

BCIT



★ ★ Maguinna Residence
Handbook 1997 - 98 ★ ★

Welcome!



Housing Department Mandate:

To assist BCIT students to attain success by providing an outstanding, academically oriented, financially self-sustaining on-campus residential community, and a comprehensive listing service of off-campus accommodation.

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Welcome to Maquinna Residence



On behalf of all housing staff, welcome to Maquinna Residence and to BCIT! We hope your time with us will be happy and memorable.

The Maquinna Residence offers comfortable and convenient accommodation for BCIT full-time students. However, for all the physical comforts and close proximity to school, the real benefit of Maquinna Residence is living with, and learning from, your neighbours and friends. Residence living is very different from living at home or on your own. You will be sharing a suite with 11 other people and that requires a lot of understanding, communication, cooperation and tolerance.

When you arrive at Maquinna Residence, there will be lots of people to help you settle into your new home, such as the Residence Advisors, the Housing Office staff and many returning students.

Before you arrive, we would like you to familiarize yourself by reading through this handbook.

The handbook will answer many of the questions you have probably had on your mind, including check-in procedures, the physical set-up, and policies for living in residence. What you learn from the handbook should help make your stay in residence as problem-free as possible. However, if you still have questions about residence life, don't

hesitate to ask your Residence Advisor, or any member of the Housing staff.

Best wishes for a successful and happy stay at Maquinna Residence and BCIT.

Tom Moore

Manager, Student Housing



Moving In

You may move into your room on the date and at the times indicated on your letter of residence acceptance. If you cannot check in during the indicated times, it is important that you contact the Housing Office in advance to make alternate arrangements. Should you fail to do this, you may find yourself without a room! When you arrive, check in at the Housing Office where you will be asked to sign a residence contract. You will meet your Residence Advisor, and be issued your room key, the exterior key to your suite, and your mail key. Please be careful with your keys at all times. There is a charge for lost or replacement keys.

At this time, your Residence Advisor will give you a tour of your suite and the other residence facilities, before checking you into your room. The Advisor will also complete a room and suite inspection with you at this time.



On arrival...

The Housing Staff

The Housing Department at BCIT is part of the much larger Student Services Department, which includes:

- Recreation and Athletic Services;
- Medical Services;
- Counselling;
- Program Advising;
- Financial Aid;
- Employment Placement Services.

The Housing Manager, Tom Moore, is responsible for the overall operation of Maquinna Residence and the Off-Campus Housing Service. The housing staff, Mary Ann Moysiuk and Marilyn McNeill, undertake the day-to-day operation, and are excellent sources of information and advice.

Residence Advisors

Residence Advisors, or "R.A.s", wear a variety of hats. They are administrators, resource persons, peer advisors, social convenors, communicators and role models. But most importantly, R.A.s are neighbours and friends.

The R.A.s are well qualified and trained in their jobs and occupy a self-contained apartment above C suite in each house. They may be single or coupled students or alumni, and each is responsible for one house of 48 residents.



*Residence Advisors
1997 - 98*



Residence Advisors are:

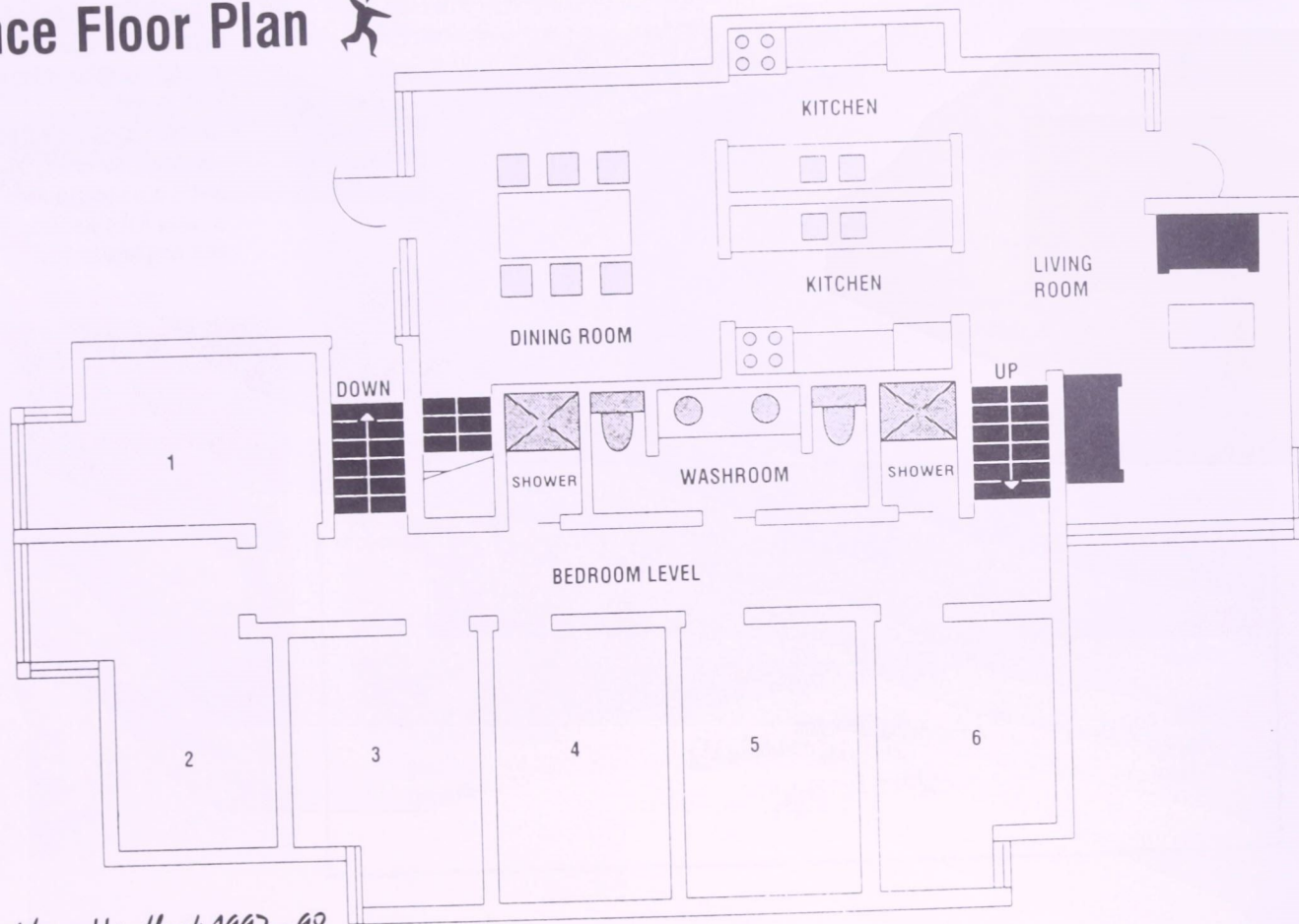
- the 'front-line' of the residence management team, individually and collectively responsible for the development of a positive student residence community;
- appointed to serve, assist and counsel you and your fellow residents;
- available to assist students in academic and personal matters, and familiar with all on-campus services;
- available in case of emergency and as a sounding board or mediator for students with concerns or problems;
- experts at check-ins and check-outs! All residents must check in with their R.A. on arrival and check out with him or her on departure to prevent forfeiting their damage deposits;
- available to assist residents in planning special events such as ski trips, progressive dinners, barbecues, curling bonspiels, etc;
- helpful in maintaining a safe and secure community;
- the 'right-arm' of the Housing Manager — keeping him up-to-date on developments around the residence and working with him to improve the residence community;
- enforcers of Institute and Residence regulations and policies;
- reporters of deficiencies in the physical environment;
- available day or night if you require assistance, but unless it's an emergency please don't contact them late at night because R.A.s are also... **full-time students and employees too!**

