



BURMAN
UNIVERSITY

Residence Hall Handbook

2023-2024



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WELCOME TO RESIDENCE HALL LIVING

Burman University is a community comprised of a wide variety of backgrounds. As members of this community, we find common center and unity in Jesus. We seek to honor Him by encouraging each other to develop mentally and spiritually, integrating faith and learning, and encouraging growth in Christ. May you find fulfillment not only academically, but also in the magnificent salvation of the Lord.

As we are a Seventh-day Adventist Christian environment, the Deans, Student Deans, and Residence Assistants adhere to the values and principles of this environment. We are committed to:

- following Jesus using His Word, the Bible, as the standard of truth, faith, and conduct.
- transforming lives through whole-person education and service
- educating students to **think** with discernment, to **believe** with insight and commitment, and to **act** with confidence, compassion, and competence.

Those who become part of the Residence Hall community will be governed according to this standard and thus agree to adhere to this governance.

Residents are encouraged to uphold and be respectful of the governance of the Residence Halls and an appropriate environment for cooperative living which includes providing a safe and caring environment for all.

Residence Halls is comprised of three residences: Lakeview Hall, Maple Hall, and Riverton Hall. Each environment promotes studious activities, spiritual growth, social interactions, safety, and healthy living. Please continue to read to find out how we promote each of these.



Lakeview Hall** is the female dormitory (residence) located on southwest end of the campus. It has 4 floors and is divided into north and south wings. Rooms are set up to house two people with a bed, closet, desk/dresser and shelf area for each person. The rooms are fully furnished with the exception of linens and toiletries. Rooms can be used for only one student at a higher rate as long as space allows. Furniture remains the same regardless how many are in the room. Each room has its own bathroom that is to be cleaned by the resident(s).

Laundry facilities for the whole residence are located on first floor beside the chapel. A meal plan is required. There is parking available on the north and west side of Lakeview on a first come, first serve basis. There are a number of common areas for both males and females to use. Large garbage dumpsters are located on the east side and west side of the building. Janitorial services for entrance ways, hallways, stairwells, laundry rooms, and common areas are provided. Residents are responsible for cleaning their own room.

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Maple Hall** is the male dormitory (residence) located on the eastside of the Administration building. It has three floors and is divided into north and south wings. The south wing on the first floor is reserved for use by another department at this time. Rooms on the south of the building are single occupancy rooms with a communal bathroom on the far south of each floor. These bathrooms are cleaned by janitorial staff. Rooms in the north wing are double occupancy with two rooms sharing one bathroom, potentially 4 people per bathroom. These bathrooms are to be cleaned by the residents using them.

Laundry facilities for the whole residence are located on first floor. A meal plan is required. The lobby on second floor and lounge on third floor are for both males and females to use. Large garbage dumpsters are located north-west of the building near the staff parking lot. Janitorial services for entrance ways, hallways, stairwells, laundry rooms, and common areas are provided. Residents are responsible for cleaning their own room.



Riverton Hall offers a unique apartment style living community. It is located a block directly east of the Facility Maintenance / Transportation building. Residence Halls manages 2, 3, and 4 floors. First floor is managed through Student Finance office and is not considered dorm residence. Suites vary from bachelor to 4-bedroom units and are fully furnished with the exception of linens and toiletries. Floors are gender specific. Males and females are only allowed on their designated floors. These suites are reserved for single students

21-30 years of age. Students who start off in the other residence halls and want to move to Riverton need to meet the following criteria:

- be over 21 or have 60+ credits (age has precedence over credits)
- demonstrated model citizenship
- upheld university guidelines
- have successful academic achievements

Each floor has a shared laundry area. Meal plans are not required of Riverton Hall Residents. The residence has its own parking lot located on the southside of the building. Large garbage dumpsters are located in the alley to the south of the parking lot. Janitorial services for entrance ways, hallways, stairwells, and laundry rooms are provided. Residents are responsible for cleaning their suite.

WHAT DO I NEED TO KNOW BEFORE MOVING INTO RESIDENCE?

Who Gets to Live On Campus?

Living on campus is intended to help with the transition from home to university. The experience of living on campus allows students to focus more on studies while creating opportunities to connect with others, build community, and receive support while navigating this time in life. For these reasons, all students with 30 or less credits are required to live in Residence and have a guaranteed placement in residence halls. Exceptions to the on-campus housing requirement would be students who are living at home with their parents, married, have children, or 30 years of age or older as of the academic year for which you are applying for housing. *Please see the Student Housing and Mature Student Housing policies on the Burman University Webpage.*

When Will I Find Out Where I Will Be Living and Who I Will Be Living With?

Incoming students will be contacted by Residence Hall Deans sometime in August regarding your residence hall application. You will be alerted to which Residence Hall you will be living in via your Burman University email. When checking in, please go to the Residence Hall you will be living in. Maps can be found on the burmanu.ca website. The email communication will also let you know how to contact us should you have questions anywhere along the way.

When Can I Move In? When Do I Have to Move Out?

For First year students: Sunday, August 27. There will be staff to receive you and check you in from 9 am to 9 pm on this date only. After this date, please see the Front Desk Receptionist located in Lakeview Hall letting them know you are there to check in and they will alert a Dean or Residence Hall Staff member. You will need to see a Residence Hall Dean to complete the paperwork for check in. No room keys or assignments will be given out until you check in with a Dean.

Returning students: The first day to move in is Sunday, September 3. There will be staff to receive you and check you in from 9 am to 9 pm. If you are moving in after this date, you will need to contact the Front Desk Receptionist and they will alert a Dean or Residence Hall Staff member to complete the paperwork. You will need to see a Residence Hall Dean to complete the paperwork for check in. No room keys or assignments will be given out until you check in with a Dean.

If you are needing to move in before these dates, please contact a Dean. See contact information for Deans below.

Christmas Break: The residences will close for Christmas break on Friday, December 15, 2023 at Noon and reopen on Sunday, January 7, 2024 at 9 a.m. There is no access to the residences during this time.

Since residences are not open during Christmas break, students will need to make arrangements for rides and/or alternate accommodations well in advance.

Check out Day: Residences will close for the academic year on Monday, April 29, 2024 at 4 p.m.

Opening and closing times are enforced.

What Is Already Supplied?

Lakeview & Maple Hall: Please read the description of the different Residence Halls under the Welcome. You are allowed to bring your own microwave and minifridge. Residence Halls may have some from previous years you can purchase when arriving.

Riverton Hall: As this is an apartment style residence, there are some additional items supplied.

- **Bedroom Furnishing:** Each bedroom in the residence is fully furnished with a bed, desk, chair, dresser, and closet with shelving.
- **Living Room Furnishing:** The residence living rooms are furnished with a couch, a TV stand, a short shelving unit, and dining room table with chairs. There may be slight variations to these arrangements.
- **Kitchen Supplies:** The kitchen has a fridge, stove, and microwave. All residences are also equipped with a kettle, frying pan, set of three pots and pans, toaster, mixing bowls, colander, dish rack, ice cube tray, knives, measuring cups and measuring spoons, plate set (dinner, lunch, bowl), glass cups, mugs, cutlery tray, soup spoons, dessert spoons, forks, knives, large serving spoon, spatula flipper, rubber spatula, can opener, whisk.
- **Cleaning Supplies:** Cleaning supplies that are included are: Vacuum (per floor), kitchen garbage can, bathroom garbage can, broom, dust pan, mop & bucket, plunger, and toilet brush.
- Since residences are fully furnished, additional furniture needs to be approved by one of the Deans prior to adding it.

