



Residence Community Standards

2025-2026

Residence Community Standards

The Residence Community Standards (RCS) are updated both annually and as the need arises. The standards available online are the most current version and may be different than any print versions available.



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Welcome and Introduction

Welcome to your new home in residence at Brock University! Housing Services works hard to facilitate the successful “sleep, study, and social life” for all residence students. To do this, we must balance residents’ needs to ensure that high quality of life and academic success are the goals we reach by the end of students’ time in residence. By knowing and adhering to our Residence Community Standards, residents make a significant contribution to these goals. The privilege of living in residence comes with the responsibility of abiding by Federal, Provincial, Regional and Municipal laws, following residence rules, and upholding community standards.

Please note: When you accepted your room assignment online and when you collected your keys you confirmed that you have read, understood and agreed to abide by these standards.

Why do we have the Residence Community Standards?

The residence community is a unique environment and these standards have been created to benefit both students and staff by clearly outlining behavioural expectations for residence students. This standards document defines unacceptable behaviour, outlines the levels and types of infractions, and describes in detail both the manner in which infractions are enforced and the kinds of sanctions applied.

Residents are expected to have read and be aware of the information contained in this document. The goals of the standards are as follows:

- To provide students with clear information about what is expected of them while living in residence.
- To provide Housing Services and Residence Life Staff with a resource that outlines specifically the course of disciplinary action for any unacceptable behaviour.
- To illustrate to students the importance of cooperation while living in the residence community.

Unacceptable Behaviour

Under the terms of the Residence Agreement (which all students must electronically sign when applying to residence), students are to be familiar with the content of and abide by the following: the Residence Community Standards, the Residence Agreement, Residence policies and procedures, the Brock University Code of Student Conduct and any other applicable Brock University policy. Students are also expected to respect and abide by all Municipal, Regional, Provincial and Federal Laws.

“Unacceptable behaviour” is defined as any behaviour which contravenes the guidelines and standards in these documents. Ignorance, anger, alcohol or substance abuse will not be accepted as an excuse, reason, or rationale for unacceptable behaviour. It is expected that if a student is having a problem with anger or substance abuse that they will seek help from an appropriate resource (e.g. Personal Counseling Services) before the situation intensifies. Unacceptable behaviour can be identified and addressed by anyone in the residence community. Students are reminded that unacceptable behaviour may come to the University’s attention in a variety of ways, including observation by staff in residence, Campus Safety Services, Facilities Management, Food Services or other students, or through photo, internet, social media, mobile device or video evidence. While the University does not actively search for evidence of violations online, anything posted on line which comes to our attention (e.g. Instagram, TikTok, Snapchat) can be used as evidence in an investigation.

Unacceptable behaviour within residence can be documented formally by: Residence Life Staff, Housing Services Staff, Facilities Management or any other University staff including contractors, who work in the residences, Campus Safety Services, and the Niagara Regional Police.

As expressed in the Brock University mission statement, we are a diverse and inclusive community. Our diversity makes us stronger and is something we welcome and celebrate within residence. Any behaviour that attacks the integrity or dignity of another individual will not be tolerated.

Student Rights & Responsibilities

The Residence Life Staff (RLS) and Residence Action Council (RAC) will do their part to orient you to this environment through a variety of social, educational and recreational activities. You, in turn, will be expected to do your part as a member of the community. Being a student in residence means that you are given both privileges to enjoy and responsibilities to uphold. The information in the Residence Community Standards will orient you to the residence structure and services and to the regulations that help to ensure the rights of each community member. You are responsible for knowing this information and meeting the standards of behaviour necessary for the development of the residence community. While you have a responsibility, you will certainly reap the benefits. Welcome to the challenge, the opportunity and the fun. We look forward to your arrival and an exciting year in residence!

Student Rights

1. The right to sleep, study and socialize in a clean and safe environment.
2. The right to have any residence incidents, issues or concerns addressed in a timely and respectful fashion.
3. The right to privacy and/or confidentiality from Housing Services with regards to all personal information. The Department will not contact emergency contacts without consent except in an emergency situation.
4. The right to appropriate and timely notification from Housing Services for all matters that have an impact on their living environment (e.g. repair work, fire alarm testing).
5. The right to expect Housing Services will abide by the terms and conditions outlined in the Residence Agreement and follow departmental policies and procedures.

Student Responsibilities

As members of the residence community, students have the following responsibilities:

1. To treat other people with respect and consideration and to guarantee them their individual rights.
2. To behave in a responsible manner and accept responsibility for inappropriate behaviour and the consequences related to that behaviour.
3. To respect and accept responsibility for residence and university property and facilities, treating them like you would your home.
4. To accept responsibility for personal and community safety; i.e. to lock windows and doors, to refrain from misusing life safety equipment, damaging property, propping fire doors, losing or sharing keys/swipe cards, etc.
5. To contribute positively to the community through participation in programs.
6. To regularly check their email account, Financial Account, and residence mailbox. All of these modes of communication will be used by Housing Services to communicate with residence students.
7. To report damages and safety concerns or any other issues or concerns in a timely manner to the Service Desks (refer to the section on Facilities).
8. To abide by the terms and conditions outlined in the Residence Agreement and follow departmental policies and procedures.

Please note: Various public areas on campus (including residences) are being video recorded for safety and security purposes. The personal information is collected under the authority of the Brock University Act. Questions may be directed to Brock University Campus Safety Services, 905.688.5550 x3200 or see brocku.ca/campus-safety

Disciplinary Action Steps

1. Incident Occurs
2. Report is written
3. Student has a follow up conversation with a staff member (Residence Don) to go over the report
4. Head Resident (HR) receives the report
5. **Cases can be addressed through Housing Services and/or the Office of Student Affairs. At this point, a case may be referred to the Office of Student Affairs.
6. Conduct meeting with the student (with HR, Residence Life Coordinator (RLC) or Manager depending on accumulated points and severity of infraction)
7. Decision is made (student receives communication as an email or letter)
8. *Student can a submit request for an appeal. If there are grounds, appeal meeting granted (with RLC, MRL or Director). If there are no grounds for appeal, the process is complete.
9. Decision is made (sanction can be lower, higher or same as original decision)

Students are provided the opportunity to review the incident report in their scheduled conduct meeting with HR, RLC, or Manager. The conduct meeting is the space for all students involved to individually discuss the incident and to share their perspective on the incident. This allows for the HR, RLC or Manager to make an informed decision on the outcomes.

*Submissions for appeals must be evaluated first for grounds to appeal. If there are grounds for an appeal, the appeal is considered. Please see page 9 for more details on the appeal process. **Note:** There is a separate process for damage charges.



**In general, incidents that occur within residence will be addressed via the Residence Community Standards. Occasionally, cases are referred to the Office of Student Affairs. The reasons for this referral include but are not limited to:

- The incident and behaviours are significant or severe in nature and place the university community at risk. In these cases, students will often be issued a temporary residence sanction until such time as the incident is addressed via the Student Code of Conduct.
- There is insufficient time to appropriately adjudicate the case (e.g. at the end of the residence contract). In particular, for the months of December and April, the process of reviewing Incident Reports in advance of disciplinary meetings will be suspended in the interest of timely decision making. As a large number of students move home to study, any incidents occurring on or after December 1 and April 1 will be expedited so that decisions may be made prior to students' departure at the end of exams. Any incident that is not able to be addressed prior to the end of April will be addressed with a residence ban for the following year or referred to the Office of Student Affairs to be addressed via the Student Code of Conduct.