1997/98 Residence Advisors

House	R.A.	Technology
Nootka	Erin and Trevor Hack	Alumni (Building)
Chilcotin	Brandy Shymanski	Human Resources
Kootenay	Leigh-Ann Chakowski	Occupational Health
Haida	Scott Fazackerley	Alumni (Robotics)
Nisga'a	Justin Tompson	Alumni (Building)
Carrier	Cam Bakker	Building
Salish	Kevin Easton	Nursing



Residence Floor Plan



Facilities and Services



General

Maquinna Residence is located on a beautifully landscaped site on the BCIT Burnaby campus, about a minute's walk to class. The residence complex incorporates a low-rise, split-level design to create a village-like student community.

There are seven houses in the Maquinna Residence — Carrier, Chilcotin, Kootenay, Haida, Nisga'a, Nootka and Salish.

Each house contains:

- four suites (accommodating 12 students in each suite);
- one Residence Advisor's apartment;
- a laundry room.

Each suite contains:

- two floors of bedrooms and bathrooms;
- a dining room with tables and chairs;
- a living room with couches and cablevision outlet;
- two kitchen areas with cupboards, two stoves and three refrigerators, to be shared by the 12 residents.

Each bedroom floor contains:

- six bedrooms;
- two toilet cubicles;
- two shower cubicles;
- two sinks

Each bedroom contains:

- area of approximately 9'5" X 11'
- carpeting, drapes, and walls painted off-white.

Bedrooms

Your bedroom is furnished with a bed with three built-in storage drawers and a mattress measuring 36" x 80". The mattresses are vinyl covered and quite firm. Some people bring, or purchase after arrival, a simple mattress pad or a foam piece to place on top.

Others prefer the mattresses as they are. Note that the mattress is an unusual size.

Bedrooms...

A desk, one or two chairs, bookshelf, study lamp, bureau, built-in clothes closet, 4' x 4' bulletin board and wall-mounted mirror complete the bedroom furnishings. A pillow is supplied but many people prefer to bring their own pillow. You will need to bring pillowcases, sheets, blankets and towels. The furniture is moveable and can be arranged to suit your personal taste. Posters can be

placed on bedroom walls, but only wall mounting tabs (supplied by the Housing Office free of charge) may be used. As the room is completely furnished and storage space is limited, students may not substitute their own furniture for the residence furniture. Please note that water beds are not permitted under any circumstances.



Common living areas

The living room, dining room and kitchen are quite heavily used by the 12 students living in the suite. A great deal of the residents' time is spent in this central living area. Meals are prepared and eaten here, and students use these common areas during their leisure time. Many students use the tables in the dining room to study, work on group projects, or play games. These areas experience very heavy use and require the cooperation and respect of everyone concerned in order to make them function properly. It is imperative that students clean up after themselves, leaving the tables and chairs clean for use by other residents.

The furniture in the shared living room and dining room is provided to meet a variety of needs for all residents. Residents are expected to respect the needs of others.

Please do not remove furnishings from these areas for your personal use and do not take furniture outside the building.



Each student has two cupboards and a drawer for storage of all food and cooking items. You will share a refrigerator/freezer with three other people, so please avoid buying bulky items. (Don't plan to bring a side of beef with you!) Food co-ops among three or more people have worked successfully in the past, and you may like to initiate one of these.



