



Augustana Residence House Rules

Purpose: House Rules are the set of day-to-day living expectations for campus residence communities to meet the unique needs of students living in residence. Building and community specifics are noted within. The House Rules are in place to promote a positive living environment that focuses on academic, personal, and community success.

Table of Contents

[Table of Contents](#)

[Communal Living](#)

[Guiding Principles](#)

[Accountabilities](#)

[General Rules](#)

[Noise](#)

[Guests and Visitors](#)

[Cleaning & Building Care](#)

[Smudging](#)

[Substances](#)

[Alcohol](#)

[Smoking and Vaping](#)

[Cannabis](#)

[Safety](#)

[Fire Safety](#)

[Personal Safety](#)

[Dispute Resolution](#)

[Resident Dispute Process](#)

[Roommate Dispute Process](#)

[Terms & Definitions](#)

[Residence Spaces](#)

[Key Terms](#)

Communal Living

Guiding Principles

- 1) Students living in residence agree to abide by the House Rules when signing their Residence Agreement. Residents are required to review, be familiar with, and uphold the House Rules and other policies that are in place, including the Residence Agreement and Residence Community Standards Policy, including any updates/amendments.
 - a) The House Rules may be updated and/or amended from time to time by Residence Services in consultation with Residents Associations of impacted communities as outlined in the University of Alberta Student Participation Process Handbook. Updates and changes are not required to be approved by the General Faculties Council (GFC) or the Board of Governors.
- 2) Respectful and inclusive behavior is expected by all residents. Our community welcomes students of diverse gender identities/expressions, sexes, ages, races, ethnicities, religions/faiths, abilities, languages, and sexual orientations. Acts of racism, homophobia, transphobia, ableism, sexism or other forms of discrimination do not belong in residence.

Accountability

- 1) Residents should be active participants in enhancing the community environment.
- 2) Residents must practice good judgment and be held accountable for their actions. Accountability can range from apologizing for wrongdoings and committing to changing behavior, to engaging in educational conversations with staff.
- 3) Residents should be prepared to present identification (e.g. ONEcard) upon request of a residence staff member for the purpose of documenting interactions and incidents in residence. This is also a requirement under the [Code of Student Behavior](#), section 30.3.6(3).
- 4) Residents are required to review notices and communications from Residence Services and attend any scheduled mandatory meetings hosted by staff.
- 5) Students in residence cohort groups are expected to be active participants in the programs of that cohort.

General Rules

Noise

- 1) **Noise Levels:** It is understood that there may be a reasonable amount of noise associated with living in a communal environment.
 - a) **Courtesy hours** are defined by the expectation that residents must make a reasonable effort to limit noise and be respectful of others. Courtesy hours are in effect at all times.

- b) To ensure courtesy hours are implemented at all times, any sound system or accessory that is reasonably expected to create nuisance or disturbances are not permitted in residence.
 - c) If any staff member reasonably requests a resident to reduce the volume of your activity, you must comply with the request, regardless of the time.
- 2) **Quiet Hours:** During the specified times below, residents are required to ensure noise does not disturb neighbors or roommate(s) in any way. Quiet Hours are enforced to ensure residence is an environment that promotes academic success and student wellness.
- a)
 - b) **Hoyme & Ravine Complex**
 - i) 11:00 pm – 8:00 am on evenings where the following day has scheduled University classes held.
 - ii) 1:00 am – 10:00 am on evenings where the following day does not have scheduled University classes held.
- 3) **Final Exam Period** (December and April): 24-hour Quiet Hours will be in effect during final exam periods, with a break that will be communicated by residence staff, at which time regular noise levels will be permitted.
- 4) **Concerns About Noise:** Residents are encouraged to self-address noise concerns by politely indicating to the responsible party that the noise level is impacting them. If the responsible party does not agree, or a resident is not comfortable approaching the responsible party, they can refer to the [Who To Call](#) reference for help resolving the concern.
- a) During Posted Community Support Shift or Check-point hours.
 - b) Emergency
 - i) For any emergency that threatens student safety:
 - (1) Immediately call 911 or University of Alberta Protective Services at 780-492-5050 (Local Camrose number 780-608-2905)
 - ii) For any emergency involving a UAlberta building facility (such as a flood or other risk to the property)
 - (1) Contact the Campus Control Centre at 780-492-4833 (for Augustana Campus, select 3 from the options).

Guests and Visitors

The definition of a visitor/guest and how long they are allowed to occupy the premises can be found in the Residence Agreement for each residence.