Infraction Levels

Our approach to discipline in residence at Brock is designed to address unacceptable behaviour in a systematic, progressive manner (i.e. consequences become more severe for repeated or more serious misconduct). We also recognize that intent, impact, and extenuating circumstances may be contributing factors in some situations. As such, some types of behaviour may fall within more than one level.

| Levels | Infraction |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Level One Infraction (1-2 points) | Behaviour by an individual(s) that interferes with the rights of another individual(s) to the peaceful use and enjoyment of their space in residence. |
| Level Two Infraction (2-3 points) | Behaviour by an individual(s) that creates a significant nuisance and/or disturbance to an individual(s) or community. |
| Level Three Infraction (3-4 points) | Behaviour by an individual(s) which: endangers the safety and security of themselves or another individual(s); and/or compromises personal or university property; and/or attacks the dignity/integrity of an individual(s); and/or breaks the laws of the land. |

Administrative Infractions (points based on severity of infraction):

Are related to how you use your assigned space in residence, and whether you abide by the terms of the Residence Agreement; they typically involve misuse or loss of university property and often include charges that will be billed to your student account. Examples of Administrative Infractions include but are not limited to: damages, commercial use of residence space, lost keys, and subletting; each of these infractions are described in the Residence Administration & Facilities section of Infraction Categories.

Note: It should be noted that the possibility of residence disciplinary action does not preclude referral to other disciplinary systems including the Student Code of Conduct or remedies that may be available through the legal system. Expulsion from the University may occur in extreme cases.

Administration & Enforcement of Residence Community Standards

Infractions are dealt with through a variety of mechanisms depending on the severity of the incident. This document attempts to provide to the student an example of what the sanction might be for particular behaviour. This does not limit the possibility of other sanctions being imposed should the situation warrant. All financial costs incurred as a result of breaking a residence regulation will be billed to the account of the student(s) involved.

Should students move out of residence prior to being adjudicated for alleged misconduct, Housing Services reserves the right to adjudicate the case or forward cases to the appropriate University departments (i.e. Campus Safety Services and/or the Office of Student Affairs) to have cases investigated/adjudicated.

All sanctions are considered to be in effect once the student(s) has been notified verbally during their conduct meeting. Should a student fail to attend the meeting, a decision will be made and a sanction imposed in their absence.

Students will receive an email to their Brock account outlining the infraction and sanctions associated. In cases of suspension or eviction from residence, a written letter confirming the details of the sanction will be sent via the North, East or South Service Desk. All sanctions are in effect whether or not a student has read their email and/or picked up this written confirmation. Letters must be picked up within one week of notification that the letter is available for pick up.

Any member of the Brock Community may report an alleged infraction of the Residence Community Standards to Housing Services staff or Campus Safety Services. Reports of an alleged infractions should be made within 90 days of discovery. Extensions to the reporting period may be granted at the discretion of the Manager, Residence Life.

Disciplinary Points

Disciplinary points are assigned in the majority of incidents. Points are accumulated throughout each academic year and are not removed from a student's disciplinary history until the completion of the academic year. As described in the Infractions section, the points issued for an infraction increase as the level of the infraction increases.

Typical Range of Sanctions

| Number of Accumulated** Points | Range of Sanctions Applied at this Point Level** |
|--------------------------------|--------------------------------------------------|
| 0 to 2* | Verbal and/or Written Warning |
| 2 to 4* | Loss of Privileges and/or Probation |
| 4 to 6* | Probation to Suspension |
| 6 or more* | Suspension to Eviction from Residence |

Any Level 3 infraction could result in an eviction at any time.

* It is important to keep in mind that severity or circumstance surrounding an incident may result in a higher point value than what is listed and, therefore, a heavier sanction may be imposed.

** Accumulated Points refers to the TOTAL number of points a student has accumulated from all infractions record, which includes points from past disciplinary incidents (e.g. a low level infraction receives a more serious sanction if a student has a previous disciplinary points on record).

Educational Sanctions are used regularly at all point levels and Disciplinary Points will be applied in the majority of cases.

Verbal Warning

Verbal warnings are used by the Residence Life Staff (RLS) to indicate to students what standard has been violated and what the consequences are should the behaviour be repeated. Verbal warnings will not be given for Level 3 infractions and are typically only given prior to Fall Reading Week.

Written Warning

The purpose of the Written Warning is to ensure that students are aware of their own questionable or inappropriate behaviour. A Written Warning comes in the form of written communication that is given to the student(s) involved in the incident(s). It may indicate the number of points assessed for the infraction(s).

Community Service/Educational Sanctions

Community and Educational Sanctions may be used individually or may accompany any number of other sanctions. They may include, but are not limited to: referral to the Substance Choices seminar, educational programming, reflection paper, completion of a quiz, meeting with a campus partner (eg. Campus Safety Services, Human Rights and Equity Services) and community service to the affected person/group.

Disciplinary Probation

Typically, students placed on Disciplinary Probation are notified via written communication. Disciplinary Probation means that the student(s) needs to monitor their behaviour carefully because the next incident of inappropriate conduct may result in suspension or eviction from residence. Disciplinary Probation can last for a specific period of time (e.g. one month), until the end of the academic year (April), or until the student in question moves out of residence.

Suspension or Loss of Privileges

Students who break residence rules and regulations may have some of their privileges suspended.

This may include, but is not limited to: removal of speakers or electronic equipment; removal of guest privileges; limited access to residence areas; and restricted Dining Hall privileges. Housing Services reserves the right to carry the suspension of privileges into the following academic year(s).

Confiscation of Prohibited Items

As necessary, items that are prohibited in residence may be confiscated by a member of Housing Services staff or Campus Safety Services. In some cases, it is possible for the item to be retrieved at a later date in cooperation with a Residence Life Coordinator.

Restitution for Damages

Students responsible for damages will be charged the cost of replacement or repair. They will be billed directly to their University account. An administrative fee may apply depending on the situation. There may be some benefit to the student(s) in question to come forward as soon as the incident occurs so that an investigation does not have to occur. Students are not permitted to make repairs on their own, any attempts will be redone by a professional at the students' expense.

Suspension from Residence

Students may be suspended from residence for a period of time. Students on suspension may not: be within 10 meters (35 feet) of any residence; eat in the Residence Dining Halls; access their residence room; access their mailbox/package locker; or stay with any other residence student in their residence room. This also includes attending any residence sponsored events, either on or off campus. Students in violation of suspension can be charged under the Trespass of Property Act. Students must turn in their keys to the appropriate Service Desk (including their mailbox key) and sign their loss of privilege paperwork will have their student card access removed, prior to their departure or they will be deemed to have not completed their sanction. Any exception must be approved, in writing, by Housing Services. Students who are charged with trespassing during their suspension may also face further residence sanctions.

Relocation within Residence

Students may be required to relocate to another room in residence, often in a different area of campus in some situations. This will often include restrictions on that student's ability to return to their previous residence building.

Eviction from Residence

In some cases, a student(s) may be required to vacate residence. The student(s) will also be banned from all other residence buildings. Students in violation of an eviction can be charged under the Trespass to Property Act. When a student(s) presents a threat to any other residence student or the community, they may be required to leave residence immediately. All students evicted from residence automatically receive a ban from residence until the end of the next academic year.

Denial of Readmission

Housing Services reserves the right to deny students admission to residence for the following year. The student(s) will be informed of this decision after they have checked out of residence.

Alcohol Probation

Students on alcohol probation may not: consume alcohol in any residence; possess or have any evidence of possession of alcohol in any residence; come back to any residence after drinking at another location (e.g. an off-campus party, pub or bar) nor have even the smell of alcohol on their breath while in any Brock residence. Students caught drinking underage are placed on Alcohol Probation which is in effect until a minimum of two weeks have passed AFTER their nineteenth birthday. Students who create a disturbance after or because of drinking, violate rules and regulations after or because of drinking, or demonstrate signs of problem drinking are typically placed on alcohol probation for a specific time period. Students in violation of their alcohol probation may face suspension or eviction from residence. Students on Alcohol Probation are automatically placed on Disciplinary Probation for a period of time. Students who misuse alcohol in residence are also required to complete the “Substance Choices” program offered through Student Health Services.

Cannabis Probation

Students on cannabis probation may not: consume cannabis in any residence; possess or have any evidence of possession of cannabis in any residence; come back to any residence after consuming at another location (e.g. an off campus party). Students caught consuming underage are placed

on Cannabis Probation which is in effect until a minimum requirement of two weeks have passed AFTER their nineteenth birthday. Students who create a disturbance after or because of cannabis consumption, violate rules and regulations after or because of intoxication, or demonstrate signs of substance misuse are typically placed on Cannabis Probation for a specific time period. Students in violation of their cannabis probation may face suspension or eviction from residence. Students on Cannabis Probation are automatically placed on Disciplinary Probation for a period of time. Students who misuse cannabis in residence are also required to complete the “Substance Choices” seminar offered through Student Health Services.