Working successfully in the kitchen requires a good deal of cooperation. These expectations are to be followed:

- a) always wash and put away your dishes after finishing a meal. Your dishes, whether clean or dirty, **must be kept in your cupboard, not on the counter or in the sink;**



- b) do not borrow or use another resident's utensils, dishes, glasses or goods without his/her clear permission;
- c) do not cut on the counter or place hot objects where they may cause damage. Cutting boards are provided. Any damage to the counter tops will be charged to the person(s) responsible;

- d) follow the guidelines outlined in the section "Residence Cleaning and You."

Residents should avoid bringing an undue number of utensils, as storage space is very limited. A reasonable supply could include the following: a dinner service for two (this is more than adequate; if a large number of dishes are required for a group

dinner, you will find it very easy to borrow the required number of dishes), two saucepans, one frypan, assorted cutlery and cooking utensils, tea or coffee pot as well as dish cloths and towels. You would be wise to wait until after your arrival with regard to electric appliances such as a microwave, mixer, blender, toaster, kettle and iron, as you may be able to share these articles with other members of the suite. Remember, space is limited!

Lounge

A common lounge for use by all residents is located next to the Housing Office on the ground floor of Salish House.

This lounge is a multi-purpose room containing a colour television, a pool table, a pop machine, a free telephone for local calls and pay phones for long distance calls. This lounge also contains the off-campus housing listings, which are available to any BCIT student searching for off-campus accommodation.

Laundry rooms

A laundry room is located in each house adjacent to Suite A. It contains two coin-operated washers (\$1 per wash), two dryers (.75¢ per dry), a laundry sink and a folding counter. Ironing boards are provided in each suite, but irons are not provided.

Storerooms

A small storage room is located in each house behind the laundry room in which residents may store items such as trunks and suitcases during the school year. Storage space is not available during the summer months. If you wish access to the storeroom, see your Residence Advisor. The Residence Advisor of your house is the only member of the Housing staff who will be able to give you access to this room.

Cablevision

One live, basic service cable outlet is provided in each suite living room.

Individual cable outlets are located in each bedroom. Residents may have their outlet connected by contacting Rogers Cable directly, and paying a monthly fee (see separate flyer).

It is illegal to tap into any cable outlet; cable taps will be removed and reported.

Parking

Limited reserved parking is provided, at additional cost, in the residence parking lot, located on the west side of the residence complex. Only vehicles with permits may use the reserved spaces in the lot. Unauthorized vehicles will be towed away at the owner's expense.

An application for reserved residence parking will be included with your letter of residence acceptance. Students preferring scramble parking on the campus may purchase a general parking pass from the cashier after they arrive.

Please do not park in front of any yellow curbs; vehicles in these areas will be towed away.

Residents with motorcycles may park in the motorcycle enclosure adjacent to the parking lot without a permit. This area is not covered.

Vehicle owners should be aware that auto theft and vandalism is a problem throughout the area. Vehicle owners should invest in an anti-theft device. Alarm systems are discouraged.

Telephones

Student bedrooms are not equipped with telephones but they each have a telephone jack. Private phone installation may be arranged with BC Tel.

Please refer to the flyer entitled "Trouble-free Guide to Res Telephone Hook-up" for instructions on having a telephone installed.

Public phones are available in the Housing Office lobby area.

Car washing

Cars may be washed in the residence parking lot only. Hoses are available under the Salish, Carrier and Nisga'a Residence Advisor steps for this purpose from April to October.



Mail and postal service

Mail is delivered to the Housing Office, Monday to Friday, except holidays. Each resident has his/her own mail box in the Housing Office lobby. Please check your mail regularly. Office staff will often communicate with you through your mail box, so check your mail at least once each day.

Your new mailing address is:

Your name

Your house name and room number

4200 Willingdon Avenue

Burnaby, B.C. V5G 4J3

A Canada Post mail box is located beside the residence parking lot. Stamps may be purchased at T.N.T. stores on campus, or the 7-11 convenience store one block away.

Insurance

BCIT and Maquinna Residence do not assume responsibility for money or personal property in residence, nor does the Institute assume responsibility for losses which may be incurred by reason of fire, theft, water damage, etc.

Students are advised to keep their room doors and windows locked and to carry some form of floater insurance for personal property. Coverage for fire, theft, etc., may be obtained through your family's home insurance, or may be purchased through the insurance agency located on campus.

Maintenance and repairs

Please advise your Residence Advisor or the Housing Office if you have a maintenance or repair problem. Arrangements to have the problem corrected will be made as soon as possible.



Bicycle storage

If you bring a bike to residence with you, please plan to keep it in your bedroom. Unfortunately, satisfactory bike storage does not exist outside. Storage of bikes in the hallways and common areas of suites is not permitted, as this impedes the cleaning staff and blocks emergency routes. If you will not use your bike regularly, we suggest you seriously consider whether to bring it with you or not.

Equipment available for borrowing

Each Resident Advisor has been provided with the following items for use by all 48 residents of the House. The equipment must be signed out from, and returned to, the Residence Advisor on the same day. Responsibility and accountability for the safe and working return of the equipment rests with the individual who signed it out. If not returned in good order, the signee will be assessed the cost of replacement.

