

Grande Prairie Regional College

Residence Handbook

2018/19 Academic Year

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EMERGENCY NUMBERS	
Campus Security - Grande Prairie Campus	780-539-2700
Campus Security Call Phone- Fairview Campus	780-835-1164
Ambulance	911
Fire	911
Police	911
Complaints (Police 24-hours) - Grande Prairie	780-830-5700
RCMP - Fairview	780-835-4031
QEII Hospital	780-538-7100
Poison Centre	1-800-322-1414
DISTRESS CENTERS AND SERVICES	
AADAC Help Line	1-866-332-2322
AIDS/HIV/STD Information	1-800-772-2437
Crime Stoppers	1-800-222-TIPS (8477)
Mental Health Crisis Help Line	1-877-303-2642
PACE Crisis Line	780-539-6666
Suicide Prevention Crisis Line	1-877-835-2120
Teen Help Line—24hrs	1-403-264-TEEN (8336)
Victims Assistant	780-830-5755

Welcome to Residence...

Welcome to your new home in Residence at Grande Prairie Regional College. Whether you are located at the Grande Prairie Campus or the Fairview Campus, we are happy you have chosen to live here. We have prepared this handbook to give you valuable information that we hope will make your stay here happy and successful.

GPRC Residence is committed to creating a community where students can live and study in a safe environment that encourages academic achievement and personal growth. Residents and residence staff work together to build a strong community characterized by civility and diversity and provides protection of personal safety and property.

Living in residence is an opportunity to live in a community that includes individuals with different national, racial, ethnic, religious and political beliefs and with different sexual orientations and gender identities. By working and living together, we learn from one another and strive toward an atmosphere of positive contact. It is a place to meet new friends, learn life skills and participate in activities.

This handbook should answer most of the questions you may have about living in residence and may help you avoid problems arising from tenancy situations that you have never faced before.

If you have any questions about residence life that are not explained in this handbook, please do not hesitate to ask our residence staff.

We hope you enjoy your stay with us and have a great year!

Grande Prairie Campus RESIDENCE OFFICE: 780-539-2802
TOLL FREE: 1-888-539-4772 extension 2802
gprresidence@gprc.ab.ca

Fairview Campus RESIDENCE OFFICE: 780-835-6652
TOLL FREE: 1-888-539-4772 extension 6652
fvresidence@gprc.ab.ca

Student Residence Overview Residence

Grande Prairie Campus - Hours of Operation - the Residence Office is open Monday to Friday, 8:30 am until 4:30 pm (closed between noon and 1 pm for lunch). Closed on Holidays.

Residence Manager - Kim Richardson

Contact Number - 780-539-2834 or toll-free 1-888-539-4772

Fairview Campus - Hours of Operation - the Residence Office is open Monday to Friday, 8:00 am until 4:30 pm (closed between 1 pm and 2 pm for lunch). Closed on Holidays.

Residence Coordinator - Rose Murphy

Contact Number - 780-835-6651 or toll-free 1-888-539-4772 - On-call phone 780-835-9419

Communication

Grande Prairie Campus - For communication purposes, it is **highly recommended** that you LIKE us on our Facebook page “**GPRC Residence GP Campus**” so you can receive notifications of upcoming events, contests, payment deadlines, unit inspection reminders, etc. and/or follow us on twitter **@GPRCResGPCampus**

Eligibility

Grande Prairie Regional College (here after referred to as GPRC) residences are available to registered full-time students of GPRC and other post-secondary students as approved by Residence Manager. Fairview residences are available to any student enrolled in a program at GPRC Fairview. Faculty and Staff members are not permitted to live in residence except in the case of extenuating circumstances.

Rental Agreement

The Residence Rental Agreement you have or will have signed before moving in acknowledges that you read, understood, and will follow all residence policies. If the rental agreement is broken and a student moves out of residence prior to the semester’s end, one month’s rent is allocated to a cancellation account. Students granted a monthly payment plan are still held responsible for this cancellation amount. Rental agreements are still binding if it becomes necessary to change the unit assignment. This happens sometimes as we try our best to accommodate residents' special requests.

Rent

Rent is paid on a per semester basis at the **Grande Prairie Campus Residence** and on a per semester basis for full-year students at **Fairview Campus Residence**. First semester rent is due August 1st and second semester rent is due December 1st. For specific dates, please refer to your rental agreement. Rent at the Fairview campus is to be paid as per the Residence Rental Agreement.

For students who have been granted a monthly payment plan (due to funding issues) please note rent is due on or before the first day of each month. Failure to pay rent will result in a daily fine of \$5.00 and could result in eviction after five days of non-payment.

All residents, on both campuses not paying the semester rent in full by the due date, will be assessed a late fee of \$50.

If you are waiting on a student loan or other funding sources and have provided the Residence Office the required documentation, you may be granted a rent extension. You will, however, be responsible for paying rent monthly until your funding comes in.

Re-Applying for Residence

If you would like to live in GPRC Residence for the next academic year (Grande Prairie campus or Fairview campus), you must complete an online application and submit it to the Residence Office. To ensure you get your preferred choices, we recommend you apply by the end of January (full year program students). In addition, if you would like to live in residence for the spring/summer you will need to fill out an application.

If you would like to live in the GPRC Residence – Fairview Campus, please apply online as soon as possible once you know your program intake date.

Security Deposit

Your security deposit is paid at the time of application and is always carried over into the following term and is returned upon the completion of your stay in Residence. However, if any charges have been levied, you will be contacted by the Residence Office either by mail or email. Once contacted, you must pay the outstanding charges prior to returning for the next intake. Any outstanding charges will be placed against your deposit and you will be placed on financial hold which means you will be unable to register for future programs, request transcripts, make changes in registration, or request a certificate or diploma until all outstanding charges are paid. Any student failing to comply with the request will lose their reservation for the following year.

Parking - Grande Prairie Campus

Please check GPRC Services on the website for parking information www.gprc.ab.ca/services/parking/. For more information, contact: Facilities - Maintenance and Operations 780-539-2808 or parking@gprc.ab.ca.

There is no Visitor parking in residence. Visitors/guests need to park on nearby streets. Any vehicle parked in a fire lane, along a yellow curb, in front of a fire gate, in staff parking, or in front of a garbage bin will be ticketed and/or towed.