Collective Billing

Communities of students (e.g. a specific floor, unit, house/hall/court/or block) may be billed collectively for damages that occur to the common areas they occupy. This is only done after attempts have been made to find the individual(s) responsible for the damage. This includes, but is not limited to, fire alarm charges, extra cleaning charges, broken fixtures, broken windows, missing or damaged furniture, etc. Collective billing is also applicable to common space inside townhouse units, with common area damages being billed to all the occupants of that townhouse unit. Collective billing is done on a monthly basis and any charges will show up on a student’s account shortly after the first of the month after the damages have been assessed.

Ban from Residence

Individuals (students and non-students) may be banned from all Brock University residences. Individuals in violation of a residence ban can be charged under the Trespass to Property Act. Should an individual require access to any of the university offices located in a residence building, they will need to make arrangements with the Manager, Residence Life.

Other Actions

In some cases, students may also be asked to see other people or departments either on or off-campus. Examples of those professionals include: Campus Safety Services, the Niagara Regional Police, staff in the Student Success Centre, the

Office of Student Affairs, Ombuds Officer, the Human Rights and Equity Office and/or staff in the Student Wellness and Accessibility Centre. Other disciplinary actions may be taken at the discretion of the Manager, Residence Life.



Where appropriate, students may be granted immunity from disciplinary outcomes for minor breaches of these Standards that occurred at or near the time of an incident they report as an alleged violation.

Appeal Process

Appeal Process for Sanctions

Students may appeal sanctions given by Head Residents, the Residence Life Coordinator, and/or the Manager of Residence Life. Some infractions may go immediately to the Manager of Residence Life, especially when the safety of an individual or the community is compromised. Decisions made by the Manager of Residence Life may be appealed to the Director of Housing Services. During the appeal process, students must comply with all aspects of an imposed sanction until such time as they are notified in writing of the outcome of their appeal. Students can appeal a decision only once.

Appeal Procedure for Sanctions

Students have three business days after receipt of the written decision to submit a formal written appeal of a sanction including the grounds by which they wish to appeal as well as a description of the pertinent information for the appeal. Students may only appeal on the following grounds:

- Bias and/or unfair treatment, any procedural error, Improper investigation, discrimination etc.;
- The sanction is disproportionate to the infraction;
- New information has come to light, a new witness, or something not known when the original decision was made.

Appeal of Sanctions given by a Head Resident

The student has three business days to appeal a Head Resident's decision, in writing, to the Residence Life Coordinator.

Appeal of Sanctions given by a Residence Life Coordinator

The student has three business days to appeal a decision made by a Residence Life Coordinator, in writing, to the Manager of Residence Life.

Appeal of Sanctions given by the Manager of Residence Life

The student has three business days to appeal a decision made by the Manager of Residence Life, in writing, to the Director of Housing Services.

Appeal Procedure for Damages/Charges

1. **Charge Responsibility:** When reasonable, a member of the Residence Life staff will make an attempt to investigate the damage to determine the individual(s) responsible. Appeals with respect to responsibility for damages/charges should be made following the same procedure as the appeals for sanctions.
2. **Charge Amount:** Many charges issued within Housing Services are set annually based on an average from the previous year and are not appealable. Any appeals regarding the amount charged must be made within five business days of the email notification of the charges. Appeals should be made to the Residence Facilities Supervisor, Administration.

Please note: As notification of pending inspections are provided in advance and all students are responsible for shared living areas as noted in the Residence Handbook and the RCS, the associated charges and responsibility are not able to be appealed.

Possible Outcomes of Appeal (for Sanctions and/or Damages)

Three options exist for the person(s) hearing the appeal. They can:

- Uphold the original decision
- Overturn the original decision
- Modify the sanction (which could include increasing or decreasing the severity of the original sanction or increasing or decreasing the charges)

Infraction Categories

Infractions are grouped into four categories: Community Respect & Accountability; Safety; Alcohol, Drugs & Gambling; and Residence Administration and Facilities. Within each category, individual infractions are described and have a typical infraction level shown in brackets. Students should note that the specific infractions listed are not an all-inclusive nor exhaustive list and disciplinary action may be taken in response to any behaviour which meets the levels defined in “Infraction Levels”.

Community Respect & Accountability

The residence community is a unique environment—one in which approximately 2,800 students live together in close proximity while they study, sleep, and socialize. Respect for our community space and those who live in it, as well as accountability for our actions, are central to creating an environment that meets everyone’s needs while enriching the Brock experience.

Bullying/Cyber Bullying (Level 2 or 3)

Bullying is unwanted, aggressive behaviour that involves a real or perceived power imbalance. The behaviour is typically repetitive, or has the potential to be repeated, over time. All forms of bullying are not tolerated on our campus. Messages seeking to harm, intimidate or coerce sent to or about a person through technological means (e.g. text, social media) are not permitted under this standard.

Cooperation With Staff (Level 1, 2 or 3)

Residents and guests are expected to cooperate with all Brock University staff members, including but not limited to: Residence Life Staff, Residence Facilities Staff, Service Desk Staff, Custodians and Campus Security. Infractions include but are not limited to:

- Failing to reply to communications (e.g. voicemails, Emails) sent by Brock Residence Staff within three business days
- Lying to staff, misleading staff, failing to provide identification when requested, providing false identification, or otherwise failing to cooperate.

- Obstructing or interfering with any investigation.
- Failing to comply with a reasonable request of any university staff member.
- Acting in an offensive, inappropriate or hostile manner toward staff.
- Violating the terms of a behavioural contract or sanction.
- Failing to report a violation of the RCS.
- Avoiding or refusing to comply with meeting requests. Students who fail to respond to repeated meeting requests risk having their residence room lock disabled (at the student’s expense) until such time as the student appears for a meeting.

Disruption of Community (Level 1, 2 or 3)

Every individual has the right to an environment that, while safeguarding dissent, is free from interference and disruption. Every individual has the responsibility to not intimidate, interfere with, threaten or otherwise obstruct any activity organized by the University, including classes or to hinder other members of the University community from being able to carry out their legitimate activities, including their ability to speak or associate with others. The laws of the land (municipal, regional, provincial and federal) will apply in residence at all times. This includes, but is not limited to any conduct or activity which is deemed to be inappropriate by peers, Housing Services Staff and the Residence Life Staff.

Guests (Level 1, 2 or 3)

Please note, we continue to work with Public Health and monitor the public health landscape. In the event that Public Health guidelines change, Housing Services policies and procedures may change as well and we will communicate accordingly

Any non-resident of Brock Residences is considered a guest. Students must accompany any visitors (guests and/or fellow residents from other areas) at all times. Students may only have guests for six nights per month, with no more than two guests on any occasion (i.e. do not invite groups of more than two friends to visit residence after 11 p.m. or overnight at any one time). Guests may not visit for more than three nights in a row. In the event of an extenuating circumstance, students may ask for

permission from the Residence Life Coordinator to have a guest for more nights than indicated above. Students must be considerate of other students who share their living space while having guests and let their roommate/unitmates know when they will be hosting a guest. Guests must sleep in their hosts assigned living space and not in lounges or other common spaces. Students may not give their keys to a visitor or guest. Guests may be restricted from and/or banned from residence at the discretion of the Manager, Residence Life.

Arrival and movement of guests:

Guests must be met by their residence host at the front entrance of the host's residence (rather than inappropriately entering and wandering through residence in search of their host). Guests must be accompanied by their residence student host, and have their wristband on at all times during their visit. Housing Services reserves the right to remove a guest or revoke a students' guest privilege.

No Guest Periods:

Students are not permitted to have any non Brock residence guests in the evenings during the following time periods:

No guests are allowed during the following times:

Welcome Week until Sunday, September 7, 2025

There will be a no guest policy in effect from August 30 through September 7, 2025.

First week of second term

From January 4, 2026 through January 11, 2025.