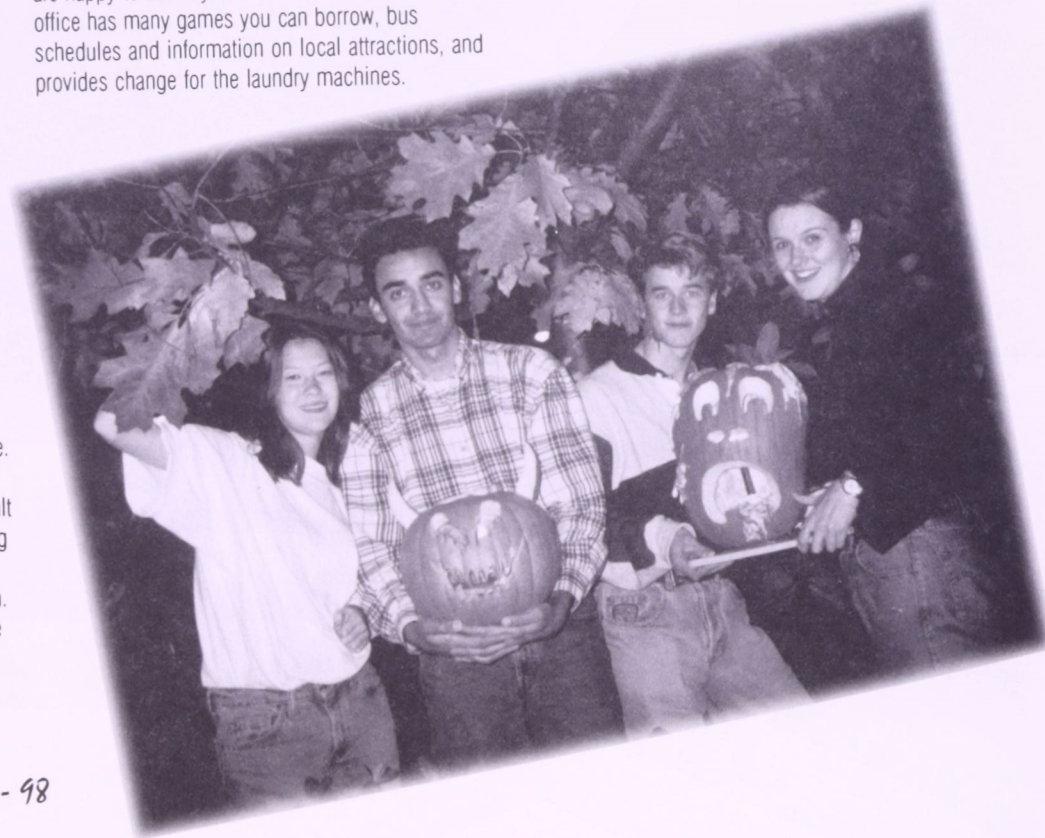
Vacuums - Keeps hoses away from heaters
- Change bags frequently.

VCR's - A prime target for theft. Be careful!!

BBQ's - Portable unit with propane tank.
- **Available from April 1 until October 31, only.**
- No other BBQ's permitted in residence.
- Must not be stored indoors.
- Propane tanks found indoors will result in permanent suspension of borrowing privileges.
- Signee must return in clean condition.
- Signee is responsible for any damage or dirt which results on sidewalks, decks, walls, etc.

The Housing Office

Located in Salish House, the Housing Office is open 08:30-22:00, Monday to Thursday, and 08:30-18:00 on Friday from September to May. The Housing staff are happy to assist you in whatever way possible. The office has many games you can borrow, bus schedules and information on local attractions, and provides change for the laundry machines.



Residence and You



There are many ways to get involved in the residence community... after all, you can't study all the time!

Activities

BCIT is a tough school — no doubt about it — but everyone needs to get away now and then to rejuvenate their energy. By living on campus you are located right next to the Student Activity Centre, which offers facilities and programs to interest everyone. Watch the notice boards for an activity, event or club that interests you.

The R.A.'s and the Residence Council both sponsor activities and events regularly. They want your involvement in initiating and planning these events, so just ask your R.A., "What can I do to get involved?"

Popular annual res-wide events include:

- Res Rally and barbecue (Sunday after Labour Day);
- Curling Funspiel (late October);
- Spring Carnival (late March).

Each Residence Advisor also sponsors two events per term for the residents of their house.

An activity fee of \$3 per month is collected from each resident to help subsidize events and activities.



Challenge Cup

Challenge Cup is a weekly event in which one house challenges another to a short, low-skill sport or activity. It requires very little time, is a great stress release, is lots of fun, and a great way to meet residents of other houses. The winning house each term receives a complimentary house dinner.

Residence Council

Each house of 48 elects one or more representatives, called House Reps, to join with the other House Reps to collectively form the Residence Council.

The primary responsibility of the Council is to voice the concerns or needs of residents. The

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Council also works closely with the R.A.s and the Housing Manager to provide additional activities and services which may not be available otherwise. The important profile of the Council is determined each year by the energy of those serving on it and their willingness to initiate ideas.

The Council has successfully sponsored such things as residence dances, ski trips, movie nights and guest speakers. They have also purchased some of the 'luxury' items for the benefit of all residents, such as a VCR and a gas barbecue for each house.

Of the monthly activity fee, 50 cents per student, per month, is transferred by the Housing Office to the Residence Council to promote activities and special events. The balance is provided to the Residence Advisors for programs and events.

Work Study Employment Opportunities

Various student employment opportunities exist on campus. Many are part of the Work Study Program, a financial assistance program sponsored by the B.C. Ministry of Education, Skills and Training.

At Maquinna Residence, Work Study positions not only help you earn extra money, they allow you to get more involved in residence life.

In 1997/98, the following positions will be available in residence (subject to approval):

1. Resident Activity Coordinators (RACOs)

These folks assist the R.A. to plan and implement house activities and coordinate Challenge Cup activities for the House. If interested, see your R.A. on arrival (three hours per week).

