



## RESIDENCE HANDBOOK

J.R. Finn Residence

Sweeney Hall

MAY 1, 2011 – APRIL 30, 2012

---

## Table of Contents

RESIDENCE HANDBOOK .....	1
<b>Introduction</b> .....	<b>4</b>
<b>St. Jerome's Mission Statement</b> .....	<b>4</b>
<b>The SJU Residence Experience</b> .....	<b>4</b>
<b>Emergency Telephone Number List</b> .....	<b>5</b>
<b>Other Useful Numbers</b> .....	<b>6</b>
<b>St. Jerome's University</b> .....	<b>6</b>
<b>Residence Office and Conference Centre</b> .....	<b>6</b>
<b>Food Services</b> .....	<b>6</b>
<b>Registrar &amp; Student Services</b> .....	<b>6</b>
<b>Chaplaincy and University Catholic Community</b> .....	<b>6</b>
<b>Library</b> .....	<b>6</b>
<b>Academic Advisors</b> .....	<b>6</b>
<b>Message from the Residence Manager</b> .....	<b>7</b>
<b>Message from the President</b> .....	<b>8</b>
<b>A. Administration</b> .....	<b>9</b>
<b>Residence Manager</b> .....	<b>9</b>
<b>Residence Administrative Assistant</b> .....	<b>9</b>
<b>Residence Life Program Developer</b> .....	<b>9</b>
<b>Residence Advisory Committee</b> .....	<b>9</b>
<b>Don</b> .....	<b>10</b>
<i>Your Don is:</i> .....	<b>10</b>
<i>What Dons do:</i> .....	<b>10</b>
<i>Your Don can help you throughout the year:</i> .....	<b>10</b>
<i>Your Dons' responsibilities do have limits:</i> .....	<b>10</b>
<i>A few other things you should know:</i> .....	<b>10</b>
<i>You can expect your Don to:</i> .....	<b>11</b>
<i>Your Don is trained in:</i> .....	<b>11</b>
<b>B. Residence and University Life</b> .....	<b>12</b>
<b>Residence Council</b> .....	<b>12</b>
<b>Students' Union</b> .....	<b>12</b>
<b>University Catholic Community and the Student Catholic Community</b> .....	<b>13</b>
<b>Mass Schedule</b> .....	<b>13</b>
<b>Contact</b> .....	<b>13</b>
<b>St. Jerome's University Library</b> .....	<b>13</b>
<b>Library Hours:</b> .....	<b>13</b>
<b>Contact</b> .....	<b>13</b>
<b>Student Services</b> .....	<b>13</b>
<b>University Advancement</b> .....	<b>13</b>
<b>Contact</b> .....	<b>14</b>
<b>Adopt-a-Cop Program</b> .....	<b>14</b>
<b>Contact</b> .....	<b>14</b>
<b>Residence Fees</b> .....	<b>15</b>

---

---

<b>Returned Cheques</b> .....	<b>15</b>
<b>Residence Contracts</b> .....	<b>15</b>
<b>Expectations</b> .....	<b>17</b>
<b>Resident Conduct</b> .....	<b>18</b>
<b>First Year Admissions</b> .....	<b>19</b>
<b>Returning Residents</b> .....	<b>19</b>
<b>Roommates and Room Allocations</b> .....	<b>19</b>
<b>Notice of Collection</b> .....	<b>20</b>
<b>Harassment/Abuse</b> .....	<b>21</b>
<b>Keys/Fobs</b> .....	<b>22</b>
<b>Community and Floor Meetings</b> .....	<b>22</b>
<b>Pets</b> .....	<b>23</b>
<b>Departure from Residence</b> .....	<b>23</b>
<b>Weapons</b> .....	<b>23</b>
<b>Fire Alarms</b> .....	<b>23</b>
<b>Fire Safety</b> .....	<b>23</b>
<b>Damage and Losses</b> .....	<b>23</b>
<b>Bunk Beds</b> .....	<b>24</b>
<b>Cooking in the Residence</b> .....	<b>24</b>
<b>Housekeeping</b> .....	<b>24</b>
<b>Security and Safety</b> .....	<b>24</b>
<b>D. Facilities</b> .....	<b>26</b>
<b>Residences – Sweeney Hall &amp; J.R. Finn</b> .....	<b>26</b>
<b>Telephones</b> .....	<b>26</b>
<b>Internet</b> .....	<b>26</b>
<b>Food Services</b> .....	<b>27</b>
<b>The Pantry</b> .....	<b>28</b>
<b>Contact</b> .....	<b>28</b>
<b>Refrigerators</b> .....	<b>28</b>
<b>Recycling and Composting</b> .....	<b>28</b>
<b>Study Rooms and Lounges</b> .....	<b>28</b>
<b>Laundry</b> .....	<b>28</b>
<b>Storage</b> .....	<b>29</b>
<b>Bicycles</b> .....	<b>29</b>
<b>Mail Service</b> .....	<b>29</b>
<b>Creative Space</b> .....	<b>29</b>
<b>Chapel</b> .....	<b>29</b>
<b>Fitness Room</b> .....	<b>30</b>
<b>Parking</b> .....	<b>30</b>
<b>First Aid</b> .....	<b>30</b>

---

This handbook is in effect from **May 1, 2011 to April 30, 2012**

---

## Introduction

This handbook is designed to give you the information you need about residence accommodation at St. Jerome's University. **Please read the contents carefully.** If you have never lived in residence, this handbook will provide you with an introduction to many facets of the residence life experience.

The Residence Manager reserves the right to amend, alter or add to the policies of the residence at any time. The Residence Manager reserves the right to take any steps necessary to preserve the safety, security and well being of the residents and/or residence property. Such steps include, but are not restricted to, the right to terminate a residence contract without financial penalty to the residence.

*This Residence Handbook is considered part of your Residence Contract and you are therefore bound by its terms and conditions.*

---

## St. Jerome's Mission Statement

St. Jerome's University is a public Roman Catholic University federated with the University of Waterloo, historically associated with the educational vision of the Congregation of the Resurrection. We are committed to learning and academic excellence; the gospel of values of love, truth and justice; and the formation of leaders for the service of the community and the Church. In all of our activities and practices, St. Jerome's University functions within the context of the Roman Catholic tradition and the principles of academic freedom.

---

## The SJU Residence Experience

Our pride is our community: the friendships, the spirit, the common interests, the shared responsibility and the call to action. It gives us energy, it gives us perspective, it gives us pause. It's the debate in class that becomes conversation over dinner and draws us together as lifelong friends. As residents of St. Jerome's, we are a community that represents diversity, inclusiveness and acceptance.