There are two secure bicycle compounds for resident use located in compound "D" and "L". There are also bike racks located around residence during the summer months. This service is free of charge. Bicycles may not be stored in units or chained outside. Please sign out a bike shed key from the Residence Office.

Parking - Fairview Campus

All students must register vehicles with the Residence Office upon check-in. Parking is available on a first-come, first-served basis, except for stalls that are designated for specific use. There are parking stalls reserved for motorcycles on the east side of the Fitness Center. Motorcycles must use proper parking spaces and are not permitted to park outside townhouses.

Students not using vehicles on a regular basis are asked to park in overflow parking east of the Heart of the Peace Complex (Recreation Center).

Unauthorized vehicles parked on roadways, on sidewalks, on the grass, in fire lanes, in designated stalls, and in front of sidewalk crossings will be issued a parking ticket and may be towed at the owner's expense.

Bicycles are to be stored outside. There are a limited number of bicycle racks available for use throughout the campus. Bicycles, motorcycles, quads, snowmobiles, mini-bikes and roller-blades are not allowed within the residence complex. This includes motorcycle or other engine parts. Any item that is removed by residence will be stored by residence until the student checks-out. Students requesting items prior to check-out must apply in writing to the Residence Coordinator. Motorcycles must be parked in parking stalls or in the motorcycle spot designated south of the townhouses. Motorcycles are not permitted outside townhouses.

Welcome BBQ

The **Grande Prairie Campus** Residence Office hosts a free “Welcome BBQ” for all residence students in September. Great food, prizes, music and fun! Students will be notified of the date, time and location. It is a great way to meet fellow students living in Residence.

On the GPRC Fairview campus, the Students’ Association hosts a welcome BBQ on the first day of classes.

Moving In

Check-in

Dates and times for check-ins will be sent to students in confirmation letters as well as an email from Residence.

Bedroom/Unit Condition Forms

Upon moving into Residence, you will be provided with bedroom and unit condition report forms and will be required to complete these forms. These must be completed by each resident in the unit. These forms protect you from being charged at the end of the year for damages that you did not do. The bedroom condition report form must be handed in within 24 hours of moving in and the unit condition report forms must be handed in within 48 hours of moving in. Forms will not be accepted after these deadlines.

Keys

Keys are provided by Residence staff when you move in. It is very important to keep track of your keys at all times. If you lose or misplace them, please notify the Residence Office immediately. Lost keys are a security risk! Lost keys will result in the locks having to be changed and there is a \$300.00 charge.

Furniture

All residence units are furnished. Students are not permitted to take residence furniture outside! If you wish to sit outside, we suggest you bring a lawn chair.

If furniture is not in the allocated position upon check-out, charges will be assessed to return it to the original position.

Cable/Satellite/Internet/Phone/Television

Grande Prairie Campus

Television and Internet - All residence units have Wi-Fi included. There is no modem required. Free Telus TV is provided in each unit in the living room and in each bedroom; you will need to bring your own TV. Movies can be rented via On Demand Telus TV with a credit card. You cannot change the channel packages or order separate channels.

In each unit, there is a router situated in the furnace room as well as a TV receiver box, remote and HDMI cable in the living room and individual bedrooms. These are all property of GPRC. Tampering with or removing any of these items will result in charges for any damages and/ or replacement at cost to the student.

Please note: Residence does not replace batteries for the TV remotes.

If you have any issues with your tv service or internet service **DO NOT CALL TELUS**, call the residence office and we can assist. We have a dedicated local telus representative that we call directly for issues.

Please ensure you take your TV with you when you move out of Residence. There will be a disposal fee added to your damage assessment if the Residence Office has to recycle your old TV.

Phone - Land lines are available in residence. If any resident would like to have a landline, please contact the Residence Office for further information and instruction on how to do so.

Fairview Campus

Phone - Local phone service is provided for within residence at no charge. Long distance calls must be made with a calling card. Students must dial "9" to get an outside line.

Internet - Internet is available throughout the Residences. Students must bring their own computers. To log onto the GPRC internet service the first time "User" is your student ID number and "password" is your birth date in the order: YearMonthDay, for ex. 1980Jan01.

Television/Cable/Satellite - Basic cable service is provided to students living in the dorms at no cost. The Residence is not responsible for loss of cable service and students will not receive compensation for loss of cable service in the dorms. Students living in apartments, town houses and family units are responsible for arranging their own satellite services. Students are not permitted to run additional cables or install their own satellite dishes. If you experience problems with a television, report this to the Residence Office as soon as possible. All televisions are

tagged and recorded. Any damages to televisions will be assessed and residents will be held responsible. For each television there will be one remote control assigned in September. Students are responsible for replacing remote control batteries.

Insurance/Liability

Tenant Insurance - College insurance does not cover residents for injury or for loss or damage of residents' personal possessions, however such damage is caused.

It is recommended that you take steps to ensure your personal effects are covered by private insurance; sometimes students are covered under their parents' policies but check to make sure this is the case. If not, you can arrange for a residential insurance policy that covers:

- a) Loss of personal property
- b) Liability for personal and property damage

In the event of theft, damage, or personal injury, please contact the Residence Office as soon as possible for assistance and advice or, after hours, please see Security. In the event that items are stolen, individuals are advised to place a police report and contact their individual insurance carriers.

Vehicle Insurance - Are you moving from another province to Alberta? If so, ensure your auto insurance is valid and up-to-date. If your policy isn't up to date, it may be invalid. In the event of a claim, you might not be covered. Please check with your insurance company.

Hanging Items on Walls

Special Notes

- Dart Boards are prohibited in residence units.
- Posters of questionable taste are not permitted in the common areas (including common living areas in townhouses) or where they can be seen by a passer-by.
- At the Fairview campus, do not hang flags from balconies or patio windows.

Grande Prairie Campus - There are wood boards on the walls in your bedrooms, living room and kitchen areas. Please hang items on the boards only - you may use nails, tacks and pins on these boards. Please do not use pins, tacks, tape or any other products that will damage the walls. Please do not hang items from the ceiling.

Fairview Campus - Nails, pins, tacks and other such items may not be used on walls, doors, ceilings, etc. Please use poster putty.

Pets

No pets, fish or reptiles of any type are allowed in Residence. Students are responsible for ensuring that their visitors do not bring pets.