2. Sunday Night Gym Coordinator

This person operates the gymnasium on Sunday nights for exclusive use by residents, coordinates games and sports, and advertises around the residence (three hours per week).

3. Residence Grounds Keeper

This person supplements the work of the contract gardeners by providing additional items to keep the grounds neat and attractive, removes litter, plants flowers, waters plants, removes snow and ice, etc. (six hours per week).

4. Residence Special Projects Coordinator

Working closely with the Housing Manager, this person coordinates a variety of programs to improve residence life, including an anti-theft and vandalism program and an alcohol awareness program (seven hours per week).

5. Residence Advertiser

Working with the Housing Assistant (evenings) this person prepares advertising and marketing materials for various residence activities and events (five hours per week).

To be eligible for the Work Study Program, students must have applied for a B.C. Student Loan. For more information or to apply, contact Tom Moore, Housing Manager, after you arrive.



Residence Facts

Your new home is the result of many years of hard work by student politicians, faculty, and administrators to acquire on-campus student housing.

Owned by BCIT and funded through a long-term federal government mortgage, Maquinna Residence is operated on a self-sustaining basis. The residence revenues cover all of the residence mortgage debt and operating costs.

BCIT does not enter into a standard landlord/tenant relationship in providing accommodation to students. Please read the residence contract, available from the Housing Office, which outlines the terms and conditions of occupancy in Maquinna Residence. Please satisfy any concerns or questions which you may have before you sign the contract. The Housing staff will be pleased to assist you.

While BCIT subscribes to the principle that residents are entitled to reasonable rights of privacy, it does not grant exclusive possession of the bedrooms. BCIT reserves the right to inspect all bedrooms, on a periodic or emergency basis, for any purpose, including inspection, maintenance, and cleaning. Students will be given advance notice of intended entry whenever possible.

Laurie Jack Lane

Laurie Jack Lane is for pedestrian access from the Maquinna Residence to the BCIT campus; only service and emergency vehicles are permitted to use the lane. Vehicles found in the lane will be impounded. Should you require access to Laurie Jack Lane for move-in or move-out, contact your Residence Advisor who has a key to the gate.

Contract Length and Summer Residence

Maquinna Residence operates two separate rental periods, and a separate application is required for each period:

1. September (Labour Day weekend) until May 24th, and
2. June until August.

Your course dates may require occupancy during more than one rental period.

Residence contracts terminate at the end of these rental periods, or when Notice to Vacate is given.

If you require accommodation beyond the last weekend in May, you must complete a separate application. Summer applications will be available in mid-March. Acceptance for Summer Residence is not guaranteed, and may require a room transfer. Cancellation of a Summer Residence Application will result in a \$75 assessment charge.

Notice to Vacate

As indicated in the residence contract, one month's advance notice to vacate is required. This notice must be given to the Housing Office in writing, on or before the first day of the month prior to vacating. Failure to give one month's notice will result in the regular residence rent being charged. Notice to Vacate forms are available at the Housing Office.

Check-Out Procedures

Before you are due to check out, you should make an appointment with your Residence Advisor to do a room inspection and complete the necessary paperwork. Failure to check out with your Residence Advisor may result in the forfeit of your damage deposit, so make sure you arrange your check-out with him/her well in advance (at least 48 hours).

Room Assignments

Room assignments are made on the basis of the information you supply on your residence application form. Every attempt is made to match people of similar life styles in the same suite, however, this is not always possible.

Room Transfers

Residents are not permitted to change rooms until a request for change has been negotiated with the Housing Office. The Housing Manager reserves the right to reassign individuals at any time. Maquinna Residence is not responsible for the costs incurred

with any room move, such as telephone or cable disconnection and reconnection charges. A \$15 transfer fee is assessed for room changes.

Keys

On arrival you will be issued three keys:

- a key to your bedroom door;
- a suite key, which opens all the entry doors to your suite, the laundry room door in your house, and the door to the Housing Office lobby/mail room area;
- a mail box key.

Lost keys may be replaced at the Housing Office. However, if after 30 days or at the time you move out the keys have not been found and returned to the office, a charge of \$15 per key will be assessed directly to your BCIT account. This fee is to cover the cost of changing the locks.

Residence keys are not to be duplicated. In addition, possession of a master key by any student is a serious offence and will result in eviction.



Residence Cleaning & You

Responsibility for cleaning

The majority of residents prefer to live in a clean and tidy environment. All residents, whether they prefer a clean environment or not, are expected and required to participate equally in keeping the residence clean. Residents who repeatedly violate this expectation will be asked to vacate.

Light cleaning of the common areas is provided, Monday through Friday only, by a contract cleaning company.

Cleaning staff responsibilities

In the common areas, cleaners:

- empty waste receptacles daily;
- vacuum carpets weekly;
- wash kitchen counters and sinks;
- clean showers, toilets and bathroom sinks;
- maintain tile floors.

Residents' cleaning responsibilities

In the common areas all residents are required to:

1. keep all tables, counter-tops and furniture clear of all items at all times, so they may be washed by the cleaners;

*Residence
Cleaning
Staff*



2. always wash and put away dishes immediately after finishing a meal. Whether clean or dirty, dishes must be kept in your cupboards not on the counter or in the sink;
3. remove all returnable bottles and tins daily. Any empty tins or bottles left visible in the suite will be removed by the cleaners daily;
4. recycle all recyclables in the blue bags provided (see Recycling);
5. remove all items that will not fit in the waste receptacles to the dumpsters located outside;
6. not pour grease or solid particles down kitchen drains;

7. wipe the stove after using and wipe spills off any surface;
8. ensure that dirty water is not left standing in the sink;
9. clean refrigerators and freezers periodically;
10. keep the floors clear of objects and vacuum the common areas when there is debris;
11. cooperate fully with the cleaning staff by being friendly and getting out of their way when they are doing their jobs;
12. **exercise peer pressure on those who are less inclined to clean up after themselves.**

Inspections, violations and consequences

The residence staff will periodically inspect the common areas, including kitchens, living rooms, dining rooms and hallways, for damages and cleanliness.

