

RESIDENCE GUIDELINES 2017-18

Individuals living in residence are herein referred to as “residents” and must adhere to the following guidelines and expectations of Horizon College & Seminary. These guidelines are a living document and, as such, are subject to change.

The Associate Dean of Students is available to assist residents with questions and inquiries.

Rationale

Guidelines are necessary to establish clear boundaries for the health of the whole community and to empower students’ to make wise choices.

Godly maturity is indicated in part by one’s willingness to abide by the principles laid out by those in leadership among them.

Godly maturity is further demonstrated when we willingly give up some rights and freedoms for the fostering of solid Christian community.

General  
Guidelines apply to all residents, non-resident students and guests.

Guidelines are enforced throughout the academic year and generally include the summer months, Christmas break and reading weeks.

Rent provides resident’s access to the residence as defined by: the residence entry room, respective residences, the kitchen, the dining room and the exercise room. Access to the academic areas of the building is limited by lock-up. The study office is accessible only during regular office hours.

Tampering with fire alarms or other fire equipment is prohibited and may result in eviction.

Residence Application Procedure

A completed application form with references, current criminal record check including the vulnerable sector, and a $300 refundable deposit must be submitted for processing.

Rent

Rent is due on the first day of the month and paid at the main office. Method of payment includes cash, cheque, Interac, credit card, e-transfer, PayPal or pre-authorized withdrawal from your bank account or credit card.

Office hours are Monday to Thursday 8:30 am–4:30 pm and Friday 8:30 am–3:30 pm.

Summer office hours (June to mid-August) are Monday to Friday 8:30 am-3:30 pm.

Communication

The Residence has a dedicated Facebook group titled, “Residence Horizon College 2017-18.” Please join and check this group for announcements, etc., and feel free to post and use this tool to communicate with the all of the residents. This group is monitored by Horizon College Staff.

Security & Keys   
Each resident receives a security card and room key upon move in. A $30 refundable deposit is required for the security card. If you lose your card and need a replacement, another $30 deposit is required. If the security key cover is not returned, a charge may be incurred.

Your room key must be returned during move out. If lost, there is a $25 charge for replacement.

There is to be no duplication of keys under any circumstances and lending keys is strictly prohibited.

Every effort should be made to protect keys from being stolen or misplaced. Lost keys must be reported to the Associate Dean of Students or to the office as soon as possible to prevent security breaches.

Rooms should be kept locked at all times. College insurance does not cover resident’s personal belongings and Horizon College & Seminary is not responsible for damage to or theft of personal belongings. Tenant insurance is recommended.

Every resident assumes responsibility for the protection of college property and safety of other residents. Please respect the guidelines governing the security of the building. Use discretion in allowing people without keys into the building, and escort them to the main office for assistance. Under no circumstances should you allow people you are not expecting to enter the buiding after office hours.

In the case of suspicious activity, if warranted, contact the police, advise your Resident Assistant and notify the Associate Dean of Students as soon as possible.

Behaviour destructive to individual or college property is unacceptable at any time.

Move In  
A move-in inspection is conducted upon your arrival. Your room key and security card are issued at this time.

Quiet Time

Quiet time is defined as between 11:00 pm and 7:00 am. This applies to all areas of the residence. During quiet time, students should be mindful of any activities that may disturb others. Violations are dealt with as per the Disciplinary Policy in the Student Handbook found at [www.horizon.edu](http://www.horizon.edu)

Lock-up

The doors to the academic hall from the residence entry room are locked between the following times:

* Sunday - Wednesday 12:00 am (midnight) - 7:00 am
* Thursday - Saturday 1:00 am - 7:00 am

Module Week lock-up exception

* Sunday - Friday 12:00 am (midnight) – 7:00 am

Students may enter and exit the residence building without restriction; however, they must respect quiet time both in the building and in the surrounding neighbourhood.

Residence Meetings & Events  
Residents are required to attend weekly residence meetings and any residence events.

Attire

It is expected that your attire is consistently honouring to yourself, your community and to your Lord Jesus Christ.

Pyjamas (sleepwear/lounge wear) or bathing suits are not permitted outside your respective residence. Further discussions regarding appropriate attire will take place in your respective residence meetings.