St. Patrick's Day

From March 13, 2026 through March 17, 2026

Fall and Winter Exam Periods

From the last day of classes until the date residence closes for the term.

Wristbands:

All residence students will be issued a wristband for Welcome Week which will act as identification and for the purposes of admission to Welcome Week events. Students must wear their wristband for the entire week, students who remove their wristband will be responsible for paying for a new wristband.

For Guest Sign In Process:

Submitting Your Overnight Guest Request

- Go to my.brocku.ca. (It is essential that your browser is set to enable pop-ups/cookies).
- Login using your Brock username and password.
- Click the "Applicant and Student Self Serve" tab.
- Click "Apply for Residence" at the bottom right of the page.
- Select "Overnight Guest Request."

Please email eastdesk@brocku.ca for assistance with or to cancel your overnight your overnight guest request.

- As soon as your guest arrives, please bring the guest to your Service Desk so they can verify guest ID and provide guest band authorizing your guest to be in residence.
- Print or keep a copy of the email confirmation for verification purposes if requested by Brock staff.

There is no charge to sign a guest in, and for the safety of everyone in the residence community, non-registered guests (i.e. guests who are found without wristbands) will be asked to leave residence and/or escorted from campus.

Sign-in Procedure and ID requirements:

You and your guest must visit the North, East or South Service Desk TOGETHER to complete the sign-in process. To do so, you will need your Brock Student ID card, and your guest must present government-issued photo identification bearing the guest's date of birth (i.e. driver's license, passport). If a guest does not provide ID with a date of birth then that guest will provided a wristband indicating that they are under the age of 19.

Housing Services reserves the right to deny guests entry that do not have any form of identification. Both you and your guest may be asked to present additional identification if there is any doubt as to your identity or authenticity of your identification. Each guest will be fitted with a guest wristband (which must be kept on and visible at all times) which permits them to be in residence provided they behave in accordance with residence rules. Students may not sign in guests on behalf of other students. This includes students who already have two guests

signed in or students who have had guest privileges suspended or revoked, as well as for those who have been banned from entering residences. We reserve the right to deny guests based on past behaviour.

Guest behavioural expectations:

Residents are held responsible for guest behaviour (regardless of whether or not they have signed in their guest), and are responsible for informing their guests of residence rules and policies. In the event that guests are disruptive, cause damages, or conduct themselves inappropriately, they may be asked to leave (escorted by Campus Safety or Niagara Regional Police if necessary), and an incident report will be filed. The residence student host may be billed for any damage caused by the guest(s), and may be sanctioned for the guest(s) behaviour. If, after your guest(s) arrival, you are concerned that your guest(s) may become disruptive, it is important that you instruct your guest to leave before problems arise and escort them out of residence. We would also recommend that you notify your Service Desk regarding their departure from residence. Any guest who is disruptive may be subject to a fine under a Brock Offence Notice or a Provincial Offence Notice through CSS and a campus ban. Residence students will be responsible for their guests' behaviour regardless of where they are on campus at the time of an incident. Guests who are also Brock students may have their behaviour documented by Campus Safety and face consequences under the Student Code of Conduct.

Uninvited/unexpected guests:

In the event that an uninvited/unexpected guest(s) show up to visit you, you are still required to sign them in as outlined above. If you are not comfortable hosting a particular uninvited/unexpected guest(s), you should not permit them to enter residence, and you must advise a residence staff member or Campus Safety immediately of the person's presence. If you permit uninvited/unexpected guest(s) to enter residence, you are responsible for their behaviour whether or not you sign them in as a guest.

Exam Periods:

During the December and April exam periods, only Brock students are permitted as guests and only for the purposes of studying up until 11 p.m., after 11 p.m. only Brock RESIDENCE students will

be permitted as visitors. During exams, non-Brock guests are prohibited to ensure that we are providing a quiet environment conducive to study, while still permitting residence students to study in residence with one or two off-campus classmates up to 11 p.m.

Residents:

Residents are held accountable for their behaviour regardless of their location in residence and are not required to sign into other residence buildings. Should there be evidence of unacceptable behaviour on the part of a resident, a restriction from a building or area of residence/campus may be put in place. Residents may be asked to leave a building or area of residence at the discretion of the staff member involved.

Discrimination (Level 2 or 3)

Every individual has the right to an environment characterized by equal opportunity and equitable access to University goods and services. Every individual has the responsibility to treat all members of the University community without discrimination. Discrimination is defined as any conduct that results in adverse treatment of an individual or group on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed/religion, sex, sexual orientation, disability, age, marital status, record of offence, gender identity or receipt of public assistance.

Harassment (Level 2 or 3)

Harassment is defined as repeated vexatious comments or conduct in relation to a person or group of persons, which is known or should be known to be unwelcome, which has the effect or purpose of creating a hostile or intimidating living, working or educational environment. This includes any attention or conduct by an individual or group who knows, or ought reasonably to know, that such attention or conduct is unwelcome, unwanted, offensive, or intimidating. Harassment based on a person's race, culture, creed, religion, sexual orientation, gender, age, abilities or appearance will not be tolerated. Harassing messages sent to a person or written about a person through technological means are prohibited. These technological means may include but are not limited to text messages, social media, and blogging are also not permitted under this standard. Harassment of a sexual nature is addressed under the section on Sexual Violence.

Noise (Level 1 or 2)

Residents are to be mindful of the disruptive effect of their noise on others and at all times to respect the reasonable requests of others to cease making noise at any time, whether or not the request is made by the student directly or through the Residence Life Staff or other Brock staff (this includes, but is not limited to, the volume of any type of speakers, stereos, amplifiers, sub woofers, a person's voice and musical instruments). The Residence Life Staff, Housing Services Staff and Campus Security Staff will be responsible for determining acceptable noise levels and students may be directed to reduce noise levels at any time of the day. In addition to being considerate at all times, quiet hours are those times during which residents are prohibited from making noise that can be heard outside of their unit or room, or which may disturb the resident's roommate in any way (if applicable), or which can be heard outside the residence building and may disturb a resident inside the building.

Quiet hours are:

Sunday to Thursday - 11 p.m. to 8 a.m.

Friday and Saturday - 1 a.m. (Sat/Sun) to 8 a.m.

Please note: "Respect hours" are in effect 24 hours a day, 7 days a week. Extended quiet hours are implemented during December and April exam periods. Starting on the last day of classes each term, quiet hours are extended to 22 hours daily with only two hours for less quiet activities - Sunday through Friday 7- 9 p.m. and Saturday 9 -11 p.m.. During these two hours noise should not be excessive.

Physical Aggression and Threats of Violence (Level 2 or 3)

Physical aggression, violence and threats of violence are not tolerated in residence. Physical aggression and violence can include, but are not limited to: pushing; pulling; slapping; biting; kicking; hitting; fighting; punching and posting or uttering threats. Students involved in acts or threats of physical aggression will face consequences regardless of who initiated the aggressive behaviour. Students who witness a fight or have been threatened are to call Campus Safety Services immediately (x3200).

Pornography (Level 1, 2 or 3)

Posting or displaying pornographic materials, photos, images and/or graffiti, including by

electronic means in public areas including but not limited to hallways, common rooms, lobbies, stairwells, bathrooms, exterior of room doors, living rooms, kitchens or windows, or any interior area of a room that can be seen from an open door or window is prohibited (in accordance with the Criminal Code of Canada, Section 163), as is use of computers or network infrastructure to display or distribute such material. Refer also to the University's Respectful Work & Learning Environment policy and guidelines for appropriate academic computer use.

Theft (Level 2 or 3)

As per federal and provincial laws, taking someone else's property, including university and/or municipal property, without permission is not permitted even if the property is left unattended. Students are responsible for keeping their rooms/units locked and carrying their keys and student cards with them at all times. In the event of a theft, please contact Campus Safety Services directly at x3200.

Pranks & Raids (Level 2 or 3)

Initiating, encouraging, supporting, responding in kind, retaliating or participating in raids and/or pranks that are disruptive, offensive, damaging to property, make a mess, hostile to residents and/or staff are prohibited. These raids/pranks include, but are not limited to: water fights; leaners; prank phone calls; locking people in/out of rooms; removing/relocating personal or university property etc.