Our tradition - giving hundreds of hours to local charities, sporting team colours to cheer on our floor mates, 300 friends gathering to sing "happy birthday", community meals, quirky and intriguing roommates who share their care packages and make sure we're always up for class.

We're deeply engaged: In our studies, in our interests, in our communities and abroad. We're curious, inspired, committed and we value the interconnectedness of our global community. We're partners in sustainability and environmentalism. We're dreamers, doers, talkers and actors.

And so - we're proud of our community. Proud to be part of nearly 150 years of active social justice and community service that is strongly linked with academic success and our mission to educate the "whole person". We're also proud of our Catholic values, unique traditions, mealtime rituals and that genuine feeling that everyone counts, everyone contributes and everyone has something to offer.

Living *is* learning. It starts with you, it lives in every room and it is the one thing that will stay with you forever.

---

---

### Emergency Telephone Number List

Fire/Regional Police/Ambulance .....	911
Health Services .....	519-888-4096
K-W Sexual Assault & Domestic Violence Treatment Centre .....	519-741-8633
Grand River Hospital .....	519-742-3611
Poison Control .....	519-749-4220
St. Mary's Hospital .....	519-744-3311
TeleHealth Ontario .....	1-866-797-0000
Turnkey Desk .....	519-888-4567 x34434
St. Jerome's University .....	519-884-8111

#### Residence Dons

##### J.R. Finn

Basement .....	Room 0014 .....	226-749-1845
1 <sup>st</sup> Floor .....	Room 1001 .....	226-749-1846
2 <sup>nd</sup> Floor .....	Room 2012 .....	226-749-1847
3 <sup>rd</sup> Floor .....	Room 3012 .....	226-749-1848

##### Sweeney Hall

Lower North.....	Room 1017 .....	226-749-1853
Lower South.....	Room 1210 .....	226-749-1849
Upper North.....	Room 2029 .....	226-749-1852
Upper "H" .....	Room 2101 .....	226-749-1851
Upper South .....	Room 2210 .....	226-749-1850

University of Waterloo Campus Police .....

519-888-4911

University of Waterloo Walk Safe Service .....

519-888-4949

University of Waterloo Counseling Services .....

519-885-1211 x32655

---

---

### Other Useful Numbers

---

**St. Jerome's University**

Regular Number .....	519-884-8110
Automated Attendant .....	519-884-8111

---

**Residence Office and Conference Centre**

Ian Sherman, Residence Manager.....	x28227
Melissa Howard, Residence Administrative Assistant .....	x28209
Erin Kooistra, Residence Life Program Developer .....	x28264

---

**Food Services**

James Wilson, Manager .....	x28261
-----------------------------	--------

---

**Registrar & Student Services**

Dr. Myroslaw Tataryn, Academic Dean .....	x28279
Glen Lombard, Registrar.....	x28243
Jay Smith, Manager of Recruitment and Admissions .....	x28270
Amanda Grobbeck, Student Life Coordinator .....	x28282
Donna Wright, Student Program Advisor .....	x28210
John Arnou, Student Support Advisor .....	x28241
Heather Lagonia, Administrative Assistant to the Registrar's Office.....	x28225

---

**Chaplaincy and University Catholic Community**

Martha Fauteux, Associate Chaplain .....	x28215
Sarah Mounsteven-Bertling, UCC Coordinator .....	x28220

---

**Library**

Lorna Rourke, Librarian .....	x28271
Front Desk/Circulation Counter .....	x28285

---

**Academic Advisors**

English .....	Dr. Norm Klassen .....	x28223
History .....	Dr. Ryan Touhey .....	x28218
	Dr. Steven Bednarski .....	x28276
Italian .....	Dr. Gabriel Niccoli .....	x28235
French .....	Dr. Kerry Lappin-Fortin .....	x28278
Legal Studies .....	Mr. John Arnou .....	x28241
Mathematics.....	Dr. Benoit Charbonneau.....	x282
	Dr. Cynthia Struthers .....	x282
Medieval Studies .....	Dr. Steven Bednarski .....	x28276
Philosophy .....	Dr. Nikloaj Zunic.....	x28229
Psychology .....	Dr. Chris Burris .....	x28213
Religious Studies .....	Dr. Christina Vanin .....	x28266
Sociology.....	Dr. Kieran Bonner .....	x28242
Sexuality, Marriage & Family Studies .....	Mr. John Arnou .....	x28241
First Year Arts .....	Ms. Donna Wright .....	x28210
Liberal Studies .....	Ms. Donna Wright .....	x28210

---

## **Message from the Residence Manager**

May 1, 2011

It is a pleasure to welcome you to residence at St. Jerome's University and to wish you well in your academically challenging year. Here you will find opportunities to build lasting friendships and a range of social, educational, and recreational activities to satisfy most any interest.

The Dons, Residence Life team, members of the Residence Council, and the staff will make efforts to orient you to your new surroundings and make you feel at home. However, making the most of the opportunities offered will depend on you and your participation, so, I encourage you to get involved and explore the full potential of residence life.

I look forward to the coming year and please remember that my door is always open.

Sincerely,

Ian Sherman,  
Residence Manager

---

## Message from the President

May 1, 2011

Welcome (back) to St. Jerome's University!

The University experience is truly one of the most wonderful opportunities in one's life, especially when we are fortunate enough to spend it in a community of peers engaging in both the serious and not so serious aspects of University life. At St. Jerome's you will be part of a residence community that does just that. It will be an experience that establishes memories and friendships that will last a lifetime.

The community that you are joining and helping establish reflects the century-old commitment of the University founders, the Congregation of the Resurrection, to facilitate the growth of young people into responsible, generous, fun-loving, and authentic human beings. You will be invited to enjoy University life and grow academically, socially, and spiritually; to grow as well-rounded persons. You will be provided many opportunities to participate and engage in the best of the academic and Roman Catholic traditions. We ask that throughout you do so joyfully, with respect for others and acknowledging that your opportunities have been provided you by the efforts of many people, including your family and the University staff, faculty, and benefactors.

I am very pleased to be able to welcome you to the St. Jerome's community. I am proud of what this University has come to be in its 145-year history and I hope you will agree with me that this will be one of the best experiences of your life.

Welcome!

A handwritten signature in black ink that reads "David Perrin". The signature is written in a cursive style with a large, stylized 'D' and 'P'.

David Perrin  
President and Vice Chancellor

---

---

## A. Administration

### Residence Manager

The residences are managed by the Residence Manager, who reports directly to the Associate Vice President, Operations and Human Resources. To aid the Residence Manager in this role there is an Administrative Assistant, a Residence Life Program Developer and nine Residence Dons. The Residence Manager works with the Associate Vice President, Operations and Human Resources to ensure the smooth running of the residence including admissions, budgeting, staffing, maintenance, student services, etc.

