

Student Housing Community Agreement

CASTLEGAR & NELSON

Last updated: May 2025

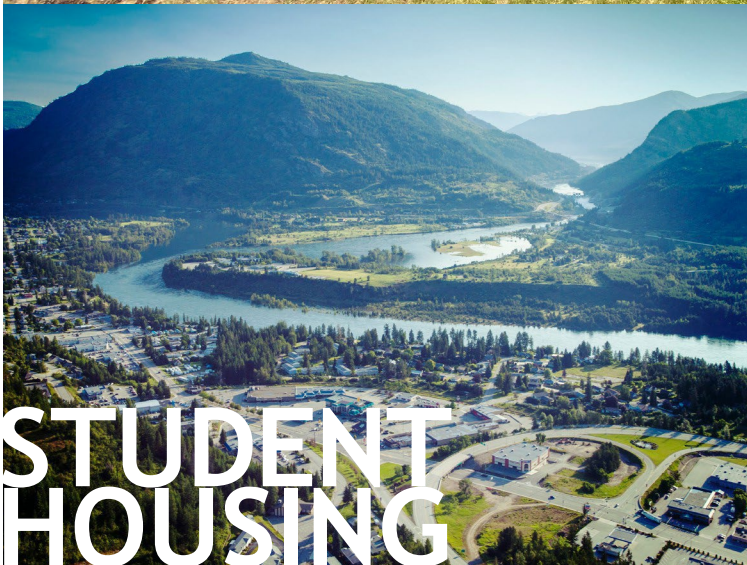


Table of Contents

Land Acknowledgment & Welcome	3
Community Agreements and Shared Commitments	4
Property & Liability Insurance	5
Prohibited Possessions	5
Rights and Responsibilities in Relationship	6
Community Privileges and Opportunities	6
Duties and Responsibilities of Community Advisors.....	7
Housing Payments and Facilities	8
Application and Damage Deposit	8
Student Housing Refund Policy	9
Moving In and Out.....	9
Moving Out.....	10
Caring for Your Spaces	11
Space Care and Damage Deposit.....	11
Living in Community.....	13
Key Policy	13
Room & Building Access	13
Lost Keys/Fobs.....	13
The Student Housing Space	13
Guidelines for Welcoming Guests.....	14
Community Guidelines for Shared Living	15
Noise Levels.....	15
Mutual Respect and Shared Responsibility	15
Navigating Life with a Roommate.....	16
Housemate Resolution Model.....	16
Additional Community Knowledge.....	18
Housing Damage Policy	20
Cleaning Support	20
Response to Community Concerns	21
Immediate Safety Situations	22
Response Framework and Point System	22
Appeals Process	24
Our Commitment to Growth	26

Land Acknowledgment

We acknowledge with respect that Selkirk College student housing is located on the unceded and traditional territories of the Sinixt (Lakes), Ktunaxa, Syilx (Okanagan), and Secwepemc (Shuswap) peoples. We are grateful for the opportunity to live, learn, and grow in community on these lands, and we commit to honoring Indigenous ways of knowing, being, and relating in our shared spaces.

Welcome to Selkirk College Student Housing

Selkirk student housing is a purpose-driven community designed for students committed to fostering a supportive and respectful living environment. Our goal is to cultivate a space where open communication, mutual respect, and academic and personal success are at the core of everyday life.

At Selkirk student housing each room features a private entrance, creating a sense of home and independence. While bathrooms are shared, this setup encourages communication, adaptability, and a spirit of collaboration among students.

We encourage you to prepare yourself for College life just as you would prepare for an exam. Take time to learn how to cook meals you enjoy, get comfortable doing your own laundry and dishes, and practice having open and respectful conversations – even the tough ones. These everyday skills will help you feel more confident and at home in your new environment.

As a resident you have the freedom to shape your living experience. By choosing to live in this community, you are agreeing to follow the guidelines set out in this agreement. Please take the time to read it through. It's full of helpful information designed to prepare you for a successful and enjoyable student housing experience.

STUDENT HOUSING COMMUNITY AGREEMENT

This Student Housing Community Agreement represents a legal and binding commitment between you, your community members, and the land we share. We encourage you to read the agreement fully to ensure you understand our mutual commitments and shared responsibilities.

As a community member living in student housing, you commit to honoring the agreements outlined here, all College policies that support community wellbeing, and local, provincial and federal laws.

COMMUNITY AGREEMENTS AND SHARED COMMITMENTS

COMMUNITY MEMBERSHIP ELIGIBILITY

Community membership applications are welcomed from students enrolled at Selkirk College with a minimum fifty percent program course load. Full-time students requiring accommodations for the entire program or academic year are given priority consideration. Other students taking less than fifty percent may request permission from the Housing Support Team to join our community. All applications are considered with attention to application date, distance from home community, and in accordance with Admissions and Standards Policy 8610 or with permission of the Housing Support Team.

OFFER & COMMUNITY COMMITMENT

Your Housing Community invitation will include your arrival date, departure date, and space type. To accept this invitation, the housing agreement must be signed and returned by the specified date. If we don't receive your signed agreement by the designated date, we will extend the invitation to another student seeking community.

DAMAGE DEPOSIT

A \$400 damage deposit payment is required by the specified date in your offer. This deposit is returned to you within four to six weeks after departure, provided no additional costs for space repair or community care (damage, cleaning or fines) have been assessed to your account.

REASSIGNMENT OF ROOMS

The College may occasionally need to reassign individuals to different rooms and/or floors to best serve our community's needs. Students that apply to extend their housing beyond their original contract period may be assigned a different room or location.

