

HORIZON RENTAL GUIDELINES

We extend a welcome to renters in our residence. Our residence policies and guidelines are in place not only for your benefit but for all others in the residence as well. We trust you will keep this in mind during your stay with us.

General Guidelines

Rent is due on the first day of the month and can be paid at the front office. The office hours are Monday to Thursday 8:30am – 4:30pm and Friday 8:30am – 3:30pm. The Facilities Coordinator is available to assist renters with questions and inquiries. Please remember that office area, phones or computers are not for personal use.

Each renter is assigned a mailbox in the mailroom which is located at the north end of the education wing. Your personal mailbox is above your name label. Mailboxes are private and should be treated with respect. Tampering with mailboxes or mail is an invasion of privacy as well as a criminal offence. Please be considerate of others' privacy.

At the end of your time at the college, renters are expected to leave their forwarding addresses with the office as well as file a change of address with Canada Post. Any mail arriving at the college more than one month after move out it will be returned to sender.

Pyjamas, bathing suits and spandex clothing are not permitted outside respective residences. Footwear must be worn in all parts of the college outside the residence.

Accessing internet sites where foul language, excessive violence, nudity, and/or sex are portrayed is prohibited. Playing video games that include any of these elements is also prohibited. Violations of the above could lead to eviction from residence.

There is no smoking in the dorm rooms or anywhere in the school. Must be 3 meters from entrance ways.

Residence Guidelines

Upon arrival a move in inspection will be conducted with the Facilities Coordinator. The deposit, or a portion of, will be retained for any damage, missing keys and/or extra cleaning. The damage deposit will be refunded, if applicable, except for a \$100 non-refundable maintenance fee upon completion of a move out inspection. **30 days notice in writing must be given to the Facilities Coordinator to move out to retain the possibility of a deposit refund.** Lounge chair cover must be cleaned (machine wash/hang to dry) before move out if not \$15 charge will be deducted.

The rooms are furnished with single beds, blinds, dresser, desk/chair, lounge chair and bookshelves.

Rooms should be kept locked at all times when out of the residence. Insurance carried by the college does not cover personal belongings of renters. The college is not responsible for the loss or theft of personal belongings in residence rooms.

Renters provide their own study lamps, linens, pillows, blankets, bedspreads, towels and toilet articles. Electrical limitations in the residence do not allow for the use of TV sets, kettles, popcorn poppers, coffee percolators, toasters, irons, hot plates, refrigerators, or any other high wattage appliances in rooms or in the

hallways. Candles or potential fire hazards are not allowed. Due to fire regulations, lounges may not be used as kitchens, any unauthorized items will be confiscated.

Renters are not permitted to have any personal furniture in their rooms. The furniture that is supplied with the room will be the only furniture allowed.

Furniture located in the residence rooms may not be rearranged. Removal of desks, chairs, beds, or dressers from a room is prohibited; this is to avoid damage to furniture as well as the floors. You will be charged if any damage occurs.

Every bed must have a mattress cover on it at all times. These covers are supplied by the college and are required by law. Residents may be charged for any mattress covers that are damaged. Mattress cover must be washed before move out or \$15 will be deducted from damage deposit.

To avoid disturbing others, the volume of all music should be kept so that it cannot be heard outside one's room. Renters should be selective in their music and respectful of the Christian setting in which they reside.

Pets or animals of any kind are not permitted in the residence or on the college grounds.

Any behaviour that is destructive to individual or school property, or that involves other people's possessions or school property without permission, is unacceptable.

Normal standards of Christian courtesy dictate that while living in residence you respect the privacy of other students. Entering rooms without specific permission is not allowed.

No one is allowed to enter any part of the residence of the opposite sex. The penalty for doing so may be eviction from the residence.

Renters are expected to respect college study time (7:00 – 9:30 p.m. Monday – Friday) and quiet time (between 11:00 p.m. and 8:00 a.m. daily). Quiet time is also expected daily during scheduled exam days (quiet time is relaxed from 6:00 – 7:00 p.m.). The City of Saskatoon has a noise bylaw that requires city residents to refrain from excessive noise between the hours of 10:00 p.m. and 8:00 a.m. In view of this, we ask everyone to be considerate of our neighbours when coming and going at all times, but particularly between the above hours.