Mail Delivery

All students living on campus will be assigned a personal mail box; there is no mail delivery to individual bedrooms. Please check your mailbox regularly as all correspondence from the Residence Office and GPRC comes through this system as well as Canada Post mail. If you receive a parcel too big to fit in your mailbox, a parcel pick-up notice will be placed in your mailbox and you can pick your parcel up from the Residence Office.

Grande Prairie Campus - Canada Post delivers mail daily to our office and is sorted and placed in mailboxes daily. Once you move out of Residence, we will forward mail to the address we have on file for ten days. Please ensure you have provided a proper address when you move out of Residence.

Your Mailing Address

Your Name
GPRC Residence, Box #
10609 - 104 Avenue
Grande Prairie AB T8V 8C3

Fairview Campus - Mail is sorted at the College and placed in mailboxes daily. Once you move out of Residence, we will forward mail to the address we have on file for ten days. Please ensure you have provided a proper address when you move out of Residence.

Your Mailing Address

Your Name
GPRC Residence Box #
11235 – 98 Avenue
Fairview AB TOH 1L0

Room Assignments/Transfers

While the Residence Office attempts to place students in the dorm or suite requested, final room allocations are completed by residence staff. Residents may not change rooms without permission. All room transfers are to be processed through the Residence Office. **There is a \$25.00 room transfer fee.** Students with outstanding fines are not eligible for room transfers.

Fairview Campus - Maximum Allowable Occupancy

- *One Bedroom Family Unit* - restricted to a couple (two people in a partner relationship), or one single parent and child, or a single student who meets all eligibility requirements.
- *Two Bedroom Family Unit* - restricted to a minimum of three persons and a maximum of four where no more than two of the occupants are adults. If there is a surplus of two-bedroom units Residence may allow 2 individual occupants into a two-bed room unit.
- *Three-bedroom Family Unit* - restricted to a minimum of three persons and a maximum of six persons where no more than two of the occupants are adults.
- *Three-bedroom unit* - restricted to a maximum of three students.
- *Four-bedroom unit* - restricted to a maximum of four students.

Things to Bring

- Your own dishes, pots, pans, utensils, toaster, coffee maker, etc. That is, any items you will need for cooking/eating/preparing food. (applicable to students renting units with cooking facilities)
- Your own bedding for an extra-long twin beds. Deep pocket sheets will work as well, (sheets, blankets, pillows), towels.
- Your own food, toiletries and personal items. In Fairview dormitories, Fairview supplies toiletries for dormitory bathrooms
- Vacuums and microwaves are not provided at the Grande Prairie campus; someone in the unit will need to bring one. At the Fairview Campus, vacuums are provided in dorm and apartment units.
- Computers and a Television if you want.
- Shower curtains are supplied, but you should supply your own bath mat. These shower curtains are not disposable. DO NOT throw them out. If you would like it laundered prior to the semesters end, please bring it to the Residence Office and exchange it for a clean one.
- Laundry Soap/Fabric Softener.
- Alarm Clock.

Things Not to Bring

- Candles and/or incense. Open flames are not permitted in Residence.
- Hot plates, grills and other small appliances are prohibited in non-cooking unit bedrooms. (applicable to non-cooking units on Fairview Campus)

Residence Living

Alcohol

All residents are subject to Provincial and Federal laws and regulations regarding alcohol use. Specifically, it is illegal for anyone under the age of 18 years to possess, sell, obtain or consume alcohol. Alcoholic beverages may only be consumed inside units that are classified as drinking units. There is no open liquor allowed outside.

Bulletin Boards

Residents, as registered students of GPRC, are expected to familiarize themselves with and abide by the GPRC Poster Policy.

Cleaning/Unit Inspections

All units are expected to be kept clean. Residents are expected to share cleaning tasks especially dishes, common areas, and bathrooms. Regular inspections for sanitation and maintenance will occur. Residents do not have to be present in order for inspections to be conducted. **Notices will be provided for inspections.**

The following areas are primarily inspected:

- Common areas - floors, carpets, baseboards, walls if necessary
- Bathrooms - toilets, tubs & sinks, floors and baseboards
- Kitchens - sinks, stovetops (grease catchers), microwaves, ovens, fridges (inside and out), floors and baseboards
- Laundry facilities (if applicable)
- Bedrooms maybe inspected for cause (un-registered guests, contraband, dirtiness, etc.).

Fairview Campus - Limited custodial service is provided in the dorms. Caretaking staff are responsible for the upkeep of Dunvegan Hall, outer hallways, main entrances, washroom and shower areas and stairwells within the Residence complex.

Damages

All damages to the unit are to be reported immediately. If the damages occur after hours or on a weekend, please report the damages to the Residence Office on the next business day. To report damages, call the Residence Office, drop by or use email. Repairs will be completed as soon as possible by the Residence Office. Residents are not to attempt repairs themselves.

Residents are responsible for damages to Residences caused by themselves or their guests. Each resident shares responsibility for any damage caused to the common living areas. Should the responsible person or group fail to claim responsibility, repair and/or replacement costs will be charged equally among all residents within the given dorm/suite. Student cooperation is encouraged when residence staff are attempting to determine the responsible person(s).

Costs for damages will be assessed according to the Damage/Loss of Property schedule in Appendix 3.

Dangerous Behaviours/Pranks

Do not go on to the roof tops of the residence buildings or window ledges. Throwing, dropping, or ejecting material from residence buildings, balconies, windows, rooftops or stairs is not permitted. Students are not permitted to participate in potentially destructive activities that may cause personal injuries and/or property damage. Initiating, encouraging, supporting, or participating in raids and/or pranks that are disruptive, offensive or hostile is not permitted.

Dangerous Items

No firearms or offensive weapons are allowed on College property including Residence; this includes, but is not limited to, all firearms, ammunition, air guns, hunting knives, bows and arrows or any other offensive weapons. See GPRC Administrative Policy - Possession of Weapons Policy.

Do not store hazardous materials, including propane tanks in the units. No explosives including, but not limited to, firecrackers, dynamite and flammable or combustible substances are permitted in Residences.

Dining Services

There is a cafeteria on both Grande Prairie and Fairview campuses where you can purchase meals. There is no weekend or holiday service.

Doors/Deadbolts

Please do not leave your front door ajar using your deadbolt or prop open your door by any other means. By doing so, you are putting your belongings, College property and you and your roommates' safety at risk. Vandalism and theft most often occur when a dorm or suite has open access. As well, it may cause damage to the doors and the deadbolts resulting in costs to repair/replace the doors and/or deadbolts. Residents violating this policy will be subject to the cost of repairs.