- 1) Anyone who is invited to, accompanied on, accepted or admitted to the residence property (which includes but is not limited to all residence buildings, parking lots, and surrounding grounds) is deemed to be a guest of that resident.

- 2) A resident who facilitates the access (for example, opening of a locked door) of a stranger or 'non-hosted' person to residence property will be deemed to be the host of that person and will be held responsible for that person's behavior as if the person were their guest.
- 3) Residents are responsible for their guests' behavior whether or not they participate in, condone or are aware of the guests' behavior.
- 4)

Cleaning & Building Care

Please review the [Cleaning & Care Expectations](#) page for information, tips and a clear understanding of the requirements of residents regarding the care and maintenance of your unit.

In recognition that cleanliness standards vary for individuals, Residence Services defines clean and tidy below.

- **Clean** is defined as a space in a reasonably sanitized state, and free of the sight of dirt and strong odors. The space is in a good condition to be comfortably enjoyed by other users.
 - **Tidy** is defined as a space that is cared for in a way that it appears neat and orderly and is free of mess and clutter.
- 1) **Community Cleanliness Expectations:** Residents are expected to contribute to the overall tidiness of Common Spaces, and are responsible for:
 - a) Properly disposing of trash produced in Common Spaces in the appropriate bins.
 - b) Refraining from leaving personal items in Common Spaces (such as lounges, stairways and hallways).
 - c) Act in a way that does not introduce or spread pests in residence.
 - d) Follow instructions provided by Residence Services staff in regards to cleanliness and upkeep of private and common residence spaces.
 - 2) **Kitchen Etiquette:** Often food is forgotten and then spoils in the common refrigerators which presents a hazard for staff and students. Residence Services does not clean the refrigerators, please follow these rules so everyone can enjoy the use of the refrigerators:
 - a) Immediately after preparing food:
 - i) Clean and put away all dishes.
 - ii) Properly dispose of trash in the receptacles
 - iii) NEVER put grease or oil down the drain. AFTER it cools, place it in a sealed container and dispose of it in the trash.
 - iv) Wipe down all counters and surfaces so the kitchen is clean for others.
 - b) Personal items left dirty in the kitchens for greater than 24 hours are subject to removal and disposal in the trash.
 - 3) **Common Refrigerator Etiquette:** Often food is forgotten and then spoils in the common refrigerators which presents a hazard for staff and students. Residence Services does not clean the refrigerators, please follow these rules so everyone can enjoy the use of the refrigerators:
 - a) All Food in the common refrigerators must be labeled with your **Name and Contact Number**.

- i) If items spoil, you may be contacted to remove your food and clean the refrigerator.
 - b) Food not labeled is subject to disposal at Residence Services discretion.
- 4) **Unit Cleanliness Expectations:** Residents are responsible for ensuring the overall cleanliness of Private Spaces. This includes regularly cleaning (e.g. dusting, disinfecting, sweeping, mopping, etc.) your unit.
 - a) Residents with roommates should establish a cleaning schedule when filling out the roommate agreement to ensure unit cleanliness is maintained throughout the year. Contact your Resident Assistant if you need assistance with creating a cleaning schedule.
- 5) **Garbage and Recycling:** Residents are responsible for taking all personal garbage, recycling, and organics to the designated disposal sites outside of each community. Disposal of personal garbage/recycling/organics from your unit in Common Spaces or Public Spaces is not permitted.
- 6) **Reporting Maintenance, Cleaning, and Pest Concerns:** Residents are required to report all maintenance concerns, pest sightings (e.g. mouse, insect), and cleaning concerns to staff in a timely manner. Concerns should be submitted via a [Maintenance Request](#). If you are not sure who to contact, please email aughouse@ualberta.ca or talk to your Resident Assistant.
- 7) **Public View:** Window areas and other areas in public view must be kept free of offensive material and mess. Offensive material is defined as any item that is derogatory, threatening, discriminatory (see [Guiding Principles](#) 1.b.), or violates the rights of residents outlined by the Community Standards Policy. Mess is defined as a state beyond reasonable tidiness and cleanliness, includes but is not limited to the display of garbage, cans or bottles.
- 8) **Posters:** Students must follow both the University [Poster Policy](#), and Residence Services poster procedure before posting on poster boards. Unapproved posters will be removed.
- 9) **Communal Furnishings:** Furniture provided for the community (in Common Spaces and Public Spaces) must be available for common and public use. Moving community furniture, especially to Private Spaces, is not permitted.
- 10) **Bicycles, electric scooters, and similar items are not permitted in residence buildings, Applicable to residences with communal kitchens and no meal plan (Résidence Saint-Jean, International House, Linden House, Alder House, Augustana Theme House)**
 - 1) **Common Chores**
 - a) All residents shall strive to maintain the kitchen and dining areas (including counters, floors, large and small electrical appliances) clean and free of debris after each use. To ensure a safe and clean environment, residents shall share the chores of maintaining these areas cleaned by following the chore assignment schedule determined by the Resident Assistant of the community.
 - b) The Resident Assistant shall strive to give a timely notice of the chore/compost assignment schedules.
 - c) Residents will participate in a compost disposal schedule determined by the Resident Assistant.
 - 2) **Individual Chores**

