

Appendix 2:

USMC Rules of Residence

Residents must be sensitive and responsive to the needs of their fellow housemates. Residents must also be willing to abide by certain standards of behaviour and respect the staff and community members responsible for enforcing them. The following rules have been developed to help students achieve their academic and personal goals in a safe, respectful, and inclusive environment:

Eligibility: To be eligible to live in residence, a student must be registered as a full-time student at the University of Toronto or enrolled in an equivalent academic program that has been approved by the College. Returning students must have achieved a minimum CGPA of 2.0. Residence readmission will be determined by a process determined by the residence. In addition, and without limitation, residence readmission may be denied as a result of any previous breach of the Agreement, including fees paid late, or still owing, or breaches of the Rules of Residence. I

Noise: Creating a level of noise that prevents others from being able to regularly sleep or study in their rooms is not permitted. Residents are expected to respect any quiet hours that have been established in their houses and to moderate their voices in public areas late at night (e.g., hallway, the quad, etc.). TV's and stereos are permitted so long as they do not disturb the peace of others; subwoofers are prohibited.

Visitors in Residence: Residents are responsible for the conduct of their guests at all times, and for any damage they may cause. Visitors are not permitted in residence without their host present, nor may they share keys. **Loretto Residence Only:** Male-identifying visitors are welcome in residence from 10:00 a.m. to 12:00 a.m. daily.

Overnight Guests in Residence: Students are permitted to have overnight guests of any gender at St. Michael's College. Guests may stay for a maximum of 5 nights per academic semester of which no more than two may be consecutive. Students who are occupying a double or triple room with roommate(s) must obtain pre-approval from all roommate(s). Guests must always be accompanied by the resident who is hosting them. Key sharing is not permitted. Guests are not permitted to sleep in the common rooms. The don must be made aware of the presence of overnight guests.

Loretto Residence Only: Male-identifying overnight guests are not permitted at Loretto.

Parties: Students are not permitted to host parties in their rooms. A party is defined as any combination of two (2) of the following three (3) criteria:

1. Four or more people in one room.
2. The presence of alcohol.
3. Significant noise.

Residence Property: Residence rooms come equipped with furniture that must remain in the room and be accounted for at year's end (including window screens and bed frames). Missing items, damage to or tampering with the room or its contents, or damage to or tampering with any other College property will be charged to the party responsible. Damage in double rooms will be charged to both occupants unless one party takes responsibility; in like manner, damage to shared areas may be divided amongst all house members. Residents are not permitted to display or affix anything on the exterior of the residence buildings or to suspend, throw, or let fall any object or substance from a residence window or rooftop. The use of paint, wallpaper, nails, screws, self-adhering LED strips, tape or gel stickers on residence walls, doors, and furniture is prohibited. Use of prohibited items that result in damage to walls, furniture, and doors will be assessed and corresponding damage charges will be applied.

Absence: Residents are responsible for the safety and security of their Room on a daily basis and must lock their door and take all measures to secure their Room when they leave for any period of time. Should residents leave their Room unattended for an extended period of time (e.g. due to travel during holidays, vacations, or Reading Week), they will ensure the safety and security of their Room including, but not limited to, locking their door and closing all windows. The College, the University of Toronto, and those for whom they are in law responsible, their successors and assigns, shall not be liable for any loss or damage to resident personal property arising from, or any way resulting from, a resident's failure to secure their Room during any such absence.

Proscribed Materials: Weapons, firearms, knives of any size or material, air powered guns, slingshots, ammunition, replica guns, fireworks, pornography, explosives of any kind, chemical oils, flammable or dangerous materials, illegal drugs, accelerated drinking paraphernalia, candles, incense, other lethal weapons, objects that create cause for alarm, any replicas of the above, or any materials or substances that are illegal or deemed offensive or hazardous are not permitted in residence and are subject to confiscation.

Theft & Vandalism: Theft or willful defacement or destruction of college, university, public or an individual's property will not be tolerated and may result in criminal prosecution.

Commercial Activities and Solicitation: Operating a business venture of any kind is not permitted in the residence. Soliciting, canvassing, electioneering, or selling is prohibited on the residential floors. Unsolicited proposals to offer services to residents are forbidden.

Gambling: Gambling is not permitted on residence property, should you have questions about what constitutes gambling please reach out to a member of residence staff.