COMMUNITY ACCESS AND SAFETY

Authorized personnel of the College may enter rooms when necessary for:

- Completing maintenance repairs and care work
- Conducting periodic wellness and safety room checks
- Providing access to emergency responders
- Investigating possible concerns about community agreements
- Addressing ongoing sources of disruption to community wellbeing
- To clean following concern with room wellness and safety inspections

We will attempt to notify residents by email 24 hours in advance whenever possible. When College staff or contractors enter a space, they will knock several times, wait respectfully, and identify themselves before opening the door, honoring your need for safety and dignity.

COMMUNITY STANDARDS AND SHARED VALUES

Selkirk College is committed to maintaining standards that ensure a physically safe environment while fostering opportunities for personal and academic growth. The development, revision and honoring of these standards is a shared responsibility between Selkirk College, the Housing team, and community members.

COOPERATION AND COMMUNITY CLEANLINESS

Student Housing is a community built on mutual respect, shared responsibility, and recognition that we all have different needs and ways of being. All community members are required to contribute to a positive living experience by:

- Caring for your space and shared areas with attention and respect
- Keeping noise at levels that honor others' needs for rest and study, and respecting quiet hours
- Treating housing staff and fellow community members with courtesy and respect
- Recognizing and celebrating the diversity of our community

PROPERTY LIABILITY & INSURANCE

Selkirk College does not assume any responsibility for personal property, lost, stolen or damaged from any cause. We require all students to have tenant's insurance, which can be obtained through a local insurance broker or by adding a rider to your family's tenant or homeowner policy. Ensure your policy includes liability coverage, which protects you and your family for injury or property damages.

CARING FOR INSTITUTIONAL PROPERTY

Community members share responsibility for the general condition of their space, shared areas in and around the housing building and grounds, including furniture, fixtures, and surfaces. Fire extinguishers and other life safety devices must remain accessible and undisturbed for everyone's safety.

PROHIBITED POSSESSIONS

The following are prohibited at Selkirk College, and in Student Housing:

Fire and Electrical Safety:

- Air conditioners
- Personal freezers
- Small cooking appliances (toasters, air fryers, hot plates)
- Microwaves (unless provided by the College)
- Space heaters
- Unauthorized electrical equipment
- Live Christmas trees

Community Safety:

- Firearms, weapons, or replicas
- Explosives
- Flammable liquids and gases
- Items used for illegal activities
- Exterior radio/satellite equipment

Shared Space Considerations:

- Pets or laboratory animals (except authorized service animals)
- Personal BBQs
- Additional furniture or fixtures
- Large musical instruments, PA systems, subwoofers in shared areas

ROOM CONDITION FORM

The Room Condition Form you receive at move-in protects you from being responsible for any existing concerns. This completed form, noting any issues you observe, must be returned to the Student Housing Office within 24 hours of move-in. Take time to thoughtfully inspect your space and note any existing issues. This form serves as the official record and will be used during your move-out space check. If additional cleaning or repairs are needed after you move out, we charge \$50.00/hour for the time required.

DATES PUBLISHED IN THIS AGREEMENT

The dates in this agreement are based on 4-month or 8-month housing periods. For housing contracts over shorter durations, the dates and rates will be indicated in the housing offer.

RIGHTS AND RESPONSIBILITIES IN RELATIONSHIP

As a member of our Student housing community, you have inherent rights that support your safety and wellbeing. Alongside these rights come responsibilities that help us care for one another and our shared spaces.

- You have the right to physical, emotional, and spiritual safety in your housing environment. You have the responsibility to report concerning behavior, property damage, or safety concerns to the Student Housing Office or Community Advisors.
- You have the right to a reasonably quiet environment for studying, resting, and self-care. You have the responsibility to respect others by keeping your voice and music at levels that honor community needs, especially during designated quiet hours.
- You have the right to reasonable privacy and personal space.
- You have the responsibility to communicate your needs about rest, study, and visitors to your housemates with honesty, care and respect.
- You have the right to choose your means of recreation, spiritual practice, and cultural expression. You have the responsibility to know and follow the laws of British Columbia and municipal bylaws, including those about alcohol and controlled substances.
- You have the right to support and assistance from Community Advisors, Housing team member and College staff.
- You have the responsibility to reach out for help when needed and to actively participate in finding solutions.
- You have the right to be treated with consideration and respect, regardless of your background, identity, or circumstances.
- You have the responsibility to treat all people with dignity and to foster an inclusive, welcoming community.
- You have the responsibility to check and respond to your student email regularly for important community communications.

COMMUNITY PRIVILEGES AND OPPORTUNITIES

We welcome you as a valued member of our student housing community. As a resident, you're entitled to a safe and inclusive space where your rights are respected and your unique contributions are valued. In return, we count on you to uphold the responsibilities that come with this privilege, recognizing that we all make mistakes and have opportunities to grow.

DUTIES AND RESPONSIBILITIES OF COMMUNITY ADVISORS

Community Advisors hold a special role with integrated responsibilities within the student housing community. They serve as your primary point of contact for support, guidance and inquiries during evenings and weekends. In their role as an Advisor, they are granted the authority and responsibility to act as agents for the Selkirk College Student Housing community. After hours, each housing building has a Community Advisor on duty who can be contacted by cellular phone. The phone number is posted on the office door and at the main entrance to the building.