- a) Individual residents shall be responsible for washing, drying and storing their own dishes and cooking/baking material in a timely manner.
- b) All members of the community must reasonably observe the [Dispute Resolution](#) Process outlined in these House Rules and should report ongoing issues to staff in a timely fashion.

Tip: Communities are encouraged to do a regular walk-through of their common spaces, fridges and kitchens to keep spaces clean and tidy. Try scheduling this as part of regular floor meetings and turn it into a social activity, after all, many hands makes light work!

Smudging

- 1) As a Treaty 6 territory, students in University of Alberta residences may pray/smudge in their rooms in accordance with the University's [Ceremony \(Smudging\) Guidelines](#).
- 2) Any student who wishes to pray/smudge in their room may do so and should let their roommate(s) know (if applicable) and contact aughc@ualberta.ca for signage to let neighbors know that there is a ceremony (prayer/smudge) in that space.

Substances

To ensure our communities are welcoming spaces that promote wellness, the following substance expectations must be followed:

Alcohol

- 1) Residents are not allowed to participate in any activity or game that promotes the mass consumption of alcohol.
- 2) Open alcohol is only allowed in Private Spaces. Open alcohol is defined as any alcohol that is not in its original factory seal.
 - a) **Theme House only:**
 - i) In addition to Private Spaces, residents are permitted to have reasonable amounts of open alcohol for personal use in kitchens, dining areas (Theme House only), and lounges.
- 3) Alcohol may be transported outside a Private Space if it is factory sealed, and in an unidentifiable manner (such as an opaque bag).
- 4) Functions involving alcohol outside of Private Space require permission from the University as per the University's [Alcohol Policy](#).
- 5) Consumption and/or possession of common source alcohol (such as kegs, jungle juice mixtures, containers of hard alcohol greater than 100oz such as a Texas mickey, etc.) are not permitted in residence.
- 6) Glass beer, cooler and pre-mixed drink bottles are not permitted in Hoyme or Ravine Complex. Wine, liqueurs, and other hard alcohol in glass bottles are permitted.

- 7) Drinking alcohol in Public Spaces, Common Spaces, or outside of any residence building (such as parking lots, lawns, patios or balconies) is not permitted.
- 8) Sales, advertising, branding or sponsorship of alcohol on residence property is not permitted.

Smoking and Vaping

- 1) Smoking or vaping of any substance is strictly prohibited anywhere in the residence.
- 2) Transporting cannabis, tobacco, or vaping products, and their associated equipment and accessories (such as pipes, bongs, vapes, dab pens, etc.) to designated smoking areas must be done so in a manner that ensures it is undetected in smell and sight. This means items must be transported using stored airtight sealed containers, on your person or in an opaque bag/container.
- 3) Anyone choosing to smoke or vape must do so outside at least 10 meters away from any entrance, window, or air intake in compliance with provincial law.

Cannabis

For more information, visit the website [Cannabis at the University of Alberta](#).

- 1) Cannabis and accessories are not permitted in Common Spaces.
- 2) Smoking and vaping of cannabis products inside residence buildings is not permitted.
- 3) Consumption of cannabis in the form of smoking or vaping is only permitted in [Cannabis on Augustana Campus](#)
- 4) Smoking and vaping of cannabis products is not permitted at events in residence.
- 5) Growing cannabis plants in any residence is not permitted.
- 6) Sales, advertising, branding or sponsorship of cannabis products on residence property is not permitted.
- 7) **Storage expectations**
 - a) All cannabis products and accessories (such as pipes, bongs, vapes, dab pens, papers, etc.) must be stored in a sealed container to prevent odor. This should be done using storage containers such as tupperware and jars that are airtight and made of glass, kept in spaces that are cool and away from direct sunlight. Larger smell proof bags and cases should be used for larger accessories. Cannabis, including edibles, must be clearly labeled in a way that identifies the presence of cannabis in the product.
 - b) Cannabis must be stored in the resident's Private Space.
- 8) Cooking with cannabis or cannabis products is not permitted on any residence property.