Recording and Photography: Videotaping/recording, recording in any form, or photographing residents, staff, or visitors without their consent is not permitted. Posting videos, recordings, or photographs on any website, file-sharing software, or anywhere else without the resident, staff, or residence's permission is not permitted.

Health and Safety: Any behaviour that compromises the safety or wellbeing of others is not permitted. The Dean or their designate reserve the right to determine what behaviours compromise the safety or wellbeing of the residence community. Examples of such behaviours include but are not limited to: pranks, water fights, physical activities/sports on residence property, and failure to adhere to public health guidelines. Behaviour that causes risk to an individual of the community (including oneself) is prohibited and may result in sanction and/or an assessment as to the resident's ability to remain in the residence.

Community Relations: Any activity or action that may damage the reputation St. Michael's College or the University of Toronto is not permitted. This includes but is not limited to littering; throwing, dropping, displacing, or otherwise of objects to or from roofs or windows; running cables/wires out of windows or through hallways, floors/ceilings; displaying any object, poster, flag, alcohol container, and/or offensive material on any window or window ledge; applying or affixing anything to the exterior of the residence.

Respect for College Staff and Directives: Residents must respect the staff of the College, including the dons, and comply with their instructions and directives, which may include a request to provide identification, to attend a meeting, etc.

Harassment/Abuse/Assault: Residents are expected always to conduct themselves in a mature fashion both in-person and on social media. Inconsiderate behaviour, abusive, intimidating, or disorderly conduct, lewd or unlawful acts, the encouraging of unlawful acts, threats of any kind, verbal abuse, physical violence, sexual harassment, or sexual assault will not be tolerated. Sexual harassment is defined as any unwanted emphasis on the sex or sexual orientation of another person, or any unwelcome pressure for sex or sexual activity. Sexual assault is any form of unwanted sexual activity that is forced upon another person without their consent. St. Michael's believes strongly in the dignity of all people regardless of race, ancestry, place of origin, citizenship, religion, creed, ethnic origin, age, politics, gender, or gender expression, physical or mental disability, or sexual orientation. Any harassment stemming from prejudice against the above-mentioned groups, or against any individual who is part of such a group, will not be tolerated. 'Harassment' is defined as engaging in a course of vexatious comments or conduct that is known, or ought to be known, to be unwelcome. This may include vexatious conduct that occurs online.

Drugs: The use, possession, or sale of illegal drugs by residents or their guests is prohibited. Any evidence of distributing or dealing illegal substances will result in immediate expulsion and potential criminal prosecution.

Alcohol and Cannabis: Residents under 19 years of age may not consume or be in possession of alcohol or cannabis on USMC property. Residents who may legally consume alcohol or cannabis are expected to do so in a safe and responsible manner. The consumption of alcohol and cannabis in residence is governed by the USMC Residence Alcohol and Cannabis Code, which is available on our website. Note: Kegs of beer (including mini kegs) are prohibited in the dorms. Students who may

legally possess marijuana must store it in a sealed airtight container (e.g., Tupperware) along with any associated paraphernalia to prevent the smell from travelling into the hallways.

Harmful Behaviour: Students who exhibit behaviours that are deemed potentially harmful to themselves or others may be required to meet with support services and/or have their emergency contact notified. Alternative housing arrangements may be necessary in cases where a student is deemed to require more support than our staff can provide.

Pets: The only animals that might be permitted in residence are service animals prescribed as necessary for support by a medical professional. Not all residence buildings can accommodate service animals, and requests for accommodation will be vetted and assessed in terms of availability. The intention to bring a service animal to residence must therefore have been communicated to the Dean's Office at the time of application. Acceptance of the animal into residence will also require an additional agreement for animal care.

Cleanliness: Residents are expected to keep their rooms in a sanitary state and to remove all personal items at the end of the Term. Residents, not janitorial staff, are responsible for cleaning up after house functions in the common rooms. Any room or space that requires excessive cleaning will be billed to the party responsible, with a minimum charge of \$250. If the party is unknown, all students on the floor will be billed their share of the cleaning cost.

Cooking & Appliances: In the interests of fire safety, cleanliness and the containment of unwanted odors, cooking is not permitted in any of the residence buildings. Electric stoves are prohibited as are exposed element heaters including grills. Acceptable appliances include microwaves, kettles, coffee makers, and rice cookers (where rice cookers may be stored in residence rooms but can only be utilized in common rooms). Due to the excessive power they draw, fridges may be no larger than 3.3 cubic feet. Students are required to be present while using cooking appliances. Any fire-related damage or fees incurred for calling emergency services will be the responsibility of those cooking.

