

RULES AND REGULATIONS OF NEW COLLEGE SUMMER RESIDENCES 2017

1. “Check-in time” is anytime after 3:00 p.m. “Check-out time” is anytime before 11:00 a.m. All Residents will check-in at our Wilson Hall Front Desk located at 40 Willcocks Street. This Front Desk is open everyday for 23 hours. Please note that the front desk is closed everyday from 3:00 a.m. to 4:00 a.m. and for emergencies.
2. Checking out after 11:00 a.m. without written approval by summer residence staff may result in: i) extra nightly charges or ii) a member of the Summer Residence staff entering the Resident room and removing all contents/personal belongings which do not belong there to get the room ready for the subsequent Resident. The College will not be responsible for any contents/personal belongings that may be lost, damaged or stolen.
3. Photo identification will be required when checking into the College and must be shown upon request of any University of Toronto personnel or Security Guard.
4. **All reservations require a credit card to take a deposit to reserve a room. This credit card will also be used as a security deposit and will only be charged if keys are not returned and/or if there are any outstanding fees due on departure (i.e. damage or missing items).**
5. If a room or building key is lost (or not returned on departure), the Resident will be charged for a replacement key(s) and/or lock change. The College will charge the following fees:
for Wetmore Hall keys (set of one fob and one mailbox key) during work hours is \$35 (\$200 per set if after work hours)
for Wilson Hall keys (set of one fob) during work hours is \$25 (\$200 per set if after work hours)
for 45 Willcocks Residence keys (set of one fob and one mailbox key) during work hours is \$35 (\$200 per set if after work hours)
Note in the rare case that the fob is not working and you are issued the metal key and this key becomes lost, the Resident will be charged \$200, (\$500 if after work hours). **These charges must be paid in full before a new set of keys will be issued.** Failure to do so may result in the Resident being asked to vacate the Residence. Duplication and lending of residence keys is strictly prohibited.
6. **For daily, weekly or sessional reservations, the balance owing is due on arrival.** If the Resident is booked for longer than one month and chooses to pay the monthly daily rate, the balance to the end of the month is due on arrival. Subsequent rent payments are due on the 1st of each month by 5:00 p.m. After this time a late payment charge of \$20/day up to 2 days will be applied.
7. Failure to pay rent and charges in full by 8:00 am on the 3rd day of the month will result in an immediate lock change at the Resident’s expense and the Resident will be required to vacate the building. Outstanding rent charges and the cost of the lock change will be sent to a collection agency if the account is not settled before departure from the College.
8. The Resident will be asked to vacate the Residence if he/she is repeatedly late paying rent.
9. Forms of payment for rent include Canadian Cash, VISA, MasterCard, American Express, Discover, Certified Cheque/Bank Draft/Money Order

Resident Initial _____

(payable to “University of Toronto” and in Canadian currency). We do not take foreign currency.

