

CENTENNIAL PLACE



RESIDENCE COMMUNITY HANDBOOK

2021-2022



Please Note: From time to time photographs and/or videos will be taken within or near Centennial Place at Residence events and programs. Centennial Place Management may reproduce, use, exhibit, display, broadcast, distribute, and create derivative works of photographed images. These images may appear in a wide variety of formats and media now available to the Residence or College and that may be available in the future, including but not limited to print, broadcast, outdoor, videotape, and electronic/online media.



STATEMENT REGARDING COVID-19

Dear Centennial Place Community,

During this unprecedented time, Centennial Place's first priority is the health and safety of our residents, staff members and College partners. We are closely monitoring the Ontario Ministry of Health and World Health Organization guidance regarding COVID-19, and communicate Toronto Public Health hygiene and virus-prevention guidelines to our residents and employees on a regular basis. In addition, we are practicing physical distancing, implementing the following actions to keep our residents and our team members secure:

- We are adhering to Centennial College's Phased Re-Opening Plan, resulting in some temporary closures of amenity spaces, suspension of resident privileges (such as Guests), and suspending in-person programming until provincial mandates permit in-person gatherings.
- Staff work hours may be limited to comply with physical distancing recommended by the Ontario Ministry of Health.
- Preferred communication between residents and staff are via phone and email in an effort to limit person-to-person exposure.
- Daily cleaning and sanitization efforts occur in accordance with current Public Health guidelines, which include personal hygiene and high-quality cleaning product specifications, to high-traffic area rigorous cleaning protocols.
- Virtual programming to support the success of our community and contribute to a living-learning environment intended to enable students to thrive academically and socially.

Centennial Place will continue to monitor Municipal, Provincial and Federal guidelines to restore regular services as appropriate. Please note the timelines for our normal resumption of activities and services, are congruent with Centennial College, in addition to government legislation. We pledge to put the health and wellbeing of our residents and team members first on a daily basis. We are grateful for your patience and understanding as we continue to support each other more than ever before.

We look forward to making your stay both positive and memorable.

Sincerely,
Centennial Place Management

FOREWORD

Welcome, Centennial Place 2021-2022! We are so thrilled to host you in your 'home away from home' this year. We have had an interesting (and challenging!) past year and a half amidst the COVID-19 Pandemic, but we are eager to slowly and strategically resume normal operations, ensuring the year ahead will be one to remember.

Centennial Place is home to a diverse range of cultures, backgrounds, and personalities each year and it is our team's objective to offer you a warm and inviting home in which you can be academically successful, as well as to share in positive and memorable experiences that will last you a lifetime.

Staying in residence is truly an integral part of acquiring the complete post-secondary experience, and we are excited that you have chosen to fulfill that experience by staying with us at Centennial Place. Residence is not just about the bricks and mortar that make up our stunning community—but about the friends you meet, the relationships you form, the experiences that you share, and the memories you create. Trust me when I say our aim is to help ensure your stay is as comfortable and enjoyable as possible.

Welcome to the centre of it all—Centennial Place, home to #ColtsPride in the heart of Progress Campus—*where students love living*. I am sure I speak for each member of my team when I say: We cannot wait to connect with each of you this year, and help make your Centennial Place experience as extraordinary as possible!

Warmest regards,

A handwritten signature in black ink, appearing to read "Matthew Fleming", with a stylized flourish at the end.

Matthew Fleming
Director, Housing & Residence Life

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AMENITY DIRECTORY

Floor One

Main Lobby
Main Lounge
Interior Courtyard

Floor Two

Billiards Room
Living Room

Floor Three

Unwind/Lego Room
Theatre Room

Floor Four

Fitness Room
Cardio Room

Floor Five

Ping-Pong Lounge
Arcade

Floor Six

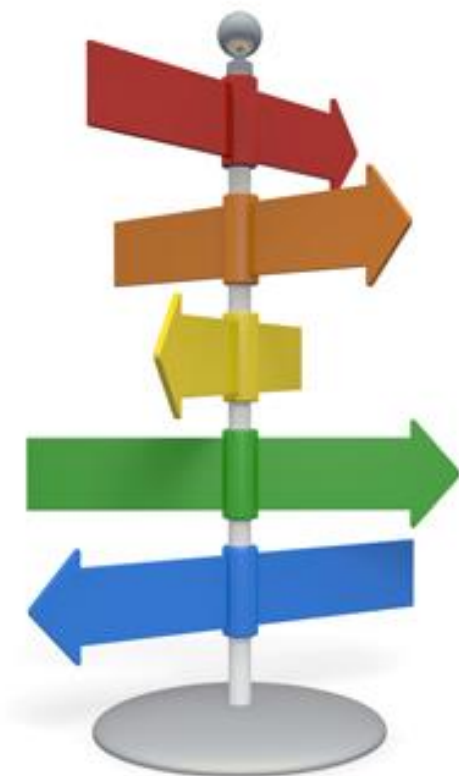
Theatre Room
Videogame Room

Floor Seven

Sky Lounge
Reflection Lounge

Floor Eight

Create Space



**All Floors, with the exception of Floor 1, also feature a Communal Kitchen & Study Lounge.*

IMPORTANT DATES (2021-2022)

