



Saskatchewan Polytechnic

Prince Albert Campus

Student Housing Handbook

IMPORTANT PHONE NUMBERS EMERGENCY NUMBERS

POLICE, FIRE, AMBULANCE	911
SASKATCHEWAN POISON CENTRE	1-866-454-1212
CAMPUS SECURITY	306-960-3995
FACILITIES OFFICE (Admin Area by Library)	306-765-1659
SEXUAL ASSAULT LINE (24 hrs.)	306-764-1039
MOBILE CRISIS SERVICES (24 hrs.)	306-764-1011
VICTORIA HOSPITAL	306-765-6000

PRINCE ALBERT HOUSING AUTHORITY

Main Office	306-953-7420
Maintenance and/or after hours emergency	306-953-7430

SASKATCHEWAN POLYTECHNIC CONTACTS

Indigenous Activity Centre	306-765-1745
Registration	306-765-1600
Counselling Services	306-765-1611
Disability Resource Office	306-765-1611
Health Office	306-765-1593
Student Employment Services	306-765-1769
Student Union (All Services)	306-953-7015
Facilities	306-765-1659

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A. INTRODUCTION & GENERAL INFORMATION

Welcome to SASKATCHEWAN POLYTECHNIC Student Family Housing. You may be very excited and maybe a little nervous about all the changes you are about to go through. Relax, we are here to help make the transition easier. We have friendly staff that will do their best to answer your questions.

While you are leaving one community behind, you are joining a student community that is made up of people from many different backgrounds. However, one thing you all have in common is your desire to further your education. You will probably find other similarities and some interesting differences. We encourage you to remain open to the diversity around you by sharing your interests and thoughts with others and learning about them as well.

Talking to each other is key to creating a community of mutual respect. We all have different ideas of what constitutes noise, what time to go to bed and what time to get up. Please be considerate of your neighbors.

B. QUALIFICATION, RESIDENCE ALLOCATION AND RESIDENCE CONTRACT

1. QUALIFICATION

Students must be in full-time attendance at SASKATCHEWAN POLYTECHNIC Prince Albert Campus in order to be eligible for accommodation. An applicant will be asked to produce documentation as proof of registration.

The following qualifications must be met:

1. Your family income cannot exceed \$52,000 per year.
2. One adult in the suite must be a full time student at SASKATCHEWAN POLYTECHNIC (a minimum 60% course load).
3. The family must include a minimum of one child, however no more than two. Certain restrictions will apply. Contact Prince Albert Housing Authority for more details.

2. RESIDENCE ALLOCATION

Residents renewing their contract will be given priority. Suites will be allocated based on date of receipt of application and satisfactory qualification. Two residences are available for students requiring wheelchair access and you must provide proof of a certified medical condition.

a. Occupancy Period

The occupancy period for each semester begins with the scheduled date for residence move-ins and concludes on the last day of the month in which the student's program ends for the school year. Failure to vacate the residence on the specified date may result in immediate removal.

Under normal circumstances, students are not permitted to arrive earlier, or stay later, than the prescribed occupancy period. Requests for additional time are to be made in writing and presented to the Facilities office (Admin Area by the Library) in the Technical Building. All requests for additional time must be approved by Facilities and a daily rate will apply.

At the sole discretion of SASKATCHEWAN POLYTECHNIC, students enrolled in multi-year programs may be permitted to occupy the residence on a year-round basis. Requests for year-round occupancy must be made in writing and presented to the Facilities office (Admin Area by the Library) in the Technical Building. All requests must be approved by the Facilities.

3. RESIDENCE CONTRACT

a. Signing

You are required to sign a Residence Contract for the full period of your accommodation and you are financially responsible for the full term of the contract.

b. Cancellation

If you want to cancel your Residence Contract before the end of occupancy period, you must complete an Application for Cancellation of Contract. You may obtain this form from the Facilities office (Admin Area by the Library) in the Technical Building.

