



CANADIAN SOUTHERN BAPTIST  
SEMINARY & COLLEGE

# RESIDENCE POLICY MANUAL



**August 2013**



Christian liberty is something we all enjoy. Each student is expected to conduct him/herself with thoughtfulness and concern for the rights and needs of fellow students and to show respect for those in leadership. It takes this commitment from every one of us to build a healthy and vibrant Christian community.

“Do not look out only for your own interests but also the interests of others” (Phil. 2:4).

## **Student Residence Policies**

### **A. Eligibility**

1. It is understood that each student residence apartment must be occupied with up to six students of the same gender.
2. In order to maintain eligibility, students in residence at CSBS&C must adhere to the following requirements:
  - a) Maintain 9 hours of course work for credit each regular semester.
  - b) Maintain all terms of this *Student Residence Policy Manual*.
  - c) Maintain good academic standing, in compliance with CSBS&C academic requirements.
  - d) If a resident does not adhere to residence policies he/she will be asked to meet with the Student Services Director. If the student continues to ignore policies after several warnings the student may be asked to vacate the residence.

### **B. Residence Fee/ Occupancy dates**

1. The residence fee and security deposit are due in full at the beginning of each semester on the ‘move in’ day. Residents are required to ‘move in’ two days prior to orientation at the beginning of the fall semester.

2. The residence fee includes water, sewer, electricity, gas, high speed internet, Shaw cable TV, access to laundry facilities, and garbage removal services.
3. Students are required to leave residence the Monday after the fall semester ends unless permission to remain over the break is obtained from the Director of Student Services. Students may leave belongings in the apartment only when enrolled in classes in the spring semester.
4. Students may return to residence no earlier than the Friday before the spring semester starts.
5. On Monday following the end of spring semester, the residence apartments will be vacated and closed for the summer. Students should remove all belongings at this time and clean the apartment. Student Services Department/Housing Office will schedule a walk through to assess any damage before returning the security deposit.
6. Residents should not move out during the semester. If due to extenuating circumstances a 'move out' is necessary, the student must provide a minimum 30-day written notice to the Housing Office.
7. The security deposit plus interest will be returned to the resident after moving out, less any charges for repairs, cleaning, or other obligations of the resident.

#### **C. Access**

1. The CSBS&C shall have the right to enter the premises without notice or consent in the case of an emergency.
2. The CSBS&C shall have the right to enter the premises after giving a 24-hour notice for the purposes of inspection, repair, or showing the premises to a prospective resident.

#### **D. Use of Premises**

1. For liability reasons, there shall be absolutely **no childcare** provided in student residence by residents, at any time.
2. Smoking is not permitted in any CSBS&C buildings, including student residence. In addition, the storage and/or consumption of alcoholic beverages or illegal substances are not permitted on CSBS&C property.

## **E. Consideration of Others**

1. As a courtesy to all residents, 11:00 p.m. to 7:00 a.m. is designated as a time when noise is kept to a minimal level. Students are responsible to respect other students' right to sleep and quiet. Excessive noise at any time of day and particularly after curfew is unacceptable. Within the building and in individual rooms, students are asked to be respectful of others. Please do not play music louder than what is necessary to hear within your own room. Also, please be sensitive to other residents in the building when entering/exiting and using the common staircase, by keeping noise to a minimum.
2. Students are expected to be in their own apartment by 11:00 pm Monday to Thursday and by 1:00 am Friday to Sunday.
3. Co-ed visitation is permitted in the kitchen/living area in residence housing. Co-ed visitation is prohibited in the bedroom area of the residence. Co-ed visitation curfew is in effect:

Monday to Thursday      11:00 pm - 7:00 am

Friday to Sunday          1:00 am - 7:00 am

4. Overnight lodging by visitors is allowed only by advance permission from the Student Services Department and/or the R.A. Visitors of the opposite sex may not stay overnight under any circumstances.
5. Students are responsible for the cleanliness of their room and need to cooperate with roommates to maintain a high standard of cleanliness in the kitchen and all common areas. Vacuum cleaners, brooms and mops are provided. Students must provide their own cleaning supplies. Resident assistants will monitor cleanliness periodically.
6. Students are to refrain from entering another student's room without knowledge and permission of the occupant(s) in order to respect others' privacy. Students are also to respect others' property. Possessions should not be utilized without permission. This applies to food in the

kitchen as well. Personal items in the cabinet and fridge should be labeled.

7. The kitchen must be left clean after each use. For safety reasons, do not leave the kitchen while cooking. All residents have an equal right to use the kitchen providing everyone an opportunity to cook.
8. Each resident must remove his/her own laundry when the washer/dryer cycle is complete and clean the machines as well as remove lint after each use. Students are responsible to purchase laundry soap and dryer sheets.
9. Video games are to be handled with discretion. Many games are addictive by nature and can consume much free time. When determining appropriate game choices, preference should be given to the others around you. Games that demonstrate immoral behavior, graphic violence, or occult themes are not acceptable. The R.A. reserves the right to ask students to refrain from playing specific games.
10. Make movie and television choices based on the values of Christ and a personal commitment to spiritual growth, setting high moral standards rather than pushing the boundaries. Seek to promote community.
11. Music with lyrics that compromise the listener's testimony or is morally offensive is not acceptable. Please evaluate the content and volume of music, so that it does not have a negative effect on those listening.
12. Students are expected to conduct themselves in an honorable manner that reflects Christ. Relationships should express mutual respect and purity. In consideration of others, please refrain from public displays of affection that may make others feel uncomfortable.
13. Pets are not permitted and therefore the resident agrees to not have any pets in the premises. The term "pets" is understood to include all animals, rodents, birds, reptiles and insects (e.g. tarantula, scorpion). Specifically excluded from this regulation are fish contained in a bowl or aquarium of good design and appropriate size, not to exceed a combined total of 10 liters of water. The resident will be responsible for any damage resulting from spillage or breakage of these items.