---

### Residence Administrative Assistant

The Residence Administrative Assistant offers administrative and training support to the Residence Manager, the Dons, and is an additional resource for our students. The Assistant also works as the Conference Coordinator for St. Jerome's University.

---

### Residence Life Program Developer

The Residence Life Program Developer works with the Residence Manager, Residence Dons, Residence Council, Residence Life Team and other committees within Residence to facilitate social, educational and community service programming on behalf of all residents.

---

### Residence Advisory Committee

The Residence Advisory Committee will assemble once per term (Fall/Winter) to provide feedback to the Residence Administration on residence life and student concerns as they relate to the operation of the residences, facilities, food services and residence policy and administration. The committee will be comprised of:

- The Residence Manager (Chair)
- Representatives from the Community
- Residence Dons (2)

The Residence Advisory Committee serves the Residence in an advisory capacity only and does not hold voting or decision-making authority.

---

## Don

One student Don is assigned to each floor of the residence. His/her role is to provide leadership and maintain discipline within the residences. They are also available to all residents for assistance and support in all aspects of residence living. Dons take an active role in the quality and enrichment of residence life, and show a personal interest in the residents on their floor. The Dons report to the Residence Manager.

*Your Don is:*

- A full-time student;
- A resident, just like you, who has lived in residence for a least one year;
- An administrator; and
- A resource person who can refer you to the services you need

*What Dons do:*

- They are community builders;
- They are peer helpers;
- They intervene during conflict situations on your floor, and inform the Residence Manager when necessary;
- By listening to you when you are happy, down or homesick;
- They promote and encourage your participation in curricular and extra curricular activities;
- Work to ensure that community standards, such as respect for others and reasonable noise levels are developed and maintained;
- They act as mediators and encourage communication and support between you and the other residents.

*Your Don can help you throughout the year:*

- By helping you find your way around the campus and by answering your questions;
- By presenting you with opportunities to meet your floor mates and help you familiarize yourself with your new environment;
- By informing you of appropriate support services on campus such as Counseling Services, Health Services, the Office for Persons with Disabilities and other resources;
- By helping ease the transition of living in residence with your roommate;
- By listening to you when you are happy, down, or homesick; and
- By informing you of activities in residence and elsewhere on campus.

*Your Dons' responsibilities do have limits:*

- They do have occasional bad days, personal problems, and school work overloads just like you;
- They are bound by the same rules in residence as you are;
- They are not babysitters;
- They are not parents, floor cops, maids, or repair people;
- They need your help to build a healthy community life; and
- They will not be present on the floor at all times.

*A few other things you should know:*

- You will be part of a diverse community in residence;
- Your Don strives to be consistent with all other Dons in residence;

- 
- You can expect your Don to use and disclose confidential information only as is necessary and proper in the discharge of

his/her functions and responsibilities, or as required by law.

*You can expect your Don to:*

- Answer your messages within a reasonable time frame;
- Hold floor meetings on a regular basis;
- Organize floor activities;

- Participate in floor activities and interests;
- Be available, accessible and approachable;
- Smile; and
- Be consistent

*Your Don expects you to:*

- Have fun and enjoy living in residence;
- Take responsibility for your actions;
- Participate in floor activities
- Keep him or her informed of any problems or potential problems, as minor as they may seem;

- Report solicitors and canvassers
- Tell him or her about strangers on the floor; and
- Go through him or her for all situations on the floor, from medical emergencies to noise complaints to theft.

*Your Don is trained in:*

- First aid and CPR;
- Peer counseling;
- Community building;
- Administration;
- Leadership;
- Communication; and
- Teamwork

- Your Don is *not* trained as a professional counselor or mental health professional. Dons will often refer students to on-campus resources such as Counseling Services, Health Services, the Office for Persons with Disabilities or other resources to provide the professional counseling and assistance students may need or want.
-

---

## B. Residence and University Life

A residence is much more than a convenient place to live on campus--it is a place to learn and to grow. In addition to the academic challenges that you will experience at university, the daily experience of living with other students will challenge you to expand your awareness and understanding of yourself and others. You will establish some lasting friendships. You will have an opportunity to contribute to the quality of university and residence life.

Moving into residence means moving into a new community. Living together requires that each resident take responsibility for the spirit of mutual respect and cooperation necessary for successful community living. This means that:

- Each resident must be considerate of the privacy and property of other residents;
  - An atmosphere conducive to study and rest be maintained;
  - Courtesy and respect be shown to **other residents**, the residence staff, the kitchen staff, and the cleaning and maintenance staff;
  - Each resident has the right and the obligation to remind other residents of their responsibilities
- to the residence community and the standards and expectations of the residence community at St. Jerome's;
  - Intimidation, harassment, or acts of discrimination on the basis of race, colour, gender, religion, national origin, handicap, age, sexual orientation, or political affiliation will not be tolerated by the University.

While in residence you will have many opportunities to get involved. There will be numerous committees, activities and events that will allow you to interact with other residents, develop friendships, and build community.

---

### Residence Council

Our Residence Council is composed of representatives from each floor, the nine Dons, and the Residence Manager or his/her designate. The Council views itself as a "service oriented group" rather than a governing body. All social activities, community-oriented events, special dinners, yearbook etc., are wholly, or in part, organized and financially supported by the Residence Council.

A compulsory activity fee of \$50.00 per term is included in the residence fees in order to support the Council and its efforts to enhance residence life. This activity fee includes the purchase of a residence yearbook, and a ticket to the Residence Fall Formal. Only the students who complete their two-term contract will be eligible to receive a yearbook. Note that the activity fees are not collected during the Spring term.

---

### Students' Union

The St. Jerome's University Students' Union serves all registered students at St. Jerome's. The Union plans and sponsors events for faculty, staff and students. The Students' Union presents many opportunities for residents to become involved in the St. Jerome's community.

---

---

## University Catholic Community and the Student Catholic Community

The University Catholic Community (U.C.C.) and the Student Catholic Community (S.C.C.) offer many opportunities to grow in faith and to experience a vibrant, caring, believing community. The Chaplain maintains regular posted office hours and is available to assist any member of the university community in need of the services of a Roman Catholic Chaplain.