Drugs

The use, trafficking or possession of illegal drugs is not permitted within Residence. Students caught using, trafficking or possessing drugs and/or in possession of drug paraphernalia will be evicted from Residence and required to vacate the premises immediately. The RCMP will be notified.

Electricity/Water/Gas

All utilities are included in your rent, however the cost of these utilities (power, gas & water) are high. With everyone working together to limit unnecessary utility consumption, we can make both an environmental and financial difference! Please help by utilizing the following suggestions for safety and utility conservation;

- Turn off the lights when not in use.
- Turn off appliances/equipment when not being used.

- Do not leave space heaters unattended.
- Do not overload outlets in bedrooms with too many electronics; this will cause the breakers to trip and is considered a fire hazard.
- Lower the thermostat when you're not at home and at night time.
- Have reasonable length showers.
- Report leaking faucets, toilets, showers to the Residence Office.

Grande Prairie Campus - Our townhouses have a furnace-fed hot air system controlled by a thermostat in the living room. If you have furnace issues after hours, please call security at 780-539-2700 and they will contact the on-call residence staff member to have it repaired ASAP.

Fairview Campus – Any maintenance issues after hours, please call inside security at 780-835-9519 and they will contact the Facilities staff on call to address the situation.

Emergency Preparedness/Fire

When you move in, familiarize yourself with the unit's fire and safety equipment including fire extinguishers and smoke detectors. Make sure you know where they are and how they work. Ensure you become aware of all possible entry and exit routes. In the Fairview campus dormitories, please ensure you know the location of the fire alarm pull stations.

Residents are required to phone 911 in the event of a fire or other emergency.

Every unit is provided with a fire extinguisher. Do not hesitate to use the fire extinguisher in an emergency. Report discharged fire extinguishers immediately to the Residence Office. If an incident takes place after office hours, ensure all incidents are reported to security. Discharging a fire extinguisher unnecessarily will result in a replacement/refill fee as well as a cleaning fee if applicable. Further consequences may result if fire safety equipment is tampered with unnecessarily.

If you hear the fire alarm:

1. All persons in residence must leave the building immediately. Shut down equipment and turn off stove: leave lights on.
2. Close doors and windows.
3. Take a coat and wear shoes or boots in cold weather.
4. Evacuate the area.
5. Exit building via nearest possible exit and go to the closest fire assembly or muster point.
6. If smoke is encountered, stay low to the ground.
7. Return only when specific instructions are provided by authorized GPRC staff. The incident is considered over when emergency services declare an "All Clear".

Garbage/Recycling

Grande Prairie Campus

- Place all garbage in one of the large garbage bins located in front of the Residence Office or in parking lots J, G or L. Do not put your bagged garbage in the cans that are situated in the courtyards. The large bins are emptied every Monday. Leaving bags outside your door makes the unit look messy and attracts birds and vermin. Please do not leave garbage on your stoops at any point.

- Recycle bins are located in front of the Residence Office (building E) and beside parking lot G. There are large bins for cardboard, and many smaller bins for tin, plastic and paper. The recycle bins are emptied once a week.
- Bottles and cans can be recycled at the nearby recycle center. Recycle Plus Depot is at 10502-96 Ave. This facility also recycles cardboard, glass, paper, Styrofoam and magazines.

Fairview Campus

- Residents are responsible for removing garbage from their bedrooms to brown, outside receptacles, not hallways or common areas.
- Townhouse residents are required to place trash in proper receptacles and not outside townhouse doors.
- Recycling bins for cardboard, paper, tin, and plastic are provided.

Guests

Guests are people in your unit who do not live in your unit including residents from other units. You are responsible for the behavior of your guests and you **MUST** be present at all times while the guests are in the premises or in the residence generally. A resident's right to privacy takes precedent over a roommate's privilege of hosting a guest. Do not have your boyfriend/girlfriend move in or stay all the time.

Let the Residence Office know about problem guests in your unit as soon as possible. If you have a roommate who continuously has overnight guests, please contact the Residence Office for a confidential chat.

At the *Fairview Campus*, guests must check in and be registered at the Residence Office. Guests are to carry a guest pass signed by the host and a member of the residence staff at all times. Overnight guests may only stay a maximum of 4 nights per month.

Harassment

GPRC is committed to providing a learning environment free of discrimination, harassment and bullying. Acts of discrimination, harassment or bullying by residents are unacceptable and will not be tolerated. Residents, as registered students of GPRC, are expected to familiarize themselves with and abide by the Grande Prairie College Anti- Discrimination and Anti-Harassment Policy and other related policies.

Health and Wellness Services

GPRC offers multiple health and wellness services at both the Grande Prairie campus and the Fairview campus. Please refer to the GPRC website - Student Services to review all the options available. **Website:** www.gprc.ab.ca (Choose the Student Services tab)

Incidents/Accident and Hazard Reports

Help keep our campus safe. Report immediate hazards and potential hazards.

Report hazards to the Residence staff. Once reported, hazards will be corrected to ensure a healthy and safe environment and to prevent incidents and accidents from occurring in the first place.

Report Incidents and Accidents even When they Seem Minor.

If you are in residence when an incident or accident occurs, report the information to Residence staff who will then fill out the incident report and take any other information that is required or report incidents and accidents directly to security or campus facilities, who will then fill out the incident report.

Intra-Unit Meetings (Optional, but suggested)

Upon moving in, you may want to sit down together as a unit and discuss the following:

- *General behavior*—turning out lights, arranging and using common area space, respecting other people’s property.
- *Security*—locking of doors, leaving windows screens in place
- *Guests and Overnight Guests*—frequency, timing, informing and getting permission in advance from roommates, teaching guests house rules.
- *Cleanliness*—dishes, bathrooms, sweeping, mopping, shoes, clothing, books/study materials, cleaning schedules.
- *Lifestyles*—social gatherings, noise, etc.
- *Trust and Mutual Regard*—make your unit a place where all roommates are welcome and feel like they belong.

Laundry

Grande Prairie Campus - The laundry facilities are located in building “E” (next to the Residence Office), and in buildings K & M in the far-right corners of the compound. They contain coin operated machines and change is available from the Residence Office during working hours. The cost is \$2 to wash and \$2 to dry. These rooms are open 24-7.