Renters are not permitted to leave the residence after curfew. They are required to remain in the residence during the night hours, specifically between curfew and 6:00 AM. Any ordering of food must be done early enough to be delivered before curfew. Curfew is 12am Monday-Thursday and 1am Friday-Sunday.

Due to fire regulations, hallways must be kept clear of obstructions at all times. Windows must be closed in the winter months as this can cause pipes to freeze causing damage you will be responsible for.

Rooms are to be kept neat and tidy at all times. You must purchase your own cleaning supplies as they will not be provided. Garbage should be emptied into the red garbage bin in the west side parking lot daily. Bed linen, towels, and face cloths should be washed regularly. Recyclable materials such as bottles & cans must be

placed in recycling bins provided. Renters are expected to exercise due care when eating & drinking in residence rooms.

Out of courtesy to other students and renters, showers are not permitted after curfew or before 6 am.

No one is to tamper with fire hoses, fire bells, electrical fixtures, telephones, or thermostats. Tampering with such equipment may result in eviction.

Television sets are placed in the lounges for the enjoyment of students and renters; however, TV and movie viewing is prohibited after midnight. It is expected that Christian standards of good taste shall govern the use of the TV sets at all times.

Proper care of laundry rooms includes cleaning lint screens in dryers and wiping out washers after use. The laundry room is not to be used after curfew.

The college reserves the right for authorized personnel to enter any room at any time for the purpose of inspection, repairs, or other official business. If at any time there is reasonable cause to believe that occupants are using their residence room in a manner inconsistent with appropriate school guidelines, a search may be made by college representatives.

Telephones/Internet

Renters may have telephones and/or hardwire internet connection in their rooms; however, all arrangements must be made individually through Sasktel exclusively and billed to your room# and your name. Wireless internet connection is included in your fees and a password will be supplied to you from the IT department or the front office.

Education Wing Guidelines

The noise level in the education wing must be kept at a minimum at all times as classes may be in progress, faculty may be working in their offices, or students may be studying.

Security Guidelines

Every individual living in residence bears some responsibility for the protection of college property and the safety of the people who reside on the premises. With the increasing number of incidents involving the intrusion of strangers on college property, we are on a high security alert. Please respect the guidelines governing the security of the building. If at any time you notice suspicious activity on the college premises, contact the police and notify the Facilities Coordinator as soon as possible.

Each person will receive a security card at the beginning of the school year; a \$30 deposit is required. Deposit is refundable upon return of the card, if lost there will be no refund. If you need another card then another deposit is required.

There is to be no duplication of any keys under any circumstances.

Lending keys to anyone is strictly prohibited.

Security card & room key must be returned during move out. If you lose your room key there will be a \$25 charge for replacement.

Every effort should be made to protect keys from being stolen or misplaced. Lost keys should be reported to the Facilities Coordinator as soon as possible to prevent possible security breaches.

Any misconduct of these policies will be regarded as a misuse of keys and the person or persons responsible may lose their privileges and or be subject to further disciplinary measures.

Dining Room & Kitchen Regulations

- Sensible & safety conscious behaviour is expected in the kitchen & dining room.
- Proper clothing & footwear must be worn in the kitchen & dining room at all times.
- You are responsible to provide own dishes, pots, cutlery, etc. If you need to borrow something from someone you must ask permission first do not help yourself.
- You are responsible to clean up after cooking and wash your dishes, no dishes left on counter or in sink.
- Put away all personal cooking items such as grills, food, soap, etc.
- Bins in freezer & cooler must be used, nothing should be put on shelves, if there is it will be disposed of.
- Wash dish cloths & dish towels on regular basis, make sure they are hung on designated hooks (by freezer).
- If rules are not followed fines will be implemented by the Resident Assistants. All fines to be paid at front office.
- There will be scheduled cleaning set up by Resident Assistants and you must do your assigned duties.

Lost and Found

There is a lost and found shelf behind the circulation desk for the personal items left in the library. There is a second lost and found area in the mailroom.