Sexual Violence (Level 3)

As per Federal and Provincial Laws, sexual violence is not tolerated in residence. Sexual violence is defined as any violence, physical or psychological, carried out through sexual means or by targeting sexuality. If you, or someone you know, experiences sexual violence, please contact a member of the Residence Life Staff (via your Service Desk x3706, x4311, x3220), the Office of Human Rights and Equity Services (x6174) or Campus Safety Services (x3200) immediately.

All incidents of sexual violence will be addressed through the Sexual Assault and Harassment Policy which is administered through the Office of Human Rights and Equity Services (brocku.ca/policies/wp-content/uploads/sites/94/Sexual-Assault-Policy.pdf)



Safety

Residents, guests, and staff are expected to exercise care and good judgment with regard to their own personal safety and the safety of others. Students may be in violation of the residence safety standards if they cause an unsafe situation for other students including, but not limited to: propping open exterior doors or tampering with light bulbs, fixtures or switches in hallways, stairwells or elevators.

Please note: Any level 3 infractions of the safety standards will result in a charge of \$75 for “Tampering with Life Safety Equipment” plus any applicable repair or replacement costs.

Fire Safety (Level 1, 2 or 3)

Students are expected to ensure that their living environment is safe and free from life safety hazards. This includes not overloading plugs, using CSA approved power bars and extension cords, using the approved appliances only in approved locations, ensuring that items such as curling irons or hair straighteners are unplugged when not in use and reporting non-functioning life safety devices (e.g. alarm, extinguisher, door closer). Propping fire doors, and propping bedroom doors in Vallee, Earp, Res 8 or Lowenberger while not in the room and attaching, covering or hanging items from any fire safety/detection equipment or the wiring/conduit leading to it is prohibited.

Candles and Incense (Level 1 or 2)

Candles, incense, or wax/oil lamps are not permitted in any residence. This includes lighting/burning as well as possession. Any student required to light or burn candles/incense based on religious grounds must seek and receive prior written permission from their Residence Life Coordinator. Students are permitted to have lava lamps in residence provided that they are CSA compliant. Lamps should be off when students are not in their rooms.

Tampering with Life Safety Equipment (Level 3)

Discharging fire equipment, interfering with the normal operation (e.g. covering, removing wires or batteries), tampering with or using any fire prevention or detection equipment for any purpose other than the control of fire is prohibited.

This includes but is not limited to: tampering with fire extinguishers (including removing pull pins or plastic ties holding the pull pin in place and/or discharging fire extinguishers), automatic door closers (for bedrooms and common spaces), exit signs, fire hoses, smoke heat detectors, carbon monoxide detectors and/or microwave sensors.

Combustible Fuels (including Propane Tanks) (Level 2 or 3)

Using and/or storing propane tanks (either empty or full) indoors, or any appliance requiring combustible fuel (including fondue sets) is not permitted in any residence. Barbeques are only permitted to be used at Quarry View and Village residences, must be stored and used at least ten metres from the building for fire safety purposes and must be removed prior to November 1st. Any barbeques found in disrepair or in close proximity to a unit will be removed at the units/owners' expense.

Fire Alarms (Level 2)

Information about fire alarms will be communicated to students in person and electronically. Please review this information regularly and ensure you are aware of the appropriate procedures.

Traditional and Semi-Suite Residences:

Students are required to evacuate residence from the closest exit that will take them directly out of the building and meet with other students from their community in their designated meeting place for all fire alarms except the posted monthly fire alarm test. There is no re-entry to the building until the all clear signal is given by the Fire Department/Campus Safety Services/RLS.

Village Residence:

If a carbon monoxide and/or smoke detector goes off, residents are to evacuate the area in alarm immediately (may be the individual unit, a cluster of units or the entire court) and meet with other students from the affected area in the designated meeting place for all fire alarms except the posted monthly fire alarm tests.

Quarry View Residence:

If a carbon monoxide and/or smoke detector goes

off, residents are to evacuate the unit immediately and meet with other students from the affected area in the designated meeting place for all fire alarms. Students should call the Service Desk so that the appropriate emergency personnel can respond.

Nuisance Alarms:

Students are expected to avoid behaviours that may trigger a fire alarm in non-emergency situations. These behaviours may include but are not limited to: leaving cooking appliances unattended, spraying mists near a detector (e.g. perfume, body spray, hair spray, Febreze), vaping/smoking indoors, using hair drying/steaming/straightening appliances beneath a detector and/or striking/tampering a detector.

Re-Entry:

There is no re-entry to any building until the all clear signal is given by the Fire Department/ Campus Safety Services/RLS.

Fire Drills:

The University is required to conduct at least one fire drill annually. During a fire drill, we are required to enter each bedroom to ensure all residents have evacuated the building. Any infractions of the RCS noted at this time will be documented and addressed.

Students who fail to comply with fire alarm procedures, activate a nuisance alarm or tamper with fire safety equipment will be subject to a charge from Brock University, a charge from the St. Catharines Fire Department and/or other disciplinary measures. For 2025, the charge from the St. Catharines Fire Department for a nuisance alarm is \$1600. Additionally, the Brock University charge for nuisance alarms is \$350 and a \$75 tampering charge if applicable..

Inappropriate/Illegal Entry or Exit (Level 3)

Gaining access or exiting by forcing a lock, accessing any residence space through windows, balconies, or utility hatches, or entering without permission is prohibited. For safety reasons, all utility hatches, tunnels, rooftops, balconies, attics and unoccupied basements are strictly off-limits to residents. Charges will apply should repairs be required. Please see the standard regarding Restricted Areas.

Keys/Swipe Cards (Lost keys: Administrative Infraction; Loaning Keys: Level 1, 2 or 3)

Students are required to carry their Brock ID and assigned residence keys. Lost or found keys should be reported immediately to a residence Service Desk for your safety and the safety of those around you. Charges for replacement keys, lock changes and/or reprogramming are billed to your student account. Loaning any residence key or swipe card to anyone is prohibited. Students are not permitted to copy their residence keys or cards. Students who need to sign out their temporary access keys or card from one of the Service Desks are subject to sign out costs as outlined on your key card at check in. Misuse or abuse of the sign out process will result in having sign-out privileges suspended.

“Open Door” Policies (Level 1/Administrative Infraction)

Open Doors are not permitted in residence; leaving a door unlocked or granting open access to one’s space will not be accepted as an excuse for any damage or infraction that occurs in a student’s space. Students are required to keep doors closed and secured while they are not present, including basement back doors in DeCew, townhouse unit front doors, fire doors in Quarry View, bedroom doors in traditional and semi-suite style residences, front doors to residence areas, hallway doors and fire exits. Staff are required to lock doors upon their exit/departure from any room or unit regardless if they were unlocked upon arrival.

Prohibited Appliances (Level 1)

Students are permitted to bring or rent one small, compact sized refrigerator with no separate freezer compartments (maximum size of 5 cubic feet) to all residences. Housing Services reserves the right to inspect any permitted appliances for safety reasons and ask for them to be removed based on their age and/or condition. Space heaters are not permitted in any residence, this includes fans with a heater function (unless provided by Housing Services due to maintenance issues). Non-Brock issued space heaters will be confiscated if found. Please see the guideline for Confiscated Items for more information.

Traditional and Semi-Suite Style Residences:

A history of problems, including fire alarms, associated with students cooking and using other appliances in residence bedrooms and lounges has resulted in restrictions on the appliances that residents of DeCew, Vallee, Earp, Res 8 and Lowenberger may bring to residence. DeCew, Vallee, Earp, Res 8 and Lowenberger students are not permitted to bring their own cooking/food preparation appliances (including freezers) into the traditional/ semi-suite style residences. This includes but is not limited to coffeemakers and blenders. Basic appliances (microwaves and kettles) are provided for student use in many common areas.

Townhouse Style Residences:

Village and Quarry View residents must store and use cooking appliances only in kitchens. One small freezer (maximum size of 7 cubic feet) is permitted per townhouse and only in the kitchen, front vestibule or storage area on non-carpeted surfaces. In all cases, residents are advised to exercise care and good judgment in the use of permitted appliances, and should never leave any cooking appliance unattended while it is operating. Please view the Allowable Appliances information for more detail on this standard.