DOOR CODES FOR LAUNDRY ROOMS: 4152

Please note: our front load washing machines only require 1/4, or less, of the amount of detergent you would use in any other washer.

Fairview Campus - Laundry facilities are located throughout Residences. Change for the laundry facilities is available from the Residence Office. The cost varies between \$1.00 & \$1.50/load.

Lock-outs

During office Hours

Grande Prairie Campus - please come to the Residence Office and we will lend you a key free of charge.

Fairview Campus – pop by the office and residence staff will come open door for residents.

After office Hours—if you accidentally lock yourself out of your unit/bedroom after hours, please call security for lock-out assistance.

Maintenance/Service Calls/Repairs

All repairs and maintenance must be carried out by college staff. Residents are not permitted to repair or alter their units.

Grande Prairie Campus - The Residence Office can assist with your residence maintenance needs. If anything in your unit is not working properly (example: toilet running, lights burnt out, furnace troubles, plugged sinks, etc.) please stop by the Residence Office or call us at 780-539-2802 or [email us at gpresidence@gprc.ab.ca](mailto:gpresidence@gprc.ab.ca) and we will arrange to have maintenance fix the problem as soon as possible. Service fees (time and materials) for maintenance calls will only be charged for damages that students have caused (example: holes in walls, broken windows/screens, wilful damage, etc.).

Please note: The 24-hour entry notice will not be given for maintenance requests that have been put in to the Residence Office. This also applies to deficiencies that have been documented on the bedroom/unit condition report forms at the time of move-in.

Fairview Campus - If something needs repair, it is the responsibility of the individuals occupying the unit to make a request for maintenance at the Residence Office. Facility staff will enter rooms to provide maintenance when it has been requested by students. Any non-emergency maintenance work required will generally be completed within five working days of the initial request.

Mental Health Counselling College

Grande Prairie Campus

GPRC Mental Health Services – G101

Email: pdueck@gprc.ab.ca for an appointment to see a counsellor

Phone: 780-830-8783

Drop-in counselling will be available at the residence office Tuesday nights from 5pm -8pm.

Website: https://www.gprc.ab.ca/services/mental_health.html

Fairview Campus

GPRC Mental Health Services – FAC 129

Email: ajadeleye@gprc.ab.ca for an appointment to see a counsellor

Phone: 780-835-6735/780-772-0987

Peer Support

GPRC Peer Support is a safe environment created for GPRC students, who need support with mental health and well-being issues. They offer free and confidential drop-in peer support to GPRC students only.

For details: **Website:** https://www.gprc.ab.ca/services/peer_counselling/

Protection of Privacy

Personal information in possession of the Residence Office will not be released to persons from outside the College administration, including family members or friends, without the written consent of the resident, unless required by law (Freedom of Information and Protection of Privacy Act). The only student information released is residence room and/or phone number while the student is residing on campus. This information is provided only if the resident has given written, expressed permission to do so. GPRC reserves the right to seek third party assistance and disclose information if a resident is injured, ill, missing or in the opinion of senior College administration represents a threat to themselves or others.

Quiet Hours

Please show courtesy and respect for your fellow residents by keeping quiet. It is especially important to keep noise down during exams.

Noise can travel quickly between units in Residence. The main cause for noise disturbance is stereo and television sound systems. Keep the volume down, and reduce the base vibrations through walls/floors/furniture by placing some kind of insulation under your speakers (blanket/towel/foam padding). – No boom boxes!

If you are bothered by a noise:

- a) Go to the disturbance and ask them politely to turn the noise down.
- b) During Residence Office hours, come see us in the Residence Office.
- c) After hours, please call security and advise them of the problem (it will be confidential).

Residence Quiet Hours: 11:00 pm to 7:00 am seven days per week

Quiet Units: 24 hours a day, 7 days per week

Residence Code of Conduct

Grande Prairie Regional College Residence Code of Conduct provides all residents with a description of community standards, a clear system of consequences and/or discipline and a fair process for addressing incidents of misbehaviour. The Residence Code of Conduct covers behaviour that occurs within residence or the areas adjacent to the residence complex, including the residence parking lots.

It is your responsibility to read and acknowledge the attached Appendix 1 - Residence Code of Conduct and Appendix 2 - Residence Code of Conduct chart.

In Residence, we believe in mutual respect and we treat each other with dignity. Every community member has the right to live in an environment free from harassment, discrimination and bullying. We are committed to maintaining and promoting a healthy and diverse community. The residence Staff seeks to educate students regarding the effects that their choices have on others around them.

Rights and Responsibilities

You have the right to a safe and secure residence environment.

You have the responsibility to keep your room door locked, not to prop doors open and not to allow strangers in your unit.

You have the right to a reasonably peaceful and quiet space where you can sleep and study.

You have the responsibility to respect others and to keep your music and your voice at a reasonable volume.

You have the right to reasonable privacy in terms of both space and time.

You have the responsibility to notify your roommates of your wishes and preferences for hours of sleep, study, and visitations as well as to work through in a peaceful manner any differences that you may have.

You have the right to choose your means of recreation and relaxation.

You have the responsibility to know and abide by provincial and federal laws pertaining to alcoholic beverages and illegal drugs.

You have the right to confront another's behavior when it infringes on your rights. You have the responsibility to examine your own behavior when confronted by others and work toward resolving conflicts.

You have the right to have guests in your home.

You have the responsibility to control your guests, and to protect your roommates if they are noisy and/or disrespectful to any resident on residence grounds.

You have the right to know what is okay and not okay in Residence.

You have the responsibility to read the information provided to you by residence staff especially your housing contract and handbook.

Your success in residence will, to a significant extent, depend on your ability to understand and balance your rights and responsibilities.

Room Entry

Room entry is restricted to individuals who have been assigned rooms and their invited guests. Entry through windows is forbidden.

Entering another student's room/suite or disturbing another resident's property without permission is not permitted. Students must have written permission to enter another's room and only with authorized use of the assigned key.

The College will give advanced notice of room entry when possible. Authorized College staff may enter rooms for the following:

- Reasons of health, safety or general welfare;
- To make necessary repairs, and
- To inspect the premises for suspected breaches of any applicable rules or regulations.

Security

Paladin Security is the current security provider for the Grande Prairie and Fairview Campuses. Their mission is to provide a safe and secure environment for all students, staff and faculty as well as those who visit the campus. You will see them walking the campus in their blue uniforms. If you have a question, you can always ask a security guard: they can direct you to what you require.