### Mass Schedule

#### *Siegfried Hall*

Saturday 5:00pm

Sunday 9:30am, 11:30am, 7:00pm (September – April)

#### *Notre Dame Chapel*

Tuesday, Wednesday, Thursday 12:00pm

### Contact

Martha Fauteux, *Associate Chaplain*

mfauteux@sju.uwaterloo.ca

519-884-8111 ext. 28215

Sarah Mounstevan-Bertling, *UCC Coordinator*

smounstevan@sju.uwaterloo.ca

519-884-8111 ext. 28220

---

## St. Jerome's University Library

The St. Jerome's University Library, located in the classroom and administrative building, contains not only tools of research, but quiet comfortable study space as well. The collection of approximately 45,000 volumes includes standard reference materials and other works relevant to courses taught at St. Jerome's. The St. Jerome's University Library employs a number of undergraduate students. Please see the Librarian for more information. Library hours are subject to change during exam periods.

### Library Hours:

#### *Fall/Winter*

Monday-Thursday 9:00am-9:30pm

Friday 9:00am-4:30pm

Saturday-Sunday 1:00pm-5:00

#### *Spring*

Monday-Friday 9:00am-4:30pm

Saturday-Sunday Closed

### Contact

Lorna Rourke, *Librarian*

lerourke@uwaterloo.ca

519-884-8111 ext. 28271

---

## Student Services

Admissions, registration, and records for St. Jerome's students are administered by the Student Service's Office of St. Jerome's University. St. Jerome's University also provides academic counseling for all students registered at St. Jerome's.

---

## University Advancement

The Office of University Advancement is responsible for raising awareness of both the mission of St. Jerome's and the need for financial support required to meet the University's goals.

---

SJU's Alumni Association, comprised of graduates of SJU or those who were affiliated with St. Jerome's (lived in one of the residences), is lead by the University Advancement Officer and an Executive Team of committed alumni. They keep the almost 7,000 grads and "friends" of SJU active, informed, and involved in the University.

The Advancement Officer and the team strive to increase and maintain awareness of community activities and life experiences of graduates; provide continuing education opportunities; build links between SJU graduates and current (and prospective) students of SJU, demonstrate how involvement with SJU does not end with graduation - it changes; and help maintain and cultivate SJU's high quality education by developing an awareness of the need to financially support St. Jerome's.

**Contact**

Nadine Collins, *University Advancement Officer*  
nacollin@uwaterloo.ca  
519-884-8111 ext. 28255

---

**Adopt-a-Cop Program**

The residences participate in an "Adopt-a-Cop" program that helps integrate the services of the Campus Police into the St. Jerome's residence environment. An Officer has been assigned to St. Jerome's and the residences; he/she actively participates in our community. The Officer is available to answer questions, provide information, and give educational seminars for the benefit of everyone in the St. Jerome's community.

**Contact**

Mike Kobe, *Special Constable*  
mkobe@uwaterloo.ca  
519-888-4567 ext. 22222

---

---

## C. Policies and Guidelines

### **Residence Fees**

Residence fees will be included on each resident's UW tuition/fee statement. Fees are to be paid in full in accordance with the procedures outlined by the University of Waterloo. Late payment of fees will result in a late fee charge and interest penalties according to the University of Waterloo late payment policy. Residence fees will be communicated to students 60 days before the beginning of their contract and can also be found on the St. Jerome's Residence website at [www.sju.ca/residence](http://www.sju.ca/residence).

For all first year students, an Orientation Week fee will be collected on the Fall term fee statements issued by the University of Waterloo.

If a resident has outstanding fees upon departure, marks and transcripts are held according to University of Waterloo regulations until all outstanding fees, including applicable interest, are paid in full.

---

### **Returned Cheques**

A service charge of \$50.00 will apply for any cheques returned as "NSF" (Not Sufficient Funds). Settlement of the account must then be made in cash or by certified cheque.

---

### **Residence Contracts**

Regular stream students entering the Fall term are required to register for the Fall and Winter terms. Co-op students entering in the Fall term will be required to register for either the Fall and Winter terms, or the Fall and Spring terms. One-term contracts will only be given for the Winter or Spring terms.

When a resident signs a contract, they also agree to the conditions regarding the usage of their room and furnishings, the rights of others with whom they live, the values of the University and all other conditions outlined in this Residence Handbook. This Handbook is in effect during all academic terms.

Residence deposits (except deposits collected for one-term contracts) are credited toward the first term of a Residence Contract. All residence deposits are non-refundable and non-transferable. This includes; students who do not meet the conditions on their "Offer of Admission" to the University of Waterloo or St. Jerome's University; Students who defer their "Offer of Admission" to the University of Waterloo or St. Jerome's University that choose alternate accommodations following the period of deferral; students who withdraw academically from the University of Waterloo or St. Jerome's University.

### **Contract Cancellations, Withdrawals and Terminations**

The cancellation of a residence contract may occur as a result of any incident or circumstance that would nullify an existing contract or cause the Residence Manager to terminate a contract within the guidelines expressed in this Residence Handbook.

A resident who has withdrawn from the residence or whose residence contract is terminated by the Residence Manager must vacate the residence within 24 hours.

---

---

Contract cancellations and the management of fees, fines or costs associated with damages will be assessed in the following manner:

#### *Student Initiated Contract Cancellations*

In the event that a student wishes to cancel their existing residence contract, the student will be responsible for 60% of their fees for the contract term(s), whether or not the room is re-occupied. The resident's deposit, if applicable, will be applied to the outstanding fees. However, if a cancellation occurs less than 21 days prior to the start of term (as defined by the University Calendar), the resident will be responsible for the residence fee in its entirety for that term.

A \$100.00 Processing fee will be applied in all instances where a student is entitled to a partial refund.

#### *Contract Cancellation due to Academic Withdrawal*

All students withdrawing from the University of Waterloo or St. Jerome's University are required to submit to the Residence Manager, a letter from the Registrar's Office or Academic department verifying their full withdrawal from the University.

A student who is required to withdraw academically from the University of Waterloo or St. Jerome's University (as initiated by the University) at any point after the term has commenced will be entitled to a partial, pro-rated refund up to the midpoint of the term, as defined by the University Calendar. Refunds will be made at the discretion of the Residence Manager and each student should speak to the Residence Office to determine their refund details.

Students required to withdraw for academic reasons between terms (eg. between Fall and Winter or Fall and Spring terms) will not be billed for the second term of their contract, as long as the appropriate paperwork from the Registrar's Office is in place.

Voluntary withdrawals initiated by the student that occur at any point during the contract term will be treated in the same manner as student initiated contract cancellations.

A \$100.00 Processing fee will be applied in all instances where a student is entitled to a partial refund.

#### *University Initiated Cancellation*

In the event of a Resident's failure to abide by the provisions of the Residence Handbook, or other residence guidelines and directives that may be issued by the University of Waterloo, or through the residence office, St. Jerome's may forthwith terminate the residence contract agreement.