Centennial College Fall 2021

Centennial Orientation Fall 2021
 Labour Day: College Closed
 Fall 2021 Semester Begins
 Course Change Deadline Fall 2021
 Deadline to Withdraw Fall 2021
 Thanksgiving: College Closed
 Remembrance Day
 Deadline to Withdraw without Penalty
 Fall Programs End for Exams
 Winter Break: College Closed
 Winter 2022 Semester Begins

Important Dates

– Aug. 30, 2021
 – Sept. 6, 2021
 – Sept. 7, 2021
 – Sept. 14, 2021
 – Sept. 21, 2021
 – Oct. 11, 2021
 – Nov. 11, 2021
 – Nov. 12, 2021
 – Dec. 17, 2021
 – Dec. 24 – Jan. 3, 2022
 – Jan. 10 2022

Centennial Place Important Dates

Centennial Place Residence Move-In Day(s) – Aug. 22 / Sept. 5, 2021
 Residence Welcome/Orientation Week – Sept. 1 – Sept. 12, 2021
 Residence Appreciation Week – Oct. 25 – Nov. 5, 2021
 Annual Pulse Survey – Oct. 25 – Nov. 5, 2021
 Fall Lease End Move-Out Date – Dec. 18, 2021
 Winter Move-In Day – Jan. 9, 2022
 Winter Lease End Move-Out Date(s) – Apr. 23 / May 7, 2022

Installment Payment Deadlines:

9-Month (August-Start) Payment Due – Aug. 1, 2021
 September Installment Payment Due – Sept. 1, 2021
 October Installment Payment Due – Oct. 1, 2021
 November Installment Payment Due – Nov. 1, 2021
 December Installment Payment Due – Dec. 1, 2021
 January Installment Payment Due – Jan. 1, 2022
 February Installment Payment Due – Feb. 1, 2022
 March Installment Payment Due – Mar. 1, 2022
 April Installment Payment Due – Apr. 1, 2022
 9-Month (May-End) Payment Due – May 1, 2022

IMPORTANT CONTACTS & INFORMATION



Matthew Fleming

Director, Housing & Residence Life

"Residence is a place where students can foster lifelong, meaningful friendships as important to personal growth as academics. Enjoy yourself!"



Steven Voulgaris

Assistant Director, Housing

"Welcome everyone! I am excited to see you all at each of our engaging programs and events to provide you the best Residence experience possible!"



Sanique Morris

Leasing Manager

"I'm very excited to meet everyone, and see you all at the exciting programs and events that we will host for you and with you!"

IMPORTANT CONTACTS (CONT'D)



Nicole Huynh
Residence Life Coordinator

Welcome! I am so happy you've joined our community. You'll be sure to enjoy fun, exciting and memorable experiences here!"



Nik Milev
Maintenance Manager

"Our promise to you is a clean and inviting living environment with around the clock maintenance support. Welcome!"

MANAGEMENT OFFICE HOURS

Centennial Place provides residents with access to 24-Hour staff support. Management is accessible in the Main Office (R1-13) Monday through Friday between 9:00 AM – 5:00 PM.

If you require assistance outside Office Hours, please call the Front Desk at 416-438-2216 or email CentennialResidence@studenthousing.com.

AMENITIES ACCESS

Management reserves the right to close or adjust the Hours of Operation or availability of all amenity spaces. Residents are responsible for any damages they and/or their Guests are found responsible for in amenity spaces. Guests are not permitted in any amenity space without escort by their resident host. Residents and Guests must ensure they are abiding by any and all posted rules or signage.

BIKE STORAGE ROOM

Residents may store their bikes in the bike storage room located on the ground floor, provided they have a signed Bike Addendum to their Lease Agreement (see Leasing Manager for details). Residents must provide their own locks. Centennial Place is not responsible for stolen or damaged property.

EQUIPMENT RENTALS AND SIGN OUTS

Centennial Place has a variety of items available for sign-out at the Front Desk with valid Student ID. These include video game consoles and games, board games, billiards room equipment, and more.

FITNESS AREAS

Residents are welcome to maintain a healthy, active lifestyle by accessing our Cardio Room located on the fourth (4th) floor. Residents will may also use the Fitness Centre for Yoga/Dance workshops, or for access to our 24/7 **Fitness on Demand** system. Proper attire should be worn at all times while using these facilities, including a shirt, pants, and closed-toe shoes.

MAIN LOUNGE

The Main Lounge is a shared multi-purpose space located on the ground floor of Centennial Place. Floor to ceiling windows provide an abundance of natural light, as well as access to our interior courtyard. Residents and Guests have access to this area at all times, provided the space is respected. The Main Lounge provides for an excellent social hub, and is used for a variety of community events, as well as our Residence Appreciation Week.

LAUNDRY

Centennial Place features a card-operated laundry facility, found in the first floor hallway. Residents must ensure they follow posted instructions to prevent overflow and damages resulting from water or electrical overload. Residents are responsible for ensuring washers & dryers are kept clean. If you are unsure how to operate the washer/dryer, contact the office or your RA for instruction. Kindly leave the washers open after use to allow them to dry. Residents must ensure they empty lint traps before use.

