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The RESIDENCE UPDATE Newsletter is produced monthly by Student Housing Services. Need to contact us?

Email: [housing@uoguelph.ca](mailto:housing@uoguelph.ca)  
 Phone: 519-824-4120 ext. 58700  
 Twitter: @UofG\_Housing  
 Facebook: [facebook.com/studenthousingervices](https://www.facebook.com/studenthousingervices)  
 Tumblr: [uofghousing](https://www.tumblr.com/uofghousing)  
 In Person: Maritime Hall

Office Hours: 8:30 am - 4:45 pm  
 Monday through Friday

### Residence Deposit Reminder

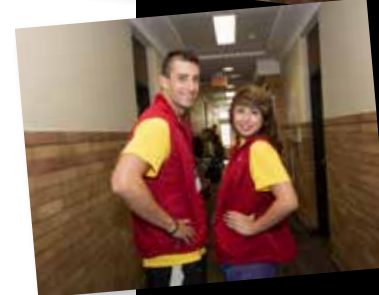
If you are returning to residence and you have not yet submitted the rest of your full \$500 deposit, you must do so not later than May 1st. Please see <http://housing.uoguelph.ca/deposit> for full information about acceptable methods of payment and correct procedures for each.

### Check Your Residence Snailmail

Not all residents make a habit of regularly checking their residence mailbox, but it is especially important to do so before you check out for the summer. If you are not sure where your mailbox is located, please ask the staff at your Residence Desk.

### 23-Hour Quiet Policy

Friday, April 7, 2017 is the last day of classes. In order to maintain an environment that is conducive to studying, all residence halls will observe a 23-hour Quiet Policy **beginning at 11:00 pm on that day until the end of final examinations.** During this time, please be respectful of the needs of other residents by restricting noise to a level that cannot be heard outside your personal room. The period of 9:00pm-10:00 pm is a designated relaxation hour. Residence students are encouraged to participate in organized study break programming sponsored by Residence Life Staff and Hall Councils. It is a time to



allow residents to release some study stress, and should not be construed as “anything goes.”

### Exam Week Guest Policy

Overnight guests are not permitted during the examination period running from noon on Friday, April 7, 2016 and concluding at the close of residence on April 25, 2017. Guests who do not reside in an on campus residence building are not allowed during the same time period stated.

On campus residents are allowed to visit other residences during the day until 10:00pm from April 7, 2017 to April 25, 2017 at closing. You must visit either a Residence Desk and/or a Guest Table to be issued guest passes for residents visiting another residence building.

Please call your Residence Desk or speak with your Residence Assistant if you have any questions.

### Looking for Quiet Study Space?

During exams, from Friday April 7, 2017 at 6:00 pm until Monday April 24, 2017 at 6:00 pm, the following locations will be open day and night for a quiet space for studying:

East Townhall (upper level)  
 East Fireplace Lounge  
 Eccles Centre, South Residence  
 Lennox 285, Academic Drop-in Centre  
 Lambton Games Room

In addition, each residence has lounge space and rooms available for limited sign-out. Check with your Residence Desk.

Good luck with your exams and safe travels when you leave Guelph.

### Residence Community Living Standards

During the examination period running from 11:00 pm on April 7, 2017 and concluding at the close of residence on April 25, 2017, students found in violation of the **Residence Community Living Standards** will have one or more of the following range of sanctions applied:

1. **Fines.**
2. **Required early checkout (less than 24 hours after last exam).**
3. **Removal from residence with one hour's notice.**
4. **Charges before the University of Guelph Judicial Committee.**

### Checking Out of Residence

On March 24 you were sent an email from Residence Life telling you to check what date you are expected to check out, and what you need to do to avoid problems (and charges!) concerning cleaning, missing keys, etc.

Please check that information again before you leave, and contact the appropriate extension / email address (outlined in that check-out email) if you have any questions or problems.

### Reminder -- Check-Out Procedures

***(Don't forget to return your mattress cover before you leave!)***

Complete check-out procedures must be followed. There are serious consequences for not doing so (see the next section **Improper Check-Out** for details).

1. Take your room keys, mailbox key and fob if applicable (including any spare keys signed out from the Residence Desk) and your mattress cover to the Residence Desk to check out.

