



WesternStudent  
housing ltd.

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Student Residence Agreement  
2009/2010  
For Vancouver Island University Residences

Administered by  
Western Student Housing Ltd. (WSH)  
<http://www.viuresidences.ca/>

**Please note:**

There are two parts to this agreement. Part 1 outlines the terms of the contract between you and Western Student Housing Ltd. Part 2 outlines the Rules that you are expected to follow when you are living in Residence. By signing this agreement, you are agreeing to abide by the terms, conditions and rules outlined in this document. Failure to do so will result in consequences, up to and including eviction.

## 1.0 Terms of Contract

The Student Residences at Vancouver Island University ("VIU") are operated by Western Student Housing Ltd. ("WSH"). This agreement forms a contract between you:

Student Name: \_\_\_\_\_ ("you" or "your")

and WSH. ("we", "our", or "us").

The purpose of this agreement is to outline terms of the arrangements governing your use and occupation of a place in Residence.

You must review and agree to the terms and conditions outlined in this contract prior to accepting a Residence assignment.

**By signing and returning this document, with the payments indicated in Section 1.1, you are entering into a binding contract with us and agree to the following:**

### 1.1 Room Deposit and Damage Deposit

You agree to pay a NON-REFUNDABLE "room reservation deposit" of \$\_\_\_\_\_. Please note that this deposit is applied to the rental fee for the occupancy period (i.e. your rent will be reduced by the full amount of this deposit).

You must sign and return this document with the \$\_\_\_\_\_ non-refundable room reservation by \_\_\_\_\_.

In addition, you must pay us a "damage deposit" in the amount of \$\_\_\_\_\_ along with the balance of the rent owing by the date specified in your assignment package.

Failure to pay the deposits outlined above will result in our offer of a place in residence being cancelled without further notice to you.

### 1.2 Rental Rates and Payment

You agree to pay us the Residence rental fees in the amount(s) and at the time(s) established by us as outlined in your Room Assignment Package.

Please note:

- A service charge will be levied on all cheques returned by your bank for any reason.
- Late payments will normally not be accepted.

### 1.3 Residential Tenancy Act

You acknowledge and agree that this document creates a licensee/licensor relationship. You agree that the Residential Tenancy Act of British Columbia is not applicable to this Agreement or the occupancy of the accommodation.

### 1.4 Residence Agreement

You agree to abide by all the terms and conditions contained in this document, as well as all applicable municipal, provincial and federal laws, VIU rules and codes of conduct. To the extent that there is any discrepancy between matters dealt with both in this Agreement and any other publication of WSH or VIU, the provisions of this Residence Agreement shall prevail.

### **1.5 Eligibility**

You must maintain enrollment at VIU to be eligible to remain in Residence. If you lose your student status or withdraw from VIU, you must vacate your room or apartment within seven days, unless special arrangements are made with the WSH management. See Section 1.8 for cancellation fees.

Students under the age of 19, as of August 31, will not be allowed to live in Buildings 10 or 11 (the apartments) or the studio suites, except in special circumstances as determined by WSH management

### **1.6. Agreement Term**

The term of your license is for the duration of one semester of enrollment at VIU, unless entered into after the semester at VIU has started, in which case the term of your license runs from the time of your acceptance by us until the end of the semester at VIU.

At the end of this fixed length of time, the Agreement ends and you must move out of your room or apartment. The Agreement term includes the Christmas break period *only* if you are staying for the Fall *and* Spring semesters and have paid your Spring Reservation Payment by the deadline.

Failure to vacate your room and return your keys by 11:00 AM on the day indicated in the Room Assignment Form, without prior written authorization of the WSH management, constitutes a breach of this Agreement. This may result in WSH pursuing all legal recourse available to it, including, but not limited to, charging your student account for additional accommodation time or revoking your eligibility for Residence in the future. Keys must be returned to the front desk of Building 4, Cedar Centre.

Accommodation for the summer months is offered under a separate Residence Agreement. For more information, please contact WSH (address listed in Appendix I).

### **1.7 Assignment Policy**

Western Student Housing Ltd. will not discriminate in room or building assignments on the basis of race, colour, religion, national origin, ancestry or sexual orientation. Within our admissions guidelines, we will attempt to honour, but do not guarantee, requests for a particular type of accommodation (i.e. 20 bed houses). Failure to provide the preferred assignment will not void this

Agreement. Assignments are based on available space, and where space is not available in a particular area, you will be assigned to another area that you are eligible to live in.

We reserve the right, without notice, to assign roommates, to change room or building assignments and/or to consolidate vacancies by requiring residents to move from one accommodation to another. This may include requiring you to move to a different Residence area or different type of room/unit. In such cases, you will be required to pay the fees stipulated for the new accommodation. We are not responsible for any moving costs.

### **1.8. Cancellation or Termination of the Residence Agreement by the Resident**

a) You may cancel this agreement prior to taking occupancy of your room by giving us written notice. However, in the event you cancel this agreement more than 15 days prior to the commencement of your rental term, your room deposit shall be forfeited, but you shall be refunded all other moneys paid to us, save and except an administration fee of \$35.00. In the event you cancel this agreement less than 15 days prior to the commencement of your rental term, but before taking occupancy of your room in Residences, all monies paid to us shall be forfeited save and except your damage deposit.

b) You may cancel this agreement after taking occupancy of your room by giving us a minimum of one calendar month's written notice. In the event you cancel this agreement after taking occupancy all monies paid to us shall be forfeited save and except your damage deposit, which deposit shall be refunded to you, less any claims made against the same by us.

c) In the event you cancel this agreement and forfeit all monies paid to us as outlined in (a) and (b) above, we shall make reasonable attempts to find another tenant for the room that was assigned to you and, if we are successful in filling the vacant room, we will refund to you an amount equal to that portion of any monies you forfeited to us from the date of occupancy of the new resident to the end of your rental term, less the administration fee of \$35.00.

### **1.9 Termination of the Residence Agreement by WSH**

We may, without notice, terminate this Agreement and take possession of your accommodation if:

- You fail to pay any of the fees stipulated prior to indicated deadlines;
- You fail to pay any assessments or damages assessed pursuant to the terms of this Agreement;
- The offer of accommodation was made by us based upon incorrect information or a mistake as to your eligibility for residency in your accommodation;
- You no longer meet the eligibility requirements for residency;

- You have failed to pay monies owed to us with respect to matters other than this Agreement;
- You breach any provisions of this Agreement.