If the suite fails to meet the standards and expectations set out in this handbook:

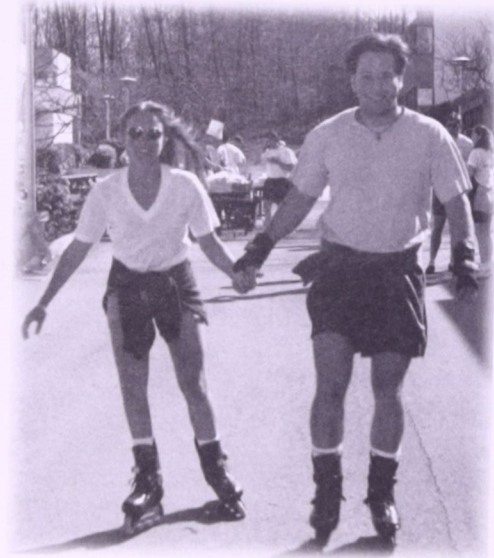
1. Each suite resident will receive notice, in writing, that the suite fails to meet standards, and must be cleaned within 24-36 hours.
2. Failure to meet the standards by the set deadline will result in termination of all suite cleaning services (including bathrooms and garbage removal) for a minimum of one week. Suspension of services can be for an unlimited time if needed.
3. After the initial situation is resolved, future infractions will result in termination of cleaning service without warning.
4. Continuing problems will result in fines being assessed to each suite resident, and eviction in extreme cases.

Bedroom cleaning

Each resident is responsible for cleaning his or her own bedroom. The cleaning staff do not enter individual bedrooms.

Each Residence Advisor has a vacuum cleaner and garbage bags for this purpose.

When you move out, you are expected to leave your room clean and ready for the next occupant. A charge will be assessed if a room is left in unacceptable condition at check-out time.



Recycling in Residence



BCIT students and staff are highly committed to doing their part to help the environment. The residence recycling system has evolved and grown rapidly and has a very high rate of participation.

In conjunction with the BCIT Physical Plant department, the Housing Office operates a comprehensive mixed material recycling system.

How does it work?

Properly cleaned plastic, tin and glass, plus cardboard and paper, are all deposited in the blue recycling bag located in the dining area of each suite. Every bedroom is equipped with a box for gathering recyclables. When your bedroom box is full, simply deposit the contents in the blue bag in the dining room.

When the blue bag is full, it is removed by the cleaning staff to the central collection area in the parking lot. From there it is removed by a local recycling company, taken to their plant, sorted by hand, and reprocessed. The residence pays a fee for this service; it does not generate revenue.

You are the key!

Please follow the simple, posted guidelines for acceptable materials and material preparation.

We hope you will participate, but if you choose not to participate, please don't spoil the efforts of others.

All non-recyclables should be placed in garbage cans located in dining rooms and bathrooms. The cleaning staff empty these daily.



Residence Rent and Payments

Damage deposit

Each resident pays a \$70 damage deposit with the first month's rent. The deposit is used to cover the cost of repair for any damage you do to the residence. Each resident is responsible for her/his room, the common areas of the suite, the house and the residence complex.

The deposit is only refunded to the resident after check-out, if the resident's room and the suite common areas are in satisfactory condition. In cases where a damaged item cannot be traced to an individual resident, each resident of the suite will be charged a portion of the repair cost. Damage discovered during the period of occupancy will be charged directly to the student's BCIT account. Consideration is given to normal wear and tear before damage assessments are made. The damage deposit does not earn interest.

Please note that the cost of replacement of missing or lost keys is \$15 per key. Please refer to the section "Keys" for more details.

Rent

The rent in 1997/98 is \$368, per person, per month, for a single room. The rent is payable on the first business day of each month. Rent payments are made at the BCIT Cashier, located near the Admissions Office in the SW1 building, with the exception of September's rent (which is mailed directly to the Housing Office to confirm your room reservation).

If you anticipate problems in paying your rent on the first of the month, please contact the Housing Manager in advance.

Please note that rents may be adjusted during the course of the academic year. Students are advised to keep all their receipts.

Penalty for late payments

A 20 per cent charge will apply for any rent or other housing fee outstanding by the 15th of the month. This charge will be added directly to the resident's BCIT account. No penalty will apply if the Housing Office receives proof that a student loan is forthcoming.



Residence Policies and Regulations



The mandate of Maquinna Residence, as required by the Institute, is to provide a living environment that will promote the academic success of its residents.

With this clear goal in mind, the following regulations and policies have been established to ensure a safe, clean and academically-oriented environment for the benefit of all residents.

If you do not feel that you can live within the policies and regulations, then we recommend that you reconsider your choice of living in residence.

1. Violations

Penalties for violation of any residence rule include warnings, fines and eviction.

A resident may be evicted at the discretion of the Housing Manager.

2. BCIT Conduct Policy

The BCIT Conduct Policy applies in residence. See the BCIT Full-time Calendar for details.

3. Guests

Residents are responsible for their guests' behaviour and must be present to host the guests. Hosts are also responsible for their guests' actions when attending residence functions held outside the residence.



House Dinners!