What Should I Bring / Not Bring?

Please Bring	Possibly Bring	NOT Permitted
Clothing for warm/cold weather	Outdoor sports equipment	Alcohol or alcoholic beverage containers or decorative items with alcohol logos
Alarm clock, Desk supplies including surge protector	Desk lamp	Halogen lamps or 5 bulb floor lamps
Bedding: Pillow, Twin Sheets, Blankets	Bike & bike lock	Pets
Toiletries Towels (hand & bath) Hangers, laundry products, basket	Camping/foldable chair	Firearms or any kind of weapon including knives/swords, archery equipment, paintball or air-soft guns
Room decorations	Plants	Candles/incense
Mini-fridges & Microwaves Microwave safe "personal dishes" such as plates, bowls, glasses, mug, cutlery	Kettle, rice cooker, slow cooker – anything with auto shut off	Small appliances without auto shut off (toaster, deep fryers, etc.)

How Can I Decorate My Room?

- It's important to make your room feel like home!
- Please personalize your room while keeping in mind that your room should be in the same condition at checkout as it was at check-in. Please be considerate of your roommate in decorating, and refrain from displaying décor that is offensive or inappropriate.
 - A damage assessment will be completed at the beginning and end of the year.
- You may **NOT** nail or drill holes in the wall, nail anything in the floor, add room accessories with permanent hardware including hooks/shelving/items in the bathroom/etc., or stick anything to your outside door. When in doubt, ask your Resident Assistant (RA).
- Items deemed inappropriate by the Residence Hall Deans will need to be removed from the premises or no longer used. These items may include music, video games, movies, magazines/reading materials, games, paper cards, wall hangings, posters, décor, and other items not in accordance to the beliefs and values of the institution.
- NOTE: Illegal property will be confiscated immediately by Burman Staff
- Residents are not permitted to:
 - Tape or otherwise fasten electrical cords through any doorway or place under any rug.
 - Paint any portion of your residence
 - Write on the interior or exterior walls of your residence
 - Direct stereo speakers out of windows
 - Obstruct windows
 - Remove or replace window treatments
 - Remove any cupboard/closet doors (if damaged, contact a Student Dean)
 - Use your countertops as cutting boards (cutting boards can be purchased from the dollar stores)
- Please talk to your Resident Assistant for ideas and help with decorating.

What Do I Need to Know About Getting to and From the Campus & Parking?

Burman University has Airport Shuttle services available for a fee. To book a shuttle, please go to <https://www.burmanu.ca/transportation>. Shuttle requests are due no later than 3 working days in advance of the trip. Otherwise, there will be an additional late fee.

- Transportation office hours are Monday – Thursday, 8:00AM-12:00PM, 1:00PM-5:00PM AND Friday, 8:00AM-11:30AM. If a request comes in outside of these hours, it will be processed the next working day.
- Shuttle times are on the transportation page of the Burman University website.
- Airport transportation is not available Friday after the 2pm shuttle until Sunday morning
- Latest Pick up time from Edmonton Airport 9pm, Calgary Airport 8pm.

There is parking available on a first come first serve basis. There are different parking options. Parking is handled by the Transportation Department. Please go to Burmanu.ca and search transportation to learn about parking at the Residence Halls. Not registering your vehicle and parking violations will be ticketed.

For moving in and moving out, parents are allowed to park where they find a spot not already designated. Signs will be around campus to help direct you or your parents to where they need to go. Staff will be able to direct parking during move in and move out times.

What If My Parents Want to Stay With Me And Help Me Settle In?

Lakeview Hall has three guestrooms that parents can book if they would like to stay for a time. These guestrooms can be reserved by going on the Residence Hall webpages and filling out the online form there. Please contact us at deans@burmanu.ca if assistance is needed. These rooms are rented on a first come first serve basis and may be booked up. If so, there are a number of hotels and motels in the area. The list of accommodations is listed on the Residence Hall webpages on the Burman website. Please contact the Deans if other arrangements need to be made.

NOTE: Family members/friends under 18 years of age are not permitted to stay over night in the Residence Halls at any time and must be accompanied by an adult in the guestrooms.

Do I Need Renters Insurance?

Burman University does not have personal content insurance. Students or parents/guardians of students wanting this type of insurance should obtain coverage through their family homeowners' insurance policy or through additional personal tenants' insurance policy for personal property loss due to theft and property damage.

WHO YOU NEED TO KNOW (STAFF & JOB OPPORTUNITIES)

DEANS:

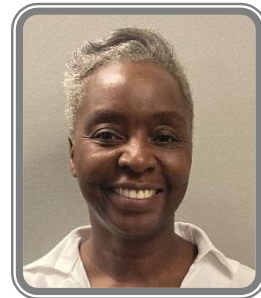
There are three deans that oversee the operations and governance of all three residence, regardless of where their office is located. The Administrative Dean and one Assistant Dean have offices located in Lakeview Hall and one Assistant Dean has an office in Maple Hall. The Administrative Dean has some office hours also in Maple Hall. Riverton Hall is still overseen by all Deans. Deans rotate on-call shifts during the evenings and weekends. **Please CALL 403-505-9644 to contact the Dean on call.** This phone only receives phone calls.



DEAN JOREL
ASSIST. DEAN - MAPLE HALL



DEAN TAMMY
ADMIN DEAN



DEAN JUDITH
ASSIST. DEAN - LAKEVIEW HALL

STUDENT DEANS (SD):

Individuals in these positions take directives from the Deans and are there to assist and support the Resident Assistants. These directives must be followed by all students. There are two male Student Deans that share an office at Maple Hall and two female Student Deans that share an office at Lakeview Hall. You are welcome and invited to touch base with them while they are in their respective offices. There is always a Student Dean on call each night and each weekend. They rotate through a schedule. Please see the white boards and calendars for their schedule.

RESIDENT ASSISTANTS (RA):

Individuals in these positions take directives from the Deans and Student Deans. These directives must be followed by all students and are to be respected in the same manner it is given to the other staff. There is a RA for almost every floor and every wing of each residence hall. Some of an RA's regular duties include handing out toilet paper and garbage bags to residents on their floors, vacuum and maintain cleanliness, do room checks each night Monday to Thursday, provide hall worship once a week, and be of assistance when possible.

An RA in Lakeview Hall and an RA in Maple Hall are available in the lobbies/Front Desk each evening Monday to Thursday. They will be wearing their Staff shirts so you can identify them easily. You are invited to touch base with them while they are in the lobbies. Outside these times, please contact your floor RA if you need something. There is always a male and a female RA on call each night and each weekend. They rotate through a schedule. Please see the white boards and calendars for their schedule.

FRONT DESK WORKERS:

Lakeview Hall has a front desk worker 24/7 and Maple Hall has a front desk worker from 11pm-5am each night. Front desk workers are there foremost for your safety. They are the first responder to emergencies such as fire or lockdown and are involved in several of the campus safety protocols and procedures. They can administer items from the First Aid kits and they keep record of what is going on around the dormitories. Their position also requires that they maintain order in the lobbies while on duty, especially after curfew.