In the event of termination of this Agreement and eviction, you shall remain indebted for any fees, assessments or damages accrued pursuant to the terms of the Agreement up to and including the last day of the semester in which you occupied the Residence room.

Eviction from Residence may also result in you being banned from Residence and Residence property for a period of time determined by WSH management.

We, may, with the prior written consent of VIU, terminate or temporarily suspend this contract without notice, in the case of circumstances which make the continued operation of the Residence not feasible.

### **1.10 Notice to Vacate and Fees**

a) In the event you breach this agreement we may terminate this agreement and require you to vacate the Residence upon giving you seven days written notice. Notwithstanding the foregoing sentence, or any other provisions of this agreement, in the event your actions or behavior create a clear and immediate danger to any other person or to property we have the right to terminate and may immediately terminate this agreement and require you to immediately leave and remove your property from the Residences. Eviction timelines are based upon the severity of the Residence Standard or Regulation infraction(s) and are determined by WSH management.

b) Upon receiving any notice of termination of this agreement you agree that you will vacate the Residence and remove all of your belongings from Residence upon the effective date of termination.

c) If you are evicted from Residence for breach of this agreement, you may receive a refund minus an administration fee equal to one half month's rent. If you are leaving Residence for any reason other than eviction, you may receive a refund less an administration fee of \$35.

d) Any notice to you shall be sufficiently given if delivered to you personally, or delivered to your mailbox in Cedar Centre, or posted on the bulletin board in Residence. If notice is posted on the bulletin board it will be conclusively deemed to have been given to you on the date it is posted. Notice may also be given to you by mailing it to you at your last known address and it will be conclusively deemed to have been given to you on the business day next following the date it was mailed.

### **1.11. Assignment and Unauthorized Occupancy**

You agree that you may not assign this contract without our prior written consent. You acknowledge that all rooms in Residence are designed as single occupancy rooms.

### **1.12 Room Switches**

You may not change rooms within the Residence without our prior written consent.

#### **a) Authorized Room Switches**

If you would like to change rooms after moving into Residence, you may request a transfer to another room. Request to Transfer forms can be obtained at the Cedar Centre office. Email requests will not be considered. Requests must include specific details that support the case for a room switch. There is a \$25 application fee for all room switch requests.

Room switches will only be offered based on available vacancies and at the discretion of WSH management. Room change requests are approved on a priority basis, based on the date of application and the reason for the switch. You must be able to move on a specified date as determined by WSH management. Should your request be approved but a room is not available at that time, your name will be put on a prioritized wait list until an appropriate room becomes available.

You will be billed for the difference in Residence fees when you move to more expensive accommodation. Refunds due to a switch to less expensive accommodation will be credited to your account.

Room switches are not permitted for any resident who has given notice to cancel this Agreement.

#### **b) Unauthorized Room Switches**

Unauthorized room switches will result in you being required to move back into your authorized room and be subject to a Community Living Agreement.

### **1.13. Force Majeure**

To the extent that we are unable to fulfill, or are delayed or restricted in fulfilling, our obligations under this Agreement by any cause beyond our control, we 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 foregoing, we shall not be responsible for failing to meet our obligations under this Agreement due to a strike by our employees, a lock-out of employees by WSH and/or any other form of job action or labour unrest, or due to acts of God, including but not limited to fires, floods,

earthquakes, intervention by civilian or military authorities, or governmental legislation.

#### **1.14. Liability**

By accepting our offer it is agreed between us that:

Neither we nor VIU shall be held responsible for property in or about the Residences which is lost, stolen or damaged in any way nor shall we or VIU be liable for any injury or death to you, your guests or any other persons while in, on or about the Residence or the VIU campus or while engaged in activities organized or sponsored by us.

You agree to indemnify and save us and VIU harmless from any and all claims, liens, charges, demands, actions, suits and proceedings of whatsoever nature in respect of any matter arising out of your use and occupation of the Residence or this agreement which at any time shall be made, brought forth, prosecuted against us and/or VIU and all costs and expenses incurred by us and/or VIU in connection therewith.

You will ensure that no act on your part while in or about the Residence creates any unreasonable disruption or injury to any other party or property.

#### **1.15 Insurance**

You will not do or permit to be done in or about the Residence anything that would affect any insurance carried by us.

It is recommended that you take steps to ensure that all your personal effects, in Residence rooms, units, apartments, storage rooms, and all other Residence property including in all Residence buildings are covered by private insurance. You are urged to obtain a residential insurance policy that covers both loss of personal property and liability for personal and property damage. Insurance may be available as an extension of your family's home insurance policy, or you can obtain your own insurance package. See the Yellow Pages telephone directory for local insurance agents.

#### **1.16. Damages and Assessed Costs**

You agree to follow established checkout procedures and to leave your room in an acceptable, clean condition, without damage. Failure to do so may result in forfeiture of all or part of your damage deposit.

You agree to pay for damages, lost property or extraordinary service or administrative costs caused by yourself or your guest(s) to Residence facilities through accident, neglect or intent. In some circumstances, all residents of a floor or house or apartment will be assessed for cleaning, damages, lost property or extraordinary service costs where the person(s) responsible cannot be ascertained by WSH but where the damages, lost property, or excessive mess

were reasonably believed by the management of WSH to be caused by one or more residents of the floor, house or apartment.

Such charges will be placed on your account. Where charges and costs have not been paid by the specified date, a late fee will be added. Failure to pay assessments including damages, lost property, service and administrative costs may result in denial of future Residence assignment or eviction from Residence.

### **1.17 Denial of Other University Services**

In addition to any other remedies available to it pursuant to this Agreement or at law, VIU may suspend a student's privileges and deny the student services if any fees, assessment, damages, costs or other monetary amounts owing pursuant to this Agreement remain unpaid by you either during the term of this Agreement or after its termination or conclusion for any reason.

### **1.18 Room Entry**

It is agreed between us that our authorized personnel may enter your room for inspection, repairs and/or cleaning. We may also enter in emergency circumstances. Insofar as possible, advance notification will be given to you. Your room will not be searched without an appropriate warrant or consent.

### **1.19 Arrivals**

You may check into Residence at the Cedar Centre Office on the check in date and time specified in your Room Assignment Package. You may not arrive earlier than the date stated on the Residence assignment notice unless you have made separate arrangements with WSH management (see 1.20. Early Arrivals).