A COMMUNITY ADVISOR ON DUTY

Safety and Wellbeing:

- Maintains conditions of personal safety and security
- Actively promotes a sense of belonging and community connection
- Supports community agreements and shared values

Community Building:

- Assists with move-ins and other community transitions
- Responds to concerns and offers mediation support using restorative approaches
- Acts as a positive role model and community supporter
- Helps present a welcoming image of Student Housing

Problem-Solving and Support:

- Assists students by connecting them with appropriate services and resources
- Reports space concerns and helps determine solutions
- Participates in community healing processes when requested
- Assists security and emergency responders as needed

Availability and Response:

- Remains available and accessible during assigned evening and weekend times
- Responds to after-hour concerns, assesses situations with care, and takes appropriate action
- Tours the facility routinely during shifts to ensure community wellbeing

Space and Safety Management:

- Supports appropriate use of shared community areas
- Ensures the building remains safe and secure for all

HOUSING PAYMENTS AND FACILITIES

APPLICATION FEE AND DAMAGE DEPOSIT

All students applying for accommodation at Selkirk Student Housing are required to submit an application form with a \$50.00 application fee.

- Application fees are non-refundable
- Housing fees for the contract period are payable 6 weeks prior to the arrival date, noted on your housing offer. Failure to pay on time may result in termination of the housing contract.
- If you are awaiting a funding confirmation, you may be eligible for a deferral. To explore this option, please contact the housing office before the payment deadline.
- Non-payment of fees will result in a hold on your student account which impacts your ability to register for classes and receive academic transcripts. Non-payment may also result in eviction or denial of future accommodation in Student Housing.
- Damage deposits are refunded after departure less any outstanding fees assessed for cleaning, rent, and damages. Refunds require 4-6 weeks for processing.

PAYMENT OPTIONS

To view your account and access your student record, log in to <https://erp.selkirk.ca/srs/mystudentrecord.htm>. You can select and pay your Student Housing fees through this portal. For more payment options, visit: [How to Pay | Selkirk College](#)

Housing rental fees are payable by semester. Early departures in December and April are not eligible for refund.

STUDENT HOUSING REFUND POLICY

FEE REFUND PRIOR TO MOVE IN

The Admissions Office does not notify Student Housing if a student is not admitted. If you are not admitted to the college, please contact the housing office directly.

Room rental fees will be refunded (less \$100.00 cancellation fee) if:

- You submit written notice to the Student Housing Office of your intent to end your housing agreement, providing two full months' notice from the first day of the month
- You cannot accept a room assignment due to medical reasons (supported by medical documentation), with written notice submitted before August 15 or December 15
- Selkirk Student Housing can offer your room to another community member and the building is fully occupied

Students will lose their room assignment and forfeit their damage deposit if they do not pay the required fees or contact the Housing Office in writing by the due date indicated on their room offer.

FEE REFUND AFTER MOVE IN

Room Rental fees may be refunded (less \$100.00 cancellation fee) if:

- You submit written notice of intent to end your housing agreement, providing two full months' notice from the first day of the month.
- Selkirk Student Housing can offer your room to another community member and the building is fully occupied.
- Your departure is due to medical reasons (supported by medical documentation) with proper written notice.

MOVING IN

BEFORE ARRIVING, PLEASE ENSURE YOU HAVE:

1. Submitted the signed housing contract and paid the damage deposit.
2. Submitted your completed student housing identification card and parking confirmation.
3. Paid fees in full or have a written confirmation of fee deferral eligibility from the Housing Office, including a signed promissory note on file.

WHEN CAN YOU MOVE IN?

You're welcome to move in on your official move-in date as stated in your housing offer. We'll confirm a specific time window closer to the date - please wait for this confirmation before finalizing travel plans.

EARLY ARRIVAL REQUESTS

Early arrival depends on availability and requires prior written approval from the Housing Office. An early arrival fee will apply. Students arriving early without approval may need to find alternative accommodations until their scheduled move-in date. If we can accommodate you, an administrative fee up to \$150.00 may apply plus \$60.00 nightly until your scheduled move-in will apply.

LATE MOVE-IN

If you are delayed and expect to arrive after your assigned move-in date and time, please provide us with written notice. We understand situations arise, and we're here to support you. If we don't hear from you within five business days after your move-in date, your housing agreement may be subject to change to offer your space to someone on the waitlist.

ORIENTATION & COMMUNITY FLOOR MEETINGS

All students participate in mandatory orientation and community meetings. During orientation, you'll meet other community members, connect with the Housing team, tour your new home, and begin building relationships.

WINTER BREAK

Student Housing facilities close for winter break. Housing remains open only for students continuing into winter semester who have: applied in writing, paid to remain during the break (\$250), and received approval from Selkirk College. All food services, custodial, and maintenance services are suspended during this period.

SPRING/SUMMER SEMESTER MAY-AUGUST

Students attending Spring/Summer classes must submit a housing application to extend their stay. Room offers will be confirmed by the housing office, and you may be assigned a different space.

Students who have completed classes but plan to work locally may submit a Short Term Accommodation form. Availability depends on cleaning and maintenance schedules. Summer students follow the standard application process with a \$50.00 deposit.

MOVING OUT

Your official move-out date is 24 hours after your final exam, as stated in your offer. The Housing Office will confirm your time closer to the date.

Before Leaving:

- Thoughtfully clean your private space and shared living areas
- Take all personal belongings
- Lock your room and complete formal check-out with the Housing Office

Failure to check out properly or remain beyond your agreement date will result in additional fees.

REQUEST FOR LATE MOVE-OUTS

Late move-outs depend on availability and require prior written approval with associated fees confirmed upon approval.

