a "room job" b) Cause damage, commit theft, etc...	a) Up to \$50 b) \$100 and eviction	a) Eviction	Fine at the discretion of the Rez Life Coordinator and possible referral to the RCMP.
6.	CLEANING - Leaving common area(s) and/or personal living space in an unsanitary or inappropriate state.	\$20 - \$50	Eviction	Possible bill for damage/ cleanup costs.
7.	DAMAGE - Intentional damage to property or possessions.	\$20 - \$100		Assessed the cost of damage done.
8.	DRIVING - Without due care, dangerous driving, speeding, burning rubber, etc...	\$10 - \$100		Possible vehicle towing, eviction and referral to the RCMP.
9.	DRUGS - Possession or use of non-medical, illegal or controlled substances.	\$50 - \$100	Eviction	Referral to the RCMP.
10.	DRUGS - Sale or trafficking of illegal or non-medicated controlled substances. - Cultivation of drugs.	Eviction		Referral to the RCMP.
11.	DUMPING GARBAGE - Dumping anywhere but in the exterior dumpster(s).	\$20	\$30	
12.	ELEVATORS - Running elevator emergency bell when not an emergency.	\$20	\$40	

CONTACT & FINE SYSTEM

	OFFENCE	FINES 1st, 2nd, 3rd and/or Final	FINES 4th and/or Final	ADDITIONAL PENALTY
13.	ELEVATORS - Tampering with or damaging.	\$50	Eviction	Assessed the cost of damage done.
14.	EVICTED RESIDENT - Hosting an evicted Resident and/or associating with one on Residence property.	\$20 - \$50	Eviction	
15.	EXPLOSIVES - Use of explosives (including fireworks and firecrackers). a) Threatening safety and/or health. b) Non-harmful incident.	a) Eviction b) \$20 - \$50	b) \$50	Referral to the RCMP.
16.	EXPLOSIVES - Possession of harmful explosives.	Eviction		Referral to the RCMP.
17.	FIGHTING - Incident of physical aggression.	\$50	Eviction	
18.	FINES - Non-payment	\$20	Eviction	
19.	FIRE DRILLS - Non-compliance.	\$30	\$50	
20.	FIRE EQUIPMENT - Abusing or tampering with any equipment including smoke detectors and exit signs.	Up to \$100	Eviction	Referral to the RCMP.
21.	FIRE HAZARDS - The use of candles, sparklers incense, heat lamps, or any other potential fire hazard.	\$20 - \$100		
22.	GUESTS IN RESIDENCE - The following: a) Unapproved stays. b) Hosting a person who has been prohibited to enter the building. c.) Exceeding maximum number of persons allowed in a pod or studio	a) \$20 b) \$20 - \$50 c) \$20	a) \$40 b) Eviction	a) Eviction and fees for accomodation. b) Eviction.
23.	INITIATION	\$10 - \$100		
24.	KEYS - Unauthorized key possession.	\$20 - \$100		
25.	KEYS - Unauthorized key use.	\$30	Up to \$100	
26.	MISLEADING or LYING - Failure to be respectful towards, cooperate or heed an RA or any staff member.	\$10 - \$100		
27.	NOISE VIOLATION	\$20	\$40	
28.	OBJECT - Ejection of object from windows, balconies and/or stairwells with: a) Potentially harmful objects. b) Non-harmful objects.	a) \$50 b) \$10 - \$50	a) Eviction b) \$50	Assessed the cost of damage done.
29.	OFFENSIVE ODOURS (eg. cannabis, food, garbage)	\$20 - \$50	\$50	Extra room cleaning costs.
30.	PARKING - Use of unauthorized parking spots.			Vehicle towed or booted without warning at owners expense.
31.	PETS - No pets allowed except fish.	\$20	Eviction	Letter to remove animal and possible bill for cleaning/fumigating.
32.	RESIDENCE PROPERTY - Moving others property into or out of a room or other area without permission.	\$30	\$60	Returning item(s)
33.	ROOFTOP - Being on/in a rooftop, covered walkway or roof loft.	\$50	Eviction	Assessed the cost of damage done.