Lakeview Hall Front Desk workers have additional duties such as managing all mail/parcels that comes to Lakeview Hall; providing switchboard services; booking and managing the keys for Chapel, Chatterbox, and kitchen; handling routine inquires while others are not around; work with security; take payments; and check in and check out any guests that have been pre-booked through the Deans.

***As their roles is very important,
please do NOT enter the desk area or disturb them while on duty.***

JANITORIAL:

Residence Halls employs several students to do janitorial duties throughout the week in all three dorms. Having janitorial services, this does NOT mean you are to be disrespectful of the space or others. You are expected to clean up after yourselves and keep everything neat and clean in the common areas as well as your rooms. Please see the page on Charges to see the consequences for not adhering to cleanliness and respect.

If you are interested in working in Residence Halls, please submit a resume, references, and class schedule to Deans@burmanu.ca stating what position you are interested in.

ALL STAFF ARE TO BE RESPECTED IN THE SAME MANNER IT IS GIVEN TO THE DEANS.

Photos with detailed information on each Dean, Student Dean, and Resident Assistant are attached. You will also find our emails on the Burman system. Staff will all be introduced at the Dorm Orientation. See posters and notifications for the date and time of dorm orientation when you are on campus.

I JUST ARRIVED ON CAMPUS. WHAT DO I NEED TO KNOW?

Access Fobs

When you have checked in and completed your form, you will receive an access fob that will give you access to your room, the other wings of the residence hall you live in, and other areas based on where you reside. Please see below for the breakdown. For your security, lending, sharing or copying of keys is not permitted.

	Lakeview Hall Residents	Maple Hall Residents	Riverton Hall Residents
Hideout + Socialeyez	10am-11pm M-Thu 10am-7pm Friday 7pm-11pm Saturday 6am-11pm Sunday	10am-11pm M-Thu 10am-7pm Friday 7pm-11pm Saturday 6am-11pm Sunday	10am-11pm M-Thu 10am-7pm Friday 7pm-11pm Saturday 6am-11pm Sunday
Library, West Entrance	11pm-8am Sunday – Friday Morning	11pm-8am Sunday – Friday Morning	11pm-8am Sunday – Friday Morning
Maple Hall Lobby	8am-11pm 7 days per week	24 hours 7 days per week	8am-11pm 7 days per week
Lakeview Hall Lobby	24 hours 7 days per week	8am – 11pm 7 days per week	8am – 11pm 7 days per week
Chapel	24 hours 7 days per week To access laundry, use of chapel must be booked	No Access unless booked	No Access unless booked
Riverton Hall North Door	No Access	No Access	6am-11pm 7 days per week
Riverton Hall South Door	No Access	No Access	24 hours 7 days per week

If access fob gets damaged or lost, there will be a **\$25 charge to replace it**. If it stops working, see a Dean to reset it. If you forget it in your room, ask an RA or Student Dean to give you access. They will need to accompany you to your room and confirm that it is your room.

ROOMING ARRANGEMENTS:

The university reserves the right to make room and roommate assignments, while allowing the students as much choice in this matter as possible. Although we do try to accommodate requests for roommates, the Residence Hall Staff encourages individuals to meet new people and cautions that roommate requests can only be considered if the requested person has also completed a form, submitted a deposit, and is agreeable to the request.

The university also reserves the right to change room assignments or terminate a housing placement whenever this seems in the best interest of the individual or residential community.

A [Change Room Form](#) must be completed before a switch of rooms can happen for any reason. These forms can be found in the document holder on the northside of lakeview hall lobby. For more information, talk to a Dean.

Common Spaces (Please Be Considerate of Others)

LOBBIES:

The lobby areas at Lakeview Hall and Maple Hall are open to everyone. The front doors to Lakeview Hall lobby are automatically open from 8 am to 11 pm. As these areas are open to everyone, students must dress modestly at all times, including back and forth between their rooms and laundry facilities.

Both Lakeview Hall & Maple Hall lobbies (main floor area) are closed 30 minutes before freshman curfew to all non-resident guests and students of the opposite gender. To use the TVs in Maple Hall lobbies, you need to obtain the Deans permission.

Individuals that **refuse to leave** the building after closing will incur a **charge of \$50** to the Resident they are visiting with. Opposite gender individuals that are **found in a resident's room without prior approval from a Dean** will incur a **charge of \$150** to the resident that the individual was found with and a meeting with the Deans to determine future use of common areas. Please see information below about other guest information.

Day:	Closing Time:
Sunday - Friday	10:30 PM
Saturday	11:30 PM
Holidays	See a Dean

MEZZANINES (Lakeview Hall)/LOUNGE (Maple Hall):

The Mezzanine (Lakeview Hall - LVH - 3rd Floor Upper Study Area) is available to Female Residents ONLY. Male students are not permitted on the mezzanine under any circumstance. The doors on the Mezz that go into the hallways on third floor are to remain closed at all times for safety reasons. Leaving these doors open will result in a meeting with the Deans.

The Upper Lounge area at Maple Hall is available to both male and female students whether they live in the dorms or in the community. Female students will be asked to leave the Upper Lounge Area when the main lobby closes (following the times posted above).

CHATTERBOX: Lakeview Hall

The Chatterbox is a private space that can be reserved for studying and small gatherings. There must be a MINIMUM of 3 people, regardless of gender, in the room at all times. To access the Chatterbox during regular hours, please book it with the Front Desk worker. You must hand in your room key as a deposit for the key to the Chatterbox. Food is permitted in the Chatterbox, with the expectation that the space is cleaned by the users before leaving. This space is closed at room check. No movies are allowed between the hours of Friday sundown to Saturday sundown.

RESTRICTIONS: *Violent/sexual/inappropriate movies, TV shows and games are not permitted. Students caught with explicit material will have their Chatterbox privileges revoked and will be charged.*

CHAPEL: Lakeview Hall

The Chapel is reserved as a worship space and must be respected as such. Groups can book the Chapel for practices and meetings through the Lakeview Hall Front Desk - to avoid scheduling conflicts, it is recommended that you communicate your desire to book the chapel at least **two days** before your desired time of usage. When the Chapel is not in use, students are permitted to use the space to study and socialize, with respect for the area. Students must request and receive permission from a Dean before using the

instruments. This space is closed when the lobby closes. Anyone touching the instruments without previous permission, remaining in the space after close, or disrespecting the rules for this space will need to meet with a Dean.

LAUNDRY ROOM: Lakeview Hall & Maple Hall

The laundry rooms will be closed during Sabbath hours. When using the machines, please refrain from overloading them with clothes and/or cleaning products such as soap or fabric softener. Remember to pick up your laundry once it is finished as others are waiting to use the machines. Other residents have the right to remove your items from a machine once the items are finished if they need a machine. Anyone found intentionally/maliciously misusing the machines or damaging other's belongings will be subject to consequences as per our accountability model.

Students must dress modestly at all times, including back and forth between their rooms and laundry facilities.