### **1.20 Early Arrivals**

The Agreement period begins on the move-in date and time indicated in the Room Assignment Package. You may occupy your assigned room two to three days prior to the commencement of classes, depending on availability. A daily room fee of \$25.00/day will be charged for each day prior to the stipulated move in date. All arrangements for early arrivals must be made in advance with (and confirmed in writing by) WSH management. Requests for early arrival must be directed in writing to:

Manager  
Student Residence  
Vancouver Island University  
4 University Crescent  
Nanaimo BC V9R 6C5  
phone: (250) 754-6338  
fax: (250) 754-4291  
email: [manager@viuresidences.ca](mailto:manager@viuresidences.ca)

Please note that there is no guarantee that early move-in requests will be granted.

### **1.21 Late Arrivals/Late Stays**

If you plan to arrive after the assigned move-in date as indicated on the Residence License Agreement, you must notify WSH management in writing.

Late stays may be accommodated only in extenuating circumstances to students who provide a written request and all necessary supporting documents. Decisions to allow late stays are at the discretion of WSH management. Requests are not guaranteed and if granted, fees will apply.

### **1.22 Delivery of Personal Property**

Personal property delivered to Residence before the Resident moves in will generally not be accepted. Exceptions may sometimes be made by contacting WSH management and making appropriate arrangements ahead of time.

### **1.23 Furnishings in Rooms and Kitchens**

Most rooms in Building 2 (Morden), Building 5 (Ladysmith House), Building 6 (Powell River House), Building 7 (Cowichan House), Building 8 (Nanoose House), and Building 9 (Qualicum House) are furnished with a wardrobe, single bed, mattress, mattress cover, desk, chair, desk light, drapes, bar-size refrigerator, shelf unit, waste basket, and bulletin board. The shared bathroom contains a sink/vanity, vanity light, shower and shower curtain. There is a telephone jack and a cable jack in each room.

Each room in Building 3 (Dunsmuir) is furnished with all of the above, except that there is a closet rather than a wardrobe.

Each room in the apartments, (Building 10 - Parksville House and Building 11 - Duncan House) is furnished with a wardrobe, single bed, mattress, mattress cover, desk, chair, desk light, drapes, shelf unit, waste basket, and bulletin board. The shared bathroom contains a sink/vanity, vanity light, shower and shower curtain. There is a telephone jack and a cable jack in each room. The shared common area contains drapes, stove/oven, microwave, dishwasher, full refrigerator/freezer, kitchen table with 4 chairs, coffee table, TV table, linen closet, coat closet, recycling bin, garbage bin, couch and chairs.

All residents are responsible for bringing their own linen. Residents in each of the following rooms/suites require linen for an extra-long double bed: 3137, 3237, 3337, 6217, 8217, 10204 and 11204, and all other residents require long 39" X 80" linen. All residents require towels, toiletries (including toilet tissue), cleaners (to clean your room and shared bathroom), small oscillating fan, flashlight (in case of power outages), dishes, cooking utensils, small tray to carry food & dishes to and from the common kitchen, dish-soap, dish-clothes, tea-towels, clothes hangers, and laundry hampers. Ironing boards are provided in most of the laundry rooms, and irons can be signed out from the office.

### **1.24 Furniture**

You will not remove furnishings or other equipment from lounges or other common areas without prior written permission from WSH management. Additional furniture may only be placed in unit common areas only with the prior authorization of WSH management. Costs associated with removing additional furniture will be assessed in accordance with clause 1.16.

You will not overload the floor in Residence by bringing in furniture with excess weight (e.g. waterbeds, etc).

### **1.25 Housekeeping**

At check-in you will be provided a Room Checklist which you will use to document the condition of your room/unit and/or any missing inventory items. You need to promptly complete and return this form to the main office in Cedar Centre and keep a copy for your records. After check out, the room and common areas and their contents will be inspected. Any missing items, damage not documented on the Room Checklist, or required cleaning will be assessed to you and/or deducted from your damage deposit. If there is a question regarding responsibility for damages to the room or unit or furnishings, the Room Checklist will be used in determining responsibility for the damages. Failure to return the form may result in your being assessed for all damages and any missing items.

Common areas in units will be inspected from time to time during the year to ensure they are kept clean and safe. Failure to keep common areas/units clean will result in assessments and/or the possible relocation of residents, and/ or denial of future Residence assignment.

### **1.26 Repairs and Alterations**

All repairs and alterations to accommodations must be carried out by WSH staff. You are prohibited from repairing or altering your room or unit, including a prohibition from painting or wallpapering. You must report any required repairs to the Office.

### **1.27 Construction and Maintenance**

Should on-going maintenance, renovation and construction projects take place in and around the Residences, prudent construction practices will be followed, but there may be noise and dust. There will be no compensation or reduction in Residence fees due to any such disruption.

### **1.28 Storage**

Secure bike storage areas are available, and bicycles are permitted in these designated storage areas only. To access these storage spaces, a key may be obtained at the Cedar Centre office. We do not assume liability for loss, theft, or damage of articles stored in bike storage areas regardless of how such theft or damage occurs. Storage of items in these areas is solely at the risk of the Resident.

There is no other storage area available for resident use. Once you have checked out of Residence, you must not leave personal belongings in your room, in Residence common spaces, or in kitchens. These articles will be considered abandoned and will be disposed of. We do not assume any liability for lost or damaged articles.

### **1.29 Parking**

Parking of motorized vehicles (which includes, but is not limited to, cars, trucks, motorcycles, mopeds, and scooters) in VIU Residence parking lots is strictly regulated. To apply for a parking permit you need to fill out a parking application form and return it to the Cedar Centre office. Filling out this application does not guarantee that you will receive a parking permit. Parking permits are allocated on a “first come, first served” basis. Parking is “scramble parking” which means there are no allocated parking spaces. There is no guarantee that you will find a parking space near your building.

The fee for a one-semester parking pass is \$60 plus GST. Permits are not prorated to the date of purchase. Lost or stolen permits are not replaceable. There is no refund if you move out of Residence; however your parking pass is still valid until the end of the semester.

Prior to being assigned a parking permit you must show insurance that proves you are the insured driver of the vehicle. It is your responsibility to update us of any changes to your insurance or registration records. Parking permits are allocated for one registered vehicle only. Any vehicle parked at the VIU Residence must be in complete working order and insured.

You must display your valid parking decal where it is clearly visible at all times. Failure to do so may lead to your vehicle being towed, without notice, at your expense. Any unregistered vehicles may be towed, without notice, at the owner's expense. If you attempt to lend or sell your parking permit you will have your permit cancelled and will forfeit your parking fees.