Residence contracts will be cancelled under the following circumstances:

1. A resident is notified by SASKATCHEWAN POLYTECHNIC that he/she is required to discontinue;
2. Medical reasons, certified in a letter from a physician;
3. Residence management determines that a resident's behavior is not consistent with residence standards.

Special circumstances will be considered by management, but without an obligation to cancel a contract. A decision by a resident to move to alternate accommodation before his/her contract expires will not be considered grounds for cancellation.

c. Residence Fees

The Prince Albert Housing Authority located at 230 – 8th Street East takes payments from 9:00 a.m. to 4:00 p.m. Monday to Friday, excepting holidays. Residence fees are due on the first day of each month. All outstanding amounts on a resident's account must be paid in full.

C. POLICIES AND REGULATIONS

1. ALCOHOL

Students and guests must be 19 years of age to consume or possess alcoholic beverages, in accordance with Saskatchewan liquor laws.

Alcoholic beverages are not permitted in public. Students found in public areas with alcohol will be fined \$25. Please make sure your guests are aware of this policy BEFORE they arrive.

2. CARE AND CLEANLINESS OF FACILITIES

It is the residents' responsibility to care for the condition of their residence as well as cleanliness of furnishings and equipment.

Tape, 3m hooks, fun tack, nails, screws or other adhesive materials are not permitted on walls, ceilings, doors or furniture. Use of picture hooks is permitted.

Maintenance problems (eg. plugged toilets and drains, broken furniture, electrical malfunctions, appliance failures etc.) must be reported directly to Prince Albert Housing Authority at 953-7430. Prince Albert Housing Authority staff has the right to enter a resident's suite for the purpose of making repairs as reported by the resident. They will also be entering for regular maintenance; in this case residents will receive a minimum of 24 hours advance notice. If there is a health or safety concern, inspections

can be carried out without notice. Alterations of any kind to phone connections, cable outlets and electrical installations are not permitted.

Theft or vandalism to facilities is prohibited. Removal of SASKATCHEWAN POLYTECHNIC-owned furniture from a residence without proper authorization will result in a replacement charge and/or disciplinary action.

a. Cleaning: Suites

Residents are responsible for the cleanliness of their suites. A vacuum cleaner is available for sign out from the Facilities office (Admin Area by the Library) at the Technical Building. Residents must provide their own cleaning supplies (eg. brushes, cleaners, etc.).

Laundry detergent must be specifically designed for high efficiency washers. Failure to use high efficiency detergent will result in charges for repairs to the washer and/or disciplinary action.

Regular inspections are done to ensure cleanliness and report on any damages to each suite. Random checks can be expected without prior warning to occupants. Should the standard of cleanliness in a suite be found to be unacceptable at the time of inspection, a written cleaning notice itemizing the areas to be cleaned will be issued with a date noted for completion of the work. The suite will be re-inspected depending on the date and time frame stated on the cleaning notice. Should the standards of cleanliness be unacceptable again, a cleaning service will do the cleaning and costs for that service will be charged back to the resident assigned to that task. The minimum fine is \$35, and a minimum charge of one half hour or actual cleaning costs.

Suites found to be continually in violation of cleaning standards will be placed on a cleaning inspection schedule and disciplinary action may be taken.

b. Cooking Facilities

Stoves, fridges and microwave are provided. Microwaves are permitted in kitchens only. Hot pans or pots should not be placed on counters, chairs, linoleum, or carpets as the heat will melt these surfaces. Residents will be charged the full costs of replacing damaged items. No cooking appliances of any kind are permitted in bedrooms due to fire regulations. Barbecues and hibachis are not allowed. Picnic areas are available with barbeques. Only charcoal briquettes can be used in the barbeques. Open flames are not allowed. Incense and/or candles are not allowed. When in doubt, check with Prince Albert Housing Authority.