KITCHENS:

Lakeview Hall Kitchen: There are kitchens available for student use in each respective dormitory. To access the kitchen at Lakeview Hall, book it with the Front Desk Worker and get the key - you must hand in your room key as a deposit for usage of the kitchen. Before leaving the kitchen, please ensure that your working space and all cooking tools/utensils are thoroughly cleaned and all surfaces including the floor are clean and free from garbage. Once you are done cleaning the kitchen, please sign the sign-out sheet on the back of the door and give the kitchen key back to Front Desk to have your room key returned.

Maple Hall Kitchen: To access the kitchen at Maple Hall, please contact residence hall staff (Dean, Student Dean, RA). You must hand in your room key as a deposit for usage of the kitchen. After using the kitchen, you are required to clean the kitchen and leave it in the same condition or better than when you found it. Once you are done cleaning the kitchen, please sign the sign-out sheet and contact a residence hall staff to have your room key returned.

The kitchens are not an intended socializing area and students are not permitted to gather and hang out in the kitchen. Only one or two are allowed to use the kitchen at one time.

Meat is not permitted to be cooked or stored in the kitchen. If continued misuse or abuse of the kitchen becomes an issue, the Deans reserve the right to revoke your kitchen access or access for all students - **PLEASE** do not be the person that ruins privilege for everyone.

Cooking Grease: Cooking grease must **NOT** be poured down the drain or outside the residences. Students are asked to collect their grease in a tin can(s) and allow it to harden before disposing it in the trash.

Communications

NETWORK ACCESS (Internet):

Wireless access is available throughout all three residence halls. Use your email and email password to get you access to the network. If you have issues with the network, your email, logging onto Abode, and other IT issues, please see IT located in the Library.

There is a photocopier/printer located in the lobbies of Lakeview Hall and Maple Hall. You will need a code, which is posted on the photocopier, to photocopy or print for the Lakeview one. IT will need to set you up to print directly to either machine.

MAILING ADDRESS:

As Lakeview Hall has someone available 24/7 at the front desk during the school year, all residents' mail and packages go to the Lakeview Hall address shown below:

Student Name
C/O Residence you live in
6650 University Drive
Lacombe, AB T4L 2E9

When the mail or package comes in, it will be logged, an email will be sent to you, and then it will be placed in the locked mailroom at Lakeview Hall. The email will specify if it is a letter or a package. All Front Desk personnel, while on shift only, can access and retrieve your mail when you come to the Front Desk and let them know you are there to retrieve your item. Please let them know if it is a package or a letter as the items are stored in different places. They will ask you to sign that you received it. Only sign if you have received it.

As we don't have enough mailboxes for everyone, no one will receive a mail box or key from the Residence Halls. Riverton Hall has keys on hooks inside their rooms by their door; however, the mailboxes are not typically used. **You can get a mailbox from Student Services if you would like a mailbox.** The address will be the Administration Building's address and you will be subject to their hours of operation and their procedures. The Residence Halls will not be responsible for any mail sent to the Administration Buildings address unless they contact us and ask us to grab Residents' mail. At this time, it will be brought to Lakeview Hall and go through the Residence Hall procedures as stated above.

Riverton Hall – Canada Post Items sent to 4921 Beardsley Ave will automatically come to Lakeview Hall Front Desk for processing. Other packages from Amazon, Costco, UPS, etc. WILL NOT. Packages using the Beardsley Ave address could be left outside the Riverton Hall Building for anyone to grab or in any weather conditions as the doors at locked to carriers. To avoid this, please use the Lakeview Hall address stated above.

Please talk to the Deans if you have any questions. Emailing Deans@burmanu.ca will go to all the Deans at the same time.

TELEPHONES:

The rooms in Lakeview Hall and Maple Hall have telephones. These telephones, when plugged into the outlet, will allow you to call to another room in Lakeview Hall by simple pressing 5 and the room number and in Maple Hall by pressing 6 and the room number. Lakeview Hall Residents can call Maple Hall and visa versa. Residents can also call the Front Desk, a Dean or Student Dean, and other departments and offices on campus by entering in the appropriate extension number. Ask a Dean for a list of extension number if you are interested in using this feature.

Lakeview Hall Front Desk	Ext. 5000	Maple Hall Front Desk	Ext. 6000
Dean Judith	Ext. 5001	Dean Jorel	Ext. 6001
Dean Tammy	Ext. 5005		

Transportation

BICYCLE:

There are several bike racks located on campus for securing your bicycle. Burman is not liable for stolen bicycles. Please lock your bike up. Bicycles and/or automobile tires are not to be stored in rooms or on balconies. Bicycles that are not accounted for at the end of the school year, will be discarded.

RESIDENTIAL PARKING:

Burman University Students operating and parking their vehicles on campus must register their vehicle during the registration process at the beginning of the academic year. Any vehicle arriving on campus after registration week must register with Campus Safety within 48 hours of arrival. Successfully registered students will receive a campus parking permit. The parking permit must be placed on the rearview mirror, visibly displayed at all times while parked on campus. Failure to do so will result in a \$50 fine.

The use of a motor vehicle on the university campus is a privilege and not a right. This privilege may be suspended at any time, at the discretion of Burman University administration, because of scholastic or citizenship probation, or because of parking or driving citations.

Parking is limited to your assigned spot. Read and follow posted signage. Anyone parking in a residence court parking lot without a valid permit visible or in violation of signage will be subject to an infraction. For more information, visit <https://www.burmanu.ca/security/parking>.

AIRPORT SHUTTLE SERVICE:

Burman University has Airport Shuttle services available for a fee. To book a shuttle, please go to <https://www.burmanu.ca/transportation>. Shuttle requests are due no later than 3 working days in advance of the trip. Otherwise, there will be an additional late fee.

- If a request comes in outside of the office hours (given on the transportation webpage), it will be processed the next working day.
- Shuttle times are on the transportation page of the Burman University website.
- Airport transportation is not available Friday after the 2pm shuttle until Sunday morning
- Latest Pick up time from Edmonton Airport 9pm, Calgary Airport 8pm.

Maintenance

If there is an issue or concerns in your room, contact your RA. The residence hall staff are here to assist you. Please ask for help. If the RA can't help, they will make note by filling out a Maintenance Request Form and by sending an email to the Student Deans. Issues or concerns may include burnt out light bulbs, lights not turning on, fire alarms beeping, loose dresser handles, clogged drains, bathroom fans not working, etc.

Whenever possible, you will be notified before any university personnel enters your room/apartment for any reason, unless you have preapproved the entry.

Bathroom fans should always be used and should come on when the light is turned on. It is a safety violation if they are not on. Major damage can also be ensued if the fan is not being used which will be deducted from your room deposit.

Plugged toilets can usually be unplugged by using the plunger in the bathroom. If you need assistance or training on how to use a plunger, ask a residence hall staff. Damage caused by overflowing water that has not been reported will be deducted from your room deposit.

Nothing but bodily fluids and toilet paper should go in the toilet and nothing but water and soap should go down a sink, tub/shower. Food, hair, paper products, sanitary napkins, etc. will cause major problems and may cause dirty water and other items to come back up into your sink, tub/shower, and/or toilet and onto the floor. If this happens, please call your RA or a Student Dean immediately. This goes for your rooms, the kitchens, and the public washrooms.