We are not responsible for theft or damage to cars, trucks, bicycles, motorcycles, mopeds, scooters, or any other vehicle—or any contents stored on or within them.

### **1.30 Security**

You are responsible for taking reasonable precautions to ensure that your Residence is protected from a breach of security. This includes, but is not limited to, locking your room and/or unit door and window(s), not propping building entrance doors open, not permitting unknown persons to follow you into the Residence building, and immediately reporting strangers or security concerns to Campus Security, the RCMP, or WSH staff.

### **1.31. Protection of Privacy**

Prior to taking occupancy of your room, you must complete an emergency card which will be kept on file at WSH. Personal information in possession of WSH will not generally be released to persons outside Western Student Housing management, including family members or friends, without your written consent, unless permitted or required by law. In particular, if you are injured or ill, or in the opinion of WSH represent a threat to yourself or others, we may contact third parties (including but not limited to, government and health officials, next of kin, or an indicated emergency contact person) and disclose personal information to them. We may choose to do this despite your objections.

### **1.32 Mail and Email**

Each room has a corresponding mailbox associated with it. The mailboxes are located in the lobby of the Cedar Activity Centre.

Your Mailing Address is:

Your Name  
Building Number-Room Number  
4 University Crescent  
Nanaimo, B.C.  
V9R 6C5

We frequently provide important information to you by way of mail and your email address. You are responsible for checking both your mailbox in Residence as well as your email account on a regular basis. You are responsible for reading and ensuring that you understand any information that we provide to you in your mailbox and email account.

Any notice to you shall be sufficiently given if delivered to you personally, or delivered to your mailbox in Cedar Centre, or posted on the bulletin board in Residence. If notice is posted on the bulletin board it will be conclusively deemed to have been given to you on the date it is posted.

Notice may also be given to you by mailing it to you at your last known address and it will be conclusively deemed to have been given to you on the business day next following the date it was mailed.

### **1.33. Agreement Changes**

Amendments or exceptions may not be made to the terms of this Agreement without our written permission. Changes may be made by us during the term of the Agreement and are binding on you. Such changes will be published by placing notices in your mailbox one week before the changes become effective. Implementation of the changes may be immediate when, in our opinion, the health or safety of any person may be adversely affected by a delay.

## **2.0 Residence Rules**

In addition to the Residence Rules outlined in this document, you are also be subject to VIU Student Conduct Code (Policy 32.05) available at <http://www.viu.ca/policies/policy.asp?rdPolicyNumber=32.05>

We reserve the right to share information about serious incidents or drug-related activity with the RCMP and/or the following VIU departments: Campus Security, Student Services, Health and Safety, Counselling and other departments as required. If you commit a crime in Residence, we may notify both Campus Security and/or the RCMP. WSH management will impose disciplinary sanctions independent of proposed criminal charges. WSH also reserves the right to inform your parents or guardians about unlawful activity or any behaviour that threatens the safety or wellbeing of any individual, including you.

### **2.1 Residence Rules Overview**

We are committed to ensuring that all members of the Residence community are able to study and work in an environment of tolerance and mutual respect, free from harassment and discrimination. The standards and regulations stated here strive to protect the well-being, safety and security of residents and contribute to a Residence community that is conducive to residents' academic success, personal growth and development. These Residence Rules are applicable on or about all Residence property (which includes but is not limited to all Residence buildings, parking lots, and surrounding grounds), and during all Residence-related events, even if these events take place outside Residence property.

Please understand that a breach of rules which affects the health and safety of other residents will result in immediate eviction with NO warning.

### **2.2 Rights and Responsibilities of the Individual within the Residence Community**

You agree not to do anything or permit anything to be done in or about the Residence that would interfere with any other person's lawful use and enjoyment of the Residence. You can expect consideration and respect for your feelings and needs, and in return have the responsibility to show respect for the rights of every other person in the community. You can expect to live in an environment where your possessions and the communal space (including all Western Student Housing Ltd. and VIU property) are shown respect by every other person.

If you have any questions or concerns about our expectations of social conduct in Residence, please contact the WSH Management in the Cedar Centre at (250) 754-6506; or email [reslife@viuresidences.ca](mailto:reslife@viuresidences.ca)

### **2.3 Residence Rules Process**

When a violation of the Residence Rules is brought to the attention of WSH management, WSH is responsible for ensuring that an investigation is

conducted, and for deciding, when necessary, upon the appropriate disciplinary action.

Not all conflicts and resident concerns fall under a breach of rules. In such a diverse community there will often be varying interpretations of the Residence rules, as well as varying expectations about how they need to be enforced. Our goal is to support residents to work through their conflicts and disagreements with other residents, whether the issue is noise, messiness or disrespect. After meeting with the affected parties, WSH management may design a Community Living Agreement which outlines the Residence Rules that need to be more closely followed by the resident. Further breaches of the Community Living Agreement could result in eviction.

#### **2.4. Student Code of Conduct on-campus**

Students living on campus are subject to both the Residence Rules and the VIU Student Conduct Code and Human Rights Policy. Minor violations of the Student Conduct Code will be managed independently by WSH management under the Residence Rules.

##### **a) Violations of the Student Code of Conduct in Residence**

Most violations of the Residence Rules will be dealt with internally by WSH management. Assistance will be requested from Student Services as needed (e.g. consultation, counseling services, etc). The Executive Director of Student Services will be informed of the more serious violations, with the following criteria to be used as a guideline:

- Property damage over \$500 or a second property damage offence;
- Interpersonal conflict that involves any kind of threat or violence;
- Any alcohol or drug related behavior that is a violation of the law (as opposed to Residence rules);
- Any safety or security breaches that purposely put others at risk;
- Any serious violations by a student visiting the Residences.

The Executive Director of Student Services will review the report and determine whether additional action will be taken under the institutional Student Code of Conduct.

##### **b) Violations of the Human Rights Policy in Residence**

Most violations of the Residence Rules will be dealt with internally by Residence staff with assistance requested from the Human Rights Advisor as needed (e.g. consultation, educational follow-up). Any resident complaining about behavior that has discriminatory elements will be informed of the option of independently filing a complaint with the Human Rights Office.

The Human Rights Office will be informed of any serious violations, especially any form of discrimination or harassment that involves physical touching, threats or violence. The Human Rights Advisor will review the report and determine

whether additional action will be taken under the institutional Human Rights Policy.