10. The Resident must notify the Wilson Hall Front desk if they will be arriving after 10:00 p.m. on their scheduled arrival date. If the Resident does not show up on their scheduled arrival date by 10:00 p.m. and does not notify the Wilson Hall Front Desk, the assigned room may be cancelled and released to another potential Resident without notice to the Resident.
11. **Early departure or cancellation notice (after checking in):** Seven (7) nights advanced notice in writing is required to the Summer Residence Office if the Resident wishes to move out before their original scheduled departure date. The occupancy rate will be then be re-calculated. If the total number of nights after re-calculation with the new departure date is less than 29 nights, the occupancy rate will be re-calculated to the weekly daily rate. If the total number of nights after re-calculation with the new departure date is 29 nights or greater, the occupancy rate will be re-calculated to the monthly daily rate. Once paid, there will be no refunds on stays of 7 nights or less.
12. Once asked to vacate, the Resident will no longer be permitted to enter the New College Residences without the approval of the Director or his designate.
13. **Quiet hours are from 10:00 p.m. to 8:00 a.m. everyday.** Residents are expected to keep noise to a minimum. The use of “subwoofers” and powerful speakers/amplification is not acceptable. Security Guards will patrol the Residence halls during this time. Excessive noise levels will not be tolerated.
14. The laundry facilities will be closed from 10 p.m. to 8 a.m. daily.
15. **New College promotes a drug-free, smoke-free and harassment-free environment.** A Resident has a responsibility to respect the rights and privacy of fellow residents.
16. Any Resident who is issued a warning by any New College Staff or a Security Guard will be served a written warning the next day. If the Resident receives a second official warning, they will be evicted from the Residence. This policy will be enforced at the sole discretion of New College.
17. If the Resident’s actions or behaviours are deemed by New College to be detrimental to the general well-being or comfort of other residents staying at the College, then New College reserves the right to immediately evict the Resident prior to any official warnings. This decision will be final and made at the sole discretion of New College.
18. For safety reasons, the number of day guests is limited to the number of beds within that room. The Resident will be held liable for their guest(s) and must ensure that they follow the Rules and Regulations of the New College Summer Residences.
19. In the case of a double room, if a roommate leaves early, the continuing Resident, pending availability may be relocated in a single room and will be charged at a single rate for the remainder of the stay.
20. New College reserves the right to re-locate the Resident from an assigned room given reasonable notice.
21. The Resident may not change rooms without the approval of the Summer Residence Co-ordinator nor may the Resident sublet or permit someone to stay free of charge in his/her room.
22. Overnight guests (after 10:00 p.m.) are NOT permitted. New College Residence offers daily accommodation stays for guests.
23. All common rooms may be locked from 12:00 a.m. to 6:00 a.m. daily.

Resident Initial _____

24. The University of Toronto shall not be liable to the Resident for any damage to or loss or theft of personal property or for personal injury, including death, on the College property save where the same is caused by the wilful or negligent act or omission of the University or those for whom the University is legally (or under law) responsible. The Resident will indemnify the University and save it harmless from any and all liability in respect of any injury, loss, or damage occasioned by any act or omission of the Resident, his/her guests, agents or invitees. The University's insurance policies do not cover a Resident's private possessions.
25. The Resident is responsible for keeping all common areas (hallways, washrooms and common rooms) clean after use. Please use only the common room on your assigned floor. Do not leave any kitchen utensils (such as pans, pots, silverware, glasses, etc.) in the common room. Please ensure that foodstuff is properly labelled (with your name, room number and date) and thrown out if expired prior to departure. Periodically, the common room fridges will be cleaned out. The College is not responsible for lost, stolen or removed items. Please rent a fridge for a great rate through our Campus Fridge Rentals if you are staying long term.
26. The College will supply the Resident with the following furnishings until the departure date:
- | | |
|--------------------------------------|----------------------------|
| Bed | Waste-paper basket |
| Mattress | Curtains or Blinds |
| Pillow, Pillow Case, Linen and Towel | Bedspread |
| Desk, Desk Drawers and Desk chair | Closet/wardrobe |
| Bulletin board | Mirror |
| Dresser | Smoke Detector and battery |
| Phone | |

The Resident is responsible to ensure that the above furnishings are intact and to report any missing or damaged furnishings to the Wilson Hall Front Desk immediately and prior to departure.

27. The resident may not move furniture from his/her room or from any part of the College without the permission of the Summer Residence Office.
28. The resident will abide by the New College Network Usage Agreement attached at the end of the Rules and Regulations.
29. The Resident is responsible for keeping his/her linen clean. The Resident and his/her Roommate (in the case of a double room) are responsible for keeping the room clean. Any damage to or removal of furnishings will be charged to the Resident (and to the Roommate in the case of a double room). The Resident agrees to the College's assessment of damages or missing items. The Resident will be provided with an invoice which is to be settled upon receipt.
30. The Resident is responsible for leaving the residence room in a clean and undamaged condition before departing from the Residence. The Resident agrees to the College's assessment of cost for cleaning, restorations or repairs. The Resident will be invoiced for this assessment. If the Resident fails to pay this cost, these charges will be sent to a collection agency.
31. The Resident agrees to pay for the repair of any damage to the Residence caused by him/her or his/her guests. In the case of a double room, the Resident will be