Important Activities & Routines

ORIENTATION:

In order to promote the growth of relationships between residents and set the year up for success, there are required meetings during the first week of the fall term. All residential students will be required to attend their relevant meeting (New Student, Upper Classman, Riverton). Details on dates and times will be shared with other move-in communication.

SPIRITUAL LIFE:

Residence Hall staff are dedicated to providing spiritual programming throughout the year. This includes weekly Life Groups facilitated by the RAs, monthly residence hall worships, various small groups, prayer time, and other activities as they come up. Residents may opt to have devotions with each other more frequently, but a set time once a week is expected. Devotions are often led by the RA, but residents may also opt to share the leading of devotions with other resident members who are willing to lead.

ROOM CHECK:

Room Check is done to ensure you are alive and well. RAs will learn your patterns/habits. If they see patterns or habits change, they will talk to you and alert the appropriate personnel to check in on you. Your safety and well-being are very important to us. We cannot sense or notice everything all the time but room checks help us as best as it can.

Day:	Time:
Sunday - Friday	11 PM
Saturday	12 AM

Room checks are conducted every night of the week at all three dorms at the times indicated to the right by the Resident Assistants.

Room Checks Procedure

Resident Assistants will always KNOCK and announce their purpose (“Room Check”). They will only wait about 30 seconds. If you don’t answer the door, they will enter your room. If a resident is in the bathroom during check, Resident Assistants will knock and call out for the resident. If Resident Assistants do not receive any response, the resident will be marked as absent for the night (incurring a \$50 charge). If the Resident is asleep during check, Resident Assistants will need to SEE the Resident before checking them in. This may require shining a light to see around the room, so it is best to leave your face uncovered at night to allow the Resident Assistant the ability to see you.

Residents will only be checked into the system if they are SEEN or HEARD by a Resident Assistant.

What If I Miss Room Check? It is your responsibility to be checked in by a Resident Assistant or Student Dean at curfew. At Maple Hall and Lakeview Hall, if it is 30 minutes past the scheduled start time of room checks and you still have not connected with an RA or Student Dean, you must go to the front desk and check in there. At Riverton Hall, you should touch base with your RA during the week or the RA on duty on the weekends.

Please don’t assume that someone has checked you in, especially if you are in the building. Just because you are in the building does not mean someone has seen you. It is NOT Front Desk’s job to check you in unless you come asking to be checked in. Being in the laundry room, kitchen, lobby, etc. does not guarantee you’ve been checked in.

If you are not in the building at the time of checks, but you return BEFORE your curfew, you can check in at Front Desk (signing your name and having your card scanned) to ensure you don’t get charged. If you return AFTER your curfew, you still need to check in at Front Desk (signing your name and having your card scanned) and you will be CHARGED for being late. Again, students are charged \$5 for every half hour they are late for curfew.

At Riverton, you are asked to use the scanner at the back door (entrance from the parking lot) to scan your card when you enter and leave the building. This, again, ensures that we know you are around and active. If we don’t see information that you are around and active, we will ensure you are alive and well by checking your suite and talking to others.

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Please check the ABODE online system daily to keep an eye on your charges. If there is a mistake or something you don't understand, please see a Dean as soon as possible. Mistakes that occurred more than a week from the date you talk to a Dean will not be dealt with and will remain in place. More about the ABODE system on the following pages and at Dorm Orientation.

SABBATH:

Burman University is a Seventh-Day Adventist Institution. In accordance with the Institution's religious affiliations, the Sabbath hours are observed from Friday sunset to Saturday sunset. Any and all activity happening within the common areas during this time must be in respect to the Sabbath observance. The dormitory staff reserve the right to remove students from the common areas if their activity conflicts with the Sabbath-keeping practice. While on campus, please respect the decision of others to keep the Sabbath regardless of personal beliefs and/or religious affiliations.

CURFEW:

Curfew is enforced every night of the week for all Dormitory Residents except for mature students living at Riverton Hall. Individual curfew times are decided through a student's credit count. The purpose of the Curfews is to provide an atmosphere for success and healthy living principles. Adequate sleep and times of quiet help to reduce stress and improving mental health. As you develop in the university experience which is noted through the gaining of credits, you are given later curfews.

Please refer to the table below to understand the different curfew times. Residents that are late for Curfew (returning to the dorm late) without receiving late leave permission from a Dean or Student Dean are charged accordingly - residents are charged \$5 for every half hour they are late for curfew up to a maximum of \$50. Students who do not report for curfew without prior overnight leave permission from a Dean only are charged \$50 for each night they are away.

UNDERAGERS (MINORS) - There are serious consequences for minors (under the age of 18) who are not in the building at their designated curfew. These consequences include, but are not limited to, charges for returning late and disciplinary meetings between the student, their parent(s)/guardian(s), and the Deans.

Credits:	Sunday - Thursday:	Friday:	Saturday:
Underagers (under 18)	10 PM	10 PM	11 PM
Less than 30 (Freshman)	11 PM	12 AM	1 AM
60-90 (Sophomore/Juniors)	12 AM	1 AM	2 AM
More than 90 (Seniors)	2 AM	2 AM	2 AM
Ages 21+ (regardless of credit count)	2 AM	2 AM	2 AM

Comings & Goings

ABODE – The STUDENT PORTAL:

Abode is the system we use to track the comings and goings of residents. We track this for the purposes of health and safety. The Abode system assists with roll calls in case of emergencies and with curfews. For emergency situations, we need to know if you are in the dorms or not and if there are any guests hanging out as well. It is also the system that charges you for curfew violations. This system will show your curfew settings, the times you weren't checked in, your charges, and other general information. The portal is also where you go to make overnight leave requests – more on this below. You will want to check your Student Portal daily.

The Abode Portal can be accessed by visiting housing.burmanu.ca/login or on the Burman Website under Dorm Residence or by Googling Burman Abode. Your login information will be the same information you use for your Burman email.

LATE LEAVES:

Late Leaves are requests to extend curfew by 1 hour for **extenuating circumstances**. These can be granted by a Dean or a Student Dean. To request a late leave, please call the Dean or Student Dean on duty. We ask that Late leaves be requested **ONE HOUR before room checks** so there is time to approve them. Residents are permitted the following amounts of Late Leaves per WEEK:

Credits:	Total Late Leaves:
Less than 30 Credits (Freshman)	2
60 - 90 Credits (Sophomore - Junior)	3
More than 90 Credits (Senior) OR 21+ Years of Age	4

Deans and Student Deans need the hour to put your request into the Abode system so you don't get charged. You can NOT request a late leave through the Abode portal.

OVERNIGHT LEAVES:

Overnight Leaves are requests to be out of the dormitories for overnight or more than 24 hours (Holidays, Vacations, etc.). To request an overnight/weekend leave, log into the Abode Portal and fill out a request by clicking on the "Leaves" tab on the left-hand side of the screen. Please fill out all the required information, providing as much detail as you can (including the location of where you are going/staying, your contact information, and your length of stay). If there is an emergency, we need this information to contact you and let you know to stay or come back and to determine the urgency on making those contacts. To ensure that any overnight or weekend leaves are approved, you must fill out a request **at least 24 hours** prior to your planned departure. Overnight leaves will be granted ONLY by a Dean through the ABODE Portal. If the portal is not working, see a Dean during regular hours to have it fixed. Once you make a request, you will have to check it to ensure your request was approved before leaving. If you leave before it is approved, you will be charged.