MAIL ROOM

Mailboxes are located on ground floor, across from the Grab & Go Market. When oversized mail/packages arrive, Centennial Place will sign for the item and contact the recipient for pick-up at the Front Desk. Oversized mail/packages will be stored for no longer than one (1) week before they are Returned To Sender (RTS).

Mail should be addressed to:

<**Resident Name**> (e.g. John Doe)
<**Unit Number and Letter**> (e.g. 110-A)
937 Progress Avenue
Scarborough, ON
M1G 3T8

Email notifications will be sent to the Resident when Courier packages have arrived at the Residence and are ready for pick-up. Courier packages will be processed at the Front Desk in the Lobby. Timelines may differ between delivery of item to the Front Desk, and package log-in by our Staff. We appreciate your patience throughout this process.

THE CENTENNIAL EXPRESS

Each month, Residents receive an electronic Monthly Newsletter detailing important building information and programming updates. Stay tuned for information on what opportunities are available for you to get involved!



SERVICES, AMENITIES & FACILITIES

Front Desk Staff

Please connect with our Front Desk Staff for the following supports, including but not limited to:

- Handling administrative functions (Reprogramming keys, sorting mail/packages, etc.)
- Assisting with lockouts (\$20 fee)
- Answering phone calls/emails
- Providing access to Security and Emergency supports (911)
- Signing-in and -out Guests

Questions or concerns of a sensitive nature should be directed to Management as the Front Desk cannot give out resident information (phone numbers, room numbers, etc.) to any person other than the Resident or a Parent/Guarantor listed on the Residence, and only if the resident is underage. This includes friends and family members that have not previously consented to the release of their personal information to select individuals.

Grab N'Go Micromarket

- Open 24/7 (Unattended)
- Security cameras protect against theft and shrinkage
- Features beverages, snacks, toiletries, fresh coffee, and more

Coinamatic Laundry

- Open & available for use 24/7
- Smartcard laundry facilities located in the 1st Floor hallway
- Features twenty washing machines, and twenty drying machines
- One cycle/load is \$4.00 CAD (\$2.25/Wash and \$1.75/Dry)
- For machine failure or loss of laundry funds, please contact Coinamatic directly at 1-800-561-1972
- Laundry must be retrieved from the washer and dryer in a timely manner, so that other members of the community can also use the equipment
- Clothing items left unattended in washers or dryers for more than 2 days, will be removed and tossed so as to avoid the buildup of mold in the equipment
- Centennial Place is not responsible for lost, stolen, or damaged personal belongings resulting from leaving laundry unattended when in-use

Exterior Courtyard

- Gas BBQ (Propane-free)
- Available for use by residents May 1st through November 1st annually
- Not for use after 9:00 PM nightly, or until after 9:00 AM daily
- Please clean after use to be courteous to the next residents interested in using the BBQ
- Noise in the courtyard carries—Please be mindful of playing loud music when BBQ'ing or hosting Courtyard socials

Amenity Spaces / Common Lounges

- Open and accessible by students 24/7
- Item sign-outs (videogame consoles, pool balls, etc.) can be checked-out at Front Desk
- Alcohol is not permitted in amenity spaces / common lounges
- 4th Floor Study is reserved for Management & Vendor Meetings
- Access may be revoked as sanctions for inappropriate use by students

Booking Communal Space

Residents are welcome to request use of communal space at Centennial Place for the purposes of private personal events (such as birthday parties, socials, activities, gatherings, study groups, etc.) when then need arises. These requests can be made to the RLC, in writing, at least forty-eight (48) hours in advance of the event taking place. Events hosted by residents may not contravene or enact any breach of policy or procedure outlined in the Residence Agreement or Residence Community Handbook, including but not limited to those policies especially pertaining to Guests, Noise, Fire Safety, and/or Alcohol/Drugs/Prohibited Items.

To proceed with requesting space for private use in the building, residents may also visit the Front Desk to initiate the room booking process. At no times is an event hosted by a resident 'private' from Centennial Place Staff or Management, and if required by Management, any event may be ended at any time without further notice to the resident.

RESIDENCE LIFE PROGRAM

Our team goals at Centennial Place include ensuring Residence is more than just a place to sleep, but a place where you can develop, network, learn and grow as you progress through your academics. Our Residence Life Staff makes Centennial Place unique from other, off-campus accommodations, as they offer programming, resource supports, and co-curricular learning for residents to help reach their goals while achieving our own. Every week, you can expect a variety of different activities and events for you to participate in! Each program is crafted to help bring individuals together using strategic learning objectives; from developing a community feel, to increasing ones' understanding of financial literacy or employability skills. By living at Centennial Place, you have exclusive access to the vast array of programs we have planned for the year. And that is an experience that simply cannot be beaten by living elsewhere. Congratulations; you're a part of our VIP community!



Residence Life Coordinator

The Residence Life Coordinator (RLC) oversees the Residence Life Staff and is responsible for the management of student conduct, programming initiatives, and College relations and partnerships. The RLC supervises the student staff leaders in creating a positive and memorable Residence experience for all students.