TIP: Some items carry strong odors after use! When transporting Bongs and other items within buildings, ensure they are in a tight sealed container.

Safety

The following outlines expectations related to safety (in addition to those noted in the Residence Agreement):

Fire Safety

- 1) Tampering with any fire or safety equipment in the residence community (including removing or covering smoke detectors and blocking fire exits) is prohibited.
- 2) In evacuation emergencies, residents are to evacuate the building using the safest exit available to them, and head to the nearest Muster Point until they are notified by staff that it is safe to re-enter the building.
 - a) Hoyme Muster Point - Plaza at the start of the Ravine Crossing (aka "helipad")
 - b) Ravine Muster Point - Parking Lot
- 2) Ovens and stovetops should not be left unattended while in use.
- 3) Starting a fire on residence property is expressly prohibited unless it has received the consent and approval of Risk Management Services and Residence Services. This includes the use of fire pits, fireworks, or other large flames

Personal Safety

- 1) If you are concerned for yourself or another resident, please connect with your Resident Assistant or email aughouse@ualberta.ca to connect with a professional staff member.
- 2) In case of an emergency, call 911 (e.g. medical emergencies, unsafe situations), then advise [University of Alberta Protective Services](#) (780-608-2905).
- 3) To report concerning or urgent but non-emergent situations, call University of Alberta Protective Services. (e.g., overly-intoxicated individuals, suspicious activity) at 780-608-2905 or the Camrose Police Service Complaint Line at 780-672-4444.
- 4) Report to the [Augustana Early Alert System](#) or [Helping Individuals At Risk \(HIAR\)](#) concerning behaviors of an individual at risk of causing harm to themselves, or at risk of harming others, who is a member of the University community.
- 5) Residents are required to follow all additional health and safety expectations provided by Residence Services, the University, and any federal, provincial, and municipal legislation, which may fluctuate from time to time. Changes to Residence Services' expectations will be communicated by residence staff.

Kitchen Safety

- 1) Cooking in Residence Rooms is not permitted, however, small appliances such as microwaves (700 watt maximum) or kettles for heating up pre-packaged foods are permitted.
- 2) **NEVER** leave your cooking food unattended.
 - a) It is easy to get distracted even if you need to leave for 'just a minute.'

- b) Make sure to plan out what you need for your recipe, bring it to the kitchen and stay with your food until finished cooking
- 3) **STOP** before you leave the kitchen and make sure all the burners are turned off.
- 4) **AVOID HIGH TEMPERATURE COOKING** (eg, red hot burner).
 - a) Burners that are red hot have a higher risk of starting a grease fire or causing food to burn.
 - b) Go for a mid-level heat, your food will still cook!
- 5) **WHAT TO DO IF YOUR POT CATCHES ON FIRE**
 - a) Never use water to put out an oil fire.
 - b) If the oil in your pot catches fire, use a kitchen fire extinguisher or cover the pot with a metal lid.
 - c) Get everyone to safety and call 911 right away.
 - d) If your clothes catch fire do not run. Moving and running feeds the fire. Stop, drop to the ground and roll around to put the fire out.

Dispute Resolution

To promote a positive communal environment, the following outlines expectations related to resolving disputes in residence.

Resident Dispute Process

- 1) In the event that the behavior of another resident (e.g. neighbor) is impactful, and if it is safe to do so, it is recommended that the impacted party approaches the neighbor they believe is causing the issue in a respectful manner to inform them of the issue and the impact, and request it discontinue. Sometimes when behavior is causing an issue (e.g. noise is impacting the ability to sleep) the responsible party may not be aware of the impact of their actions.
- 2) Should you be uncomfortable approaching your neighbor, or find your neighbor to be uncooperative, the RA on shift is available to help or residence life staff during regular office hours.