Emergency Procedures

In case of fire:

- pull the fire alarm
- phone the fire department (911)
- give the location of college (1303 Jackson Ave) and location of the fire in the college
- evacuate the building (making sure all doors are closed)

Vehicles and Parking Ownership of a vehicle carries certain responsibilities. Since the safety, welfare, and reputation of the vehicle owner, passengers and the college are involved, vehicle owners are asked to exercise Christian grace and concern while driving.

Rates for parking spaces are \$25/month.

The college parking stall plugs are controlled by a timer. To allow for the normal operation of vehicles during the day the timer has been set to come on at 5:00 A.M. To reduce the costs of electricity the timer will turn off the power at 8:00 P.M. When the weather is warm please unplug your vehicle. This will save on the consumption of energy used by the college.

Renters are expected not to park in designated spaces (e.g. staff, faculty, visitor, etc.), and visitor parking areas are not to be used for long-term parking.

Harassment Policy

All college personnel, students and renters are entitled to an environment free from harassment. It is our policy's intent to prohibit any conduct, whether intentional or unintentional, that results in the harassment of individuals. This policy is also intended to protect from harassment from contractors, suppliers and other such people connected to Horizon. In keeping with the nature of this policy, there shall be no harassment or inappropriate discrimination against any individual on the basis of age, ancestry, color, disability, physical size or appearance, marital and family status, nationality, place of origin, race, religion, or gender. For the purpose of this policy, harassment means:

- unwanted attention of a persistent or abusive nature, made by a person who knows or ought reasonably to know that such attention is unwanted,
- objectionable remarks and behaviour or the display of offensive material, made by a person on a one-time basis or on a continuous basis, which create a negative psychological and emotional environment,

A harassment complaint that is fraudulent or malicious will be subject to disciplinary action.

We all share the responsibility of promoting and maintaining an environment free of harassment. If you feel that you are being harassed, you have the right and the responsibility to make a complaint. If you believe that a fellow renter, student, faculty, or staff has experienced or is experiencing harassment, it is your responsibility to report such harassment. If you believe you are being subjected to harassment or if you witness harassment, take the leadership role by politely but firmly asking the harasser to stop. If applicable, refuse to participate in the kind of behaviour that is offensive. If you feel uncomfortable with either a face-to-face confrontation or a written complaint to the harasser, but you feel the problem can be resolved informally and discreetly, you can ask the Director of Facilities to discuss the situation with the alleged harasser on your behalf. If you are not comfortable with doing one of the above, or if attempts to resolve the matter have not been successful, you should submit a harassment complaint to the Director of Facilities. You may file a complaint either written or verbally. You will be asked to supply as many details as possible: the remarks that were made or the action that was taken; the dates, times, places and possible witnesses to the harassment. This documentation of the situation is necessary for the upcoming investigation. Reporting a complaint can be a difficult and emotional experience, and any complaint will be handled with sensitivity and confidentiality.

All complaints will be taken seriously and investigated in a timely manner. Both the complainant and alleged harasser have the right to a thorough and unbiased investigation. The initial investigation will include a private discussion with the person or persons involved in or witnesses of the alleged harassment. The initial investigation will be conducted in a confidential manner with sensitivity to the rights of all concerned. The results of the initial investigation will be shared with the complainant and the alleged harasser, both verbally and in writing. If necessary, further investigation will be conducted. Following the investigation, if harassment is found to have occurred, appropriate corrective measures will be taken. Corrective action may consist of disciplinary action, up to and including termination of residence living, study or employment. There will be no penalty or retaliation for making a legitimate harassment complaint, or for resisting or objecting to harassment. Every reasonable effort will be made to protect confidentiality while still conducting a proper and thorough investigation of the charge. All written records and materials relating to a complaint will be filed and kept in confidence except as may be required by law. Professional advice and counselling is available through the Discrimination and Harassment Prevention Service (DHPS) at the University of Saskatchewan to all students and staff (with a valid student card or services card) involved in a harassment incident.

Affirmation of Guidelines

I understand and agree to willingly abide by these guidelines.

Renter Signature

Date