Campus Security will respond to all security complaints, noise violations and/or arrange assistance for any after hours' mechanical or maintenance problems (example: furnace not working, water leak, etc.). All complaints made to security are confidential. Security staff are onsite in the Residence Office in the evenings. For any incidents after hours contact security. You may be required to complete an online incident report.

- Grande Prairie Campus Security is (780) 539-2700
- Fairview Campus Outside Security is (780) 835-1164
- Fairview Campus Residential Security is (780) 835-9519
- Email for GP Campus is security@gprc.ab.ca
- Email for FV Campus is fsecurity@gprc.ab.ca

Safe Walk Program

Campus Security provides this service 24 hours a day during the year. Please contact Grande Prairie Campus Security at (780) 539-2700 or the Fairview Campus at (780) 835- 1164 to set up this service. Allow up to 30 minutes for security to attend and assist.

Security Blue Phones

Security phones are located throughout the Grande Prairie Campus, both in interior of the GPRC and the exterior in the parking lots. Locate and be aware of the location of these security phones. All calls are directed to Campus Security or to dispatch. Currently, there are no security phones at the Fairview Campus.

Security Awareness for Residents:

- Propping doors open is an invitation to strangers to enter the property and possibly commit a crime.
- Lock your doors.
- Do not lend out your keys.
- Report any lost or stolen keys ASAP to the Residence Office.
- If you feel uncomfortable with unwanted persons in your unit, please ask them to leave. If they refuse to leave, contact Campus Security to have them escorted off the property.
- Call for help if parties get out of control. i.e. fights, damages.
- Check in and around your car before getting in.
- Do not leave any valuables, cash, or anything of value visible in your vehicle.
- Lock valuables in vehicle or somewhere out of sight.
- Report any suspicious persons to the Residence Office or Campus Security.
- If you hear anything out of the ordinary (e.g. screams, arguments, and domestic disputes) contact Campus Security immediately.

- At night, walk with a buddy if possible. If you feel someone is following you, go back to your dorm, or to a place where others are present. Stay away from unlit areas and areas that are not security patrolled regularly.
- Do not open your residence to strangers.

Smoking

GPRC is a smoke free campus and use of cigarettes, cannabis, cigars, cigarillos, hookahs, herbal products, vaporizers, etc. is prohibited on GPRC property and this includes residence property.

Use of any of the above noted items in residence units will result in a 24-hour eviction notice and you will be fined \$300.00.

Smoking on campus grounds could result in disciplinary action and/or eviction.

Social Gatherings

A social gathering is any event or occurrence inside or outside a residence unit that results in a public disturbance, damage, complaint and/or a security response. Social gatherings are not permitted in residence and will result in fines, probation and/or eviction. Possession and/or consumption of 'common source' alcohol (i.e. kegs, etc.) are also not permitted. Drinking games within residence are not permitted. Call Campus Security if you are having trouble handling drunk, obnoxious, or abusive guests. Residents who are abusive to, or who do not help, Campus Security in addressing the situation are subject to immediate eviction.

Windows and Screens

Do not enter your units through your windows or allow your friends to climb through your window. If you lock yourself out, please either come by the Residence Office or go to security (after hours) for a lockout key.

Removal of screens is prohibited; it puts you and your roommates' belongings and GPRC property at risk. If your screen has been removed from the unit and security or maintenance staff find it on residence grounds you will be charged the damage fee whether it has been damaged or not.

Moving Out

Check-out Procedures (at end of rental period and early move-outs)

Fairview Campus - Residents agree to vacate the premises by 12:00 noon of the day the rental period expires unless arrangements for late departure are authorized by the Residence Coordinator.

Grande Prairie Campus - Notify the Residence Office of your move out day (*within 24 hours of your last exam*).

Trades Program Residents agree to vacate the premises by 12:00 noon of the day the rental period expires unless arrangements for late departure are authorized by the Residence Manager.

All Residents - Premises are to be left in the same condition as they were in when you moved in; only reasonable wear and tear is acceptable. Please remove all your belongings, fixtures and materials that were not part of the original furnishings of the premises when you moved in. A final inspection of your room/unit will be conducted and you will be responsible for any necessary cleaning, missing items and damages not recorded on your initial room condition report. You do not have to be present during the final inspection.

Note: At the discretion of the Residence Office, items left behind by residents will be held for a maximum of 10 days after which items will be donated or disposed of.

Denial of Readmission to Residence

A student may be deemed inappropriate for return to residence the following year (or years). The student will be informed of this decision.

Evictions

If you cease to be a student in good standing at GPRC or are evicted for Residence code violations, your stay will be terminated, and you will be expected to vacate your Residence within 24 hours.

If you are evicted, you will lose one month's rent from the date of eviction, and you will be charged a \$250 eviction fee for the current term. Where warranted, you will be banned from all residence property at the time of eviction.

If a student poses an immediate threat to another individual or the community, they will be immediately removed from Residence.

Final Inspection, Damage, and Loss of Residence Property

When a resident moves out, the 24-hour notice policy is waived so residence staff may enter the premises to conduct a final room inspection and perform any maintenance and/or cleaning that

may be required. If there is any cleaning required once you have handed in your keys, you will be charged for cleaning.

Any missing items and damage not documented on the move-in condition report will be assessed to you.

In attempting to keep residence operating costs down, students will be charged for any repair and/or replacement costs of residence property. Appendix 4: Damage /Loss of residence Property indicates specific repair and replacement costs.

Key Return

All keys are to be returned to the Residence Office at checkout. If it is after-hours, place keys in the residence drop-off box.

Appendix 1: Residence Code of Conduct

General Statement

The Residence Code of Conduct exists to provide all students in Residence a standard for behavior within the residential community. The residence discipline procedures cover misbehaviour that occurs within residence or the areas adjacent to the residence complex including the residence parking lots.

GPRC believes in mutual respect and we treat each other with dignity. We celebrate the diversity of people, ideas and culture. Every community member has the right to live in an environment free from harassment, discrimination and bullying.

The objective of the Residence Code of Conduct is to emphasize student accountability. This system is designed for the student to come to understand the nature of the relationship between their behavior and its consequences. The Residence seeks to educate students regarding the effects that their choices have on others around them.