The RLC will conduct behavioral meetings with students to discuss unacceptable conduct and levy fines and/or educational sanctions to students in the building as needed. The RLC may also recommend a resident's eviction to the Director, Housing & Residence Life should a student's continued behaviour or infractions be deemed in violation of the Residence Agreement or Community Handbook and is of significant disturbance to the greater community to warrant such a penalty.



The Residence Life Staff (RLS)

Our Residence Life Program employs student staff leaders on the Residence Life Staff (RLS) known as Residence Assistants (RAs) who oversee and support individual communities on each of their respective floors, as well as the general Centennial Place environment. Your RA may host a variety of programs and events throughout the year to strengthen the relationships formed by the students living on the floor, and they will be a critical player in supporting you through your Residence experience. Part of your residence experience is engaging in these programs and actively encouraging others to participate as well. Our student leaders role model expected student behaviour and demonstrate respect for self, others, and the community, as they assist one another in forging a welcoming and safe environment at Centennial Place.

Ask your RA how you can get involved in the community by assisting with the development or execution of a Residence community program, participate in Residence Council, or join a Living Learning Community (LLC). Share your interests and feedback on what kinds of events, socials, or activities you and your peers would like to see made available throughout the year. Interested in joining the Residence Life Staff to help make a difference in a future resident's life? Hiring begins each January for the following Fall academic year—consider connecting with the Residence Life Coordinator or your RA to learn more!

Meet Your Residence Mascots!

1st Floor – Badgers

2nd Floor – Knights – Global Citizenship LLC

3rd Floor – Cowboys

4th Floor – Sharks – Health & Wellness LLC

5th Floor – Pirates – UTSC LLC

6th Floor – Huskies - Fine Arts LLC

7th Floor – Lumberjacks

8th Floor – Hawks

BUILDING OPERATIONS

Move-In

- Centennial Place coordinates semester Move-In Dates with Centennial College, and determines the best possible Move-In Date based on the start date of most day programs
- Residents may not move into the room any earlier than the date specified on their Residence Agreement as the Agreement Start Date
- Residents with programs beginning prior to the Agreement Start Date may request an early move-in provided they can produce documentation detailing their Program start date
 - Early move-ins are subject to availability and are not guaranteed. All early move-ins will result in a daily rate
- Residents are not permitted to move-in, nor will they be provided keys to their room without receipt of payment for the first rental installment payment
- Residents moving in are required to provide a piece of Government-issued ID (or Centennial College student ID), as well as receipt for proof of payment on your first installment
- Move-in information is provided to students at least one (1) week in advance of Move-In Day each semester
- Move-in begins no earlier than 9:00AM on the Agreement Start Date.
- If you intend to arrive on a date later than your Agreement Start Date, please contact Management in writing at least seven (7) days prior to the Agreement Start Date
- If an incoming resident has not notified Management of a late arrival, has not picked up keys or a Move-In Package, and Centennial Place staff has been unable to connect with you via phone or email for ten (10) business days following your Agreement Start Date, you shall be classified as a 'No Show,' and your room will be offered to the next individual on our waiting list. 'No Shows' shall still be held financially responsible for the terms of their Agreement, regardless of whether or not their space is offered to a new individual.

****Please note that the academic year of 2021-2022 may differ in process based on the COVID-19 pandemic.***

Move-Out

- Residents must vacate their room **no later than 12:00pm (Noon)** on the Lease End Date found on their Residence Agreement
- No extensions shall be permitted for any reason.
- Students seeking extensions must sign a Renewal Agreement for a minimum of 4-months. Last minute Renewals may not be accommodated, and are subject to availability of space.

Common Move-Out Charges

- Residents moving-out of Centennial Place are subject to a Move-Out Inspection of their unit
- If a resident's unit is found in poor condition upon move-out, a resident may forfeit their security deposit for professional cleaning
 - Residents accept financial responsibility for any cleaning charges resulting from the Resident's personal or shared/common residence space being left in an unacceptable state of cleanliness, or for garbage/unwanted items left behind for trash-out. Charges are applied post move-out.
- Roommate conflicts and/or differing move-out Dates are not accepted as a justifiable excuse for poor condition in common spaces. All cleaning charges for shared/common spaces shall be applied equally to each roommate, regardless of move-out date.
 - It is imperative that roommates communicate with one another about shared expectations of cleanliness in the common spaces so as to guarantee all roommates are in agreement on responsibilities for cleaning during the move-out period.
- Residents are required to return all access cards/keys (bedroom, mailbox, laundry) upon check-out
 - Failure to return these items to the Front Desk at move-out shall result in the forfeiture of the resident's security deposit, or some portion thereof.
- Residents accept financial responsibility for any missing furniture/fixtures, or damages found in the Resident's personal or shared/common residence space, including kitchen, living room, bathroom, or personal bedroom. Damages caused to shared/common spaces shall be charged to all roommates equally.
- Please refer to Charges & Fines guide on Page 33 for additional information on common Move-Out Charges.