ADDRESS CHANGE

Please remember to leave a forwarding address before you move out so we can return your damage deposit. Mail or parcels delivered after your departure will be returned to the sender as we are unable to forward items.

MOVE-OUT ROOM CHECK

After you move out, we'll conduct a room check comparing the condition to your move-in documentation. You're responsible for thoroughly cleaning your private room and shared spaces. If you'd like to be present during the check, submit a written request in advance

EARLY DEPARTURE NOTICE

If you need to move out early, you need to complete a Notice to Vacate form and submit it to the Student Housing Office. Please refer to the Refund Policy to determine your eligibility.

CARING FOR YOUR SPACES

Community members are expected to maintain the cleanliness and care of their rooms and shared spaces, following these standards that support health, safety, and comfort for everyone.

PERSONAL SPACE CARE

- Keep furniture, surfaces, windows, and floors clean
- Store dirty laundry appropriately
- Maintain spaces free from odors indicating uncleanliness or mold
- Store food in sealed containers to prevent pests
- Keep floors clear and safe
- Empty garbage regularly

SHARED BATHROOM CARE

- Keep floors clean and free from debris
- Empty garbage regularly
- Clean toilet thoroughly including under lid and around base
- Keep counters, sinks, and mirrors clean
- Maintain shower areas free from soap residue and debris

SHARED KITCHEN AND COMMON AREA CARE

- Keep floors clean
- Sort recycling properly with items rinsed clean
- Wash and put away dishes after use
- Keep counters and stove clean
- Empty sink of food debris
- Keep refrigerator free from spoiled food

WASTE AND RECYCLING

You're responsible for properly disposing of garbage and recyclables in designated areas. Recyclables must be rinsed and sorted according to posted guidelines. Improperly stored or disposed of waste can attract bears and other wildlife, creating a safety risk for everyone. A key for outdoor dumpsters can be signed out at the office. Improper disposal affects our whole community and is addressed through our community care process.

SPACE CARE AND DAMAGE DEPOSITS

Refunds, minus any deductions for space care, cleaning, or outstanding College fees, will be processed within 4-6 weeks. and are issued by cheque. Ensure we have your forwarding address before departure.

LIVING IN COMMUNITY

One of the most beautiful aspects of our student housing community is that everyone is working toward academic success while sharing the experience of living together. Sometimes these goals can create tension when some need quiet for study or rest while others seek to unwind and connect.

As members of an academic community, it's important to prioritize study and rest while embracing our shared responsibility to foster a respectful, supportive, and restorative environment for everyone. This means being mindful of neighbors' needs, especially during quiet hours, and practicing patience and understanding.

When each of us takes responsibility for our actions and considers others' needs, we all contribute to a more supportive and joyful place to live and grow.

KEY POLICY

To maintain a safe and secure living environment, students are responsible for safeguarding their keys/fobs at all times, including:

- Keeping room doors locked
- Never sharing keys/fobs with others
- Not propping doors open
- Not allowing strangers into the building

ROOM ACCESS

Tenth St Housing:

- If you accidentally leave your keys in your room, visit the Housing Office to have your room unlocked.
- Return within 24 hours to avoid replacement charges. Please do not make this a habit.
- Frequent lock outs may lead to community conversations through the housing conduct process

All other Housing Buildings:

- Room lock outs should only occur if your keys are lost, as rooms with fob access require keys to lock the doors.
- If you are locked out, it is assumed that your keys are missing, and a replacement may be necessary

BUILDING ACCESS

If you are locked out of your building:

- During office hours: Contact the housing office
- Evenings or weekends: Contact the Community Advisor on Duty

LOST KEYS/FOBS

Report lost keys/Fobs to the Student Housing Office immediately. Delays in reporting can compromise community safety. Unreported lost keys are treated as non-returned with related charges applied.

THE STUDENT HOUSING SPACE

Selkirk Student Housing buildings offer similar amenities including free Wi-Fi, shared lounges with TV and games, vending machines, shared kitchens, washrooms, and laundry facilities.

STORAGE

Storage space is limited. Pack with the goal of keeping belongings in your room. Additional storage may be available - contact the Housing Office for availability and fees. Bicycles cannot be stored in rooms or pods. Tires, including those for seasonal use, cannot be stored in housing. Selkirk College accepts no responsibility for lost or stolen items.

BARBEQUES

Personal barbeques are not permitted. Shared barbeques are available at most buildings and can be signed out through the Housing Office.

LAUNDRY ROOM

Shared laundry rooms are available 24 hours daily. Payment is via card, QR code, or contactless mobile wallets.

VENDING MACHINES

Beverage and snack machines are available at all locations.

PARKING

If bringing a vehicle, register with the Housing Office before arrival for a parking permit. No additional cost, but permits are required for overnight parking. Parking in accessible spaces without proper decal or in unmarked areas affects community safety and is addressed through our community care process.

SNOW REMOVAL

Selkirk College Maintenance Department clears snow from the main walkways and parking lots on campus. Areas around housing buildings are maintained by student residents. If there is an area that needs attention, please contact the housing office. An outside contractor maintains all housing parking lots. There may be times when vehicles will need to be moved in order to facilitate proper clearing.

WI-FI

Free Wi-Fi is available at all buildings. Only campus-provided internet service is permitted - outside providers are not allowed.

WELCOMING GUESTS

OVERNIGHT GUEST GUIDELINES

To support a positive student housing experience and academic success, overnight guests are not welcomed during the first two weeks (community building time) and the final two weeks (academic focus time) of each semester.