Community Standards

Community standards have been established in order to create a safe, comfortable, and effective living and studying environment, to ensure your physical and emotional well-being and the protection of personal, student residence and College property. The following principles apply to all residents:

- Respect the physical and emotional rights of fellow residents.
- Respect the educational mission of the College, helping to maintain an environment conducive to academic achievement.
- Exercise care and consideration when using College facilities.
- Be concerned with your own personal development and purpose for residing in this community.
- Accept responsibility for your behavior and that of your guest(s) at all times.

The Community Standards are viewed by student residence as an acceptance of one's responsibility within a community with respect for the rights of others. Discipline is viewed as an educational means of correcting inappropriate behaviour.

Discipline System

You are responsible for observing all relevant GPRC polices including the terms and conditions of the following:

- Student Residence Handbook
- Student Residence Code of Conduct
- Student Residence Rental Agreement/Contract
- GPRC Code of Ethic's Policy
- GPRC Anti-Discrimination and Anti-Harassment Policy
- GPRC Possession of Weapons Policy

The above documents outline behavioural expectations and the types of actions levied for offences. No resident is exempt from the terms and conditions of the Student Resident Code of Conduct for any reason. Misconduct by residence students or guests in residence will result in discipline against the resident(s) involved in the incident.

The standard of whether a resident is "responsible" or "not responsible" for the violation of the policies rests with the "preponderance of evidence". That is, would a reasonable person, upon reviewing the information provided, come to the same conclusion as the administrator reviewing the case? The standard in residence discipline cases is unlike that in criminal cases, which are usually "proof beyond a reasonable doubt". Any behavior which adversely affects a student or staff member's rights or adversely affects the College or personal property is subject to disciplinary procedures.

Disciplinary action may include verbal or written warning, a monetary fine, residence probation and/or eviction from Residence.

Every reasonable effort is made to investigate all policy infractions in a timely and effective manner. Cooperation with staff is an expectation to ensure that all facts can be gathered and failure to provide this cooperation may constitute an infraction.

Possible Consequence and Sanctions:

Verbal Warning - residence staff and security can issue verbal warnings. The verbal warning will be documented. The content of the verbal warning will indicate the offending misbehaviour and/or what policy was violated and what the consequences are if the behavior is repeated.

Written Warning - May be issued if a verbal warning has been given and ignored or when the seriousness of the incident warrants a written warning. The written warning will include the offending misbehaviour and/or what policy was violated and what the consequences are for the behavior and what the consequence are if the behavior is repeated.

Fines - May be issued by residence staff as specified in the attached behavioural consequence table. All fines are assessed to student accounts. All proceeds from fines are directed towards

repairs, maintenance of units, cleaning, etc. Fines are separate from costs incurred and assessed for damage to the residence or College property.

Item Confiscation - If items are found in the residence which are not permitted, they will be confiscated. Once an item has been removed by residence staff, the student will not have access to these items. Depending on the item, it may be returned when residence is vacated at the end of the lease or when the student is evicted.

Residence Probation - When a student is placed on probation within Residence, they will sign a probationary agreement outlining the conditions upon which they are permitted to stay in Residence. Probation will normally extend to the end of the program or the academic year, and in some cases, will extend to subsequent years.

Residence Eviction - The Residence Manager/Coordinator is responsible for notices of eviction. Behaviours that warrant eviction are noted in the Residence Code of Conduct Chart. Once the Resident has been evicted, the student is banned from all residence property at the time of the eviction. Students evicted from residence will lose one month's rent from the date of eviction and be charged a \$250 eviction fee. Depending on the situation, an eviction may be immediate (if student is an immediate threat to another individual or the community) or there may be advance notice of 24 hours. All evictions will be communicated in writing.

There are a number of Zero-Tolerance (no second chances) behaviours that result in immediate eviction as follows:

- Break and Enter
- Giving unauthorized persons residence keys or making a copy of residence keys
- Physically assaulting residence staff, College staff, security staff, other residents or residence guests
- Harassing or verbally abusing other residents, resident guests, residence staff, security staff or College staff
- Possessing firearms, paintball guns, air and air soft rifles, bow and arrows, knives, fireworks, ammunition or dangerous chemicals
- Sexual assault
- Smoking or vaping of any substance in any unit or bedroom or outdoor fires
- Use, possession or distribution of illegal drugs and/or drug paraphernalia
- Theft of College or another resident's property
- Vandalism

The Student Resident Rental Agreement may also be terminated by the College in the following situations:

- Non-payment of residence fees or fines
- Withdrawal or dismissal from a College academic program

Eviction Procedure: The Residence Manager or Residence Coordinator will meet with those accused of wrongdoing and/or the person(s) who reported the incident to determine as accurately as possible the nature of the offence. If the Residence Manager or Residence Coordinator is convinced that an offence has occurred, they will decide the action to be taken. The Residence Manager or Residence Coordinator will notify the resident in writing of both the

action and the penalty to be imposed. A copy of the letter will be given to the resident and a copy placed in the resident's file.

The following figure outlines the process to be used for reconsideration of any of the decisions concerning community standards and the code of conduct.

Appendix Two: Resident Code of Conduct Chart

Conduct Not Permitted	Minimum Sanction - First Occurrence	Minimum Sanction - Second Occurrence	Minimum Sanction - Third Occurrence
Alcohol - Consumption, possession, or distribution of alcohol in unauthorized areas including outdoors,	Verbal warning	Written warning and \$150 fine; Probation	Eviction
Break and Entry (zero tolerance)	Eviction. May be reported to RCMP.		
Damages - unreported willful damages. More serious damage may result in eviction.	Verbal warning, cost of repairs and \$25 fine	Written warning, cost of repairs, probation	Eviction
Disruption - Causing mischief, disruption or obstruction of college activities within Residence.	Verbal warning and/or residence community service	Written warning and \$100 fine	Eviction
Cooperation with staff - Failure to comply with and/or identify oneself or furnishing false information to security officers, college officials or law enforcement Officers.	Verbal warning	Written warning and \$100 fine	Eviction
Failure to maintain clean Unit.	\$25 fine levied	Written warning and up to \$50 fine; inspections may be increased to weekly	Probation
Failure to check-out.	Cost of re-keying door locks is to be charged to the Resident.		