### **c) Collective Responsibility**

Where necessary, WSH management may impose standard restitution on a particular floor or Residence area, or group of individual residents if the behaviour warrants such action. Residents who choose to be part of a group that is violating Residence Rules may collectively and individually be held responsible for the violation.

### **d) Self-harming Behaviours**

Situations where individual Resident behaviour constitutes self-harming will be deemed to permit intervention and support by VIU Counselling Centre. Students who engage in self-harming behaviours such as cutting, burning, attempting suicide, etc. in Residence will be required to seek support from a professional counsellor through the Counselling Centre. This requirement will not only provide individual intervention, but will also provide WSH management with a determination of the student's suitability to live in an interdependent student Residence community. Students whose self-harming behaviour results in professional care outside of the University will be required to meet with a VIU counsellor before returning to Residence.

## **2.5 Advertising**

In keeping with Human Rights Law, a person must not publish, issue or display, or cause to be published, issued or displayed, any statement, publication, notice, sign, symbol, emblem or other representation that:

- a) indicates discrimination or an intention to discriminate against a person or a group or class of persons, or
- b) is likely to expose a person or a group or class of persons to hatred or contempt because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age of that person or that group or class of persons.

In keeping with the Criminal Code of Canada, it is an offence to publish or display obscene matter, described as having as a dominant characteristic the undue exploitation of sex, or of sex together with crime, horror, cruelty or violence.

Advertised events and programs must meet the following criteria:

- 1) Offer a discount or exclusive benefit to Residents
- 2) Be sponsored by a campus organization or department
- 3) Off-campus hosted events must be sponsored by a campus organization or department

Non-university related general commercial advertising is prohibited, as is advertising related to pub crawls.

If an individual, group, or department wishes to post material in Residence and is eligible under the criteria above they may leave the material with WSH management in the Cedar Centre and it will be posted.

## **2.6 Alcohol use in Residence**

The Residence community has unique social and developmental needs and individual actions have direct effects not only on the individual but also on the entire community at large. You and your guests are obligated to use alcohol responsibly and legally and are fully accountable for your own actions as well as the actions of your guests. You are also responsible for knowing, understanding and complying with applicable VIU and Residence rules in addition to the provincial laws related to alcohol.

Overall, it is our intention to emphasize that the safety of residents and their guests is paramount, and that this safety must be ensured where alcohol is present. We strive to create an environment where choosing not to drink is as socially acceptable as choosing to drink; where the needs of all community members are respected; and to create awareness and promote responsible attitudes towards alcohol in a manner that is consistent with the philosophies and objectives of Residence Life. Our goal is to create a culture and maintain a community where the effects of alcohol abuse and the problems of behaviour associated with it are minimal.

### **a) Drinking Age**

Possession or consumption of alcohol by individuals under 19 years of age in British Columbia is a violation of provincial law and VIU policy. You and your guests are responsible for knowing, understanding and complying with both standards.

### **b) Behaviour**

Alcohol consumption is not an excuse for disruptive or unacceptable behaviour. WSH and Campus Security are responsible for the enforcement of this policy. Students who choose to violate this policy will be held accountable for their actions under the VIU Student Code of Conduct and WSH Residence Rules.

### **c) Events**

Drinking games, use of “funnels” or “beer bongs”, floor crawls or any other activity that has excessive consumption and/or intoxication as its focus are not permitted. If you choose to participate in such activities you will face eviction. Any event that requires alcohol consumption in order to participate is not allowed.

### **d) Areas of Consumption**

Alcohol may be consumed by residents 19 years of age or older in only the following locations:

- inside the individual's rooms of residents who are 19 years of age or older

- inside living room areas in the apartments in Buildings 10 and 11

Alcohol is prohibited in all other areas including common/public areas, stairwells, hallways, patios, main lobbies, and any area outside of the buildings.

The number of people in an individual's room at any one time must not exceed the room capacity established by the building and/or fire codes.

#### **e) Common Sources**

You may only consume alcohol in a Bring-Your-Own (BYO) fashion. Alcohol may not be sold in Residence. Common sources of alcohol are not allowed on Residence property and include, but are not limited to kegs, mini kegs, bubbas, beer bong, pitchers, punch bowls, jello shooters and funnels.

Concealing open alcohol in water bottles, cups, thermoses, etc. is still considered open alcohol and is not permitted. If you violate this rule you may face eviction

#### **f) Excessive Drinking**

We consider excessive drinking as consuming alcohol to the point of impairment of mood, judgment, mobility and body. Examples of excessive drinking include but are not limited to persons exhibiting:

- Vomiting

- Loss of mobility

- Aggressive or strong mood behaviours

- Failure to respond to directions

- Highly impaired speech

- Verbal acknowledgement of depression or self harm

- State of unconsciousness

- State of being is lost and confused in a familiar setting

Determination of excessive drinking is at the discretion of WSH staff and Campus Security. Residents who drink excessively may face eviction.

### **2.7 Attack on the dignity and security of an individual**

Activity (verbal, written, graphic, physical) that can reasonably be interpreted to be threatening, racist, sexist, homophobic, or any other form of discrimination, harassment, sexual harassment or unwanted sexual attention is prohibited, and may result in eviction from Residence. This can include, but is not limited to: posting or distributing material and/or behaving in a manner that is offensive and may contribute to an intimidating, hostile or uncomfortable environment; putting offensive posters/pictures in areas available to public view, including windows or common areas; using e-mail, voice mail, message boards, mail, computer networks or other mediums to convey nuisance, obscene, or otherwise objectionable messages or materials; writing graffiti in Residence buildings or encouraging or engaging in offensive acts or behaviour; repeatedly following or attempting to make unwanted contact with another person.

### **2.8 Barbecuing and outdoor grilling**

Barbecuing and outdoor grilling is only permitted on the barbeques located at the Cedar Centre. You must sign out barbeques and utensils for use on these barbeques. You may not store or use barbeques or propane tanks for barbeques on the patios, or anywhere else in the Residence.

### **2.9 Building Entrances and Exits**

For the safety and security of all residents, doors are not to be propped open to any Residence building. Doing so puts all residents at risk and allows thieves and others intent on harm to enter the buildings. Do not allow strangers to follow you into a building. Question anyone unknown in your building. Immediately report strangers or security concerns to Campus Security.