CONTACT & FINE SYSTEM

	OFFENCE	FINES 1st, 2nd, 3rd and/or Final	FINES 4th and/or Final	ADDITIONAL PENALTY
34.	ROOM CHANGE - Without permission.	\$25		
35.	ROOM RAID	\$10 - \$50	\$50	Possible bill for damage/ cleanup costs
36.	RUNNING or PLAYING GAMES - In hallways/ common areas.	\$10 - \$100		
37.	SCALING/CLIMBING - On outside walls, sitting on A/C boxes, entering/exiting through windows.	\$50	Eviction	Assessed the cost of damage done.
38.	SMOKING IN RESIDENCE - Vape smoking included.	\$50	Eviction	Immediate \$100 room cleaning charge.
39.	SMOKING IN NON DESIGNATED AREAS	\$10 - \$20		
40.	SUBLETTING	Eviction		
41.	THEFT	Eviction		
42.	THREATENING/BULLYING - Verbal, physical or written abuse.	\$20 - \$100		Possible referral to the RCMP.
43.	USE OF UNOCCUPIED ROOMS	\$20		Possible bill for damage/ cleanup cost.
44.	USE OF WEAPONS - replica, toy included	Eviction		Referral to the RCMP
45.	WATER FIGHTS	\$20		Possible bill for damage/ cleanup costs.
46.	WEAPON - Possession	\$10 - \$100	Eviction	Letter to remove weapon(s) immediately.

CONTACT & FINE SYSTEM

GUEST PASS RULES

- It is the sole responsibility of the resident to obtain a guest pass from the on-duty RA, and to ensure the guest pass is returned to the RA office upon the guest's departure.
- Both the resident and guest must be present when the guest pass is issued.
- Guest passes are required after 9 p.m. and are not issued after 11 p.m. (7 days per week).
- The maximum number of persons allowed in a pod at one time is fifteen (15).
- The maximum number of persons allowed in a studio at one time is six (6).
- A guest pass may be obtained in advance in the event of a late arrival.
- Overnight Guest Passes must be obtained in the Rez Office during office hours.
- It is the sole responsibility of the resident to obtain a guest pass from the on-duty RA, and to ensure the guest pass is returned to the RA office upon the guest's departure.
- Both the resident and guest must be present when the guest pass is issued.
- Guest passes are required after 9 p.m. and are not issued after 11 p.m. (7 days per week).
- The maximum number of persons allowed in a pod at one time is fifteen (15).
- The maximum number of persons allowed in a studio at one time is six (6).
- A guest pass may be obtained in advance in the event of a late arrival.
- Overnight Guest Passes must be obtained in the Rez Office during office hours. Overnight guests are not permitted during exam period.

CONTACT & FINE SYSTEM

ALCOHOL CONSUMPTION OR POSSESSION

Open alcohol, including alcohol in personal containers, is not permitted in any common areas in the building including hallways and the grounds outside the building (pods are considered private areas).

Alcohol drinking games and any type of binge drinking is not permitted in residence.

No kegs are permitted on Okanagan College property.

Failure to comply with Alcohol Consumption or Possession rules will result in a warning and/or fine(s).

QUIET HOURS

Prohibited during Quiet Hours is shouting, talking or laughing loudly, slamming doors, playing loud music or games, loud TV's, musical instruments, etc.

During Quiet Hours noise should not be heard anywhere outside your own room.

Courtesy Hours are in effect 24 hours per day, no exceptions.

Failure to comply with Quiet Hours rules will not be tolerated.

QUIET HOURS

Sunday to Thursday
11 p.m. – 9 a.m.
Friday to Saturday
1 a.m. – 9 a.m.

*10 days prior to and during
Exam Period:*

Sunday to Thursday
9 p.m. – 9 a.m.
Friday to Saturday
11 p.m. – 9 a.m.