Resident Initial _____

- held liable for their Roommate and to ensure that he/she follow the Rules and Regulations of the New College Summer Residences including timely payment of rent and other charges.
32. For safety reasons, miscellaneous clutter such as clothing, shoes, and belongings are not allowed in the hallways.
 33. Floor Security doors are locked 24 hours a day. It is the Resident's responsibility to ensure that these devices are used as intended or their effectiveness, and hence the house/floor security, is compromised. Persons found tampering or misusing floor locking devices may have their residence accommodation terminated.
 34. Properly identified University Staff may enter a Residence room at reasonable hours (on reasonable notice—except in emergencies) to effect necessary repairs, check radiators, check smoke detectors or inspect for cleanliness.
 35. Open flames are not permitted in the Residence, including the use of candles, birthday cake candles, sparklers and incense.
 36. The use of rollerblades, skates, scooters and skateboards is prohibited in the Residence or any University building. The playing of ball, frisbee and other missile games is not permitted in the Residence nor in the interior quadrangle (Quad) of the College.
 37. For safety reasons, screens are to remain on the windows.
 38. Anyone who lights a fire or fire cracker, or tampers with fire equipment (including smoke detectors) within the College and its grounds will be liable to a fine and/or the cost of repairing or resetting the equipment and/or legal action. Tampering with fire equipment is an offence under the Criminal Code.
 39. **Smoking is not permitted anywhere in the College, including residence rooms.**
 40. **Alcohol is prohibited in any public area of the College,** including the hallways, common rooms, gardens and the interior quadrangle (Quad).
 41. Acts of public drunkenness by the Resident or his/her guests is punishable by immediate eviction from the College. The Resident will be required to vacate his/her room immediately and will forfeit any payments on his/her accounts.
 42. Cooking is permitted in the common rooms only, for safety reasons use of electrical appliances such as kettles, hot plates, frying pans, woks, microwaves and ovens in the Residence rooms is forbidden. NEVER leave stove unattended.
 43. Pets are not allowed in the Residences at any time including any animal, fish, reptile, insect or bird.
 44. Possession of any firearm, ammunition, air gun/rifle, firework, prohibited or offensive weapon, explosive, illicit narcotics/drugs/drug paraphernalia and/or conduct that can lead to property damage or injury to others, including throwing articles from residence windows, roofs, sixth floor patio or the gardens, will constitute grounds for expulsion from Residence.
 45. All Residents must abide by the Residence Dining Hall Rules which are posted at the entrance of the Dining Hall.
 46. In the case that the College has removed contents /personal belongings in a Residence room or anywhere in the College due to an emergency or staying past checkout time, the College will not be responsible for damaged, lost or stolen items. Residents leaving contents/personal belongings behind anywhere in the College will be disposed of after one week of Residents scheduled departure date.

Resident Initial _____

47. To the extent that the College is unable to fulfill, or is delayed or restricted in fulfilling, its obligations by any cause beyond its control, the College and the University shall be relieved from the fulfillment of its obligations during that period and the Resident shall not be entitled to any reduction in fees or any compensation as a result thereof. Without restricting the generality of the foregoing, the College and the University shall not be responsible for failing to meet its obligations due to acts of God, epidemics, war, threat of war, government retaliation against foreign enemies, government regulation or advisory, disasters, fires, floods, earthquakes, accidents or other casualty, severe weather conditions, flu pandemic, intervention by civilian or military authorities, governmental legislation, civil disorder, terrorist acts and/or acts of terrorism, acts of foreign enemies, other unforeseen developments, curtailment of transportation services or facilities preventing Residents from arriving at the Residence or a similar intervening cause beyond the College and the University's control making it illegal, impossible or commercially impracticable to provide the services at the Residence. The College and the University reserves the right to require their Residents to immediately vacate the Residence if a situation occurs in which safety measures are compromised.
48. There are circumstances in which an assigned room must be vacated in order to deal with emergencies and serious facility issues. New College reserves the right to re-locate the Resident from an assigned room to a temporary room. The Resident acknowledges that he/she will be required to move back to the original room at the discretion of New College once the room issue has been resolved. If the original room is unavailable, New College will issue a new room for the Resident. In the event the Resident fails to move his/her belongings within 24 hours of notice, New College reserves the right to move all Resident belongings at the expense of the Resident. New College shall not be liable to the Resident for any damage to or loss or theft of personal property as a result of the move.
49. The Director or his designate has the right to require the immediate withdrawal of the Resident from the New College Residences (no refunds on rent will be issued) whose conduct could lead to the injury of others, who engages in threatening or aggressive behaviour towards University staff or Residents, who appears to have breached the Criminal Code of Canada, who has violated any law, rule, order or regulation of any Federal, Provincial or Municipal Government, who fails to understand and comply with the University of Toronto Code of Conduct/Policies or who fails to observe the Rules and Regulations of the New College Summer Residences.