If you live in the apartments (Buildings 10 or 11) and invite guests, please ask them to call ahead or agree on a specific time they will arrive. There is no intercom system available so you must open the front door for your guest(s).

Please keep exit routes clear at all times. You agree not to obstruct or use for any purpose other than its designated use, any common area, including hallways and stairways. Bicycles, or anything that could impede an exit, are not to be left in the common areas, walkways, or stairwells of any building. Bicycles are only permitted in designated storage areas.

### **2.10 Cablevision**

In any Residence, tampering with the cable, cable splitting or splicing, diverting the signal or attempting any other unauthorized access to cablevision is prohibited.

### **2.11 Cleanliness standards**

You will maintain your room in good, clean and sanitary condition, free of damage, reasonable wear and tear excepted. You are also expected to keep shared living areas, kitchen, and the exterior of your room/unit doors clean. Failure to do so may result in cleaning charges, and/or further action as may be deemed appropriate by WSH management. Common area damage or unreasonable mess may result in shared assessments, the possible relocation of the residents of the floor/unit, and/or denial of future Residence assignment.

### **2.12 Cooking and Appliances**

No cooking will be done in Residence other than in designated kitchens. No cooking appliances (toaster, kettle, rice cooker, etc) are allowed for use in bedrooms, hallways, bathrooms, and lounges. You will not overload or permit the Residence electrical system to be overloaded. Additionally, halogen lights are not permitted in Residence.

### **2.13 Cooperation with staff and security**

Residents and guests shall cooperate with requests from WSH Staff and Campus Security. Failure to cooperate with, and/or verbal or physical

harassment or abuse of a staff member (Residence Life staff, housekeepers, WSH Office personnel, Campus Security personnel, trades staff, emergency and/or police personnel, et cetera) may result in eviction from Residence.

#### **2.14. Damage to property**

You will not bring into the Residence any machine or other device which is liable to cause objectionable noise or vibration or be injurious to the Residence or its occupants. You will ensure that no act on your part while in or about the Residence creates any unreasonable disruption or injury to any other party or property. Damage to the personal property of other residents or damage to WSH property including, but not limited to, buildings, windows, locks, posters and advertising materials is prohibited and may result in eviction from Residence and an assessment and charges laid for damages. Damage also constitutes vandalism which is defined as the willful or malicious destruction or defacement of public or private property and is prohibited in Residence and on Residence property. Any vandalism directed toward an individual or group of individuals may also constitute harassment.

#### **2.15. Dangerous activity**

You will ensure that no act on your part while in or about the Residence creates any unreasonable disruption or injury to any other party or property. Activities that are considered dangerous or potentially harmful to any person, including you, are prohibited and may result in eviction. Activities include, but are not limited to: smashing objects, breaking glass, dangerous horseplay (e.g.: "dog piling", wrestling, et cetera), climbing the outside of Residence buildings, jumping in elevators, climbing in and out Residence through windows, et cetera.

#### **2.16 Drugs**

Use and sale of non-medical drugs is not permitted. The possession, use, trafficking (which includes manufacturing, selling, giving, administering, transporting, sending, delivering, distributing) or offering to do anything related to the possession, use or trafficking of illegal drugs (including marijuana) is prohibited. Any involvement, whether direct or indirect, in any illegal drug or drug-related activity is prohibited. Possession of paraphernalia that is associated with the possession, use or trafficking of illegal drugs is prohibited. These activities will result in eviction and possible referral to the RCMP.

#### **2.17 Explosive materials**

You agree not to do anything that would increase the risk of fire to the Residence.

Possession of explosive or flammable material including, but not limited to firecrackers, ammunition, fireworks, dynamite, gasoline or other such materials, et cetera is not permitted on Residence property. Possession of the same may result in eviction. Propane tanks and butane are not permitted in Residence buildings.

### **2.18 False identification**

Using false identification for any reason, including signing out a key, is prohibited, and may result in referral to the RCMP.

### **2.19 Garbage**

Residents are responsible for removing their own garbage and disposing of it in one of the garbage dumpsters. Leaving garbage in hallways or outside the buildings is not permitted.

### **2.20 Guests**

You agree to take responsibility for the actions of any guests, whether or not you participate in, condone or are aware of that guest's behaviour. Anyone that you invite to, or admit to Residence property (which includes but is not limited to all Residence buildings, parking lots, and surrounding grounds) is deemed to be your guest. If you allow a stranger through a locked door, you can be deemed to be the host of that person and will be held responsible for that person's behaviour as if the person were your guest. You must be present as host of your guest at all times, however your failure to be present does not mitigate or relieve your responsibility for your guests' behaviour. You are responsible for your guests' actions until the guest leaves the Residence property.

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.

Any breach of Residence rules by your visitor will result in consequences being assigned to you. Possible consequences may include a ban on specific visitors, or you may be banned from inviting visitors to the Residences. In addition, if the VIU Student Code of Conduct is breached, and the visitor is a student at VIU, VIU Student Services will be contacted to assign possible consequences.

You are responsible for activities that take place in your room or unit whether you are present at the time of the activity or not. Your failure to lock your door does not mitigate your responsibility for the actions of others that occur in your room or unit.

No overnight guests are permitted without our prior approval. ALL overnight guests must be registered at the Cedar Office. Both guest and hosting resident must sign a Guest Agreement. Unless they have permission to remain overnight, all guests or other visitors must leave the Residence premises no later than 11:00 p.m. Sunday through Thursday and 1:00 a.m. Friday night\Saturday morning and Saturday night\Sunday morning.

### **2.21 Overnight guests**

Overnight guests are permitted for a maximum of four nights in a month. If you live in Buildings 10 and 11, you need to request approval from all your

roommates before your guest arrives. In other houses, bathroom-mates should be forewarned, especially if your guest is someone of the opposite gender. With prior approval of WSH and your room-mates/bathroom mate, a guest may be permitted to stay overnight for *more* than four nights per month, with a charge of \$25 per night. Management reserves the right to revoke guest privileges if there is a conflict with social conduct or other rules.

Residents may be evicted if their guests cause a disturbance to the floor, unit/apartment. Guests may be asked to leave at any time by WSH if they fail to abide by Residence Rules and/or are a disturbance to the Residence.

No extra bedding is available and guests may not sleep in the lounge or common area. No person may be the guest of more than one Resident in succession.

All rooms in Residence are designated as single occupancy rooms (with the exception of the studios).