Accommodation Animal Policy

Pets (Non-ESA approved) are strictly prohibited within the building. However, as per the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, Centennial Place has a duty to accommodate anyone with disability accompanied by a Guide/Signal dog or a Service Animal or Emotional Support Animal (ESA). Accommodations for service animals or Emotional Support Animals will be reviewed by the General Manager and implemented on a case by case basis, and will be based on medical documentation verifying the need for a service animal or Emotional Support Animal.

Requests for this purpose will require:

1. A letter/ Email sent to the General Manager, with a copy to the Leasing Manager and Residence Life Coordinator
2. Medical documentation from a Physician
3. Completed Pet Addendum Form
4. Completed Accomodation Animal Request Form

If your request has been approved, please note that the service animal or ESA:

1. Must be accompanied and controlled at all times by the resident;
2. Partner must remain in close proximity to the service animal or ESA, unless the partner is in an area where the animal is not allowed, and at this time the animal must be crated;
3. Must be housetrained;
4. Must be restrained on a leash (no more than 4 feet) or harnessed at all times, unless the animal is confined to a crate;
5. Any aggressive or disruptive behavior displayed by the animal will not be tolerated or permitted and will result in a case review;
6. The resident is responsible for any damage(s) caused by their animal;
7. The resident is responsible ensuring that their animal is kept clean, groomed and odor free.

**This list is not exhaustive*

**Submitted documents does not guarantee approval from the General Manager. Authorization will be limited to one (1) Service Animal or Emotional Support Animal.*

**If you require an Accomodation Animal Request Form, please connect with the Leasing Manager to retrieve a .PDF version.*

Restricted/Prohibited Items

- Pets (Non-ESA Approved)
- Bed Risers or Mattresses
- Candles, Incense, or Wax/Oil Lamps
- Beer or “beer-type” beverages in *glass* bottles
- Large-volume alcohol containers (kegs, Texas Miceys, 40oz, etc.)
- Alcohol and/or Drug Paraphernalia (beer pong tables/balls, funnels)
- Cigarettes, E-Cigarettes or Vaporizers, Ashtrays, other Smoking Apparatus (*These may not be in *use* within Centennial Place)
- Room Alteration/Repair Supplies (paint, nails, window treatments, putty, etc.)
- Mini-Fridges
- Subwoofers or Amps (for use in Suites)
- Firearms, or Items intended to Resemble Firearms, Ammunition, Knives, or other Simulated Weapons
- Fireworks or other Explosives
- Anything of an Illegal Nature
- Wi-Fi Routers
- Hoverboards

This list is not exhaustive and management reserves the right to introduce new items to this list at any point provided 24 hours’ notice has been given to residents informing them of the addition/change via e-mail. Alterations or additions to this list are made on the basis of the new item(s) creating a disruption to community, or breach of a different Residence policy or procedure.

Level 1-3 Violation	Outcome
First & Every Offence	Written Warning Letter Confiscation or Removal of Item +Any costs associated with repair Possible Deferred Eviction
Repeat Offences	Forfeit of Security Deposit Revocation of Privileges Deferred Eviction

**Serious behaviour which may typically warrant eviction may result in less serious sanctions, dependent upon resident’s attitude and accountability for actions or behaviour, as well as cooperation during the follow-up and investigations process by Management, as well as the resident’s truthfulness throughout the sanctioning process.*

Important Lease Sections

Your Residence Agreement is a legally binding document and by signing, you are confirming that you have read the Agreement in its entirety and understand each of the terms and conditions within, and agree to abide by the policies and procedures established by Management. While it is the responsibility of residents to read and understand the full Residence Agreement prior to signing, and to comprehend each section and its terminology free from misunderstanding, it is crucially important for residents to understand several sections in particular, as they directly impact eligibility for occupancy and/or obligations to Management. Please review the below sections thoroughly and refer to Management if anything is unclear. Please note that the below descriptions are intentionally brief, and summarize key points from the more complete section found in your Residence Agreement:

Residence Agreement Cover Page

The Cover Page contains information including but not limited to:

- Start and End Dates of your Agreement Term;
- Total Residence Fees for the Agreement Term;
- Payment Dates and Deadlines; and
- Furnishings provided by Management

Please refer to your Residence Agreement for information about your Agreement obligations prior to contacting Management

Section 1: Eligibility

- In order to be eligible to live at Centennial Place at time of Application, students must be enrolled at Centennial College in good-standing during the academic year (September through April).
- During the Summer, residents are not required to be enrolled at Centennial College.
- Should your academic status change (e.g. you have Withdrawn from Centennial College), you must notify Management in writing immediately.
- Failure to provide evidence of enrollment may result in being found in default of Agreement, and may result in immediate eviction.

Sections 5 & 6: Residence Fees

- Resident payments are due on the dates outlined on the Cover Page of your Agreement

- It is the resident's responsibility to ensure all payments are made on-time and completely
- If residence fees are not received from resident by close of business on the date the funds are due, resident shall pay a late charge of \$50.00 per month for fees or charges paid after the due date. If resident is more than 60 days' delinquent in payment, Management reserves the right to report the delinquency to relevant Credit Agencies and serve Eviction Notice for delinquent balance. Management reserves the right to serve Eviction Notice for persistent late or non-payment of fees, or consistent insufficient payments and/or outstanding balances in excess of \$500.00 for a period of thirty (30) days.