In the event that a resident's contract is terminated, the Residence Manager maintains full discretion as to the amount of a full or partial refund of residence fees, if applicable.

A \$100.00 Processing fee will be applied in all instances where a student is granted a partial refund.

---

### *Special Circumstances*

Special circumstances regarding contracts may be considered by the Residence Manager. Special requests for consideration must be presented in *writing* to the Residence office.

### *Residence Interruptions*

The University undertakes to avoid unnecessarily disturbing the student but reserves the right after reasonable notice, to change the accommodation assigned to the student if circumstances arise which, in the unfettered discretion of the University, are necessary or desirable. The student may request a change of rooms in accordance with the Room Re-Allocation Process and with approval from the Residence Office.

The University shall not be liable for the failure to provide the residential accommodation which is contracted for herein when such failure is caused by fire, explosion, water, Acts of God, civil disobedience or disturbances, strikes or other labour interruptions, vandalism, war, riot, sabotage, failure of public utility services, governmental rules, or any other courses which are beyond the reasonable control of the University (collectively referred to herein as "Emergency" or "Emergencies").

In the event that the Residences cannot open and/or must close for any such Emergency every attempt will be made to ensure that students are notified in advance and the University will use its best efforts to mitigate against the effects thereof. The University and the Residence Office are not liable for any loss in these Emergencies. There shall be no compensation in any form whatsoever for inconvenience or discomfort suffered as a result of Emergencies or other circumstances that are beyond the control of the University or the Residence Office.

In the event that the Residences cannot open and/or must close due to the actions of third parties with respect to planned or unforeseen renovation or construction, which are beyond the control of the University but not an Emergency, the University shall use its best efforts to notify the students in advance and provide substitute accommodation on- or off-campus.

---

### **Expectations**

It is expected that students will respect the rules and regulations of the residence. If these expectations are not met, sanctions may be imposed, including behavioural contracts, fines and in serious cases, expulsion from residence.

Fines will be dependent on the nature of the incident, and the circumstances surrounding it and may include expulsion at the discretion of the Residence Manager. All fines are made at the discretion of the Residence Manager.

Fines will be in the amount of \$125. If fines are paid within 7 days, the fine amount will decrease to \$100, excluding fines related to drug violations, which will remain \$125.

Reasons for behavioural contracts, fines or expulsion may include, but are not limited to noise violations, smoking in residence, alcohol or drug violations, theft, threats, violence, damage to the rooms, exceptional

---

---

house cleaning, or any other conduct unbecoming of a St. Jerome's University resident.

Behaviour judged by the Residence Manager to constitute conduct unbecoming of a resident at St. Jerome's University will result in immediate expulsion from the residence.

All residents are bound by the policies and guidelines of both St. Jerome's University and the University of Waterloo.

In the event of the Resident's failure to abide by the provisions of the Residence Handbook, or other residence guidelines and directives that may be issued by the University of Waterloo, or through the Residence Office, St. Jerome's may forthwith terminate the residence contract agreement. Where St. Jerome's terminates a Residence Contract, the student is expelled from residence and is required to vacate the premises within 24 hours. An expelled student is responsible for his/her residence fees as outlined in the Residence Contract and at the discretion of the Residence Manager.

---

### **Resident Conduct**

In general terms, acceptable conduct of residents is defined as activity that does not infringe on the rights of other members of the University community and conforms to the policies and regulations of the University.

The conduct of residents is governed by this Residence Handbook and other residence guidelines and directives that may be issued by St. Jerome's University, the University of Waterloo, or through the Residence Office. The expectation of acceptable conduct applies to the on-campus conduct of all residents and residence student organizations. The expectations of acceptable conduct also applies to off-campus conduct of residents and resident student organizations in direct connection with:

1. Field trips, floor trips, committee organized events and university or residence coordinated volunteer work;
2. Any residence activity sponsored, conducted, or authorized by the university, their respective residence administration and/or student organizations;
3. Any activity that causes (or was likely to cause) destruction of property belonging to the university, or causes (or was likely to cause) harm to the health or safety of members of the university community;
4. Or any activity that brings the University, or the residence operations into disrepute. It must be emphasized that the University's system of non-academic discipline should not be regarded as a substitute for the civil or criminal law but rather as a complementary system. Students continue to be subject to provincial and federal laws while in residence, and violations of those laws may also constitute a violation of the definition of acceptable resident behaviour. In such instances, the residence administration may proceed with disciplinary action independently of any criminal proceeding involving the same conduct and may impose sanctions for inappropriate conduct even if such criminal proceeding is not yet resolved or is resolved in the student's favour.

The residence reserves the right to determine appropriate sanctions even if the student withdraws from the residence, is no longer enrolled in classes, or subsequently fails to meet the definition of a student while

---

---

a disciplinary matter is pending. Sanctions may include but are not limited to: no longer being eligible to be housed in residence accommodations, served with a trespass notice, a behavioural contract and residence fines. Students should be aware that unacceptable conduct within one residence community may result in sanctions and other means of non-academic discipline that could impact potential residency at any of the residences of the University of Waterloo and the Federated University and the Affiliated University Colleges.

---

### **First Year Admissions**

The Residence is open to any student registered at the University of Waterloo or St Jerome's University. However, first year students who are registered at St. Jerome's University will be given priority for residence accommodation provided they have indicated St. Jerome's as their preference, rank their residence and pay their \$500.00 non-refundable deposit by the date outlined in their offer of admission package from the University of Waterloo.

---

### **Returning Residents**

In order to be eligible for readmission to residence, a student must demonstrate that they can live cooperatively within the University community and must have cooperated with the Residence Operation as follows:

#### *Administrative Eligibility:*

While in residence, a student must have cooperated with all residence procedures. For example, a student who has not cooperated with behavioral, disciplinary, and administrative guidelines may be denied re-admittance. Students who do not meet fee payment deadlines may also be denied re-admittance. All bills owed to the Residence must be paid in full before any application will be processed.

#### *Academic Eligibility:*

Each senior student must complete a minimum of four full course credits within a regular session and be in good standing academically, as defined by the University of Waterloo. Each first year student must complete a minimum of three full course credits within a regular session and be in good academic standing. Co-op students on work term may be permitted to live in residence at the discretion of the Residence Manager.

#### *Involvement Eligibility:*

In the event that the number of upper year students wishing to return exceeds the number of vacancies determined by the Residence Manager, a student's level of involvement and participation may be used as criteria for readmission.

Please note that the Residence Manager may place limits on the number of returning students in order to accommodate the first year applicant pool.

---

### **Roommates and Room Allocations**

First year students are asked to complete and return a *Roommate Selection and Personal Information Form* which will aid the Residence Manager and the Dons in room and roommate allocations.