Residents may accommodate guests in their bedrooms for a maximum of three consecutive nights, twice per month. Residents will be charged and possibly evicted for guest stays that exceed this period of time. No person may be the guest of more than one resident in succession. In exceptional

circumstances, extensions may be granted by the Housing Manager.

The Residence Advisor must be informed of all overnight guests so that he/she will be aware of the number of people in the house in the event of an emergency.

4. Noise policy and quiet hours

Each suite accommodates 12 people. With that many people living together, one must expect a certain degree of disruptive noise from time to time. However, everyone must be aware that **the Residence exists to accommodate people interested in securing an advanced education.**

Quiet hours are defined as those times during which residents are prohibited from making any noise that may be heard in any bedroom other than their own. This refers primarily, but not exclusively, to noise emanating from stereos, radios, tape recorders, televisions and verbal conversation.

Quiet hours are in effect around the clock in all suites in the residence from 11:00 pm Sunday, through Thursday.

In addition, quiet hours are in effect as follows:

Social Suites: Friday/Saturday —
1:00 am onward

Academic Suites: 7 days a week,
24 hours per day.

Note that noise must be confined to the suite **at all times** and is at no time permitted to disturb residents of other suites.

In all suites, every resident has the right to request that other people minimize their noise, even



during times that are **not** quiet hours. If you are unsuccessful you should approach your Residence Advisor.

Similarly, if someone has requested you be quiet, you should respect that person's wishes and reduce your noise output.

5. Alcohol

Only responsible use of alcoholic beverages is permitted in the residence. Residents who use alcohol irresponsibly will be held accountable for their actions.

Residents and their guests are subject to Provincial Liquor Regulations and the Residence Liquor Policy. Kegs are not permitted.

Your bedroom and suite are considered your private living space and you are entitled to consume alcohol in those areas. Alcohol consumption, or the presence of open alcohol in any public indoor area or anywhere outdoors in the Residence is prohibited.

6. Parties

Due to space restrictions and proximity to other suites, parties are not permitted in residence.

However, suite and house dinners, and small low-key social gatherings, are encouraged and your R.A. can assist you in planning a suite event.

A gathering constitutes a party if:

- More than 25 per cent of those present are from other suites, or are not from residence, or
- The total number of people gathered exceeds 14, or
- The noise can be heard outside the suite or in neighboring suites, or
- Others living in the suite are disturbed by the gathering, or do not wish it to continue.



Any resident who sponsors, encourages, attends or is involved in a party will receive a Formal Warning, or may be evicted immediately.

7. Fire safety equipment

Any resident tampering with fire alarms, fire

fighting equipment or fire detection equipment, will be evicted from residence and/or fined \$200.

If the person(s) responsible cannot be traced, the occupants of the suite will be assessed a \$200 fine, plus the cost of repair.

8. Prohibited areas

Individuals are not allowed on roof-tops or covered patios, in any mechanical rooms, or any other areas in the residence clearly marked as off-limits.

9. Damage control

All residents are expected to take reasonable care of the residence facilities. Unnecessary damage automatically increases operation costs, which influence residence fees. The intent of this policy is to limit the amount of damage, and to collect any repair or replacement costs from those responsible.

Costs due to damage and/or loss will be charged to the individual(s) responsible provided they can be



identified. Damage or loss caused by guests will be billed directly to the host resident(s). In cases where the individual(s) responsible cannot be identified, the charges will be assessed against all residents of the suite.

10. Illegal entry

Illegal entry applies both to the intent and to the means of access. An individual must have written permission to enter another's room and must do so without manipulating the lock, door or window.

11. Removal of residence property

Removal of residence property from the suite without the permission of the Housing Manager is prohibited. The residence does not have sufficient space to store furniture, so the furniture supplied in each room must remain in the room.

12. Pets

Residents and their guests are not permitted to have any animals on the premises.

13. Use or sale of non-medical drugs

Use or sale of any drug, other than in a prescribed, legal manner, is strictly prohibited in residence. Appropriate law enforcement authorities will be notified of any infraction of this rule.



14. Musical instruments

Suitable facilities do not exist in the residence for practising musical instruments. Playing of instruments that disturb others is not permitted.

15. Smoking

BCIT is a clean air campus. Smoking is not permitted in any suite or bedroom area in residence. Those who smoke outside are expected to smoke away from windows etc., and are required to clean up after themselves at all times.

16. Prohibited items/activities

- a) Weapons of any kind such as, but not limited to, firearms, hunting knives, sling shots, cross bows, etc., are not permitted in residence.
- b) Open flame (i.e. candles), explosives, fire-crackers and flammable substances, are not permitted in residence.
- c) Storage of any furniture, bikes, boxes etc in hallways is prohibited.
- d) Furniture, bedding, garbage etc must be kept at least 12 inches away from any baseboard heater.
- e) Dart boards are not permitted;
- f) Water fights and the playing of all outdoor games inside (such as hockey, football, frisbee throwing, etc.) are prohibited.

- g) Fighting, physical confrontation, intimidation of others and disruptive behaviour are prohibited in residence.
- h) Antennas or outside wiring are not permitted. Students are not permitted to tap into, or split cablevision lines.

17. Cleanliness

All residents, whether they prefer a clean environment or not, are expected and required to participate equally in keeping the residence clean, and to meet the expectations outlined in the section "Residence Cleaning and You".

18. Fire evacuation

All residents are required to leave the buildings promptly at the sound of an alarm, and to rally in the preassigned area. Please read the Emergency Evacuation Procedures Notice posted in your bed-room and familiarize yourself with all emergency exits.