Section 7: Early Releases from Agreement

Management shall only allow early release from Agreement for the following reasons:

1. Resident is denied admission to Centennial College;
 2. Resident is denied Study Permit or VISA, and can provide supporting documentation;
 3. Resident is not enrolled in classes prior to the start of their Agreement, and can provide proof of non-enrollment within 30 days of the start of the semester; or
 4. Resident obtains a replacement for their Agreement who is a Centennial College student who has not applied to live at Centennial Place previously.
- All early releases from Agreement are subject to a Cancellation Fee equal to the amount of the Security Deposit on-file, regardless of approval reason for release by Management.
 - If a resident has withdrawn from Centennial College after the first 30 days of the semester, the resident shall still be held responsible for the obligations to payment pursuant to Section 5 and 6 of the Residence Agreement unless otherwise notified by Management in writing.

Section 8: Personal Property Insurance

The Residential Parties shall be responsible for obtaining, at their own expense, insurance coverage for their personal property and for public liability. It is required that Residents purchase renters insurance or ensure they are covered under a home owner's policy.

Section 42: Default

“In the event of default by Resident under this Agreement, Manager may, without formal demand or further notice of any kind, peacefully re-enter and repossess the Premises and remove Resident and Resident’s personal property therefrom without being liable for any damages therefor.”

Default on the part of the Resident shall include, but is not limited to, the following:

- (a) Failure to make any Residence Fees or other payments required hereunder in a timely manner;
- (b) Maintaining a nuisance within the Premises or Centennial Place;
- (c) Disorderly, illegal or criminal behavior on the part of Resident or Resident’s Guests;
- (d) Keeping any handguns, firearms, or weapons or replica weapons of any type, or any explosive, inflammable, or any hazardous substances, including, but not limited to, pistols, rifles, BB guns, paint pellet guns, handbillies, nun chucks, batons, switchblades, hunting/exotic knives, swords, archery equipment, machetes, explosives, pepper spray, fireworks, firecrackers, stink bombs and dangerous chemicals or any article or thing of a dangerous, hazardous, polluting or illegal nature on the Premises or at Centennial Place. The only exception is for items approved by Centennial College for religious reasons.
- (e) Misuse, in violation of the laws of the Province of Ontario and/or Rules and Regulations of Centennial Place and policies of Centennial College, of alcoholic beverages, marijuana & cannabis based products (such as pills, oils & edibles) or the illegal manufacture, sale, possession, or use of narcotics, hypnotics, stimulants, hallucinogens, or other similar known controlled substances or harmful or habit-forming drugs and/or chemicals within the Premises or Centennial Place by Resident or Resident’s Guests;
- (f) Refusal of the Resident to participate in mandatory conduct or behavioral processes or procedures set forth or communicated by the Manager to Resident following the conclusion of any investigative process;
- (g) Inability or refusal on the part of Resident to adjust to the concept and requirements of living in a student residence environment;

(h) Violation of any of the covenants and Agreements of this Agreement by Resident or their Guests or of any of the Rules and Regulations governing the Premises or Centennial Place, whether such Rules and Regulations are now in existence or subsequently created in the future;

(i) Default under the provisions of any amendments attached hereto;

(j) Damage by Resident and/or Resident's Guests, to the Premises or Centennial Place; or

(k) Abandonment by Resident of the Premises.

(l) Resident or the Guarantor has made any false statement or misrepresentation of any information supplied to the Manager, or it is discovered that the Residence Agreement document was tampered with or modified in any way without consent of Manager.

Continuing Parental/Sponsor Guaranty

- All Residence Agreements must feature a Parent/Guarantor (over the age of 18) co-sign on the Agreement to be considered eligible for occupancy
- The Guarantor shall be held responsible for all payments outlined in the Residence Agreement should the resident fail to fulfill their payment obligations
- If an Agreement is found to have fraudulent or forged Guarantor signatures, Management reserves the right to immediately cancel and void the Agreement regardless of resident's age or legal status with no penalty to the Manager.



MAINTENANCE & HOUSEKEEPING

Work Orders

- When a work order is requested, you are authorizing a Centennial Place staff member or authorized contractor/vendor to enter your suite/bedroom with no additional notice. To report a maintenance issue, you may complete a work order at the Front Desk, or online at www.centennial-place.ca
- When placing a work order please ensure that you provide as much detail as possible about the maintenance need
- Maintenance concerns should be reported as soon as they occur, so they can be remedied in a timely fashion
- Work orders are triaged based on urgency and are typically resolved to within 1-3 business days, depending on severity
- Common work orders include: drainage issues, damaged/burnt lightbulbs, air filter replacement, temperature/climate control, room alteration/damage repair, appliance repair
- Inappropriate use of the work order system, such as requests for housekeeping and cleaning, or unclogging toilets will not be responded to, except to inform the resident that this is their responsibility
- Upon completion, the maintenance technician should leave a note in the common space with details on the date/time of their visit, whether or not the issue was resolved, and if a follow-up visit is required. This carbon copy is left for the resident's records