SCHOOL TRIPS:

If you are leaving on a school trip that goes over night or over a weekend, you still need to put in an overnight leave request in Abode. Professors, advisors, coaches, etc. don't have access to this system (they can be put down as the host when filling out the form though) and they don't always inform Residence Halls that you are part of the trip so it is your responsibility to submit the request.

UNDERAGERS (MINORS) – You are to contact a Dean if you want to leave the campus at any time, for any reason. We may also require your parents to contact us giving their permission depending on the outing and what they noted on their permission forms.

GUESTS:

Residents of Residence Halls are permitted to host same-gender guests (non-residents) under the following conditions:

- ✓ Day Visits (between 7 AM and Room Check) are permitted in agreement with any roommates. Those underage need permission from a Dean to have visitors in their room.
- ✓ Overnight Stays (past Room Check) are permitted only if:
 - The guest is 18 years old or older
 - The guest is NOT staying longer than two nights a month. Any guests staying more than two nights will be charged each additional night after the first two nights.
 - Photo ID of the guest(s) is emailed to deans@burmanu.ca along with asking for permission
 - The Resident receives permission from a Dean at least 48 hours prior to the arrival of the guest(s)
 - Roommate of the person with the visitor must also be asked for approval and email the deans stating they approve of the overnight guest.
 - A female student who wishes to have a male guest stay on campus may ask a male residence to host her guest and vice-versa.
- ✓ A guest failing to comply with campus regulations will be asked to leave. It is the responsibility of the host to ensure that guests are aware of and in compliance with Residence Life Policies and the host may be held responsible for damages or infractions that occur.

Having guests is a privilege, not a right; Deans reserve the right to refuse guests entry into the dormitories. Residents are expected to declare the presence of any guests during Room Checks for safety reasons.

GUEST ROOMS:

We do operate three guest rooms at Lakeview Hall that are not connected to the dorm. These can be booked by non-residents at a rate of \$80 per night. They come with a mini-fridge, microwave, and bedding. No criminal record check is required. Any minors must be accompanied by an adult. These rooms can be booked by filling out the online reservation form on the Burman University website under Residence Halls. A credit card number is needed to reserve a room. For more information, please check out the website or talk to a Dean.

Special Areas to Note

MEAL PLANS / CAFETERIA:

For information about the meal plans, please contact Student Finances. The meal plans are managed through the cafeteria on campus. The cafeteria provides scheduled vegetarian meal service in cooperation with academic and employee schedules. There are hot meals three times a day along with a variety of grab 'n go options available throughout the day. Individuals visiting residence are welcome to purchase anything from the cafeteria; cash, cheques, Visa, MasterCard and American Express are accepted as payment.

FURNITURE:

Residences come fully furnished. Students are not permitted to disassemble/ remove furniture from the residence unless given permission by a Dean. Additional furniture is not necessary and therefore not permitted unless approved by a Dean. Furniture can be rearranged as needed and is deemed safe. Furniture does have to be returned to original layout when moving out.

ROOM CLEANLINESS:

Residents are expected to maintain a clean and organized dorm room for the duration of their stay. This includes regular cleaning of the bathtub, toilet, desks, beds, floors, mirrors, windows, closets, drawers, and general area. This extends to smells and buildup of garbage. Vacuums are available. RAs can assist you with locating them. Videos of how to clean different parts of your room are available and can be emailed out to you. Please refer to them to know what is safe and acceptable to use on each specific area. If you are not sure what chemicals to use where, what is expected in regards to room cleanliness, or where to get cleaners/products/etc., please contact the RA, Student Dean, or Dean to clarify. Any damage will be charged to your account.

A room cleanliness check is done by the Deans/Resident Assistant at least once during the first semester before UExperience. If there are concerns, room cleanliness checks will be done more often on a random, uninformed basis.

GARBAGE:

In accordance with fire safety code, all exits and hallways are to remain clear of obstructions including garbage. Residents are expected to dispose of their own garbage in dumpsters outside the dormitories weekly if not daily. Lakeview Hall residents can find dumpsters on the North and South exterior sides of the building. Please DO NOT use the bin across the parking lot in front of Northwest Hall.

Maple Hall residents can find dumpsters in the Parking Lot B (Staff Parking) or behind the Cafeteria.

Residents are NOT PERMITTED to dispose of personal trash in large Dormitory garbage bins including communal washroom garbages in Maple Hall or store garbage in the hallways.

NOISE:

Quiet time begins at room check. Residents are expected to be considerate of others after Room Check. This includes refraining from playing loud music, doing rigorous activity, loud conversations, playing video games, watching movies, etc.

Residents are expected to contact their Resident Assistant or Student Dean if there are consistent increased levels of noise. All Residents have the right to privacy and peace during their stay.

PETS:

We love animals too. We know they help with mental health. We also know animals can be dirty, require a lot of attention and grooming, require fresh air/water/food/potty breaks, make noise, can be a distraction, and many people are allergic (sometimes deathly), and since you are not living along in your own place but in a communal situation, we cannot allow pets. Yes, even fish.

The Sakala Success Center works on bringing in baby animals for those interested once a year. Please talk to the Administrative Dean if you have questions or concerns about this or any other item.

ENTRY TO RESIDENCES:

Periodic inspection of residences for cleanliness, safety and decor will take place. Notification of an upcoming inspection will be to the RA, whose responsibility it is to notify the residents or notifications will come through an email from a Dean.

Students residing in residence agree to cooperate in the maintenance and support of a safe and healthy living environment. Authorized representatives of Burman University may enter and inspect an accommodation at any time, without permission, in the following cases:

- When there is probable cause to believe a violation of this Residence Hall Handbook or the Student Handbook or any Burman Policy may have taken place or is taking place in the accommodation
- When a clear and present danger requires such entry

PDA (Public Displays of Affection):

Everyone is to refrain from PDA in common spaces within the dormitories (and across campus). If you wouldn't do it with your grandma in front of others than it is safe to say you can't do it on campus either.

DRUGS (illegal/legal misuse) /ALCOHOL:

Burman, as an institution, recognizes different Christian perspectives regarding alcohol use. In recognizing the differences, students may not possess or consume any drugs including alcohol and marijuana on Burman property. The following actions will be considered a violation of the alcohol policy and will be subject to disciplinary action:

- Consumption or possession of alcoholic beverages on campus (including personal vehicles) and at university-sanctioned activities. The presence of alcoholic containers, including empty containers, will be considered possession.
- Consuming alcohol under the age of 18
- Providing alcohol to anyone under the age of 18
- Please refer to the Burman Policies for more information on these matters and disciplinary sanctions

SMOKING:

For the health and well-being of those who live, work and study at the school, the Burman University campus is smoke free. Staff, faculty, students and guests are not to use tobacco and related products, including chewing tobacco, e-cigarettes, cannabis and vaporizers, while on the university's campus.

PRANKING:

Initiating, encouraging, supporting, or participating in pranks that are inappropriate, disruptive, offensive, or hostile toward residents and/or staff or that jeopardize the safety and security of others is prohibited. Disciplinary action will be taken.