3. DISCIPLINE/STANDARDS OF BEHAVIOR

Residence policy as it relates to standards of behavior is designed to ensure the rights, protection and privacy of individual residents. Residents have the right to freely access their living accommodations; live in a clean and secure environment; study without interruption or interference; be free from unreasonable noise, intimidation or harassment; have access to residence staff for guidance and support; host visitors and guests within established guidelines; enjoy individual freedoms without regard to race, gender, national origin, disability, age, religion, sexual orientation or political affiliation; and, be treated in an equitable manner when behavior is in question. These rights carry with them the reciprocal responsibilities on the part of each individual to ensure these same rights for other residents.

a. Grievance Procedure

If a resident has a grievance, the following procedure should be followed:

- (i) If a situation/dispute arises between residents, an attempt should be made to resolve the problem on a one-to-one basis.

- (ii) If step (i) does not rectify the situation, contact Prince Albert Housing Authority for assistance.
- (iii) For more serious situations, a resident should submit a Resident Concern Form which is available at the Prince Albert Housing Authority. This form will be given to Prince Albert Housing Authority for appropriate action.
- (iv) The resident may appeal in writing to Facilities if he/she is dissatisfied with the outcome of the above steps.

b. Disciplinary Action

There are specific types of behavior which are considered a serious breach of community conduct, security and the law. In the following instances, a resident will automatically be subject to disciplinary action under SASKATCHEWAN POLYTECHNIC's Student Conduct Policy, including termination of the residence contract if she/he:

- (i) physically assaults another resident or other person;
- (ii) harasses, coerces, or intimidates a resident or other person;
- (iii) uses, sells or distributes illegal drugs;
- (iv) abuses alcohol;
- (v) violates fire regulations;
- (vi) allows unauthorized non-residents into residence;
- (vii) gives a non-resident or any other person his/her key for the purpose of entering any Residence and/or occupying a room;
- (viii) is found guilty of theft or vandalism at any Residence;
- (ix) refuses to cooperate or abide by the rules/policies outlined in this handbook and/or;
- (x) is found to have made false accusations against other residents or staff persons.

c. Termination of Residence Contract

A resident will be subject to eviction on forty eight (48) hours notice if Prince Albert Housing Authority and/or SASKATCHEWAN POLYTECHNIC Prince Albert Campus has reason to believe:

- the continued presence of the resident constitutes a physical danger/threat to other residents, residence staff or his/her own self.
- the resident has withdrawn from studies at SASKATCHEWAN POLYTECHNIC, or has been required to discontinue or is suspended from SASKATCHEWAN POLYTECHNIC.
- the resident is found to have seriously or continuously breached the residence rules/policies and standards of behavior.

Students who are evicted will not be allowed visiting privileges in any residence. If a resident refuses to vacate the premises, Prince Albert Housing Authority reserves the right to enter the assigned room of the resident, remove all belongings to a storage area, and re-key the suite.

4. DRUGS

The possession, use, distribution, cultivation or sale of drugs or drug paraphernalia are illegal under the Criminal Code and prohibited on residence premises. Where drug use is suspected and/or in progress:

- Prince Albert Police will be contacted.
- Suites will be subject to entry without any advance notice.

A student who violates this policy will be subject to legal action and **immediate eviction** from residence.

5. FIREARMS AND DANGEROUS WEAPONS

Firearms, illegal weapons, hunting/exotic knives, fireworks, explosives, harmful chemicals, flammable liquids and any other items considered by Prince Albert Housing Authority and/or SASKATCHEWAN POLYTECHNIC Prince Albert Campus to be dangerous are not to be stored or used in or around residence.

6. GARBAGE

Garbage bags must be placed in the large disposal bins along the south side. Piling garbage in public areas will result in a \$35 fine being levied.

7. RECYCLING

We offer recycling containers which are located at the north end of the Academic Building parking lot.

8. KEYS

Each resident is assigned keys when checking into the residence and is responsible for their return upon leaving. Loss of keys will result in charges for replacement to the resident. Failure to return keys when moving out of residence will result in the locks being changed and a charge to the resident to re-key the residence.