Damage Assessment

- Centennial Place endeavors to maintain clean and damage-free facilities for residents and guests
- Damage is defined as any instance of physical degradation, disrepair, and functional or aesthetic impairment, intentional or accidental, to the facility. It includes required replacement of missing furniture and/or fixtures, and cleaning charges resulting in necessary repair and/or vendor charges
- Residents must report damages to the Front Desk immediately. Emergency damages reported outside of standard business hours can result in significant overtime costs and charges may be levied to the occupant(s) of the bedroom or suite
- Where appropriate, efforts are made to assign financial accountability to residents for damages or cleanliness concerns requiring professional attention resulting from improper use of facilities
- Upon check-in, Residents will receive a Unit Condition Form detailing the status of the room prior to move-in. Residents must note any discrepancies on this form to the Front Desk prior to the end of their first week in residence. Details of future fines/fees will be emailed to the resident as charges are levied to their resident balance
- Please be considerate of others and assist us in maintaining the residence for future students
- Damages caused by non-occupants or guests is the sole financial responsibility and burden of the resident(s) who allowed access to the unit

Garbage & Recycling

- Garbage and recycling rooms are located on each floor in the North-West corner of the building, near the Communal Kitchen (e.g. R4-12)
- It is residents' responsibility to empty personal garbage/recycling bins into the respective bins located in the garbage rooms on their floor
- Garbage left by a resident in the hallways or lounges shall be fined \$25.00 per bag of garbage removed by Centennial Place staff

Power Outage

- If Centennial Place experiences a power failure, back-up generators will turn on immediately
- Management shall contact appropriate resources and vendors (as necessary) to resolve the issue promptly
- During the day, residents should open their blinds for sunlight;

- Access to Wi-Fi shall be impacted by a power outage. If a resident requires internet access, they are encouraged to use on-campus facilities, or local resources that provide free Wi-Fi to guests

Heating & Cooling

- Too Cold? Open blinds to let the sun in! Remember to dress accordingly, wear sweaters and use extra blankets
- Too Hot? Open windows and lower blinds during the day to keep the air flowing, but shade in the unit. Residents may also wish to purchase their own fan for additional cooling

It is important for our residents to maintain comfortable living temperatures in residence and we encourage our residents to remember they share the living environment with suitemates, who may prefer a different temperature than others.

Suite Inspections

- Residents are responsible for bringing their own cleaning supplies and maintaining cleanliness/hygiene in their common/shared spaces (kitchen, bathroom, living room), as well as their private bedroom
- All roommates share equal responsibility for the cleanliness of common areas. Roommate conflicts will NOT be considered as justification for cleanliness issues
- Suite inspections shall take place one (1) time each semester; October, February, and June
- Residents are notified of upcoming inspections via posted notice and e-mail
- Centennial Place staff shall enter your suite/bedroom/washroom and assess cleanliness as pass or fail
- A failing grade will detail conditions which must be improved prior to a follow-up inspection within 48 hours by a member of Centennial Place staff
- Failed second inspections shall result in fines levied to resident balance(s) for housekeeping services
- Common spaces requiring housekeeping services shall result in charges levied to all occupants evenly
- Residents may request up to 24 hours' notice prior to an inspection being conducted
 - Inspections may be conducted without notice if Centennial Place staff has already provided 24 hours' notice, or if Centennial Place staff and/or Centennial College Security deem an inspection necessary to assess a resident's well-

being, to conduct a safety check, for significant maintenance issues or damages, and/or to search for suspected illegal activity

Issues of cleanliness or safety hazards may be documented by students or staff at any time, including but not limited to fire extinguisher checks, preventative maintenance and maintenance work orders, Turn season (August/December/April), or anytime a Centennial Place staff member identifies an issue outlined in the Residence Agreement, Residence Community Handbook, or from a previous inspection or Unit Condition Form.

Level 1 Violation	Outcome
First & Every Offence	Educational Sanctions Written Warning Letter Possible Charges/Fines Possible Deferred Eviction
Repeat Offences	Forfeit of Security Deposit +Additional costs for refreshment Possible Eviction

Unsure How To Clean?

- Request your RA to demonstrate how to best maintain your unit (private and shared spaces) by undergoing a mock 'Inspection' of your unit.
- Refer to the Move-Out Checklist distributed via e-mail at least one (1) week prior to semester-end Move-Outs, or request a copy from the Front Desk.
- Connect with a member of our Housekeeping staff if you are unsure, and learn from the best!

Cleaning Contracts

- Residents are encouraged to connect with their Roommates about 'Cleaning Contracts.' While optional, Cleaning Contracts are a great way to ensure all occupants of a shared common space inside a Suite are held accountable and responsible for cleaning the Suite on a regular basis, maintaining hygienic conditions, and avoiding cleaning fees charged during Inspection period and/or Move-Out.
- Cleaning Contracts may include details on who is responsible for doing dishes; cleaning the oven/stove, fridge/freezer, microwave or other kitchen appliance; tidying the common living room (if applicable); folding and/or putting away dirty laundry; sanitizing and

deep cleaning the bathrooms (including mirrors, sinks, cabinets, toilets, and shower, etc.); and any other space the residents agree to share responsibility for maintaining, with a schedule of frequency or deadlines in which cleaning should occur.