19. Laws of the land

Residents may be evicted if they are in violation of the laws of the land, or if they repeatedly show disregard for the rights of others. Residents are required to cooperate with the requests of Housing staff in the enforcement of residence rules and policies.



Residents' Rights and Responsibilities



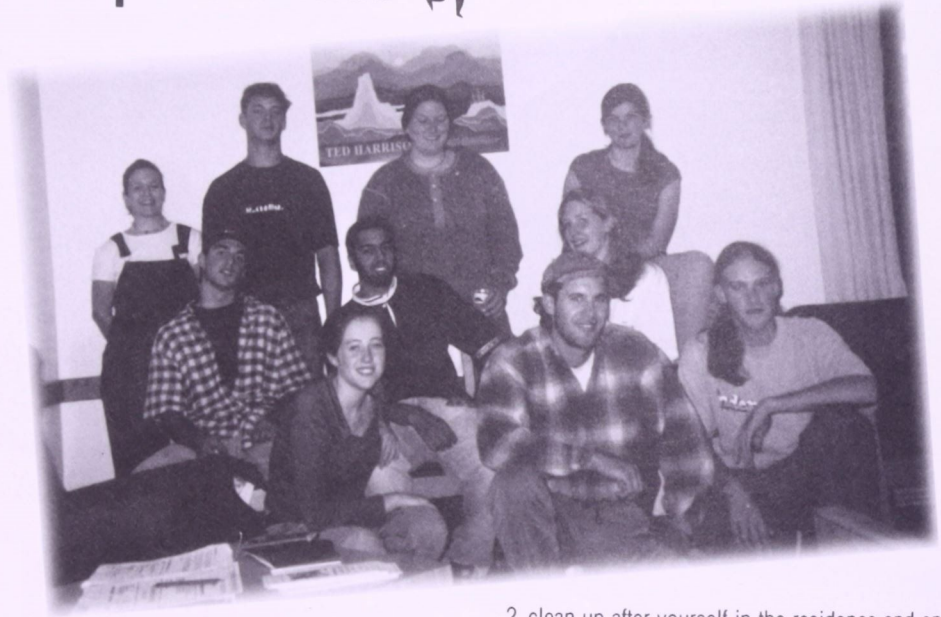
The well-being of the residence community rests on the community's ability to meet the needs of the individual and vice versa. This balance is best achieved when all individuals are aware of their personal rights and their responsibilities to fellow residents.

As such, the following principles were designed to describe the rights of the individual within the residence community:

- a) Every individual within the residence community has the right to consideration and respect for their feelings and personal needs, while at the same time respecting the same rights of every other person within the community.
- b) Every individual within the residence community has the right to live in an environment where their personal possessions and communal space are respected by every other individual.

In accordance with the above principles, each resident has the right to:

1. read, study and sleep in her/his room, free of undue interference. Unreasonable noise and other distractions such as TVs, stereos and guests inhibit the exercise of this privilege;
2. a clean living environment;



3. petition for redress of grievances;
4. be free from intimidation, physical and/or emotional harm.

The responsibilities of each resident are to:

1. consider and appreciate your neighbours and their need for undisturbed sleep and study in the residence;

2. clean up after yourself in the residence and on the residence grounds;
3. inform the residence administrators if you feel that you have a grievance or problem in residence;
4. inform the Residence Advisors or residence administrators if you feel physically or emotionally intimidated in residence.

Your Security and Safety in Residence

Crime is a growing problem in the Vancouver area and it occurs on the BCIT campus. Many mechanisms and services are in place on campus and in residence to minimize crime and risk.

BUT PREVENTION BEGINS WITH YOU!

Don't take your personal safety, or the security of your belongings, for granted. Review the pamphlet "Maquinna Residence Safety and Security" found in your Welcome Package when you check-in and discuss with your suite mates. And Remember...

Personal Safety

- Do not walk alone after dark
- Use the "buddy" system
- Use BCIT's "Safe Walk" escort program. Call 451-6856/451-BCIT for a security or bike escort anywhere on campus
- Use the security and emergency phones located throughout campus
- Ensure you and your suite mates watch out for each other; discuss this openly as a group.

Suite Security

- Always ensure bedroom and common area doors and windows are locked
- Use your bedroom door peep hole
- Never let a stranger into the suite
- Politely question unknown persons near your suite.
- Report suspicious people.

Vehicle Security

- Cars are vandalized and stolen in campus lots, including residence. Take precautions
- Invest in a solid vehicle anti-theft device (alarms are not recommended)
- Leave absolutely nothing in your vehicle
- Lock vehicle doors and windows; remove keys
- Report suspicious individuals or behavior immediately.



BCIT Harassment and Discrimination Policy

It is the policy of BCIT to ensure a learning and working environment free of harassment and discrimination where community members are treated with dignity and respect.

This policy has been created to ensure:

1. that the members of the Institute community are aware of their rights under the policy and are knowledgeable about the definitions of harassment and discrimination;
2. that a fair and confidential process is in place to handle complaints.

The Housing Department is committed to supporting the BCIT Harassment and Discrimination Policy. If you wish to discuss your particular situation, or to receive further information, please contact the Harassment and Discrimination Advisor at 451-6721, or the Housing Manager at 432-8606.

Please note that posters, or other materials, which may be deemed offensive, are not permitted in residence common areas (living rooms, halls, washrooms, etc.), and will be removed.







Check out the
Housing WEB page at
<http://www.bcit.bc.ca/~housing>



BRITISH COLUMBIA
INSTITUTE OF TECHNOLOGY
Housing Department
4200 Willingdon Avenue
Burnaby, British Columbia
Canada V5G 4J2
Tel. (604) 432-8677

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