COMMUNITY GUIDELINES FOR OVERNIGHT GUESTS

- Maximum two consecutive nights
- Total limit of four overnight stays per month
- Guests must stay in host's room
- One overnight guest per resident at a time
- Register with Student Housing Office at least 5 days in advance
- Complete guest registration form requiring all roommates' signatures
- Host must stay with guest at all times
- Host is responsible for guest conduct and any space concerns

GENERAL GUEST GUIDELINES

- Register guests at Student Housing Office Sunday-Thursday for Friday/Saturday activities Maximum 25 guests registered for Friday/Saturday evenings (parents exempt)
- All guests must sign in and show ID for verification
- Unregistered and unattended guests may be asked to leave
- Hosts of unregistered guests may receive community feedback
- Guests violating community standards may lose visiting privileges
- Hosts of guests who violate standards may lose guest privileges

COMMUNITY GUIDELINES FOR SHARED LIVING

All student housing community members commit to:

- Upholding the guidelines in this agreement, including Selkirk College standards and all applicable laws
- Following the Student Conduct and Appeals policy and Student Housing policies outlined in this agreement

NOISE LEVELS

Sound must not interfere with others' ability to study, sleep, or engage in personal activities. The right to reasonable quiet takes priority. **Consideration Hours** are in effect 24/7.

Quiet Hours:

- Sunday-Thursday: 10:00 pm - 8:00 am
- Friday-Saturday: 12:00 am - 8:00 am

During exam periods, 24-hour quiet hours support everyone's academic success.

Community Response to Sound Concerns:

- First instance: Gentle reminder and conversation
- Continued concerns: Written feedback and community service opportunities
- Sound from rooms audible in hallways, neighboring units, or buildings will be addressed

MUTUAL RESPECT AND SHARED RESPONSIBILITY

Student Housing is more than a place to live - it's a shared community built on mutual respect and collective care. Your daily interactions shape the experience for everyone. We recognize that navigating shared living can be challenging, and you're not alone. Our Housing team partners with you to identify solutions and move forward positively.

We encourage consideration of others' feelings, safety, and wellbeing. A thriving community happens when everyone is mindful of their impact, communicates openly, and supports one another in maintaining a respectful and inclusive environment.

BUILDING RELATIONSHIPS WITH HOUSEMATES

Student Housing is more than a place to live - it's a shared community built on mutual respect and collective care. Your daily interactions shape the experience for everyone. We recognize that navigating shared living can be challenging, and you're not alone. Our Housing team partners with you to identify solutions and move forward positively.

We encourage consideration of others' feelings, safety, and wellbeing. A thriving community happens when everyone is mindful of their impact, communicates openly, and supports one another in maintaining a respectful and inclusive environment.

NAVIGATING LIFE WITH A ROOMMATE

It's important for you and your roommate to set your personal priorities, decide how flexible you're willing to be, and consider how you might learn and grow from the experience **The foundation of a successful roommate relationship is open, honest communication.** Talking about expectations and preferences early on, before issues arise, can make a big difference in preventing misunderstanding later.

When challenges arise, do not wait for "things to work out on their own", work together on the issues before they get out of hand. At the beginning of the year, Community Advisors are available to assist you and your roommate(s) develop a roommate contract which will spark a discussion around a number of topics relevant to your new living arrangements. All roommates will agree on a set of expectations and will sign off on those living parameters for the remainder of the semester. Your Community Advisor will help guide this process and will witness the contract. If there are any disputes or amendments that occur throughout the year, they will be addressed in the following manner. If the first step fails to resolve the conflict, then the issue will be elevated to the next sequential action.

DISCUSSION TOPICS FOR HOUSEMATE RELATIONSHIPS

Studying preferences:

- I study best: in my room / at the library / with background noise / in silence.
- When I'm studying, I need: quiet / music / interruptions / total focus time
- I prefer to study: alone / with others / depends on the subject

Habits & Lifestyle:

- I like to: cook often / order in / meal prep / eat out
- I do / don't drink alcohol. I object to drinking
- I wake up: early / stay up late / nap during the day
- I'm ok with: music / TV / noise at night / quiet mornings

Privacy & Personal Space:

- I need alone time: always / often / sometimes / never
- I'm more of a: private person / social butterfly / somewhere in between
- I'm ok with spontaneous hangouts: yes / no / ask first

Communication & Conflict:

- When something's bothering me: I talk it out / need time first / write it down / keep it to myself
- I'd like a roommate to: listen / give space / help problem solve / be supportive
- I'm open to: talking things through / setting boundaries / regular check-ins

Cleaning & Responsibilities:

- Cleaning works best when: we have a schedule / we clean as we go / we take turns
- Dishes should be done: right after eating / once a day / when the sink is full
- I prefer my living space: super clean / tidy / lived in but not messy
- I'm ok with: shared chores / personal responsibility / hiring a cleaner

Sharing & Boundaries:

- I am ok to share:
 - Big items (bike TV computer) yes / no / ask first
 - Small items (food, clothes): yes / no / ask first
 - Groceries & cooking: I like to share / I prefer to cook for myself

Friends & Social Life:

- I like to: host dinners / chill with friends / keep it low-key
- My friends are usually: loud / quiet / respectful / spontaneous
- If I have an exam, I'd appreciate: quiet / no guests / support
- I'm ok with friends over: often / occasionally / rarely

Guests & Overnight Stays:

- I am okay with guests:
 - Weekdays: yes / no / with notice
 - Weekends: yes / no / depends
 - Overnight: yes / no / ask first
 - Co-ed guests: yes / no / depends on the situation

HOUSEMATE CONFLICT RESOLUTION MODEL

- **Direct Conversation:** Discuss concerns with your housemate in person
- **Community Advisor Support:** Your Community Advisor facilitates a meeting between all parties
- **Housing Coordinator Involvement:** Housing Coordinator and Community Advisor facilitate group meeting
- **Student Services Support:** Selkirk College Student Services facilitates meeting between all parties

CARING FOR SHARED AREAS AND INDIVIDUAL SPACES

Residents share responsibility for cleanliness of their room and adjoining shared washrooms. Have conversations about cleaning responsibilities and document agreements. Maintaining clean spaces supports everyone's health and comfort. Neglecting cleanliness is addressed through our community care process with conversations, guidance, and support, and may result in points being assigned.

Community spaces are for everyone's enjoyment and require shared responsibility. If you use shared areas and items, please clean up and return everything to its place. When items are removed and not returned, or areas aren't cleaned after use, it affects the whole community.

HEALTH & SAFETY ROOM CHECKS

To help maintain a safe, secure and comfortable living environment for everyone, Housing team members periodically conduct room checks. You'll receive written notice in advance, along with some helpful tips to prepare your space. You don't need to be present during the check, but if you would prefer to be there, you're welcome to contact the Housing Office to schedule a time.

If your room or shared washroom needs improvement, we'll provide guidance and schedule a follow-up check. If improvement hasn't occurred, custodial services may be arranged and cleaning fees added to your account.

COMMUNITY MEAL PREPARATION

In Student Housing, everyone contributes to keeping shared spaces clean and functional. This includes taking responsibility for meal preparation, food storage, and cleanup. Be mindful of others by leaving kitchens clean and ready for the next person.

ADDITIONAL COMMUNITY KNOWLEDGE

ENERGY CONSERVATION

Addressing energy use supports a sustainable future. We're working to reduce energy consumption and greenhouse gas emissions. Community members can participate by unplugging devices when not in use, turning off lights when leaving rooms, taking shorter showers, dressing in layers, and leaving thermostats at default settings.

RECYCLING

All community members can contribute by recycling tin, glass, hard plastics, paper, and cardboard. Look for receptacles in your building and participate in our shared environmental responsibility.

COMPOSTING

Composting is available on campus and in most housing buildings. At semester start, there's a composting information session where you'll learn about green bins, acceptable materials, and how scraps are composted right on campus.

WINDOWS AND BLINDS

Please do not cover your windows or blinds with any other materials like blankets, towel, photos, flags, posters or signs.

LINEN RENTAL

Bedding is available for rent at a cost of \$75 for the academic year, including sheets (flat and fitted), pillow and case, blanket, two bath towels, and two face cloths. You're responsible for laundering and returning them to the Student Housing office.

MATTRESS PROTECTION

Every room includes a mattress encasement and pad. Do not take these items. Remove, launder and fold them prior to moving out. If not properly cleaned or missing, replacement or cleaning charges will apply.

SHOWER CURTAIN

If your room has a shower curtain, wash it by putting it in the machine with soap and hang to dry. They're not dryer-friendly.

KITCHEN KIT RENTAL

Kitchen kit is available for rent at \$50 per Semester or \$100.00 for the academic year. Please note that you're responsible for thoroughly cleaning all items and returning the complete kit at check-out.

SMALL APPLIANCE GUIDELINES

For safety reasons, personal fridges and small electrical appliances are not permitted in bedrooms. These items significantly increase the electrical load, potentially creating fire hazards. Please use small appliances only in the shared kitchens.

Appliances **for shared kitchen use only:**

- Microwave or Air fryer
- Kettle or Rice cooker
- Toaster or Toaster Oven
- Blender
- Sandwich press

FURNITURE GUIDELINES

To maintain a safe, comfortable living environment for all residents, additional furniture is not permitted in housing. Personal furniture or gaming equipment is not allowed in shared areas.

HOLIDAY TREE GUIDELINES

To reduce fire risk and ensure everyone's safety, live Christmas trees aren't permitted in student housing.

ITEMS TO AVOID FOR COMMUNITY WELLBEING

To keep everyone safe and comfortable, please avoid:

- Candles – open flames create fire hazards
- Incense & strongly scented products – strong scents can affect others; use scent free products when possible
- Dyes or bleach – these products damage surfaces

SMOKE-FREE AND VAPE-FREE ENVIRONMENT

Smoking and vaping are permitted in designated areas only, not on walkways or balconies. Use designated areas and dispose of materials in provided receptacles. Smoking or vaping any substance in your room results in automatic deposit forfeiture and may lead to eviction recommendations.

PETS AND SERVICE ANIMALS

Aside from authorized service animals, pets aren't permitted in Student Housing, even temporarily. Guests may not visit with pets.

Service animals are welcomed with prior approval. Documentation must be submitted at application and written approval provided by the Housing Office. See Selkirk College Policy 4160 for information about animals on campus.

BUSINESS ACTIVITIES

Illegal acts or any illegal trade, business or occupation is prohibited on the premises. Residents must refrain from operating any business without the express written consent.

ROOM CHANGES

Sharing space isn't always easy, and sometimes a space change feels like the best option. Space changes can be requested by submitting a Room Change Request Form through the housing office with a \$100 processing fee. Space changes aren't permitted during the Room Adjustment period - the first four weeks of your housing agreement. This time allows everyone to settle in and adjust.