Personal Freedoms

Horizon College and Seminary residents are expected to live by the principles of servant leadership and limit their liberties for the sake of the Horizon community. We agree and commit to abstinence from such activities as, though not limited to: smoking, vaping, or drinking alcohol; misuse of narcotics, medications and/or other substances; pre and extra-marital sexual activity; and accessing and using internet sites, apps, TV shows/movies, and/or video games in which foul language, excessive violence, nudity, and/or sexual content is present. Violations of the above may lead to eviction.

Mail

Each resident is assigned a mailbox in the mailroom, located at the north end of the academic wing. For parcels, a note is placed in your mailbox indicating which large mailbox your parcel is available in.

Mailboxes are private and should be treated with respect. Tampering with mailboxes or mail is an invasion of privacy as well as a criminal offence.

Outgoing mail is the responsibility of the resident. A mail drop-off box is located in front of Sobey’s and a post office is located in the Shoppers Drug Mart on Grosvenor & 8th St.

Internet/Telephone Access

Horizon provides Wi-Fi access included with your rent. A password will be provided upon move in. Hardwired phones or internet connections are not allowed.

Office area phones and computers are not available for resident’s personal use.

Courtesy

For safety reasons, please use the sign-out binder provided to notify of any overnight absences. In case of emergency, it is critical we know who is in residence.

Normal standards of courtesy dictate that you respect the privacy of others. Entering rooms without explicit permission is not permitted.

Opposite Residence Access

Entering any part of the residence of the opposite sex is prohibited (exceptions are made only during authorized and supervised open-dorm times). The penalty may include eviction.

Guests  
You must notify and receive prior approval from the Associate Dean of Students for guests staying in your room. The cost for guests is $10 per night for a maximum of seven (7) nights per month. Guests are expected to adhere to all Residence guidelines while at the college. Residents are responsible for payment and the actions of their guests.

With the exception of service animals, pets or other animals are not permitted in the residence or on college grounds without express permission.

Personal Items

Residents must provide their own study lamps, sheets, pillows, blankets, towels and toiletries.

Small appliances (TV’s, kettles, popcorn poppers, coffee makers, toasters, irons, bar fridges, etc.) are not permitted in rooms or residence hallways.

Wax burning accessories (candles, scentsy, etc.) are not recommended in rooms for safety reasons.

The volume of music should be kept at a level so as not to be heard outside one’s room. Use discernment in your music selection, and respect your community.

Furniture

Rooms are furnished with a single bed, dresser, desk, chair and bookshelf. Single rooms only also have a lounge chair.

Residents are not permitted to bring personal furniture into their rooms.

Furniture located in rooms may be rearranged with care. Removal of furniture from a room is prohibited. You will be charged if damage occurs to the furniture, flooring, or other part of the room.

Mattress covers are supplied by the college and required at all times.

Windows should not be left open for a prolonged period of time in winter as this can cause pipes to freeze and result in damage for which you will be held responsible.

Cleanliness  
Rooms are to be kept clean at all times. Exercise care when eating and drinking in rooms and do not leave food lying around. Garbage should be emptied weekly, at minimum, and sheets and towels washed weekly. Vacuum cleaners and basic cleaning supplies are provided in each residence.

Recycling and garbage bins are located in the main parking lot next to the suite.

Regular, unannounced room checks should be expected.

Residents are encouraged to keep their room tidy to allow for required maintenance access.

The college reserves the right for authorized personnel to enter a room at any time for the purpose of inspection, repairs or emergencies. Effort will be made to provide advance notice, if feasible.

Residents are corporately responsible for the care and cleaning of washrooms, showers, lounges, prayer room, hallways, and general areas of the residence. Individual responsibilities and tasks are posted on the cleaning schedule.

Washrooms & Showers

Shared washrooms are located on each respective residence floor. Shared showers are located on the first floor of each respective residence.

Please remember these are shared spaces. Do not leave your personal items in the washroom or showers.

Kitchen & Dining areas

Community kitchen areas are provided with stove, microwave, sink and assigned cupboard space. Residents are responsible for their own meal preparation and cleaning. Residents are provided with a storage bin in both the fridge and freezer.

Residents must provide their own dishes, pots and pans, utensils, food, dish soap, etc.

Clean up after yourself. Dishes (clean or dirty), cooking items, etc. are not to be left on countertops or in the sink.

Outdated food items are not to be left in fridge or freezer. Anything placed directly on fridge or freezer shelves without permission will be disposed of (aside from your designated bin).

Always ask permission before using someone else’s belongings; never help yourself.

Wash dishcloths & dish towels weekly at minimum. Please use designated wash cloth hooks.