---

---

For returning students, room allocations are done in a live lottery. The Residence Office will provide the specific details for the live lottery in March of each year.

All room allocations and returning contract offers are approved by the Residence Manager, in consultation with the residence staff.

The Residence Manager maintains final decision-making authority on both roommates and room allocations. Room changes are discouraged and are not permitted without the permission of the Residence Manager.

---

### **Notice of Collection**

St. Jerome's University protects your privacy and your personal information. The personal information requested on this form is collected under the authority of the St. Jerome's University Act, 2000 for the administration and operation of the University and its programs and services. Direct any questions about this collection to the Residence Manager of the Residence Office at St. Jerome's University at 519-884-8110.

---

---

## **Alcohol, Drugs and Smoking**

Residents who chose to consume alcohol while on SJU property are expected to do so safely and in a manner that respects the well being and legal obligation of the University and its members.

The consumption of alcoholic beverages is restricted to the bedrooms. Open alcoholic beverages are not permitted in the hallways or common areas of the residence facilities. On occasion and with explicit written instruction, the Residence Manager may permit Alcohol in common areas under the control of the Dons.

Any person who serves an alcoholic beverage to, or purchases an alcoholic beverage for any person under the age of 19 is in violation of the law. Students participating in underage drinking or the purchase of alcohol for minors will be subject to fines and/or expulsion at the discretion of the Residence Manager.

If you serve any person an excessive amount of alcohol, regardless of his or her age, you can be held legally liable as a host should your guest sustain injury.

It is expected that students consuming alcohol will do so in a responsible manner. If a resident fails to maintain a responsible level of alcohol consumption, or breaches this policy, the Residence Manager may intervene by imposing conditions, a behavioral contract, restrictions, fines and/or expulsion. Residents are responsible for the consequences of their own actions as well as the actions of their guests, whether or not they are under the influence of alcohol. Consumption of alcohol is not an excuse for disruptive behaviour or for breaching the rules.

Drinking games and the use of instruments (eg. funnels) to maximize or accelerate the consumption of alcohol are prohibited in all areas of the residence and on the property of St. Jerome's University.

The use or possession of drugs, the possession of which is prohibited by law, is prohibited in University buildings, including the Residences, or on St. Jerome's property. St. Jerome's provides no immunity from actions that contravene any University policy or legislation such as, but not limited to, the Controlled Drugs and Substance Act or age of majority laws. The possession or use of illegal drugs, being party to the consumption or use of illegal drugs by being willfully present during their use or consumption constitutes cause for immediate expulsion.

St. Jerome's University and the Residences are smoke free environments. Smoking in the residences will result in fines, expulsion or both.

---

## **Harassment/Abuse**

Any resident who threatens to, attempts to, or causes bodily harm or who intentionally damages personal property of another resident will be deemed to be in breach of the Residence Contract. Complaints or inquiries regarding these issues can be made to a Don, the Residence Manager, University Coordinator for Human Rights & Ethical Behavior, Counseling Services, Health Services or the campus Ombudsperson. Concerns regarding Harassment may also be directed to one of the St. Jerome's University grievance advisors.

---

---

## Guests

This policy is in place to accommodate guests that do not currently live at St. Jerome's University, or any of the other on-campus residences at UW.

A "guest registration form" must be filed with a Don in the building in which the guest will be staying two days before any non-resident enters the residence overnight or for the weekend. This form will require a signature from the roommate and the Don, indicating their approval of an overnight guest. No guests will be permitted without the consent of the roommate. While the guest is staying at St. Jerome's, a resident must accompany him at all times.

Residents are responsible for their guest's behaviour and any financial consequences of the guest's actions. Residents must insure that guests adhere to the policies, rules, regulations and terms contained in this handbook, as well as all St. Jerome's and University of Waterloo policies. If a resident abuses the guest policy, or has guests that are disturbing to the academic atmosphere present at St. Jerome's University, they will have their guest privileges suspended for the remainder of the term by the Residence Manager. A resident is permitted to have a guest over for a maximum of three consecutive nights. The guest may be asked to leave at any time if they are causing a disturbance or not adhering to St. Jerome's or UW policies. When requested, guests must identify themselves to Dons, Residence life Staff, etc. Guests who fail to do so will be required to leave the residence immediately.

Any person in the residence who is not a guest of a resident or who cannot give a satisfactory explanation for his or her presence, should be reported immediately to either a Don, the Residence Manager or the UW Campus Police.

Because salespersons, canvassers, or agents are not allowed in the residence, nor may a business operate within the residence, any resident who finds such a person or business shall report it to a Don or the Residence Manager immediately.

---

## Keys/Fobs

On registration day each resident will receive a key to his/her residence room and an access fob to the entrances of the residence buildings. All residence keys are the personal responsibility of each resident and are not to be given to anyone else, nor duplicated. If you are in possession of a duplicate, you will be fined \$250.00. If you happen to lose your key, immediately inform the Residence Office and you will be issued another key.

There is a \$50.00 fee for each lost or unreturned key and/or fob.

There is a \$2.00 fee for opening a door when a resident is locked out of his or her room.

---

## Community and Floor Meetings

House and floor meetings are held on a regular basis. The Residence Manager may on occasion decide to conduct community forums for the residence community to discuss important events in Residence or changes to residence policy and practice. Regular floor meetings are held by each Don to inform residents of the current happenings and planned activities for their floor. Attendance at these meetings is mandatory unless a previous arrangement, in writing, has been made with your Don.

---

---

**Pets**

Residents may not keep pets in their rooms or on St. Jerome's property.

---

**Departure from Residence**

Residence policy requires that students leave Residence no more than twenty-four hours after their last scheduled written exam unless they are given special permission by the Residence Manager. Students who write exams on the last scheduled exam day, as outlined by the University of Waterloo Calendar, will be required to leave residence by 12:00PM (noon) the following day.

---

**Weapons**

For the protection of all residents firecrackers, firearms, weapons, or any object the Residence Manager considers dangerous to the health and or wellbeing of fellow residents, shall not be allowed in the residence.

---

**Fire Alarms**

Should a fire alarm sound, the major concern is that the residents exit the building in a calm and orderly fashion. When a fire alarm is sounded, all residents must leave the building via their closest exit. Residents who detect a fire should sound the alarm immediately, contact a Don or the Residence Manager, and promptly leave the building.

---

**Fire Safety**

Smoke detectors are located in corridors and in each resident's room. Portable fire extinguishers are on each floor. Fire drills and instructions are held periodically. All residents are expected to respond and participate as instructed by their Don. Residence policy prohibits the use of candles, incense or halogen light fixtures. Misuse of any fire equipment, tampering with the fire alarm system, or causing a false alarm are offences under the Criminal Code of Canada and will bring severe penalties, that may include expulsion from residence.