Musical Instruments: Residents may bring musical instruments, except drums, but are strongly encouraged to use the music practice room in Sorbara Hall, Brennan Hall 115B, or the Loretto practice room. Residents may play acoustic instruments quietly in their rooms but must adhere to their housemates' requests for moderate volume. Lowering the volume may also be necessary in the music room. Music amplifiers are not permitted in residence.

Fire Alarms, Prevention Equipment, and Emergency Exits: Tampering with, damaging, or removing fire equipment or violating fire safety and protection procedures is forbidden. The use of emergency exits is only permitted during an emergency. Misuse of emergency exits can compromise the safety and security of our building and will not be tolerated. Residents must evacuate the building upon hearing the fire alarms.

Departure: Students are expected to vacate residence within 48 hours (about 2 days) of their final exams in both the fall and spring terms, and no later than the end of the term session. Students

may request extensions only in exceptional circumstances and requests will be assessed on a case-by-case basis. Any behaviour that disrupts the community from 24-hour quiet hours will result in any extension being revoked, and the student will be financially responsible for any travel, hotel, or flight costs incurred as a result.

Dining Hall: The removal of food, dishes, or cutlery from the dining halls is prohibited, as is sneaking, or attempting to sneak, people into the dining hall without paying. Meal plans are compulsory for all residents without exception. No refunds will be issued for missed meals for any reason. Meal cards are non-transferable.

Residence Network: The use of the Residence Network (ResNet) is governed by the USMC Residence Network Use Agreement and all residents are expected to abide by its terms. Unauthorized access points (e.g., routers) are not permitted as they interfere with Wi-Fi access for other students and staff. The University of Toronto's IT team regularly monitors the networks and will notify the Dean's Office of unauthorized routers.

Unauthorized Entry/Access: Entering other students' rooms or disturbing their property without permission is prohibited, as is accessing areas of the College that are known, or ought to be known, to be off limits.

Building Security: Residents are not permitted to prop open entrance doors and are responsible for ensuring that non-residents do not gain access to buildings by following behind them. Residents who lose their keys are required to notify staff at the Porter's Desk. Replacement keys are available at \$20 each for key cards, and \$50 each for a metal key. Residents who consistently damage their keys will be charged a replacement fee. Lending a keycard/metal key to fellow residents, friends, family members and/or non-residents is prohibited.

Smoking: The University of Toronto is a smoke-free campus. Smoking of any kind including tobacco, marijuana, vaping, or E-cigarettes is prohibited inside all residence buildings and subject to a \$250 fine. Students whose rooms contain evidence of smoking, including smoke, cigarette butts or ashtrays, will be treated as violators. All smoking must take place off College property.

Fire Safety: Fire safety equipment exists for the protection of all residents and student safety is jeopardized when it is misused. Tampering with or neutralizing smoke/heat detectors, fire extinguishers, alarm bells, pull stations, automatic door closers, and all other fire safety equipment are criminal offences. Residents who cause alarms that result in the fire department's unnecessary arrival will be held responsible for any associated charges, including any levied by emergency services. To reduce the risk of accidental fires, the burning of candles and incense is not permitted in residence rooms, and a strict \$250 fine will be enforced for their use. All residents are expected to be familiar with basic fire safety procedures.

Non-Emergency Calls to 9-1-1 by residents: Residents who call 9-1-1 for causes that are deemed not to be an emergency will be liable for any fees levied by emergency services. Residents unsure as to

whether or not circumstances warrant the calling of 9-1-1 should contact the porter's desk (416 926-2099) or their don.

Emergency Cleaning: If an emergency cleaning situation should arise, the College will arrange for an external company to perform the necessary work, and the student will be charged a minimum cleaning fee of \$250. Should the College be invoiced for charges beyond \$250, the student must pay the full cost of the invoice, based on the work required and damages caused. If cleaning to a communal area cannot be attributed to a specific resident, all residents from the affected community will be charged proportionally for the fine. Once such an issue arises, the College may perform regular checks of the communal spaces to ensure appropriate cleanliness standards are maintained. Continued failure to comply with communal area standards may result in the closure of such communal spaces.

