

# College of the North Atlantic

## Happy Valley-Goose Bay Campus Residence

### Information for MUN Affiliates

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#### MUN Researchers Using Research Station Facilities

It is important for visiting MUN staff and researchers to know the facilities at the College of the North Atlantic exists primarily for the use of College students.

Labrador Institute personnel are responsible **only** for confirming the applicant's connection to MUN and ensuring the individual is eligible for use of the residence under the MUN/CNA co-location agreement. All other arrangements must go through and follow College of the North Atlantic's policy and procedures.

College staff is made up of unionized employees who are eligible for overtime pay if called out side of regular working hours. MUN affiliates using College facilities must therefore request assistance within regular working hours.

The College hours of operation for key pickup are 8:30am-4:30pm Monday to Friday (8:30am-4:00pm Monday to Friday during the summer months). The residence building opens at 8:30am and locks at 12 midnight. Residents will be given a key for after-hours entry.

#### Residence Rooms

1. MUN researchers/staff wishing to use residence and meal facilities must advise [Alicia Penashue](#) of the Labrador Institute at least **three weeks** before the planned arrival date. The Labrador Institute will verify MUN affiliation, inform the College residence staff, and then direct the applicant to the residence manager at the College of the North Atlantic, Happy Valley-Goose Bay Campus. Once affiliation has been verified with College staff, **it is the responsibility of the individual to make all arrangements directly through the College.**
2. **Please note:** If MUN affiliation has not been confirmed or if the College residence manager does not have individuals' names on file, those persons **will not** be granted access to the residence.
3. Once applicants are directed to the College, they must then complete the College application form and pay the applicable fees. This form is available on the Labrador Institute website. Further information may be requested from [Alicia Penashue](#).
4. There are no daily rates for staying at the College residence. The minimum rate is weekly for the rooms and meals.

There is a \$25 application fee and a \$50 confirmation fee. All together the fees are \$75.

5. Researchers/staff must clearly indicate which plan they choose. The plans are listed below:

Weekly Rates:

|             |          |
|-------------|----------|
| Single room | \$ 60.00 |
| Double room | \$ 40.00 |
| Meal plan   | \$112.00 |

Weekly Rates Including Meal Plans:

|                             |          |
|-----------------------------|----------|
| Single Room with meal plan: | \$172.00 |
| Double Room with meal plan: | \$152.00 |

Note: Usually the College meal facilities are not open during the summer months; please confirm availability with Alicia or College staff.

6. All payments must be made to the College of the North Atlantic; **Labrador Institute is not responsible for these fees.**
7. Keys must be picked up before the close of business on the day of arrival. **Keys cannot be picked up after hours or during the weekend.** If arrival occurs after 4:30pm (4:00pm during summer months) or on weekends, it will be the responsibility of the resident to find third party accommodations **at their own expense.**
8. If College staff is called to deal with after-hours residency issues, the individual researcher/staff will be billed, by the College, for time.
9. Individuals are responsible for providing their own bedding (sheets, blankets, pillows, pillow cases) and linens (towels and face cloths).

## Daycare

1. MUN researchers/faculty residents in Happy Valley–Goose Bay who wish to make use of the daycare facilities may make application to have their children accepted subject to space availability and eligibility of children.
2. MUN applicants must be aware that the daycare exists for the benefit of College students primarily; if space remains, priority is given to the children of faculty/staff at the College and then to MUN applicants, followed by the general public.
3. Please note: **College daycare facilities are not open during the summer months.**

## Use of Other College Facilities

1. Faculty/researchers wishing to use office space may request this from LI staff and they will be accommodated subject to availability of space.
2. MUN staff wishing to use College facilities, such as labs, must make a request directly to College Administration.
3. MUN staff/researchers must abide by the rules of the College of the North Atlantic including those concerning hours of operation, parking, security, smoking, drinking, etc.
4. MUN staff/researchers must be informed by LI staff concerning use of kitchen facilities, meeting rooms etc. so that collective space within the College building is used appropriately.
5. The College of the North Atlantic is **NOT** responsible for mail delivery to MUN affiliates using the residence. If you are expecting mail it should be addressed to the following address:

(Your full name)

Labrador Institute

P.O. Box 490, Station B

Happy Valley-Goose Bay, NL, Canada

AOP 1E0

**Note: The College Residence is SMOKE FREE and SCENT FREE.**