Physically Active Games in Residence Common Spaces, Courts, Quads, or areas adjacent to Residences (Level 1)

Activities that are potentially destructive, disruptive and/or may cause physical injury or property damage are not permitted in residence common spaces including but not limited to; lobbies, lounges, halls, courts, elevators or in areas directly adjacent to the residence halls including parking lots. These activities include, but are not limited to: nerf gun and water gun fights, sports (e.g. football, soccer, hockey, baseball, mini sticks, lacrosse), snowball fights and/or the indoor use of inline skates, bicycles, frisbees, longboards and skateboards. **Please see Appendix C for a map.**

Communicable Diseases (Level 1, 2 or 3)

Students are expected to comply with public health requirements set forth by the university and other relevant bodies (local and provincial public health units).

Restricted Areas (Level 3)

Students are prohibited from being in or on any restricted areas. These include but are not limited to: the roof of any residence; Village unit basements and attics; Quarry View utility rooms and attics; Lowenberger basement; University tunnels; window ledges; and balconies. Should students find that the access to a restricted area is opened or unlocked, this does not grant permission to that area and they are asked to report the security breach to the Service Desk immediately. This includes the Residence Dining Halls outside of normal operating hours and another person's room when they are not there. Sleeping is prohibited in public areas of residence including but not limited to all lounges, lobbies and hallways.

Smoking and/or Vaping (Level 2/Administrative Infraction)

Smoking/vaping of any substance is not permitted in any buildings at Brock University, including residences. Additionally, as per the university's Smoking & Vaping Policy, smoking and or vaping cannot occur within five meters of any campus building entrances, which includes entrances to residence buildings such as exterior stairwell doors in DeCew, unit front doors or front stoops of Village and Quarry View units, and at the front or back entrances of Vallee, Earp, Res 8 and Lowenberger residences.

Smoking/vaping of tobacco and/or flavoured vape liquid is acceptable in designated areas only, which will be located five meters from any building entrance and nine meters away from air intake vents, loading docks and flammable & combustible liquids; please refer to Appendix B for a map of the designated smoking areas on campus.

In accordance with campus policy, smoking/vaping of cannabis is not permitted in any designated smoking area or anywhere on campus.

Hookahs, shisha, e-cigarettes, vapourizers and similar smoking devices are not permitted for use in residence and as a result will be confiscated upon evidence of inappropriate use. Any student wishing to possess or use a hookah for cultural purposes must seek and receive prior written permission from their Residence Life Coordinator.

Please refer to the Cleaning Charges for Smoking in Residence (brocku.ca/housing/important-information/rules-and-regulations/cleaning-charges-for-smoking-in-residence) for possible additional cleaning costs associated with violating the residence smoking standard.

Throwing Items (Level 1, 2 or 3)

Throwing, dropping, or ejecting objects or materials from residence buildings, out of windows, roofs, or down stairwells is prohibited. Throwing anything at residence buildings is also prohibited. Throwing items and/or food in the Residence Dining Halls is also prohibited. Items lost on any residence roof/balcony must be retrieved by the appropriate University staff member with any related costs being incurred by the student.

Weapons (Level 3)

The use and/or possession of firearms, knives, ammunition, items intended to resemble firearms, simulated weapons, fireworks or other explosive/flammable devices and any other weapon or item that is created/intended/used to cause harm or could be seen as intimidating are strictly prohibited. Students are permitted to have standard kitchen knives and small pocket knives. Air pellet guns and paintball guns are prohibited by this standard. Students who may require a sword/knife for any reason must seek and receive prior written permission from the Residence Life Coordinator to be able to store it in residence.

Alcohol, Drugs, & Gambling

Along with our educative and developmental goals as part of the broader university community, Housing Services works diligently to uphold Federal, Provincial, Regional and Municipal laws, as well as university and residence policies and community standards. We are committed to fostering an environment of responsible (and lawful) choices with regard to alcohol, drugs, and gambling, and engaging community members in alleviating associated problems if and when they arise.

Alcohol Use Glorification (Level 1)

Displaying items in residence that glorify the consumption of alcohol is prohibited. Beer can

walls, beer case displays (more than five panels) and displays of alcohol and/or beer bottles or any other large collection of recyclables (more than five cans and/or bottles per person in a public area) are not to be kept in student living spaces and must be removed. This includes playing drinking games that do not involve alcohol and the possession of alcohol paraphernalia not in use (e.g. funnel, beer pong table).

Beer Bottles (Level 1)

Beer in any colour of glass bottles, along with any other beer type beverage (e.g. malt liquor) in glass bottles, is not permitted in residence.

Cannabis Plants (Level 1 or 2)

Students are not permitted to grow or possess cannabis plants in residence. Housing Services reserves the right to confiscate and destroy any cannabis plants found in residence.

Cannabis Possession and Storage (Level 2)

Students who have reached the legal age for possession (19+), may possess up to 30 grams of dried leaf cannabis or the equivalent amount of legally-available cannabis product(s), stored in a sealed, scent-proof container. Students possessing more than 30 grams will be addressed through the Distribution of Controlled Substances standard. Students requiring medical cannabis should notify their Residence Life Coordinator to ensure proper procedures are followed.

Distribution of Controlled Substances (Level 3)

The distribution of controlled substances is prohibited in the residence community. This standard also prohibits the distribution of drugs, tobacco or alcohol to underage students and the distribution of prescription or non-prescription drugs.

Students found trafficking controlled substances (exchanging substances in any amount for money and/or property) in residence will be evicted and their case will be forwarded to the Office of Student Affairs.

Drug Paraphernalia (Level 2 or 3)

The possession of drug paraphernalia in residence is prohibited and Housing Services reserves the right to confiscate drug-related paraphernalia. This includes but is not limited to: bongs, pipes, rolling papers, grinders and vaporizers or any items deemed to be associated with use of drugs in residence.

Illegal Drugs (Level 3)

Students in residence are prohibited from being involved with the possession, use, and consumption of illegal drugs in the residence community. This includes evidence that a student has used (e.g. returns to residence under the influence of drugs) drugs elsewhere.

Please note that students found to be using or in possession of such substances in the residence community will be, at a minimum, suspended from residence on the first offence.

Substance Misuse (Level 3)

Students in residence are prohibited from misusing of alcohol and drugs in residence. This may include, but it not limited to, the possession, use, and consumption of prescription drugs by a student that were not prescribed to that student and/or the use of non-prescription drugs for recreational purposes in the residence community.

Please note that students found to be misusing substances in the residence community may be suspended from residence on the first offence.

Gambling in Residence (Level 2 or 3)

Participating in and/or running an illegal gaming or gambling operation is prohibited. Games of skill or chance (e.g. Poker, Sports Pools) where money and/or property changes hands are prohibited under this standard.

Drinking Games (Level 3)

Participating in “drinking games” (including but not limited to: flip cup, beer pong, century club, and kings cup), and/or participating in activities or games where drinking is a consequence, within residence is prohibited.

Mass Consumption and Common Source Alcohol (Level 3)

Possession and/or consumption of “common source” alcohol [e.g. Kegs, “bubbas”, Jell-O shooters, Texas Mickeys, other large containers of alcohol] is prohibited. Large containers of alcohol are defined as 16oz or 501mL of beer/50oz or 1475 mL hard liquor/1.75L of wine/16oz or 501mL of pre-mixed alcoholic beverage (cooler). Home brewing or wine making equipment is also prohibited.

Please note: Housing Services reserves the right to confiscate alcohol-related paraphernalia (e.g. funnels) deemed to be associated with mass consumption of alcohol or its glorification in residence.

Over-Consumption of Alcohol or Cannabis (Level 3)

Consuming alcohol or cannabis to the point of extreme intoxication, where a student becomes a burden on staff or friends, or is a danger to themselves and/or the community is prohibited.