A cleaning schedule is posted and residents are required to take their assigned turn. Failure to comply may result in eviction.

Appropriate attire must be worn in the kitchen & dining room at all times.

Laundry Rooms

Coin operated washers and dryers are provided in each residence at a cost of $1 per load.

Residents must clean lint screens in dryers after each use. Clothes should be removed when laundered and care taken to leave the room clean.

Washers must not be opened during their wash cycle as this will damage the machine.

Take care to use the proper amount of detergent; too much will result in residue on clothing.

Storage Rooms

A communal storage room is available for your use during the school year and over the summer if you are returning in the fall. Remember the college is not responsible for damage to or theft of personal belongings.

All items ***must*** be labelled clearly. Anything unlabelled will be removed.

The number and type of items being stored must be approved by your Resident Assistant and/or Associate Dean of Students.

Hallways  
Hallways must be kept clear of obstructions at all times.

Lounges

TV’s are available in the lounges for your enjoyment. Use discernment in show selection and respect your community.

Vehicles and Parking

Ownership of a vehicle carries certain responsibilities. Since the safety, welfare, and reputation of the vehicle owner, passengers and the college are involved, vehicle owners are expected to exercise grace and concern while driving. Parking lots are not monitored. We recommend always locking your doors.

Resident parking spaces (electrified) are available for a monthly fee.

Parking stall plugs are controlled by a timer to conserve energy.

Residents are expected to respect designated spaces (e.g. staff, faculty, visitor, etc.). Visitor parking areas are not to be used for long-term parking.

Academic Wing

The noise level in the academic wing must be kept to a minimum at all times.

Lost and Found

There are two lost and found locations:

Library - behind the circulation desk for the items left in the library

General - in the mailroom

Move Out/Termination of residency

Notice to terminate residency must be given, in writing, no later than the last day of the month to be effective the last day of the following month. Occupancy for any part of a month is charged the full month’s rent.

You must book a move-out inspection with the Associate Dean of Students.

Your deposit, or a portion of, will be retained for any damage, missing keys, extra cleaning, and/or outstanding account balance. The deposit will be refunded, if applicable, within 10 business days.

Upon move out, residents are expected to leave their forwarding address and a $30 mail forwarding fee with the office to cover mail forwarding for three (3) months; otherwise mail arriving at the college in your name will be returned to sender.

Harassment Policy

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

For the purpose of this policy, harassment means:

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

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

We all share the responsibility of promoting and maintaining an environment free of harassment. If you feel that you are being harassed, you have the right and the responsibility to make a complaint.

If you believe that a fellow resident, student, faculty member, or staff member has experienced or is experiencing harassment, it is your responsibility to report such harassment.

If you believe you are being subjected to harassment or if you witness harassment, take the leadership role by politely but firmly asking the harasser to stop. If applicable, refuse to participate in the kind of behaviour that is offensive.

If you are not comfortable with doing one of the above, or if attempts to resolve the matter have not been successful, you should submit a harassment complaint to the Associate Dean of Students. You may file a complaint either written or verbally. You will be asked to supply as many details as possible: the remarks that were made or the action that was taken; the dates, times, places and possible witnesses to the harassment. This documentation of the situation is necessary for the upcoming investigation. Reporting a complaint can be a difficult and emotional experience, and any complaint will be handled with sensitivity and confidentiality.

All complaints will be taken seriously and investigated in a timely manner. Both the complainant and alleged harasser have the right to a thorough and unbiased investigation. The initial investigation will include a private discussion with the person or persons involved in or witnesses to the alleged harassment. The initial investigation will be conducted in a confidential manner with sensitivity to the rights of all concerned.

The results of the initial investigation will be shared with the complainant and the alleged harasser, both verbally and in writing. If necessary, further investigation will be conducted.

Following the investigation, if harassment is found to have occurred, appropriate corrective measures will be taken. Corrective action may consist of disciplinary action, up to and including termination of residence living, study or student employment.

There will be no penalty or retaliation for making a legitimate harassment complaint, or for resisting or objecting to harassment. Every reasonable effort will be made to protect confidentiality while still conducting a proper and thorough investigation of the charge.

All written records and materials relating to a complaint will be filed and kept in confidence except as may be required by law.

**Affirmation**

I acknowledge, understand and willingly agree to abide by the above Horizon College & Seminary Residence Guidelines as provided.

Print Name Signature

Date