Expectation of Cleanliness in Residence: Students are required to maintain a clean and orderly living space throughout their stay at St. Michael's College. This includes keeping the room tidy, disposing of waste appropriately, and not causing damage to any College-owned property. Failure to comply with these standards will result in fines. Upon vacating the room, the student must ensure that the living space is left in a clean and orderly condition, free of debris and garbage, and return all College-owned furniture to its original position. Failure to do so will result in the assessment of fines. The College reserves the right to inspect rooms and assess additional cleaning fees as necessary.

Community Meetings and Don Check-ins: The residence don will host a monthly meeting for students living in their community. All residents in the community are expected to attend these meetings or inform their don in advance if they will be absent. Additionally, dons host one-on-one meetings with students at the beginning of each semester, and it is up to the resident to confirm a mutually agreeable time with their don for these meetings. During a pandemic or emergency situation, meetings may be hosted virtually, and attendance will be taken. One-on-one meetings may occur more frequently (e.g. monthly) during a pandemic or emergency.

Requested Meetings with the Office of the Dean of Students: The Dean's Office may request a meeting with a resident. Students must respond to these requests within 24 hours. All students must check their utoronto email account regularly. Attendance at meetings requested by the Dean's Office is mandatory, and failure to respond to emails or attend scheduled meetings could result in disciplinary sanctions, including loss of guest privileges, probation, or eviction.

Mailroom: The on-campus mailroom will only accept mail and/or parcels for students actively residing at SMC Residence. The mailroom will not accept packages during the summer months after a student moves out, or prior to their arrival on move in day. The mailroom is not responsible for any items returned to sender before or after the Term of this Agreement.

Bedbugs/Pests: Residential buildings are occasionally subject to pest outbreaks, including but not limited to, bedbugs. Should a resident suspect a pest outbreak in my room, they must contact the Residence Porter's Desk immediately so an inspection can be arranged which may include checking adjacent rooms as well. If the presence of pests is confirmed, residents must follow all directives of the

College and/or professional Pest Control workers. To reduce the likelihood of spreading pests to unaffected areas, residents will not be relocated to a new room. No refund or reduction of fees will be issued to those who are inconvenienced by pest inspections or remediation processes.

Asbestos: Most buildings in Canada built prior to the mid-1980s, including certain of the College's facilities, contain asbestos in one form or another. Scientific knowledge to date indicates asbestos in its non-friable form (such as in floor tiles, ceiling tiles etc.) poses no danger unless it is being drilled, ground, broken or sanded. Friable asbestos (i.e., material that can be easily ground to dust between fingers), inhaled in large quantities over a long period of time, however, may be a health hazard. The College has an Asbestos Control Policy in place that fulfills the requirements of current applicable legislation. This program ensures that correct procedures are followed in the handling of asbestos and that every precaution is taken to reduce any potential exposure risk to the University community. Asbestos used in decorative ceiling stucco, vinyl floor tile, dry wall joint compound or transit board, as found in some residences, is non-friable. However, it can become friable if disturbed. Residents must not damage these structures or make alterations or repairs to their Room without the explicit written approval of the Dean of Student's Office and/or the Conference Services office.

Renter's Insurance: The College recommends that all residents obtain and maintain a comprehensive tenant insurance policy for the duration of the Term. The policy should provide coverage for personal liability, contents, and any other risks associated with the use and occupancy of the leased premises. The College shall not be liable for any loss, damage or injury to a resident's person or property, and residents waive any and all claims against the College arising out of such loss, damage or injury.

Athletic Participation: Should a resident use the College's weight room, wellness studio, basketball court, ice rink, or any other athletic facility on campus, or if they participate in athletics at the College, including intramural sports or athletic events at the college or off campus, there are certain risks of injury that are inherent to participation in sports and recreational activities. Residents agree that the College, the University of Toronto, and those for whom they are in law responsible, their successors and assigns, shall not be liable for any injury to a resident's person or loss or damage to their personal property arising from, or any way resulting from, their participation in these activities.

Penalties: Residents who breach the rules of residence will be subject to disciplinary action as outlined in the 'USMC Code of Discipline' in Appendix 3 and available on the College's website.

Pandemic Considerations: During a pandemic or emergency, residence policies may be adjusted. This will apply specifically to guest policies and common area capacities.

The Office of the Dean of Students reserves the right to amend this document when required.