Prohibited Areas for Alcohol Consumption [Open Alcohol] (Level 2)

It is against Provincial Legislation to be intoxicated or possess open alcohol (e.g. alcohol that has been transferred from the original container or with an open seal) in a public place. Alcohol may not be consumed in public areas (including but not limited to: main hallways/corridors, stairwells, elevators, lobbies, foyers, courtyards in Village Residence, front stoops of Quarry View Residence, public lounges, parking lots and Residence Dining Halls) Students found to be in violation may also be subject to a Provincial Offense Notice or Brock Offense Notice from Campus Safety Services. Students who attempt to hide evidence via dumping or “chugging” alcohol may face additional sanctions.

Prohibited Areas for Cannabis Consumption (Level 2)

Cannabis may not be consumed, stored or used in public areas or any prescribed area (including but not limited to: hallways/corridors, stairwells, elevators, lobbies, foyers, courtyards and common areas/kitchens in Village Residence, front stoops and common areas of Quarry View Residence, public and House/Hall lounges, parking lots and Residence Dining Halls). This includes the use of cannabis in baking or food preparation to produce edible cannabis products.

Students found to be in violation may also be subject to a Provincial Offense Notice or Brock Offense Notice from Campus Safety Services. Students who attempt to hide evidence may face additional sanctions in accordance with the standard relating to cooperation with staff.

Cannabis and Substance Free Areas (Level 2)

Residence has designated cannabis or substance free areas in residence (e.g. floors, units, houses). Students living in cannabis free areas, including their guests and visitors, are not permitted to possess and/or consume cannabis in the designated areas. Students living in substance free areas, including their guests and visitors, are not permitted to possess and/or consume alcohol or cannabis in the designated areas.

Underage Cannabis Consumption (Level 3)

Federal and Provincial cannabis laws are to be obeyed at all times. Underage use or possession is not permitted in residence. Cannabis products may only be possessed and used by those students who have reached legal age (19 years). Students may be found in violation of this standard when the evidence demonstrates that a student has used cannabis illegally/inappropriately. This includes being under the influence of or possessing cannabis while underage.

Underage Drinking (Level 3)

Federal and Provincial alcohol laws are to be obeyed at all times. Alcohol may only be consumed by those students who have reached the legal drinking age (19 years), in private areas of residence (rooms, private lounges, and private hallways). Underage drinking is not permitted in residence. Students may be found in violation of this law when the evidence demonstrates that a student has used, is about to use or will use alcohol illegally/inappropriately in the future. This includes being under the influence of or possessing alcohol. Students who provide alcohol to those who are under the legal drinking age will also be held accountable.

Residence Administration & Facilities

Housing Services strives to provide residents with space that is clean and well-maintained, while minimizing the impact of damage or misuse of space on residence fees. As such, every effort is made to assign financial and disciplinary accountability for damage and other improper use of residence facilities to the individual or individuals responsible. Upon check in, students will find a copy of an

inventory and condition report completed by Housing Services Staff prior to their arrival. Students must note any discrepancies to their respective Service Desks prior to the end of Welcome Week or they will be held accountable for those damages and/or missing items upon move out. When a student receives a facilities charge, the details of that charge will be emailed to the student's Brock account at the time that the charge is placed on their student financial account. Regular inspections of rooms and units will occur to make sure that they are kept in a reasonable condition and that the fire and life safety equipment is working properly. Students will be notified if special entrance is required for non-emergency maintenance. No notice will be given for emergency maintenance, monthly detector testing, fire extinguisher checks or for requested maintenance.

Please note: Students cannot refuse entrance to units for maintenance, detector testing, fire extinguisher checks, emergencies or cleanliness and move out inspections. Staff are required to present identification. Please contact the Service Desk if you have questions about work being performed in your room/unit.

Animals in Residence (Level 2/Administrative Infraction)

In accordance with AODA, any individual can be accompanied by a service animal in the public areas of residence provided they can be readily identified or they carry documentation to confirm the animal is a service animal. Animals are not allowed in private areas of residence (not even as visitors) with the following exceptions:

- Non-dangerous fish in aquariums no larger than five gallons
- Emotional support animals, if approved through the Housing Services Accessibility process
- Service animals, if registered via the Animals on Campus procedures

Please note: We recommend that students requiring an emotional support animal or service animal complete the registration process at least two months prior to their anticipated residence move-in date as the process can take some time to complete. Should the need for an emotional support animal or

service animal arise while a student is residing with us the student should initiate the process as soon as possible once the need is identified as the process can take longer than one month depending on the circumstances.

Chargeable Damages (Administrative Infraction, billed to student account)

Students may be charged if the contents of their room and/or common spaces are damaged or missing. An administrative fee may apply depending on the situation.

Damage charges typically are levied as follows:

- Damages in single student rooms are billed to the occupant of the room
- Damages in double rooms are billed equally to both occupants of the room. Damages in common spaces inside townhouse units are billed equally to all occupants of that townhouse
- Damages in other residence common spaces are billed to all students with access to that common space (e.g. floor, lounge, bathroom, living room)

Exceptions - damages may be billed differently than above in the event that:

- The person(s) responsible for the damage come(s) forward
- Investigation by Housing Services determines the individuals responsible

If individual responsibility can be established, the responsible person(s) will be billed accordingly. In the event that common area damages are not reported, or are found during periodic inspections or at check-out time, they will be billed equally to all residents who share the space. Investigations of damages caused cannot be requested or initiated after students have left residence. Please see the Appeals section for information on how to appeal a damage charge.

Cleanliness Standards (Level 1)

Residence rooms and units are subject to regular inspection by Residence Facilities staff (typically townhouses are inspected five times a year, traditional and semi-suite residences are inspected four times a year). Students are expected to keep shared living areas and the exterior of their room

and/or unit doors clean and adhere to the proper removal of garbage and/or recycling. Food is to be stored in appropriate containers to avoid odour, pests, and contamination. Garbage and recyclables are not to be left outside of a room or unit and must be taken by the student to the appropriate bin or dumpster for disposal. Students who violate the cleanliness standards during an inspection will receive the standard points and sanctions for the violation. Please refer to the Residence Cleanliness Standards for details on possible consequences of a failed inspection.

Commercial Use (Administrative Infraction)

The use of your residence room, residence and/or university services for any commercial purpose is prohibited including, but not limited to your: mailbox; communal telephone; data connections; common spaces. Exceptions may be made for students in Living Learning Communities as long as they adhere to the mandate of the given LLC, follow the policies set out for the LLC and any such venture receives prior written permission from a Residence Life Coordinator.

Consolidated Singles (Level 1)

A consolidated single is a double room with only one occupant where the occupant pays an additional fee to use the entire room. Students may be offered the option of a consolidated single if space permits. Unless an offer is made to a student, students are not permitted to use the entire room. If a student does not accept the offer of a consolidated single and the associated charges, they are not permitted to use the entire room and must keep their items on their side of the room only. In addition, students who do not accept the option of a consolidated single may be assigned a new roommate or be moved to another double room. Please refer to the Consolidated Singles process for more information.

Contractual Dates (Administrative Infraction)

There are specific dates students are permitted to be in residence, failure to comply with these dates will result in a financial charge and/or administrative sanctions. Please refer to the Residence Agreement, for the 2024-2025 contractual dates.

Decorating (Level 1)

Housing Services understands that decorating is important in making your room and unit feel like home. In order to maintain our facilities and comply with fire code, there are specific guidelines associated with decorating your space. Additionally, Housing Services reserves the right to remove objectionable, inappropriate or unsafe materials even if in an approved area. Please refer to the Decorating Guidelines for more information visit brocku.ca/housing/important-information/rules-and-regulations/allowable-furnishings

Equipment Storage (Level 1)

Personal belongings or room furnishings are not to be stored in common living areas in traditional and semi-suite style residences (e.g. hallways, stairwells or on landings between bedrooms in DeCew). This may include, but is not limited to: desk chairs; sports equipment; bicycles; laundry and packing materials. There is some limited storage for bikes and sports equipment available in semi-suite residences, please speak to the Service Desk.

Failure to Notify (Level 1)

If damage occurs in a space for which you are partially or fully responsible as outlined above, it is your responsibility to notify your Service Desk immediately of the damage.