If you are accidentally locked out of your room, contact the Information KIOSK in the SASKATCHEWAN POLYTECHNIC Technical Building. If the Technical Building commissionaire is not available, contact Prince Albert Housing Authority at 953-7430. There will be charge for this service if it is after hours. Residence occupancy must be verified.

9. NOISE

Residents living in a student family community need to consider noise levels (eg., stereos, voices, alarm clocks, banging on walls etc.). Noise that interferes with another resident's sleep and/or study habits is prohibited.

Quiet hours for all areas of residence are in effect from:
11:00 p.m. - 7:00 a.m. Sunday to Saturday

10. PETS

Pets or animals of any kind (e.g. dogs, cats, birds, rodents, reptiles, insects, spiders, etc.) are not permitted in residence and any resident keeping any pet or animal will be subject to disciplinary action.

If a pet or animal is found, it will be removed immediately and the SPCA will be contacted. Failure to comply may result in immediate eviction from residence.

11. RESIDENCE SECURITY

Security is on duty at the SASKATCHEWAN POLYTECHNIC Technical Building 24 hours per day and will regularly patrol the unit for your safety and security. Video surveillance is used on the housing site.

In the event of emergencies call 911. For disturbances, call Prince Albert City Police at 953-4222 and/or Security at 960-3995.

Access to residences is limited to residents, invited guests/visitors and authorized staff. Residents are responsible for the general security of the residence.

12. SAFETY

Fire safety is a serious issue due to the potential for injury and loss that could occur as a result of a fire.

- a. Fire Safety
 - (i) Burning Candles/Incense
Burning incense, candles or any other substance is prohibited in residence. Any resident who violates this policy will automatically be subject to a fine or disciplinary action.
 - (ii) Fire Detection
All residences are equipped with smoke detectors. Residents are responsible for checking the batteries of their smoke detectors.
 - (iii) Fire and Emergency Procedures
Residents should make and practice an exit plan to follow in the event of an emergency.
 - (iv) Violation of Fire Rules and Regulations
Tampering with smoke detectors or making a false bomb threat will be subject to legal and disciplinary action.

13. SMOKING

Smoking in residence is strictly prohibited. Smoking, any signs of smoking (includes but not limited to ashes, smell of smoke, vaping, and/or cigarette butts) in the residence will result in immediate disciplinary action.

- First-time offence - a fine of \$100.
- Second-time offence - a fine of \$200.
- Third-time offence may result in immediate eviction and termination of contract.

Smoking is permitted outdoors. Please use the ash cans provided.

Consumption of cannabis (marijuana) in NOT permitted on the grounds which includes but not limited to SaskPolytech buildings, grounds and parking lots, Student Housing units, grounds and parking lot.

14. VANDALISM/DAMAGES

Residences have a 24-hour security video surveillance system in public areas.

Any resident who causes damage to any part of the residence may be fined and will be charged for repairs. In addition, the resident will automatically be subject to disciplinary action, which may include

termination of the Residence Contract. Serious incidents may require contacting Prince Albert City Police and the possibility of charges being laid under the Criminal Code of Canada.

Vandalism to a residential suite will be charged back to the residents of that suite. Vandalism to common areas may result in charges to the person responsible.

15. VISITORS AND GUESTS

Family and friends are welcome to visit residents but must abide by the same policy and standards of behavior as residents. The following procedures must be observed:

- (i) A resident can only have up to four visitors at any one time and
- (iii) All visitors must leave the Residences by 11:00 p.m. Sunday to Thursday and by 1:00 a.m. on Friday and Saturday. Remember quiet time starts at 11:00 p.m. nightly.
 - First-time offence - a fine of \$100.
 - Second-time offence - a fine of \$200.
 - Third-time offence may result in immediate eviction and termination of contract.

a. Overnight Guests

Residents may host a maximum of two (2) overnight guests on Friday and Saturday nights only. Overnight guests are not allowed Sunday to Thursday. The rights and privacy of other residents must be taken into consideration. Residents must register the overnight guest/s at the Information KIOSK in the Technical Building prior to the guest's arrival. Each resident may host an overnight guest once per month.