14. Residents should attempt to resolve any issues or disputes internally. If this is not possible, the grievance procedure should be followed.

#### **F. Care of Premises**

1. The CSBS&C will ensure that the premises at time of occupancy by the resident, will be clean and in a good state of repair.
2. Throughout the continuance of residency, the resident shall immediately submit to the Housing Office any maintenance requests for any and all damage that has occurred to the premises or surroundings. Residents are to use the maintenance request forms and submit them to the Housing Office, except in the case of an emergency, in which case, phone requests to the Facilities Manager. Please refer to the maintenance request form for emergency contact number(s). The CSBS&C will respond to all requests in a timely manner, depending upon urgency.
3. The resident shall not erect or attach any communication antenna or device, such as a satellite dish, without prior written consent of the Facilities Manager.
4. The resident is responsible for any damage to the premises such as the cost of repairing plugged toilets, sinks and drains, the cost of replacing or repairing all windows, screens and light fixtures damaged, broken, removed or destroyed at any time during the residency, provided that the costs were incurred as a result of the negligence or willful misconduct of the resident or any other person invited on the premises by the resident.
5. The resident shall not paint, paper, or otherwise redecorate, or make alterations to the premises without the prior written consent of the Housing Director. Residents making any unauthorized alterations will forfeit their security deposit, and pay restoration costs.
6. The resident shall use only small picture hooks and small nails for the hanging of pictures in the unit. Please do not use glue, adhesives or tape on the walls.
7. To avoid damage to the sewer system, residents need to be careful with contents flushed or rinsed down the drains. For example, items such as feminine hygiene products, anything plastic or rubber, grease, coffee grounds, etc. must be disposed of in the garbage. If there is any

uncertainty about a particular waste product, residents are to dispose of it in the garbage bin.

8. All toxic substances (e.g. paint, engine oil) must be disposed of in a manner that complies with legal and environmental regulations.
9. The resident is responsible to keep all walks, yards, and garbage disposal areas clean and tidy at all times. Common spaces should be free of items that would hinder the groundskeepers from lawn care responsibilities. Property and household items are not to be stored on the outside of any unit; instead, proper storage areas are to be utilized. Barbeques and patios chairs may be kept on decks, but must not be left on landscaped areas.
10. The residents are responsible for collecting personal trash and putting it into a large black garbage bag that has been tied and placed into the garbage can provided. On the day of garbage pick-up the garbage can should be moved to street level in front of the residence and returned after the garbage is collected.
11. Residents are encouraged to use the recycling services that are available in the Town of Cochrane. The CSBS&C has paid the annual recycling fee for the entire campus. Residents simply need to advise recycling staff that they are part of the CSBS&C community.

## **G. Safety**

1. No additional electric wiring or permanent heating units shall be installed in the premises. Only electric space heaters that meet current safety standards are permitted.
2. No combustible material or flammable liquid shall be stored inside the premises.
3. Residents and their guests assume full risk for use of CSBS&C roadways and parking areas.
4. The entrance doors to the apartments will be locked 24/7 for security and safety purposes. Each student will be issued an identification/access card that opens the entrance door. The card is for the exclusive use of the student named on the card. Each are to use his/her own card for entry. Lending your card or borrowing another's card is a breach of security. Please report lost or stolen cards to your R.A.
5. **Students must make arrangements with the R.A. in advance of going away for the weekend or mid-week.**



6. In the event of an emergency contact the R.A. or Student Services Director or dial 911. If you have an emergency that involves your apartment such as flooding, please contact the Facilities Manager.

## **H. Vehicles and Parking**

1. Unlicensed vehicles are not permitted in CSBS&C housing parking areas. The resident will receive one written request to remove his/her unlicensed vehicle within a specified time, after which the vehicle will be removed at the resident's expense.
2. Vehicles shall not be repaired or serviced on CSBS&C property, except for minor repairs (e.g. alternators, starters, tire change); however, vehicles while being serviced must not be left unattended at any time.
3. Parking is provided for the resident at his/her own risk. The CSBS&C is not responsible for damage to or theft from vehicles belonging to the resident or his/her guests.
4. One parking space will be assigned per student. Residents must not park in guest parking area(s).

## **I. Grievances**

1. Should a resident feel that he or she is being treated unfairly with regard to student residency matters, the resident should follow the grievance procedure:
  - a) The resident should talk directly with the Student Services Director.
  - b) If a resolution cannot be achieved with step one, the resident should submit a written request through the Director of Finance & Administration for resolution by an administrative committee.

## **J. Policy Changes**

1. The CSBS&C may, from time to time, and on reasonable notice to the resident, make other equitable residence policies in order to maintain and enhance the care of the CSBS&C property and for the comfort and safety of the residents. These periodic revisions will apply to all current residents at the time of implementation.