### **2.22 Inappropriate behaviour**

Any conduct which is inappropriate or disruptive to the Residence community, as determined by WSH management, is prohibited and may result in eviction. Without limiting the foregoing, inappropriate behaviour includes 'mooning', urinating in public, and nudity readily visible from outside of the Resident's room.

### **2.23 Initiations/Hazing**

Initiation or hazing activities that single out particular residents and/or create mental or physical discomfort, and/or exposes another to undue embarrassment or ridicule, and/or may be physically or emotionally harmful to others, including but not limited to hazing, are prohibited. Encouraging, initiating, participating in and/or supporting such activities is prohibited and may result in eviction.

### **2.24 Keys: Lost, unauthorized possession and/or use**

Keys are the responsibility of the resident. If a key is lost it must be reported immediately to the Cedar Centre. A loaner key will be given for a maximum of 48 hours. If keys are considered lost, there is a non-refundable fee for the replacement of the key as well as the cost of changing the door lock, if required. These charges may vary depending on the building. See the Cedar Centre Office for more details. All keys to rooms in Residence shall at all times remain the property of WSH and may not be duplicated without our prior written permission. We reserve the right to charge and collect a refundable key deposit.

Assigned keys must be returned to the Residence Office in Cedar Centre when you move out. Penalty charges will accrue until all assigned keys are returned.

Unauthorized possession or unauthorized use of Residence keys is prohibited and may result in eviction. You may enter another person's room in Residence only with their permission and, then, only by authorized use of an issued key.

Tampering with or disabling a door's locking mechanism or propping open a locked door and leaving it unattended, is prohibited. You agree that you will not place any additional locks on any door in Residence without our prior written consent.

## **2.25 Noise**

You agree not to make undue noise in or about the Residence at any time. Our mandate is to ensure that residents can study and sleep in Residence. Residence is a densely-populated community, and some reasonable living noise is to be expected. While absolute silence may not be possible, excessive noise is not permitted. In all Residences, you are expected to be considerate twenty-four hours a day, seven days a week. **An individual's right for reasonable quiet study and sleep supersedes others' rights to make noise.** In cases of dispute, the WSH management will determine what is reasonable. If someone asks that you be quiet, respect that person's wishes and reduce your noise.

There may be no loud playing of radios, televisions, stereo or their audio equipment or musical instruments except during approved parties. In addition to being considerate at all times, **quiet hours are those times during which residents are prohibited from making noise which can be heard outside of their unit, or which may disturb the resident's roommate in any way (if applicable), or which can be heard outside the Residence building and may disturb a resident inside the building.** This refers primarily, but not exclusively to talking, noise from stereo equipment, radios, televisions, musical instruments, computer equipment and telephones. You agree not to bring into the Residence any machine or other device which is liable to cause objectionable noise or vibration, or be injurious to the Residence or its occupants.

### **a) Regular Quiet Hours:**

Sunday–Thursday 11 PM to 8 AM  
Friday and Saturday 1 AM to 9 AM

### **b) Quiet Hours for Quiet Buildings and Floor 3, Bldg 3:**

Sunday–Thursday 9 PM to 8 AM  
Friday and Saturday 11 PM to 9 AM

### **c) Quiet Hours during Final Exams:**

During final exam periods, starting no later than the second day following the last day of classes and through to the last day of exams, quiet hours are 24 hours per day. The date when 24-hour quiet hours begin is determined by WSH management and will be posted on the bulletin boards.

### **d) Quiet Agreement:**

A Quiet Agreement must be signed within the first week of moving into a Quiet area.

### **2.26 Pets**

No pets of any kind are permitted in Residence (no fins, no fur, and no feathers). The only exceptions are dog guides for residents with a documented relevant disability. If a resident is found with a pet, he/she will be required to remove the pet immediately and will be assessed a fumigation fee if necessary.

### **2.27 Playing sports or sporting activities in Residence buildings, hallways or common areas**

You are not permitted to play physically active games including but not limited to, ball hockey, football, golf, soccer, throwing a ball, frisbee, hacky-sac, water fights, bicycling, skateboarding, inline skating, et cetera, inside Residence buildings.

### **2.28 Prohibited areas**

You are not permitted access to unauthorized areas unless accompanied by a representative from WSH. This includes areas not normally used by persons other than staff, and includes but is not limited to, roof tops, mechanical rooms, hot water tank rooms, or any area marked “off-limit to unauthorized personnel” or “staff only”, et cetera. Accessing these areas is prohibited and may result in eviction and/or referral to the RCMP.

Prohibited areas also include, but are not limited to, areas that are accessible only by key. Using these areas, such as Residence and Housing meeting rooms, without permission and appropriate keys is prohibited.

### **2.29. Raids or pranks: inappropriate or destructive**

Initiating, encouraging, supporting or participating in raids or pranks that are inappropriate, disruptive, offensive or hostile toward residents and/or staff, or jeopardize the safety and security of others is prohibited and may result in eviction.

### **2.30 Recycling**

You are encouraged to recycle. It is your responsibility to bring your recycling to the recycling bins located outside. You are not permitted to store bottles for recycling in lounges, kitchens, bathrooms, hallways, or other common areas except in designated recycling containers

### **2.31 Removal of WSH property**

Removing WSH furniture or property out of or into bedrooms, lounges and other common areas without permission of WSH management is not permitted. Taking WSH property out of a Residence area without permission of the manager is considered theft and may result in being charged for the missing items, eviction and referral to the RCMP.

### **2.32 Room use for commercial purposes**

Use of a Residence room, Residence property (which includes but is not limited to all Residence buildings, parking lots, and surrounding grounds), mailbox, telephone or data connection for any commercial purpose is prohibited. Commercial activity may only occur in Residence if it relates to academics (i.e. part of a co-op work position, etc.), and must be approved on a case by case basis by WSH management.

### **2.33. Safety/fire equipment**

Fire equipment includes sprinklers, smoke detectors, heat sensors, fire exit signs, fire extinguishers, pull stations, hoses, alarm bells, and any other safety equipment necessary to safeguard residents. Handling, using, or interfering with any fire or safety equipment for any reason other than in an emergency is prohibited and may result in eviction. Unintended interference with safety equipment (re: hanging objects from sprinkler heads, striking safety equipment with an object) may also result in eviction and the cost of damages associated with the incident.

You are required to evacuate buildings in the event of a fire alarm or other emergency. Failure to evacuate during these situations could result in disciplinary action.

Emergency evacuation procedures are posted inside every resident's room or apartment door, including a floor plan of your building with nearest exits marked. Please inform WSH management if you do not have this important information.