The above Rules and Regulations of the New College Summer Residences will be enforced to their entirety. The University of Toronto and their designates have the right to remove persons and their property from the premises, levy fines and take legal action.

I hereby acknowledge that I have read and agree to abide by the Rules and Regulations of the New College Summer Residences. I also understand the subsequent action that may be taken against me should I choose not to observe the above Rules and Regulations of the New College Summer Residences.

Resident Name : _____

Signature _____ Date _____

New College Network Usage Agreement

- 1.** The Resident has read and agreed to be bound by the University of Toronto's policy on the Appropriate Use of Information and Communication Technology and the Computing and Networking Services' Regulations Governing Access to the Internet from U of T Residences. Copies of these policies are available at: <http://www.provost.utoronto.ca/policy/use.htm> and <http://cns.utoronto.ca/new/res-bw-policy.htm>.
- 2.** The Resident understands that inappropriate use includes, but is not limited to:
 - a.** the illegal downloading and/or distribution of copyrighted materials;
 - b.** distribution or publication of offensive or objectionable materials. This includes but is not limited to hate literature, child pornography and/or any threats;
 - c.** unauthorized or attempted unauthorized access to other systems and services within the Residence, within the University of Toronto, or across the internet;
 - d.** excessive use of Network resources or providing access to Network resources to unauthorized users;
 - e.** promoting, conducting, or maintaining commercial activities.
 - f.** harassment, intimidation, threats or otherwise inappropriate or disruptive behavior towards other people or groups.
- 3.** The Resident will not manually assign an IP address to any computer on the New College Network without prior consent from the Office of Residence and Student Life.
- 4.** The Resident will not connect more than one computer to a Network jack without prior consent from a New College IT Specialist.
- 5.** The Resident understands that he/she is responsible for the use by anyone of any computer connected to the network port in his/her designated room.
- 6.** The Resident will not run any of the following servers without prior consent from a New College IT Specialist: DHCP/BOOTP, SMTP, POP, IMAP, WWW, NEWS, TELNET, FTP and/or Remote Access Servers.
- 7.** The Resident will limit his/her bandwidth usage to the level of traffic (incoming and outgoing) per day permitted under the Computing and Networking Services' Regulations Governing Access to the Internet from U of T Residences.
- 8.** The Resident accepts full responsibility for protecting his/her equipment and data, and understands that neither the Residence nor the University is responsible for any loss or damages that may occur.
- 9.** The Residence cannot guarantee that all systems will be able to access the Network. The Resident understands that it is his/her full responsibility to obtain the appropriate hardware and software to access and use the Network.
- 10.** The Residence or University may limit usage and/or access to the Network.
- 11.** The Residence and University reserve the right to perform security audits and conduct remote scans of your computer.
- 12.** The Resident will not damage or alter the network jack located in his/her designated room or other common areas of the Residence. The Resident agrees to pay for any damages to the network jack located in his/her designated room during the period of occupancy.
- 13.** The Resident recognizes that any abuse of his/her network privileges may result in the suspension of usage and/or access to the Network.
- 14.** The Resident must run the anti-virus software provided by the University of Toronto.
- 15.** The use of unauthorized wireless access points within the Residence is prohibited.

Resident Initial _____