Fire Safety Equipment - Discharging, tampering with or operating any fire prevention or detection equipment for any purpose other than the control of fires.	Written warning, Replacement and/or refill fee for discharged fire extinguishers; cost of cleaning; probation and/or possible eviction.	Eviction	
Garbage/recyclables left on or beside outside steps.	Verbal warning	Written warning plus \$100 fine	Community service
Guests - Allowing unauthorized person(s) into the Residence overnight or longer exceeding the monthly guest allowance of four overnight stays.	Verbal warning	Written warning	Eviction or no overnight guests allowed for the remainder of rental period
Harassment and/or verbal assault and/or discrimination- including verbal abuse of Residence Staff and/or Campus Security (Zero tolerance)	Immediate Eviction		
Hazing and/or pranks - initiating, encouraging, supporting or participating in hazing, raids and/or pranks that are disruptive, offensive or hostile to students of GPRC and/or staff is prohibited.	Written warning; probation	Eviction	
Illegal drugs - use, possession or distribution of illegal drugs and/or drug paraphernalia on GPRC property (zero tolerance).	Immediate eviction. The RCMP will be notified if resident evicted for illegal drugs.		
Keys - Giving unauthorized persons Residence keys/making a copy of Residence keys	Verbal warning	Written warning	Eviction
Making own repair to College property	\$100 fine plus cost of repairs	Probation or Eviction if warranted	
Moving (Room transfers) without authorization	Verbal warning, resident may be required to move back to original room	Written warning and \$100 fine	

Non-payment of rent	Written warning with a late fee of \$5/day fine	After five consecutive days of non-payment eviction may be enforced	
Open flame (candles, incense)	Verbal warning	Written warning and \$100 fine; probation	Eviction
Open outdoor fires	Immediate eviction		
Operating an unapproved business from Residence	Verbal warning	\$100 fine plus cost of mail delivery	Eviction
Pets - Bringing or keeping pets in Residence by resident or guest (Zero Tolerance)	Eviction		
Propping open internal or external doors; tampering with doors	Verbal warning	Written warning and \$150 fine and/or cost of repair of damage to door, door frame and/or lock mechanism	Eviction
Physical assault (zero tolerance)	Immediate eviction		
Removing furniture from common areas to outdoors/bringing in unauthorized furniture	Verbal warning	\$200 fine plus cost of replacing furniture	Eviction
Safety Hazards- Performing an act that may be a safety hazard to yourself or others (not limited to the following examples) - e.g. do not go on the roof tops of the Residence buildings, throw or drop materials from windows or rooftops	Written warning; probation	Eviction	
Sexual harassment/sexual assault (zero tolerance)	Possible immediate eviction and potential RCMP involvement.		
Smoking or vaping of any substance is prohibited in any unit or bedroom in residence (zero tolerance).	\$300 fine and Eviction with 24 hours' notice. Will also be assessed a \$250 eviction fee.		

Social Gathering violations/Parties - any event or occurrence inside or outside a Residence unit that results in public disturbance, damage, complaint and/or Security response.	Verbal warning and \$25 fine plus costs for damage and/or cleaning.	Probation or possible eviction with 24 hours' notice.	Eviction
Theft of College or other residents' property (zero tolerance)	Immediate Eviction plus potential cost of replacement item(s).		
Vandalism (damage to College property or other resident's property - zero tolerance)	Immediate eviction plus cost of damage		
Weapons - Possession of weapons and/or dangerous materials - includes (but not limited to) firearms, paintball guns, air and air soft rifles, bow and arrows, knives, firecrackers, fireworks, ammunition, explosives, propane tanks, dynamite or dangerous chemicals on Residence property.	Depending on situation (type of weapon or dangerous material): May range from written warning to probation to Immediate eviction. May be reported to the RCMP		
Window Screens - removal of screen to gain access to room,	Verbal warning and the cost of repair or replacement of screen	Written warning and \$100 fine	Probation

Appendix Three: Damage/Loss of Residence Property

Damage/Loss of Residence Property	
To keep Residence operating costs down, students will be charged for any repair and/or replacement costs of Residence property. The following indicate MINIMUM charge:	
ITEM	COST
Appliances (repair)	\$50
Appliances (replace)	\$500
Bed frame (repair)	\$50
Blinds	\$50
Bulletin board (replace)	\$20
Chair (repair)	\$50
Chair (replace)	\$125
Cleaning (after move-out)	\$30/hour
Cleaning (common areas when not done by residents as required)	\$30/hour

Closet door (repair)	\$25
Closet door (replace)	\$105
Clothing rack (replace)	\$10
Clothing basket (replace)	\$25
Coffee tables (repair)	\$50
Coffee tables (replace)	\$100
Couch and/or Loveseat (repair/replace)	\$600
Cupboard door (repair)	\$45
Curtains (replace)	\$80
Dent/gouge in wall	\$25
Desk (repair)	\$25
Desk lamp (replace)	\$25
Door (repair/replace)	\$100
Door lock/hinge (replace)	\$50
Dresser (repair)	\$50
Dresser drawer (replace)	\$60
Exit sign plate (replace)	\$50
Fire extinguisher (refill/replace)	\$100
Fridge (clean/replace - due to use of white board markers)	\$100 - \$750
Garbage container (kitchen)	\$25
Garbage container (desk)	\$25
Key - (replace mailbox key)	\$10
Keys (lock replacement for new key)	\$300
Keys (replacement of unit key)	\$300
Kitchen cabinet – repair	\$75
Kitchen table (replace)	\$250
Kitchen table (repair)	\$75
Light cover (replace)	\$25
Light fixture (replace)	\$75
Mattress (replace)	\$400
Mattress cover – white	\$35
Mattress cover – foam	\$75
Mirror (replace)	\$50
Outlet cover	\$10
Picture (scenery)	\$100
Public phone (repair)	\$50
Shower curtain	\$25
Shower head (replace)	\$25
Smoke detector (replace)	\$150
Smoke detector (repair)	\$50
Smoking in room (cleaning of room)	\$300
Student Rights picture	\$15
T.V. HDMI cable (replace)	\$20
T.V. Remote (replace)	\$25

T.V. Receiver (replace)	\$100
T.V./Internet Router (replace)	\$150
T.V remote (replace)	\$25
T.V. Removal of old TV. left behind after move-out (disposal fee)	\$30
T.V. stand (repair)	\$40
T.V. stand (replace)	\$80
Upholstery repair	\$55
Wall repaint	\$100
Window (replace)	\$300
Window screen - bedroom (repair/replace)	\$50
Window screen - dining/living room (repair/replace) \$70 - \$100	\$70 - \$100
Window clip (replace)	\$25