Before requesting a move, we encourage exploring all options for resolving housemate concerns. Review the 'Building Relationships with Housemates' section and discussion points that help form roommate agreements. Community Advisors support you, mediate conversations, and guide you through options. If you've tried these strategies and the situation hasn't improved, review the Housemate Conflict Resolution Model for a step-by-step approach to working through challenges respectfully and constructively.

REPAIRS AND ROOM MODIFICATIONS

You cannot make your own repairs or alterations to rooms or shared spaces. The College handles all repairs and changes to living spaces. If something needs fixing, report it in writing to the Housing Office.

HOUSING DAMAGE POLICY

DAMAGES

Selkirk College maintains Student Housing facilities and grounds. All damage will be charged to those responsible.

To avoid charges, please prevent pinholes in the wall, bleach stains, and discoloured surfaces. Use painters' tape, and command hooks to hang items to walls.

CLEANING SUPPORT

Any mess beyond normal wear and tear is considered vandalism. The responsible student(s) will be charged \$50.00 per hour for custodial services.

ASSESSMENT OF CHARGES

If multiple individuals are responsible for damage or if it occurs in shared spaces, costs will be divided proportionately. When responsibility cannot be determined, repairs charges will be billed to the room, floor, section, or all residents as applicable.

STUDENT HOUSING COMMUNITY STANDARDS

These guidelines align with Selkirk College's Student Code of Conduct and reflect our commitment to creating a supportive, healing-centered community. We recognize that students come to us with diverse backgrounds, experiences, and challenges, and we are committed to responding to community concerns with understanding, support, and care while maintaining safety for all.

OUR GUIDING PRINCIPLES

- **Safety and Support:** We prioritize both physical and emotional safety, understanding that true safety comes from feeling valued, supported, and able to seek help when needed.
- **Understanding Before Responding:** We recognize that challenging behaviors often reflect unmet needs, stress, or past experiences. Our responses focus on understanding root causes and providing appropriate support.
- **Healing and Growth:** We believe in every person's capacity for healing and growth. Our interventions are designed to support personal development and strengthen community connections.
- **Restorative Approach:** When harm occurs, we focus on understanding impact, encouraging accountability, and supporting repair of relationships and community trust.
- **Community Responsibility:** We recognize that individual wellbeing is connected to community wellbeing, and we all share responsibility for creating a supportive environment.

All students, guests, and staff are expected to uphold these standards, housing policies, and applicable laws both within residence buildings and at housing-related events. These expectations are designed to create an environment where all community members can thrive.

CREATING A SUPPORTIVE ENVIRONMENT

Respect and Consent: All interactions should be based on mutual respect and clear consent. This includes respecting others' personal space, belongings, and boundaries.

Inclusive Community: We welcome people of all backgrounds and identities. We are committed to learning about and respecting diverse cultural practices while ensuring all community members feel safe and included.

Communication and Conflict Resolution: We encourage open, respectful communication. When conflicts arise, we support community members in addressing issues constructively, with staff support available when needed.

Care for Shared Spaces: Our living spaces are shared resources that require collective care and responsibility. We ask all residents to contribute to maintaining clean, safe, and welcoming common areas.

Response to Community Concerns

When community expectations are not met, our response process is designed to be educational, supportive, and focused on positive change rather than purely punitive. We recognize that behind every concerning behavior is a person who may be struggling with challenges that require support and understanding.

OUR RESPONSE PROCESS

Assessment and Understanding: When concerns arise, staff will work to understand the full context, including any underlying factors that may have contributed to the situation.

Support and Resources: We connect students with appropriate support services, which may include counseling, academic support, cultural resources, or other community services.

Accountability and Repair: We work with students to understand the impact of their actions and develop meaningful ways to address harm and rebuild trust within the community.

Safety Planning: In situations involving safety concerns, we develop clear plans to ensure community safety while supporting all individuals involved.

Follow-up and Support: We provide ongoing check-ins and support to ensure positive changes are sustained and additional needs are addressed.

Immediate Safety Situations

In cases where there is immediate risk to individual or community safety, we may need to take swift action, which could include temporary removal from housing. Even in these situations, we remain committed to:

- Treating all individuals with dignity and respect
- Connecting people with appropriate support services
- Working toward solutions that address root causes
- Providing clear pathways for accountability and potential return to community

Response Framework and Point System

We use a point-based system to track community concerns while maintaining our commitment to understanding, support, and growth. This system helps ensure consistency and fairness while providing clear expectations for all residents.

POINT ACCUMULATION AND CONSEQUENCES

Point Thresholds:

- **6 points:** Formal meeting with housing staff to develop support plan and discuss community impact
- **9 points:** Notice of eviction will be issued

Our Approach to Points: While points provide structure and accountability, each situation is considered individually. Points are assigned based on the impact to community safety and wellbeing, with consideration given to:

- Individual circumstances and support needs
- Effort made toward accountability and repair
- Engagement with support services and resources
- Progress made in addressing underlying issues

LEVEL A VIOLATIONS (6-9 points each)

These are serious violations that significantly threaten community safety or wellbeing or involve intentional damage to property. Level A violations may result in immediate eviction regardless of point accumulation if deemed a severe threat to community safety.

Response Approach for Level A Violations:

- Immediate safety assessment and intervention
- Connection with appropriate support services
- Development of accountability and repair plan
- Consideration of underlying factors and support needs
- Clear communication about impact on community

LEVEL B VIOLATIONS (2-6 points each)

These are moderate violations that pose potential threats to safety or wellbeing. Level B violations focus on education, support, and prevention of escalation.