Heating and Cooling (Level 1)

Students who live in Village and Quarry View residences have full control over the heating and cooling in their respective units. Students may be held accountable and financially liable for any damages in units, including but not limited to burst pipes and resulting flooding, water damage etc., which are a direct result of a failure to properly control the heating and/or cooling in their unit. This includes (but is not limited to) failing to maintain the thermostat at a reasonable level as well as failing to keep windows closed in cold weather. In addition, students are not permitted to use air conditioners during cold weather.

Prohibited Furniture (Level 1)

Any furniture in addition to that provided by Brock is not permitted. The only exceptions to the furniture rule is for specific items that are of an organizational nature (eg. a small shelf or storage unit) and those

items must be made of metal or plastic. A complete listing of allowable furnishings can be found (with pictures) on our website at brocku.ca/housing/important-information/rules-and-regulations/allowable-furnishings

Removal of Residence Property (Level 1 or 2)

Removing and/or relocating furniture or equipment from its original and/or intended location is not permitted. Relocating residence property from a residence common area to a student residence room or vice versa is not permitted. Students are not to replace furniture provided by Brock University. Students who bring in any furniture listed in the allowable furniture list must remove it at the end of their contract. Residence reserves the right to inspect any non-Brock furniture and ask for it to be removed if it is deemed unacceptable.

Room Alterations (Level 1)

Students are not permitted to alter their residence room in anyway, including but not limited to: plumbing, painting, wallpapering, the installation of shelves or hooks or removing window treatments. Students are not permitted to repair their own drywall nor install additional window treatments. Students are not permitted to raise their bed frames on blocks, milk crates etc. When bunking beds or changing the height of beds within adjustable frames, students should ensure they use the pegs provided and that the bed is secured safely and that they return the beds to the original position prior to their departure from residence. Students who rearrange the furniture are required to return the room to the original layout prior to departure. Students who cause damage to their room, unit or common space due to these alterations will be responsible for the cost associated with the damages incurred.

Subletting (Administrative Infraction)

Renting your room, or space in your room/unit, and or allowing someone to live in your room/unit is prohibited.

Vandalism (Level 2 or 3)

Vandalism is defined as the willful or malicious destruction or defacement of public or private property. Such behaviour will result in disciplinary action, in addition to restitution for damages.

Appendix A List of Related Documents

Provided below is a list of the policies, procedures, processes and guidelines associated with this document that are available on the Housing Services or Brock University website.

Housing Services brocku.ca/housing

Allowable Appliances
Allowable Furnishings
Checking Out of Residence
Confiscation of Items
Early Withdrawal from Residence Policy
End of Term Notices
Residence Agreement
Residence Cleanliness Standards
Residence Handbook
Residence Posting Guidelines
Room Switch Procedures
Roommate/Bathroom mate/
Unitmate Agreement
Vacancy/Consolidation Procedures



Brock University brocku.ca/policies

Accessibility
IT Acceptable Use
Respectful Work and Learning Environment Policy
Sexual Assault and Harassment Policy
Smoking and Vaping Policy
Student Code of Conduct



Appendix B Smoking & Vaping Areas on Campus

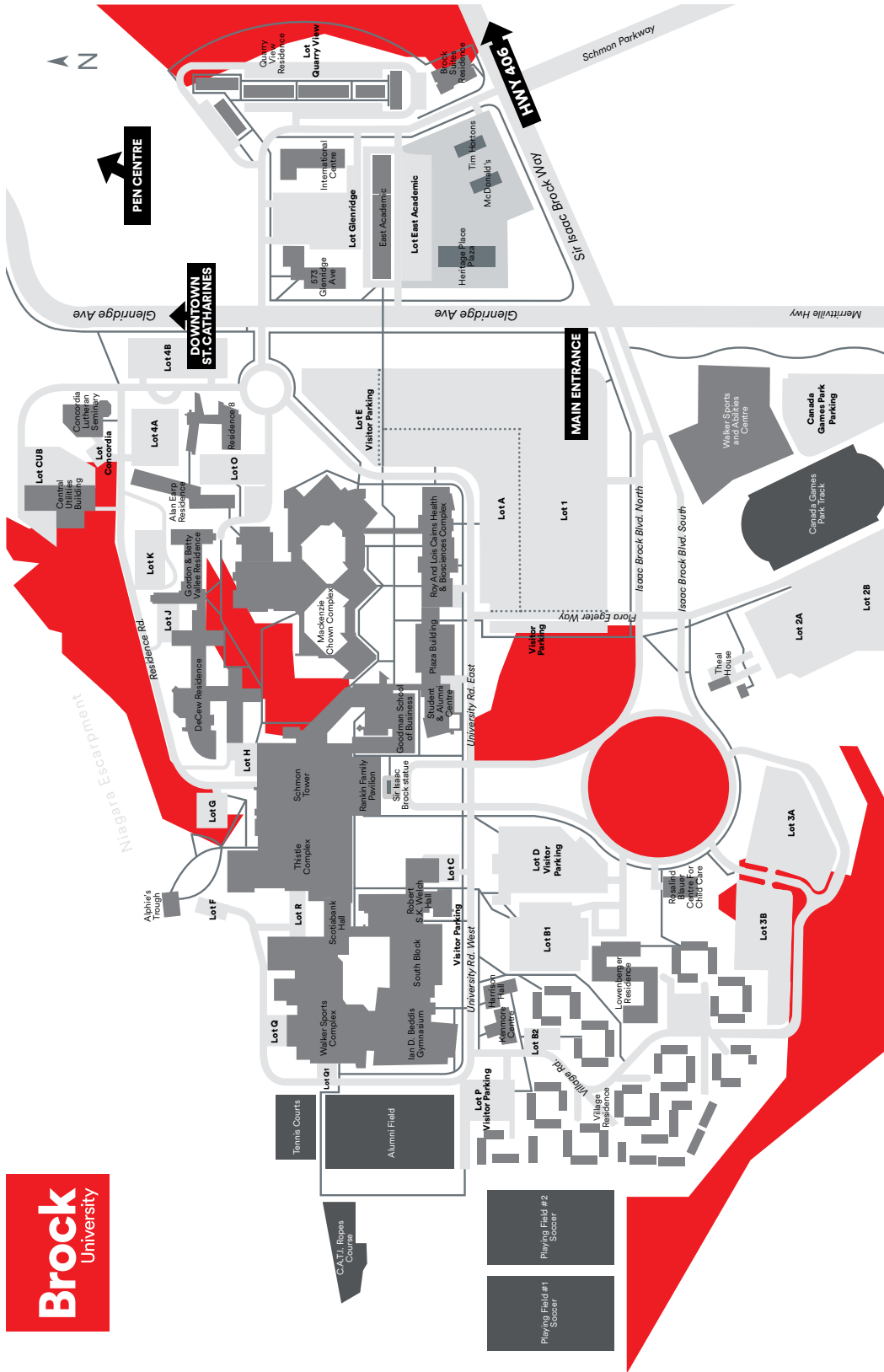
Smoking and vaping are not permitted on campus except in Designated Smoking Areas. Designated There are three Smoking Areas across campus, each identified by green signs:

- Behind Fresh Food Company DeCew Dining Hall at Residence Road
- Between Vallee Residence and Earp Residence near parking lot K
- Near the back of Fresh Food Company Dining Hall Lowenberger off Village Road



You can find a map of these areas in the back of your Residence Handbook or online using the QR code.

Appendix C Areas for Physically Active Games



Students are permitted to play physically active games in the red areas of the map above.

Housing Services

1812 Sir Isaac Brock Way
St. Catharines, ON, L2S 3A1

Phone | 905 688 5550

Fax | 905 688 0797

Email | housing@brocku.ca

Departmental Contact Information

Housing Services

housing@brocku.ca

Ext. x3370

North Service Desk

northdesk@brocku.ca

Ext. x3706

South Service Desk

southdesk@brocku.ca

Ext. x4311


East Service Desk

eastdesk@brocku.ca

Ext. x3220

Please visit brocku.ca/directory for the most current staff directory.

 **@BrockHousing**

 Reach us through our Live Chat at brocku.ca/housing and click the bubble icon.