### **2.34 Scents**

Mothballs and camphor are prohibited in Residence. Strong scents that might include (but are not limited to) mothballs, camphor, room sprays, personal scents or fragrances, and some aerosol products may be found offensive to members of the community. These products may also trigger allergic sensitivities. You may be asked to refrain from using such items.

### **2.35 Security (see also 3.06 Building Entrances and Exits)**

VIU Campus Security is available 24 hours per day and responds to all emergency situations, First Aid calls, noise complaints, requests for escorts for the Safe Walk Program, etc. Security officers, on behalf of VIU and WSH, have the right/responsibility to enforce standards for student/resident behavior. In the event of a noise complaint/party complaint, etc, Campus Security will attend to the applicable building/room and will use Resident's keys and room numbers to identify people in attendance. Campus Security completes incident reports that are given to WSH and VIU for follow-up.

To maintain a safe environment for you and other residents, please:

- Keep exterior doors closed and locked.
- Lock your room every time you leave.
- Close your curtains to maintain privacy.

Question anyone unknown in your building

### **2.36 Smoking/Incense/Open Flames/Heat Sources**

You agree not to do anything that would increase the risk of fire to the Residence.

Smoking and/or the burning of incense or candles is not permitted in any Residence building. All interiors of buildings are non-smoking areas. Smokers outside the building are to smoke at least 3 meters (10 feet) away from Residence doors and windows so that those inside are not affected. Violating the smoking policy may result in eviction.

Open element appliances, including but not limited to hot plates, toasters, kettles, toaster ovens, are not permitted in any areas except for kitchens. Using open element appliances may result in eviction.

### **2.37 Theft**

Theft or possession of another person's property without permission is illegal and may result in eviction, and/or referral to the RCMP. To help stop theft, keep valuables hidden; keep curtains and doors closed; do not leave clothes unattended in laundry room; do not leave personal belongings in common areas.

### **2.38 Throwing objects**

Throwing, dropping, knocking or ejecting objects from or at Residence buildings, windows, balconies or stairwells, whether intentionally or unintentionally, is prohibited and may result in eviction. Throwing snowballs or other objects at Residence buildings is prohibited.

### **2.39 Unauthorized parties in Residence**

A "party" is any gathering that meets one or both of the following criteria:

- a) Alcohol is being consumed as one of the primary activities of the gathering;
- b) Music is a major part of the atmosphere and the volume is such that it is too loud to be defined as "background music."

Defining a gathering as a party is ultimately the discretion of WSH management or Campus Security.

- a) Private parties cannot be advertised in any way or by any medium including online forums such as Facebook and myspace.com. This includes all parties on and off-campus. How can we restrict advertising parties off campus?
- b) No parties may be held on weeknights, Sunday through Thursday.

No posters in Residence are permitted to promote events that include alcohol. This includes, but is not limited to: pictures of alcohol (glasses, bottles, etc); and the words beverages, beer, keg, beer garden, booze, bzzr, bar, etc.

### **2.40 Violence/Physical Aggression/Sexual Assault**

Physical aggression, violence, and/or sexual assault are not tolerated in Residence. Physical aggression means any physically aggressive or violent behaviour, such as fighting, hitting, punching, slapping, kicking, pushing, pulling, throwing objects at another, et cetera. Sexual assault means any unwanted act of a sexual nature imposed by one person on another without consent, such as fondling or sexual intercourse. Anyone engaging in physically aggressive behaviour or sexual assault may be evicted from Residence; Security will be involved and the incident (event) may be referred to the RCMP and/or the VIU Student Services and/or the VIU Human Rights office.

The need for self defense is recognized. Physical self defense is acceptable only when you have no other means to escape another's physical aggression, and then only at a level necessary to escape.

#### **2.41 Weapons/Ammunition**

Possession of any weapons, legal or illegal, including but not limited to firearms, air guns, pellet guns, swords, hunting knives, sling shots, or archery equipment is prohibited. We reserve the right to evict anyone found in possession of these items and these objects will be confiscated and NOT returned to their owner. Further, wielding any object in a threatening or aggressive manner may result in eviction and referral to the RCMP.

## APPENDIX I Useful Contact Information

If you have questions regarding housing assignments, services, facilities, rates and payments, contact:

VIU Residences – Business Manager  
 4 University Crescent  
 Nanaimo, B.C.  
 V9R 6C5  
 Phone (250) 754-6338 Fax (250) 754-4291  
 Email: [manager@viuresidences.ca](mailto:manager@viuresidences.ca)

If you have any questions about Residence life programs, activities, Residence standards, contact the Residence Life Office:

VIU Residences – Residence Life  
 4 University Crescent  
 Nanaimo, B.C.  
 V9R 6C5  
 Phone (250) 754-6506 Fax (250) 754-4291  
 Email: [reslife@viuresidences.ca](mailto:reslife@viuresidences.ca)

If you would like to speak to someone at WSH to report a maintenance issue, security issue (noise complaint, party), etc. - contact the Cedar Centre Office at:

Mon – Fri	office	7:00 am - 10:30 pm	(250) 754-6338
Mon – Fri	night staff cell	10:30 pm - 7:00 am	(250) 616-8664
Sat, Sun, Stat. Holidays	RA cell	7:00 am - 9:00 am	(250) 618-5594
Sat, Sun, Stat. Holidays	office	9:00 am - 4:00 pm	(250) 754-6338
Sat, Sun, Stat. Holidays	RA cell	4:00 pm - 10:30 pm	(250) 618-5594

In case of an emergency requiring **Fire/Ambulance/RCMP** call **911**

In case of an emergency/incident requiring Campus Security or First Aid call:  
**(250) 740-6600**

This number will connect you to Campus Security, as well as any other Emergency service providers needed.

For non-emergency calls to Campus Security 8 AM – 4 PM Monday - Friday, call:  
**(250) 740-6512**

For non-emergency calls to Campus Security after 4 PM weekdays, and on weekends,  
call:

**(250) 753-3812**

This number is for noise complaints, requests for escorts to vehicles/buildings, and  
retrieval of Lost & Found items after-hours and weekends

I have read the Resident Agreement (available at <http://www.viuresidences.ca>, or on paper) and agree to follow all the terms, conditions and rules as outlined in the Agreement.

Accepted on the \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature

Accepted on the \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Signature of Parent/Guardian if Resident is Under 19 years of Age