---

**Damage and Losses**

Residents are expected to exhibit individual and group concern for the residence and its grounds. Responsibility and charges for loss, damage, or exceptional housekeeping requirements will be assessed as follows:

- The individual(s) responsible for the damage or exceptional housekeeping requirements will assume full responsibility.
  - Each resident is responsible for damage, loss, or exceptional housekeeping requirements in his or her room.
  - When damage, loss, or exceptional housekeeping requirements occur in a designated area and the person(s) responsible cannot be identified, the residents responsible for that area
-

---

whether present or absent, will be billed collectively for replacement, repairs or housekeeping charges.

It is very important for students to exercise extreme care in filling out the "Room Inventory Form" which is distributed at check-in time. Students will be held responsible for any damages over and above those damages initially noted on the inventory form.

Each resident is held financially responsible for damages or losses to furniture and equipment in his or her room, including the window screen and windows, painted walls and woodwork. No scotch tape, hooks, nails, tacks, etc. are to be used on the walls, door or ceilings of the rooms. No stickers, plaques, etc., which cannot be removed or which may leave permanent marks, are to be used. If any paint is removed from the walls, residents will be billed for the full cost of repair.

---

### **Bunk Beds**

Bunk beds must be safe and sturdy. If they are attached to any part of the woodwork, the resident will be held responsible for the damages. The University takes no responsibility for damage or injury caused as a result of the use of bunk beds.

Due to the damage to the room and woodwork, beds it is not permitted to place beds across the upper storage areas on the third floor, J.R. Finn Residence.

---

### **Cooking in the Residence**

Cooking in residents' rooms is strictly prohibited. Residents may use kettles, coffee makers, popcorn makers, and 2 slice toasters, provided that they do not set off the breakers. No toaster ovens, rice cookers, crock pots or microwave ovens are to be used in the rooms.

---

### **Housekeeping**

Students are responsible for cleaning their own room, for which some cleaning supplies and equipment is available. Those who have private washrooms are expected to clean them regularly. Cleaning supplies will be made available. The condition of each room is the ultimate responsibility of the student. The onus is on the resident to report any damage or required repairs to a Don or the Residence Office immediately. Cleaning staff is responsible for cleaning the common areas and floor washrooms.

Upon check-out, students who leave their rooms in an unacceptable condition, in the opinion of the Residence Manager, will be assessed a cleaning charge of \$200.00. Students who leave residence without having their room checked by a Don, will receive a charge of \$50.00.

---

### **Security and Safety**

Students are expected to behave in a responsible manner that does not compromise their own safety or endanger the health and safety of others. The Residence Manager and the Residence Office, on behalf of St. Jerome's University reserves the right to determine what constitutes unsafe practices. Residents shall comply with instructions given by the Residence staff, on-campus police and other persons in authority within residence.

---

Entering another student's room without permission or disturbing another resident's property is prohibited. Residents must ensure that all floor doors are firmly closed and locked at all times.

While the Residence Administration attempts to guarantee the physical security of the residence, the residents are responsible for their own personal safety. Your keys are your own responsibility. Do not lend your keys out or leave them where they may be taken. The front doors of each building are open at 8:00AM each day and are locked again at 10:00PM.

Residents must not prop open doors. You must not open doors for people or allow people into residence if you do not personally know them. Residents must report damaged or malfunctioning locks, lights, and other safety hazards immediately to a Don or to the Residence Manager. Extra locks of any kind are not permitted on any doors, windows or furnishings.

All suspicious people and behaviour should be reported to a Don and/or to the UW Campus Police (519-888-4911).

---

---

## D. Facilities

### Residences – Sweeney Hall & J.R. Finn

Sweeney Hall can accommodate 145 women in both double and single rooms. Single accommodation is limited and will incur a Single Supplement fee of \$350 per term. J.R. Finn houses 141 male residents in double rooms. Each room is provided beds, desk chairs, desks, bookshelves, refrigerator, internet service, and bulletin boards. In addition, the rooms in Sweeney Hall are equipped with a sink and vanity. Residents are required to bring their own bedding, towels, and other personal effects. Each individual is responsible for personal laundry and the housekeeping of his/her own room.

Other facilities include a spacious lounge with a T.V. area, piano, games room area (pool and ping-pong tables) and a vending machine snack room. This space provides an informal social atmosphere where residents can entertain friends or relax. The residences also offer a number of study or group work areas. Coin-operated laundry facilities are available in both residence buildings. There is also a fitness room equipped with a TV/VCR and DVD player.

During the Spring term, due to the limited number of students living in residence, access is not granted to Sweeney Hall at any time. J.R. Finn becomes the primary residence facility at St. Jerome's. Students are still given access to the TV lounge, laundry facilities, study room and vending services available in J.R. Finn.

---

### Telephones

St. Jerome's does not provide telephones to students living in residence. Emergency phones are provided on each floor in the event that a student requires access to emergency services. Emergency phones are to be used only in times of emergency. Students are encouraged to utilize a personal cell phone for all other local and long distance calls.

---

### Internet

The residences at St. Jerome's University are fully wireless enabled. Students living in residence are able to join the UW ResNet network by authenticating their connection using their QUEST credentials. This allows for seamless movement between the SJU residence environment and the UW wireless network.

Currently, there are no download limits attached to the use of the wireless network, however users downloading large amounts of bandwidth will be stepped down to a slower connection during peak hours when there are the greatest number of users on the network. The new SJU residence wireless network (September 2010) is an "N" network with increased coverage and speed over previous versions of wireless internet at SJU.

On-site technical support is available to users who have issues connecting to the network. Users are asked to complete a technical support request at the Residence Front Desk.

---

## Food Services

Upon payment of residence fees, each student is entitled to full privileges in the cafeteria. Guests are welcome to dine at St. Jerome's and can pay cash for meals in the dining hall. Residents who provide food to nonresidents are subject to a fine and/or further disciplinary action at the discretion of the Food Services Manager and the Residence Manager.

The Pantry is open in the evening and available to students to make themselves nutritious snacks. All residents who have paid their residence fees are entitled to use The Pantry.

The Atrium is located in the Academic building of St. Jerome's and is available to all members of the St. Jerome's community. Light lunches, snacks and beverages can be purchased from the Atrium. Food and beverages from the Atrium are not included in the meal plan, but residents are able to pay for the items separately.

Residence House Dinners take place occasionally throughout each term. All residents are expected to dress appropriately (semi-formal attire) and are invited to attend these meals.