UNAUTHORIZED ACCESS:

Students are not permitted to access unoccupied rooms unless given permission by Dean or special events. Anyone found in an unauthorized location (i.e. empty dorm room, storage room, restricted areas, area without gaining permission) will face disciplinary action.

DAMAGE TO PROPERTY/VANDALISM:

Respect of personal, communal and institutional property is expected. In the event maintenance is required due to damage done by residents, the cost of the repair will be assessed and charged to the individuals responsible. Deliberate damage to property will be treated as vandalism and result in disciplinary action. Any do-it yourself repairs attempted will likely result in increased fines.

DISRUPTION OF RESIDENCE:

If the daily functioning of the residence is hindered by the behaviour of a particular resident, depending on the need of that resident, or if some of the above items occur they may be subject to measures which may include temporary or permanent removal from residence.

We will be following the Residence Halls Accountability Model for violations of any of the above noted items. This process is attached.

EMERGENCY & SAFETY INFORMATION

LIFE SAFETY SYSTEMS:

Each residence has been provided with life safety systems for the residents' protection. These systems may include a fire alarm system, smoke alarms, carbon monoxide alarms and/or fire extinguishers. Lakeview Hall is equipped with sprinkler systems, and Lakeview Hall and Maple Hall have self-closing devices on the entry and hallway doors. The doors on the Mezz that go into the hallways on third floor, the doors into any hallway in all three dorms, and laundry room doors in Riverton are to remain closed at all times for safety reasons. Leaving these doors open will result in a meeting with a Dean.

These devices are for your protection and are not to be tampered with. Upon discovery of any problem with a life safety system, please notify your RA/Student Dean and/or Front Desk immediately at 403-786-9009 so that the problem can be addressed.

EMERGENCY RESPONSE:

The Supervisor of Security & Parking Services works with Burman Risk Management as well as Lacombe emergency Services to coordinate responses to all emergency situations including fire, accident/illness, crime, utilities failure, natural disasters and bomb threats. Any incident should be reported to Campus Security at 403.318.8221 if immediate response is needed or 403.782.3381 ext.4135 for non-emergency contact.

If emergency services are needed call 911. If calling from a phone on campus, dial 9 then 911. When utilizing 911 a follow-up call should be made to Security at 403.318.8221.

BURMAN ALERT:

The Burman Alert app can be found on the Google Play Store and App Store. This app has all the information you need in the event of an emergency (fires, lockdowns, etc.). For more information, please go to <https://www.burmanu.ca/burmanalert>.

- The **Virtual Walkhome** is a feature of the Burman Alert app and lets Lakeview Front Desk know where you're travelling so they can keep an eye on you. Virtual Walkhome will use your location services and, if necessary, the calling function of your device to call 911 if required. Lakeview Front Desk will be able to monitor your progress to your end destination. To find out more about this feature, download the app and click on the icon.

The **emergency flip charts** located in each room, the public washrooms, and other places around campus also has the information you need in the event of an emergency. Please review this information so you are prepared before an emergency occurs.

SICK/QUARANTINE:

If you test positive for COVID-19 or any contagious illness, immediately notify the Dean(s)/Student Dean(s) via email or phone. Remain in your room and await further instructions. IF you have a roommate, both Residents must remain in the room until further notice.

FIRST AID/MEDICATIONS:

First aid supplies are located in every residence hall along with an AED and eye wash stations. These supplies include portable first aid kits as well as stationary ones. We have basic first aid items, tongue depressors, medical gloves, face masks, blood pressure devices, thermometers, biohazardous disposal container, and some basic antacid medicine, and pain relief medicine in pill form. We have some crutches, a shower chair, and toilet seat riser for use, when needed. Dispensing of items is done and recorded by authorized personnel only. We do not supply these items or others (cold and flu medicine) on a regular basis. We are not responsible for overseeing or administering medications.

MEDICAL EMERGENCIES:

All Residence Hall staff and Security personnel are trained in First Aid and CPR. In case of a medical emergency you may contact one of them, however, do not hesitate to call 911 if the situation warrants it. Please remember to call Security & the Dean on call if you call 911, they can provide additional first aid assistance and/or help guide emergency vehicles.

MENTAL HEALTH

Burman University recognizes that post-secondary students attending school in Canada are living with high levels of stress and other mental health challenges. Services and resources are provided on campus and within the community to support students living with a variety of mental health issues and their needs for healing.

Students have a right to autonomy over their health and well-being. The university is committed to the inherent rights and dignity of students and will implement a collaborative approach for their wellness and academic success.

Burman University, through the Sakala Success Centre, provides non-clinical counseling to students and will respond responsibly and effectively to their mental health needs.

There are instances where a student's mental health does not improve regardless of the supports provided, negatively impacting their experience on campus (in class, in residence, in social interactions, in athletics, etc.) as well as, the experience of the campus community. Burman University, through the Sakala Success Centre, will support the student in exploring reasonable accommodations and resources to prevent a leave. However, when a student's behaviour poses a risk of harm to themselves or the campus community, physically and/or psychologically, the university's Crisis and Support Team will recommend to the student, through the VP of Student Services, a voluntary leave.

If the student is not in agreement with the voluntary leave, they may be placed on an involuntary leave with recommendations outlining terms and conditions to ensure a successful return to campus.

Students will be notified in writing by the Crisis and Support Team, through the VP of Student Services of their leave of absence.

The length of the leave will be on a case by case basis and will be determined by the individual's circumstance.

Please see the Mental Health Dismissal (Involuntary Leave of Absence) Policy for more details.

RESTRICTED APPLIANCES AND ITEMS:

Residents are not permitted to own, store, use, be in possession of the following items while in the dorm. Any visitors are not to use or be in possession of any of the following while at the dorm also.

- Hot Plates
- Skillets
- Toasters
- Toaster Ovens
- Any appliance that does not have an automatic shut off
- Waffle Makers
- Electric Burners
- Irons
- Deep Fryers

Other restricted items include, but are not limited to:

- Candles, incense, oil lamps, or any open flame item
- Irons
- Space Heaters
- Water Beds
- Weapons – this may include knives or blades of any sort, firearms, clubs, metal knuckles/craws, axes, throwing knives, etc.
- Drugs / Alcohol
- Fire-crackers and Fire-Works and similar explosives

If you have any questions or need clarification regarding restricted appliances or items, please talk to a Dean.

DOORS & WINDOWS:

For security reasons, students are not permitted to tape locks, leave a key in the lock, leave a key out for others to use, or block the door in any way to prevent it from closing. Students may not throw items out of dorm windows. Students are not permitted to remove screens.

Students will be charged if found tampering with or disabling any door locks including your room lock.

Emergency Doors: All emergency exits will trigger an alarm when opened. Students using an emergency exit, **during non-emergency situations**, will need to meet with a Dean and will be fined.

WALL RADIATORS:

Your room is heated by hot water running through wall radiators. Clothes, bedding, suitcases, etc. too close to these wall radiators may cause a fire. At the very least, it will interfere with your heat and cause your room to be colder than it should. Please keep all items at least 3 inches (8 cm) away from the radiators.

FIRE ALARMS:

Tampering with smoke or CO alarms, including the removal of a unit or batteries from a unit is subject to a fine. If the alarm malfunctions, call your RA immediately for battery or unit replacement. If the batteries are losing power, the fire alarms will begin to slowly beep intermittently. Talk to your RA about having the batteries replaced.