- First-time offence - a fine of \$100.
- Second-time offence - a fine of \$200.
- Third-time offence may result in immediate eviction and termination of contract.

D. SERVICES AND GENERAL INFORMATION

1. BICYCLES

BICYCLES ARE NOT PERMITTED IN SUITES.

Residents may store their bicycles on their deck. Bicycles must be locked at all times and the resident is solely responsible for their belongings. Bicycles left behind when a resident moves out of residence will be turned over to Prince Albert City Police for disposal.

2. COUNSELLING SERVICES

At some point, academic and other pressures get to everyone. If you need someone to talk to someone walk over to the Counselling office in the Technical Building, Room F203, 8:30 a.m. to 4:30 p.m. The staff is friendly and helpful. Their phone number is 765-1611.

3. BUS SERVICE

City Bus stops are located in the bus turnaround at the Technical Building. A bus trip from the campus to downtown Prince Albert takes approximately 20 minutes. Student bus passes are available for purchase at Woody's, located on the main floor of the Technical Building by the cafeteria.

Riverside Community School houses Kindergarten through Grade 8. School bus service is located in front of the housing project.

4. LOSS, DAMAGE OR THEFT OF PERSONAL PROPERTY

SASKATCHEWAN POLYTECHNIC does not carry insurance to protect possessions brought in to the residence by students and does not assume obligation or liability for lost, stolen or damaged items of personal property under any circumstances. In addition, SASKATCHEWAN POLYTECHNIC does not assume obligation or liability for the replacement of food that may be lost or spoiled as a result of the failure of refrigerators provided by the residence. It is the responsibility of the student to arrange insurance for their personal possessions. Often a parent's policy can be extended to cover the personal possessions. Students are responsible for damage they cause to their suites for any reason.

Students are expected to keep their residence locked.

5. MEDICAL ASSISTANCE

If an ambulance is required, the resident using the service will be responsible for payment. The campus health nurse is available to assist students only Monday to Friday from 8:00 a.m. to 4:00 p.m.

6. PARKING

Residents will be assigned one (1) plug in parking spot. Additional parking without plug-ins is available on the west side of the housing complex. Vehicles are left at the resident's own risk.

7. CABLE T.V.

Students wanting cable in their suite need to contact Shaw Cable (922-0202) or Sasktel Max (1-800-727-5835) and are responsible for paying all installation fees and monthly bills. Satellite dishes or receivers are not permitted.

8. LAUNDRY

Washers and dryers are provided in all residences. Students are responsible for purchasing detergents, fabric softeners, etc. **You must use a high efficiency laundry detergent.** If the machines are not operating properly, please contact Prince Albert Housing Authority who will arrange for repairs. After hours calls will result in a charge payable by the resident.

9. MAIL

Canada Post will provide mail service to your suite. Your mail should be addressed as follows:

Your Name
Suite #___ 1100- 14th Street East
Prince Albert, SK S6V 0Y6

Stamps are available at Woody's located on the main floor of the Technical Building. When you leave residence, please provide Canada Post with a forwarding address. Any mail received after your departure will not be forwarded.

10. INTERNET

- a. Students wanting access to the internet need to contact Sasktel or Shaw Cable and are responsible for paying all installation fees and monthly bills.
- b. Wireless Access Points
Currently, Wireless coverage is available anywhere inside the Technical Center and can be accessed when the building is open.

11. DAYCARE

The Woodland Child Care Co-operative is located in the Technical Building at Saskatchewan Polytechnic Prince Albert Campus. There are spaces available for children (12 months to Kindergarten). Spaces are filled on a first come first serve basis. For more information or applications please call (306) 953-7051.