Roommate Dispute Process

- 1) Roommates must complete the Mandatory Roommate Agreement with all roommates present once they have all moved into the suite. Links to the Roommate Agreement can be found on the Residence Services website.
 - a) Residents are required to redo the Roommate Agreement with those residing in the unit in the event that:
 - i) A roommate(s) moves out
 - ii) A roommate(s) moves in
- 2) If roommates experience a dispute regarding their living space or lifestyle, the following steps are expected in pursuit of a mutually-agreeable solution:
 - a) Roommates must revisit their Roommate Agreement and consider how earlier expectations impact the dispute.

- i) If the Roommate Agreement was not completed prior to the dispute, it must be completed and practiced for a minimum trial period of 7 days before moving forward.
- b) Roommates/neighbors must speak with each other in an open, honest, and respectful manner. All parties are expected to have and assume good intentions, and attempt to work out the issue(s).
- c) If the problem fails to be resolved, roommates/neighbors should consult the Resident Assistant, who will mediate discussions in the hopes of arriving at a resolution to the issue(s).
- d) If no other measures work to solve the issue(s), roommates/neighbors will consult with the Senior Resident Assistant or professional staff member to discuss options and resolve the situation.

Note: Room transfers will be considered only as a “last-resort” option and will not take place until the above steps have reasonably been attempted. Exceptions can be made by professional staff in extenuating circumstances.

Terms & Definitions

Residence Spaces

Term	Definition
Ravine Complex	<p>The following residences make up the Ravine Complex residence community:</p> <ul style="list-style-type: none"> ● Anderson Hall ● Bergh Hall ● Marken Hall ● Moi Hall ● Ronning Hall

	<ul style="list-style-type: none"> • Solheim Hall
Hoyme Complex	<p>The following residence wings make up Hoyme Complex :</p> <ul style="list-style-type: none"> • East Hall • Central Hoyme • West Hall • All spaces that connect the wings.
Theme House	The house at 4514-47 Ave Camrose, AB.
Private Spaces	<p>All Residence Communities</p> <ul style="list-style-type: none"> • The bedroom assigned to the resident
Common Spaces	<p>All Residence Communities</p> <ul style="list-style-type: none"> • Resident wings/hallways, and stairwells Community/floor lounges and kitchens • Building lobbies • Floor service centers • Storage and recycling rooms (where applicable) • Floor washrooms (where applicable) • Laundry rooms • Study rooms <p>Ravine Complex only</p> <ul style="list-style-type: none"> • The Commons Lounge. <p>Hoyme Complex Only</p> <ul style="list-style-type: none"> • East Hall Basement lounge • West Hall Basement Study Space <p>Theme House only</p> <ul style="list-style-type: none"> • Deck • Kitchen, Dining Room, Living Room • Hallways, stairs and entrances • Downstairs Gathering Room • Washrooms • Utility and Laundry Room • Front Yard
Public Spaces	<p>All Residence Communities</p> <ul style="list-style-type: none"> • Entrance ways/vestibules • Exterior building grounds
Restricted Areas	<p>All Residence Communities</p> <ul style="list-style-type: none"> • Roofs

	<ul style="list-style-type: none"> ● Fire escapes ● Electrical/telephone rooms ● Elevator/machine rooms ● Maintenance and janitorial closets ● Office and business premises (when closed and not for business purposes) ● Dining Services kitchen ● Areas restricted or under construction as indicated on posted signage
--	--

Key Terms

Term	Definition
Safe	<p>An environment that is:</p> <ul style="list-style-type: none"> ● Secure with low risk of physical, mental, emotional harm to the individual and/or others. ● Secure with low risk of harm to personal property. ● Positively promotes individual and communal health and welfare. ● Is free from threats, fear, intimidation, harassment, abuse. ● Is free from pressure to do anything unsafe, coerced, or anything that violates their own rights and/or the rights of another.
Factory sealed	In a state of original manufacturer packaging. In the context of alcohol transported through Common Spaces and Public Spaces, this means singularly sold items must have the seal intact (unopened) or corked.
Clean	A space in a reasonably sanitized state, and free of the sight of dirt and strong odors. The space is in a good condition to be comfortably used by other community members.
Tidy	A space that is cared for in a way that it appears neat and orderly and is free of mess and clutter.
Offensive Material	Any item (such as a poster or flag) that is derogatory, threatening, discriminatory (see Guiding Principles 1.b.), or violates the rights of residents outlined in the Community Standards Policy. Offensive material can also be displayed in virtual environments.
Mess	A state beyond reasonable tidiness and cleanliness, that could be hazardous to users and/or cause damage to facilities, including but is not limited to the display of garbage, cans or bottles.