Specific rules and food service policies can be obtained from the Food Service Manager. Every reasonable attempt will be made to accommodate individual requests.

Students with dietary restrictions (allergies, intolerances, religious observances, vegetarian/vegan) are required to make a meeting with the Food Service Manager during the first week of term.

In the Fall and Winter terms, the Food Service Manager or his/her designate chairs monthly food committee meetings. Food representatives and Dons from each floor are required to attend and participate. The food committee meetings provide an opportunity for open and honest dialogue relating to food service at St. Jerome's. Respectful decorum is required.

Kitchen and custodial staff must be treated respectfully. Students must be suitably dressed for all meals and at no time are bare feet permitted in the servery, community centre or pantry.

Dishes, glasses, cutlery, chairs or other cafeteria furnishings are not to be taken out of the dining area. Residents breaching this policy are subject to a fine or expulsion. Compostable take-out containers are available to residents wishing to take food out of the dining room; however in support of our various sustainability initiatives, students will be required to pay 50 cents per take-out container.

### Servery Hours

#### *Monday to Friday*

Breakfast	7:30AM-10:00AM
Lunch	11:00AM-2:00PM
Dinner	5:00PM-7:00PM
Deli Bar	11:00AM-6:00PM
Grill	7:30AM-7:00PM

### Pantry Hours

Sunday to Thursday  
8:30PM-10:00PM

### Atrium Hours

*Monday to Thursday*  
9:00AM-9:00PM  
*Friday*  
9:00AM – 3:00PM

**Saturday & Sunday**

Continental Breakfast 9:30AM – 10:30AM  
Brunch 10:30AM- 2:00PM  
Dinner 5:00PM-7:00PM

At the discretion of the Residence Manager, meal location and times may be changed for special events or unforeseen circumstances.

**The Pantry**

The Pantry is located in the White Room on the first floor of Sweeney Hall. This Pantry is available for the use of all residents during the Fall and Winter terms. Food and dishes are provided to residents who can use this space and cooking utensils to make their own snacks. It is the responsibility of all residents to keep the Pantry clean; otherwise it will be closed. Utensils, or any other dishware are not to be removed from the Pantry. Cooking is not permitted in the bedrooms.

**Contact**

James Wilson, *Food Service Manager*  
12502@compass-canada.com  
519-884-8111 ext. 28261

Lindsay McAllister, *Chef*  
12502.chef@compass-canada.com  
519-884-8111 ext. 28302

---

**Refrigerators**

A refrigerator is available in each room. Refrigerators other than the ones provided by the residence are not permitted. Residents are not permitted to unplug or move their refrigerators at any time and if caught doing so, will be fined.

---

**Recycling and Composting**

The residence is part of the Blue Box Recycling Program and a Food Service Composting Program. Each floor is supplied with Blue Boxes. You are strongly encouraged to participate in the program. If you have questions or concerns about recycling or composting, please talk to your Don or the Residence Office.

---

**Study Rooms and Lounges**

Each residence is designed to give students a comfortable atmosphere to both socialize and study. Non-residents are not permitted to use the T.V. lounges, study rooms or common areas unless accompanied by a resident.

---

**Laundry**

There are coin operated laundry facilities in the basement of each residence.

---

---

Residents must use the laundry facilities in their respective building. Laundry services are only for the use and convenience of residents at St. Jerome's University.

---

### **Storage**

Each residence has a limited amount of storage for returning students. Requests for access to storage space must be submitted in writing to the Residence Manager. Use of the storage space is limited and is granted at the discretion of the Residence Manager. All items in storage must be clearly marked with the individual's name and contact information. The University accepts no responsibility for loss or damage to items left in storage.

---

### **Bicycles**

Bicycles are to be locked in the designated outside area of the residence and not permitted in personal rooms, the laundry room, stairways, or hallways.

Bicycles found inside the residence will be removed by an employee of the Residences. The University will not be responsible for the safekeeping of bicycles that are confiscated. The Residence or the University cannot be held responsible for bicycle safety. It is the sole responsibility of the owners to see that their bicycles are suitably protected from damage and theft.

---

### **Mail Service**

Mail is delivered daily to the Residence and is distributed by the Dons or can be picked up at the Residence Office Front Desk. A Post Office is located in the Student Life Centre. Outgoing mail with postage already paid can be placed in the Outgoing Mailbox at the Front Desk.

The Residence Office is not responsible for forwarding your mail when you leave residence.

The St. Jerome's mailing address is:

*St. Jerome's University  
290 Westmont Rd. North  
Sweeney Hall **OR** J.R. Finn, Residence Room # \_\_\_\_  
Waterloo, Ontario  
N2L 3G3*

---

### **Creative Space**

The Creative Space, located in the basement of Sweeney Hall, is open for all residents during posted hours. Access to craft supplies must be arranged with the Residence Life Office. The Creative Space is not accessible during the Spring term.

---

### **Chapel**

The Notre Dame Chapel in Sweeney Hall is available for appropriate personal or group purposes. The

---

---

piano and keyboard within Notre Dame Chapel are only to be used for appropriate purposes by individuals who have obtained permission from the Chaplain.

---

### **Fitness Room**

Sweeney Hall has a fitness room that is equipped with a television and VCR/DVD player that is to be used for aerobic and fitness videos only. Students wishing to use the exercise equipment or the fitness room must take a one-hour training session with a member of the Residence Life Team and sign a Waiver of Liability. Waivers may be obtained from the Residence Life Office. The fitness room is not accessible during the Spring term.

---

### **Parking**

Parking passes may be purchased from the Residence Office. The current price is \$160.00 per term. Passes are available only to students living in residence at St. Jerome's University. Any student who purchases a pass for a non-resident will forfeit parking privileges and any parking fees paid.

---

### **Insurance of Personal Property**

Neither the University nor the Residence will be liable, directly or indirectly, for the theft, loss or damage of personal property of a resident by fire, water, or any other cause. All students are advised to carry insurance protection against loss or damage to their personal property.

---

### **First Aid**

First Aid supplies are available from the Don on each floor. All Dons are qualified in first aid and CPR. For more serious matters, residents will be referred to the University of Waterloo Health Services. All illnesses and serious accidents must be reported to a Don or to the Residence Manager. Students coming into residence with health concerns must bring these to the attention of the Residence Manager and their Don at the beginning of the year so the Residence staff can be prepared in the case of an emergency.

Should you need to call 911, use one of the emergency phone terminals located at various locations within residence and give the dispatcher the following information:

St. Jerome's University  
University of Waterloo  
Building #81  
290 Westmount Road North  
Waterloo, ON N2L 3G3

After the 911 call has been made, please notify the UW Police of the situation by calling 519-888-4911.

---