Response Approach for Level B Violations:

- Educational conversation about community impact
- Assessment of support needs and resources
- Development of prevention strategies
- Connection with appropriate services when needed
- Follow-up to ensure positive changes

Specific Violations and Point Values

LEVEL A VIOLATIONS (6-9 points)

A-1 Fire Hazards and Prohibited Ignition Sources (6-9 points) Creating or fueling a fire of any kind, including but not limited to:

- Smoking of any substance (cigarettes, e-cigarettes, vaping devices, CBD/THC pens)
- Lighting candles, incense, or any open flames
- Using hookahs or any devices that produce smoke or vapor

We recognize that some cultural and spiritual practices involve smoke or fire. Students are encouraged to connect with Indigenous Student Services or residence staff to discuss appropriate spaces and accommodations for these practices.

Response Approach: Immediate safety assessment, fire safety education, connection with appropriate cultural supports if relevant, and development of safety plan.

LEVEL B VIOLATIONS (2-6 points)

Substance Use Violations (2-6 points depending on severity)

- Underage alcohol consumption or possession
- Cannabis use in non-designated areas
- Providing alcohol to minors
- Public intoxication that impacts community wellbeing

Our harm reduction approach means we prioritize safety and education over punishment. Students struggling with substance use are encouraged to seek support through counseling services.

Community Disruption (2-4 points depending on impact)

- Excessive noise that impacts others' ability to rest or study
- Failure to respect others' personal space or boundaries
- Hosting gatherings that exceed capacity or violate safety guidelines

Property Care Issues (2-6 points depending on severity)

- Damage to personal or common areas (points vary based on intent and extent)
- Failure to maintain personal space in a way that impacts health or safety
- Misuse of common areas or facilities

Response Approach for All Violations: Each response includes assessment of individual circumstances, connection with appropriate support services, education about community impact, and development of strategies to prevent future issues.

Beyond Points: Our Commitment to Support

While the point system provides necessary structure, our primary focus remains on understanding and addressing the root causes of concerning behavior. For every point assigned, we commit to:

Understanding: Working to understand what factors contributed to the situation

Support: Connecting students with appropriate resources and services

Growth: Focusing on learning and development rather than punishment alone

Community: Helping repair relationships and rebuild trust within the community

Appeals Process

We recognize that students may wish to appeal decisions made regarding housing violations. Our appeals process is designed to be fair, accessible, and supportive while maintaining community safety standards.

RIGHT TO APPEAL

Students have the right to appeal:

- Point assignments for any violation
- Sanctions or consequences imposed
- Eviction decisions
- Any housing decision they believe was made unfairly or without proper consideration of their circumstances

APPEALS TIMELINE

Initial Appeal: Must be submitted in writing within **5 business days** of receiving notice of the violation or sanction.

Appeal Review: Appeals will be reviewed within **10 business days** of submission, with decisions communicated in writing.

Urgent Appeals: For eviction decisions or situations involving immediate housing loss, expedited review may be available upon request.

HOW TO FILE AN APPEAL

Step 1: Written Appeal Submission Students must submit a written appeal that includes:

- Clear explanation of what decision is being appealed
- Reasons why the decision should be reconsidered
- Any new information or circumstances not previously considered
- Supporting documentation if available

Step 2: Appeal Review Appeals are reviewed by a panel that may include:

- Senior housing staff not involved in the original decision
- Student services representative
- When appropriate and available, Indigenous student support staff or cultural advisor

Step 3: Appeal Decision The appeal panel will consider:

- All original evidence and documentation
- New information provided in the appeal
- Individual circumstances and support needs
- Impact on community safety and wellbeing
- Consistency with college policies and trauma-informed principles

POSSIBLE APPEAL OUTCOMES

Appeal Granted: Points may be reduced or removed, sanctions modified, or decisions reversed.

Appeal Partially Granted: Some aspects of the original decision may be modified while others remain.

Appeal Denied: Original decision stands, but additional support resources may be identified.

Alternative Resolution: Creative solutions that address both individual needs and community safety may be developed.

SUPPORT DURING APPEAL

Advocacy Support: Students may request assistance from:

- Student advocacy services
- Indigenous Student Services (when appropriate)
- Counseling services
- Student union representatives

Interim Arrangements: In cases involving eviction appeals, temporary housing arrangements may be considered while the appeal is pending, based on safety assessment.

Ongoing Support: Regardless of appeal outcome, students will continue to have access to support services and resources.

FINAL APPEAL

If unsatisfied with the housing appeal decision, students may pursue further appeal through the college's general student appeal process as outlined in the Student Code of Conduct.

DOCUMENTATION AND PRIVACY

All appeal documentation will be kept confidential and stored according to college privacy policies. Students have the right to access their own appeal records and may request copies of documentation related to their case.

Our Commitment to Growth

We recognize that creating trauma-informed, culturally responsive communities is an ongoing learning process. We commit to:

- Regularly reviewing and updating our policies based on community feedback and best practices
- Providing ongoing training for staff in trauma-informed and culturally responsive approaches
- Seeking input from diverse community members, including Indigenous students and community members
- Acknowledging when we make mistakes and working to do better

This document represents our commitment to creating a housing community that supports healing, growth, and success for all residents while ensuring fair and accessible processes for addressing concerns.

This document is reviewed annually with input from students, staff, Indigenous Student Services, and counseling services to ensure it continues to meet our community's needs.