2. Return any items that you have signed out from the Residence Desk such as vacuums, irons, etc.
3. Complete your residence check out form making sure that the DATE OUT and signature section is clearly completed. Note: mail is not forwarded, you must make your own arrangements at the Post Office (change of address). Also be sure to notify all of your contacts to update them on your mailing address.
4. Ensure that you and the Desk Attendant have signed the check-out form.
5. Please remember if you are found in a residence building after your expected check out date and time you are officially trespassing and could incur fines and charges
6. Return Hockey/Bike Room keys, combination locks, spare bedroom keys, etc. to your Residence Desk.
7. Please remember to cancel your cable service when you check out of residence. Rogers Cable TV does not automatically cancel services when residences close for the summer months, and will continue to bill you.

(\*East Students who need to check out after your Desk is closed - please call the Prairie Desk ext. 58123 for assistance, they will direct you on how to check out! -- A sign will be posted at the East Desk.)

Charges are also incurred if your residence room or shared common spaces are not clean - please remember to clean your residence space prior to checking out to avoid any additional charges.

### **Improper Check-Out**

#### **\$ Billing for Improper Check-Out:**

If you do not check out of residence properly you will be billed \$125.00 for not completing the

residence check-out process (signing your check-out form, or checking out of residence on your specified date). You could be billed an additional \$75.00 for a lock change IF you did not hand in your residence room keys and any other residence keys you have signed out. Please note: other nightly charges may also apply in the event you have not left residence on your expected check-out date as specified in your MyHousing account.

If you have left residence with your residence key and/or spare keys, you need to **courier or deliver these keys back to the Facilities Office c/o Joanne Mead by no later than noon on Friday April 28. Please do not send your keys in regular mail or Express Post, they must be sent via COURIER in order to reach us by noon on Friday April 28.**

**Call your Residence Desk for more information.**

### **Laundry Cards**

Please be sure not to overload your Laundry Cards as you near the end of the semester. Student Housing does not refund any balances left on your laundry cards.

### **Summer Residence Application**

We are still taking applications for Summer residence! To apply, please go to our website at <http://housing.uoguelph.ca/current-residents/summer-residence>

### **Residence for Fall '17/Winter '18**

Just a reminder that we are still accepting residence applications for the F17/W18 waiting

list -- the \$500 deposit is due when you apply.

Residences open for Fall check-in on Sunday September 3 - time TBA.

If you wish to cancel your Fall residence application, please email us from your GryphMail account and tell us so. Remember to include your name and student ID number in your email. Please also note the cancellation charges which apply - they are listed in section 19.3 of the **Residence Contract**.

### **Income Tax and Residence**

All University of Guelph residences are *designated residences* for property tax and rent purposes, meaning that residence fees cannot be claimed as rent payments on income tax returns. The only claim that is allowed is \$25 for the year (with no receipt necessary). For this reason, the University does not issue tax receipts for residence fees. For more information see question 2 at <http://www.fin.gov.on.ca/en/credit/oeptc/faq.html>

# move.out

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# MADNESS



Not wild about trucking all of your belongings home or to your new place off-campus? Donate them instead!

Large bins will be placed in each residence hall during the final exam period, to allow you to donate non-perishable foods, clothing, appliances, and miscellaneous items you may have and not want to carry home. These items will be given to the community-benefit organizations, such as the Guelph Food Bank, and to incoming exchange students, who aren't able to bring a lot of belongings with them.

*What you can donate:* unexpired canned food, unexpired boxed food, toiletries, clothing, bed sheets / linens, unbroken electronics and small appliances, sports equipment, books, shoes, fans, and more.

*What you cannot donate:* expired food, foam toppers, and mattresses.

#### *Residence Bin Locations:*

MARITIME	Overpass
MOUNTAIN	Overpass - across from Academic Drop-in Centre
PRARIE	Overpass - across from Area Coordinator's office
LA	Lobby
JOHNSON	Tower lounge
MILLS	Phoenix Lounge on the First Floor
EAST RES AND VILLAGE	Outside <u>EastSides</u> Cafe
LAMBTON	Lobby outside Fire Place Lounge
ARTS HOUSE	Basement Fire Place Lounge
WATSON	Basement Fire Place Lounge
78 COLLEGE AVE WEST	In laundry facility area
BIO	No Bins