

# Harlow Campus Housing Regulations

As a housing resident of Harlow Campus, residents are ambassadors of Memorial University of Newfoundland and therefore must conduct their self in a professional and decent manner at all time, consistent with those found in the Code of Student Conduct. A copy of the Code of Student Conduct can be found by visiting:

[http://www.mun.ca/student/conduct/code\\_of\\_conduct.php](http://www.mun.ca/student/conduct/code_of_conduct.php)

Residents are responsible for being aware of and abiding by all Housing Regulations and the Code of Student Conduct, and any other relevant legislation of the United Kingdom whilst in the UK.

## 1. Behaviour

- 1.1 At all time, residents must behave in a manner that is civil, decent, and respectful of the rights and privileges of all members of the campus community, including other residents, guests, and staff, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, social status, or physical or mental disability.
- 1.2 Residents shall not physically, psychologically, or verbally intimidate, or otherwise harass or 'haze' any person. Harassment is comments or conduct that are determined by the General Manager to be threatening, vexatious, demeaning, dangerous, abusive, or disrespectful.
- 1.3 Residents are reminded that the campus is in a residential area and are asked to limit the amount of noise at all times.

## 2. Accommodations

- 2.1 Residents are permitted to have overnight guests for no more than 4 consecutive nights, with the prior approval (24 hours-notice) of their roommate and General Manager. The General Manager has the authority to deny any request. After the fourth night a charge of £20.00 per night will apply. Any one guest that has previously stayed at the campus and returns within the same semester must pay the £20.00 per night charge.
- 2.2 Residents may invite visitors on campus. All visitors must leave by 12.00am (midnight); there must be no visitors on campus between the hours of 12.00am (midnight) – 8.00am.
- 2.3 All guests and visitors must be signed in and out in the visitor's book by the front entrance of the Maltings building. The General Manager, in all cases retains the right to control and prevent access into the building and grounds of the residence of all persons considered undesirable.
- 2.4 Residents are responsible for reporting any breakages, defects or graffiti within the first 2 hours of arrival. Residents must also ensure that they report any damages/breakages to the General Manager immediately.
- 2.5 Residents are asked not to affix anything to the walls, doors or furniture, but to use the notice boards provided in each room.

- 2.6 Residents shall have no more than 6 people in a bedroom in the Maltings or Cabot House, and no more than 12 people in 44 or 46 Market Street.
- 2.7 Residents shall keep the bedroom/apartment doors and windows closed and locked when not present. All personal property placed, or stored, anywhere in the residence is at the sole risk of the student.
- 2.8 Residents must sign and return the Occupancy Agreement upon arrival at campus.
- 2.9 Residents shall not give their keys or swipe cards to another person.
- 2.10 Residents shall never leave an electrical appliance plugged in unattended.
- 2.11 Residents shall not prop open any door on campus.
- 2.12 Residents shall ensure that all hallways, common areas, stairwells, fire escape routes, and grounds are kept clear of obstruction.
- 2.13 Residents are financially responsible, and will be appropriately fined, for the removal, disposal, or damage to any property other than their own, regardless of whether it was intentional or unintentional.
- 2.14 Residents shall dispose of all garbage in the appropriate manner. Nothing is to be thrown out the windows, or swept or thrown into the hallways, common areas, stairwells, sidewalks, fire escape routes, or grounds.
- 2.15 Residents shall not tamper with, and/or remove, any fire safety equipment (e.g. fire hoses, extinguishers, detectors, etc.).
- 2.16 Residents are not permitted to keep a weapon (e.g. air rifles, air guns, paint ball guns, sling shots, knives, etc.) in any residence or building.
- 2.17 Residents are not permitted to keep any pets including reptiles, amphibians, fish, etc. in any residence or building.
- 2.18 Residents are urged to report immediately any disease, illness, or infection that could become a public health concern to a member of campus staff.
- 2.19 It is the residents' responsibility to keep their rooms/apartments clean at all times. At the end of the occupancy rooms will be checked and if found to not be in an acceptable condition, residents will forfeit a portion of their damage deposit as outlined in the Harlow Damage Deposit Policy.
- 2.20 Residents are not permitted to consume alcohol in a dangerous and/or excessive manner.
- 2.21 Residents are not permitted to smoke inside the buildings or within 5m of any window, door, or enclosed area.
- 2.22 Residents are not permitted to possess or consume illegal drugs or other illegal substances.
- 2.23 Residents are not permitted to have open flame (e.g. candles, etc.) or burn incense, etc. in the residences or buildings.
- 2.24 Residents must abide by the Quiet Hours which begin at 11.00pm and end 7.00am, and at all other time, be "reasonably quiet", which is a volume of sound that does not interfere with another resident's right to quiet enjoyment and the ability to study.

### 3. Housing Fines

3.1 If a resident breaks any of the regulations listed in the table 'Harlow Campus Housing Fines' below, they will be invoiced the appropriate amount or be referred to the General Manager.

<b>Harlow Campus Housing Fines</b>			
Violation	1 <sup>st</sup> Violation	2 <sup>nd</sup> Violation	3 <sup>rd</sup> Violation
<ul style="list-style-type: none"> <li>- Noise / disruptive behaviour</li> <li>- Violating Quiet hours</li> <li>- Littering</li> <li>- Violation of visiting hours</li> <li>- Smoking Outdoors within 5m</li> </ul>	£5 Fine	£10 Fine	Referred to the General Manager
<ul style="list-style-type: none"> <li>- Pet</li> <li>- Smoking Indoors</li> <li>- Unregistered Guest</li> <li>- Destructive behaviour</li> </ul>	£10 Fine	£20 Fine	Referred to the General Manager
<ul style="list-style-type: none"> <li>- Possession/use of Illegal Drugs</li> <li>- Harassment</li> <li>- Violating of Fire Safety</li> </ul>	Referred the General Manager		
<p>Note: A student may be referred to the General Manager for any violation and/or conduct. If a violation of any rule occurs and no-one admits responsibility, then the group as a whole will be fined (one fine only). All fines must be paid within one week; any unpaid fines will be charged as an outstanding fee to the campus.</p>			

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