FIRE AND MUSTER POINTS:

In the event of a FIRE, follow all procedures and protocols which can be found on the flip charts inside each room and each public washroom in the dorms. The following does not substitute for reading through the flipchart.

- IMMEDIATELY evacuate the building, heading for the nearest emergency exit
- DO NOT try to gather your personal belongings

The Residence Hall team is responsible for evacuating the building in the event of a fire, so unless your roommate or friends are in your room, DO NOT go through the building trying to find them

The **Muster Points** for each building in the event of an emergency are as follows:

- Lakeview Hall = Administrative Building Chapel
- Maple Hall = Administrative Building Chapel
- Riverton Hall = Back side parking lot

LOCKDOWN:

Please read the flip charts inside each room in the dorms. The following does not substitute for reading through the flipchart.

All students will be alerted of a lockdown by phone via Text Message, Email (to the Burman email) and Phone Call. Alarms/Sirens will also be sounded through campus.

Emergency Procedure for responding to a Lockdown are as follows:

- IF you are NOT in a building, evacuate campus as quickly as possible. Do NOT try to enter a building.
- All buildings will automatically lock once the lockdown is initiated. No one will be able to enter a building until the lockdown is lifted.
- IF you are IN a building, stay away from windows and doors, try to find a quiet room/space to hide in.

IF you are in the DORMITORIES:

- In the ROOMS: Stay away from windows, close the blinds, move beds/furniture/appliances in front of the door to barricade. Turn the lights off and stay quiet, turn off cell phones and loud noises. Do NOT leave your room, even if there is a fire alarm. Only exit the room when a designated emergency personnel and a Dean/Safety Personnel **unlocks the door** and lets you evacuate.
- In the LOBBY/MEZZ (Main Floor): If you are in the Lobby or Mezzanine and cannot get to your room before the doors lock, make your way to the Mezzanine (if you're in the lobby). Barricade yourself by the divider wall with furniture and heavy items. Remain quiet and turn off all cell phones and lights.
- In the CHAPEL/KITCHEN/LAUNDRY ROOM (Lower Floor): The downstairs double doors will automatically lock. If you are in the Chapel/Laundry Room, make your way to the Laundry Room and close the door. Barricade the door with loose furniture/appliances, turn the lights off and stay quiet. Do NOT leave the room, even if there is a fire alarm. Only exit the room when a designated emergency personnel and a Dean/Safety Personnel **unlocks the door** and lets you evacuate. If you are in the Kitchen, follow the same procedure as above.

WHAT YOU NEED TO KNOW WHEN MOVING OUT

CHECK-OUT (MID-YEAR):

If a student moves out after the first semester, the deadline to be out is Friday, December 15, 2023 at 5 p.m. An inspection must take place to confirm the room condition and any damages for which charges will be made. It is the responsibility of the student to arrange a time with a Student Dean or Dean to do this. A general inspection of the residence will also be made to confirm any common area damage for which the student is responsible. If a remaining student wishes to move into the vacated space, arrangements must be made to have the inspection completed BEFORE such a move or the moving student will be responsible for any damages in the vacated bedroom. Any room switches must be authorized by a Dean.

CHECK-OUT (YEAR-END):

Students living on campus must be moved out of their residences by April 29, 2024 at 5 p.m. Check-out policy and procedure will be communicated to residents at the end of each term. All furniture, including beds, must be left in the orientation in which it was found at the start of the year, and all items not present at the start of the year must be removed if the student is to receive a full damage deposit refund. Room condition form and checkout papers must be completed by students and checked and signed by a Dean before they leave. Room charges will continue until this is done.

DAMAGE REPORTS AND DEPOSITS

- Each student in residence is required to pay a damage deposit of \$450 at the beginning of the year as part of their student fees.
- Damage reports are filled out in September when students arrive and again in April as students prepare to leave. Damage or excessive wear to the residence or its contents will be charged to the resident who damages the property. Where individual liability cannot be established, the residents of the unit will be held collectively responsible for the damage costs.
- All students are responsible to do their part to clean their residence before they leave at the end of the year. Details will be given by Residence Hall staff during the second term.
- Any damages and/or cleaning charges will be deducted from the student(s) damage deposit. Should the amount charged for cleaning and damages not be covered by the damage deposit, the extra will be charged to the student's account.
- Students must do their best to mitigate any damages by reporting them as a maintenance request as soon as possible. Any pranking (while prohibited) involving vandalism must be reported to ensure any damage can be repaired and messes/stains cleaned while they are fresh and easily clean-able.
NO do-it-yourself repairs should be attempted to prevent the damage from getting worse!

SUMMER STORAGE OF BELONGINGS:

Students may decide to store their personal belongings on campus during the summer months for a fee. All belongings left on campus are left at the students' own risk. Any belongings not claimed by the beginning of the next academic year will be donated or disposed of. ***Please see our Residence Hall Storage Policy for full details.***

CHARGES:

A list of charges can be found below: *(These charges are subject to change without notice)*

General Violation Charges	
Breaker Panel Tampering - please see RA for help with power outages	\$50
Cooking Meat in the Kitchen(s)	\$100
Curfew Charges	\$10-50/night
Defacing Signs	\$100
Door Locks tampered with	\$500/person
Door Locks taped	\$25/person
Emergency - Failure to adhere to Evacuate during Fire Alarm/Drill	\$200
Emergency - Tampering with Fire Protection Equipment (Fire Extinguishers)	\$300 (minimum)
Emergency - Unattended Kitchen resulting in Fire Alarm	\$200
Emergency - Use of Emergency Exits in Non-Emergency	\$200
Furniture - Damage or defacing or missing	\$100/item
Furniture from common areas in your room	\$100/item
Improper disposal of Personal Garbage (ie don't put it in the Dorm garbages)	\$50
Noise Violations	\$50
Obstructing Hallways with anything including garbage	\$20
Parking Violations (Parking in the wrong spot, parking an unregistered vehicle)	\$15, \$50
Possession of Firearms/Weapons/ Fire Hazards	\$200
Possession of Pets	\$250
Unauthorized people in your room or in the wings of the Dorm	\$150 + Meeting with Deans
Unauthorized Access to unoccupied spaces	\$250
Vandalism of Property	Cost of Repair/Replacement
Visiting Guests Found in Rooms During Room Check	\$150 + Meeting with Deans
Visiting Guests Refusing to Leave after Lobbies are closed	\$50 (to the Resident)

Room Violation Charges	
Dirty Rooms and/or dirty bathrooms	\$20/person/day until clean
Entering/Exiting Rooms through Windows	\$200
Restricted Appliances	\$100/item
Open Flames, incense, oil lamps, etc. in your room	\$100
Space Heater Violations (Blocking the heater behind your desk)	\$25
Unauthorized Room Changes (moving rooms)	\$100
Wall Damage (painting, spray painting, adhesives, etc.)	\$25 (minimum)
Check Out Charges - See Check Out Sheets	
Bin Storage	\$40 for first 5, \$40/bin after
Deep Cleaning Rooms	\$150
Improper Bin/Appliance Storage	Up to \$250
Improper Check-Out	\$250