- Speak to your Residence Assistant, or the RLC for more information and/or support on developing a Cleaning Contract for your Suite!

Maintenance Quick Facts

Q: How long will it take for my work order to be resolved?

A: Within 48-72 business hours. Emergencies are the sole exception.

Q: How will I know if my work order has been completed?

A: A signed maintenance report will be left in your unit.

Q: If I have a maintenance emergency after hours, who do I call?

A: Contact the Front Desk in-person, by phone, or email.

Q: Are small grills allowed (e.g. George Foreman Grills)?

A: No. Residents are encouraged to use the BBQ in the exterior courtyard for grilling.

Q: What do I do if I lose power to my unit?

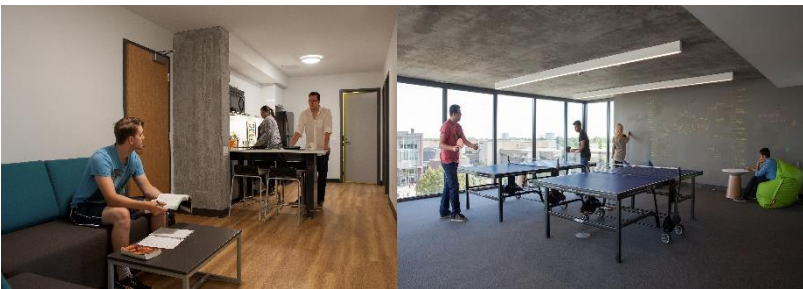
A: Contact the Front Desk or email the Residence Life Coordinator.

Q: What do I do about insects in the apartment?

A: Contact Centennial Place Management immediately, and place a work order for inspection. Do not panic—we will take care of you!

Q: What do I do if my toilet is clogged?

A: Residents should purchase their own plunger and if unsure of how to use it, may inquire with a member of Housekeeping.



RESIDENCE COMMUNITY STANDARDS

The following sections detail various policies, procedures, and community standards and expectations of residents living at Centennial Place. These policies may pertain to Guests, Quiet Hours, conflict, the Suitemate Contract, and more. These policies are not designed to be exhaustive, but rather supplemental to the Residence Agreement, and residents should refer to their Residence Agreement for a complete list of policies and procedures during their stay. Residents are also encouraged to speak with their RA at any point should they have questions or require clarification on any policies or procedures of Centennial Place.

Student Conduct In Residence

- Conduct Meetings with residents may be required by Management to address incidents in Residence.
- These meetings provide educational moments for residents to learn from unacceptable or inappropriate behaviour.
- Residents found in breach of the Residence Agreement or Residence Community Handbook, shall be contacted by the RLC for mandatory attendance in a Conduct Meeting.
- Only scheduled class time will be accepted as legitimate excusal from a conduct meeting.
- Conduct meetings shall be scheduled between regular office hours, Monday through Friday, 9:00am-5:00pm.
- **Failure to attend a scheduled conduct may result in further sanctions or disciplinary action, including but not limited to temporary lock-out from your Unit, placement on Deferred Eviction, or revocation of privileges, to name a few.**

Roommate Conflict In Residence

So you've had a disagreement or argument with your roommate... Don't worry—it happens to all of us! You are sure to experience conflict in your suite with roommates at some point during your stay, and that is okay. You may find that the temperature is not at a setting you are comfortable with, or the cleanliness in the kitchen or bathroom is below your standards. You might be sensitive to certain smells or sounds, and you may have a different sleep schedule or course load.

If you experience conflict, your best contact at Centennial Place is your Residence Assistant (RA), who has been trained in conflict mediation, dealing with confrontation, and employs active listening skills to ensure all sides feel heard and understood. Your RA will engage you and your

roommates in a mediation process, during which all roommates must be present and open to discussing the issues and find a resolution.

Each of our residents is treated like an adult, and your behaviour and attitude go a long way towards solving problems when conflict arises. We will never force a conversation to occur between to grudging roommates, however, part of the resolution process is working together and considering alternative lifestyles to find a happy compromise and live in harmony together.

Room transfers will never be offered as a solution for a roommate conflict. Room transfers are subject to availability, and a \$250.00 Transfer Fee to the resident seeking Transfer Out.

Roommate Agreement

This is an agreement between you and your suitemates on what you each feel are the respectable rules for sharing the space inside your suite. Some suggestions are offered on the form for conflict-free suites in the past, and the Agreement may ask you to detail your comfort levels pertaining to noise, guests, or personal belongings in the common spaces of the suite.

Along with your roommates, you must complete, sign, and return this form to your RA by the end of your first week in Residence. This form is kept on file by Management for reference in case a roommate conflict or mediation is required in the future. Residents in breach of an established Roommate Contract may have violation outcomes as noted further in the Community Handbook.

Level 1 - Violation	Outcome
First & Every Offence	Review of Roommate Agreement Revocation of Privileges Educational Sanctions Possible Fines/Charges
Repeat Offences	Deferred Eviction

Violence & Harassment

Violence (whether verbal, sexual, or physical), acts of aggression, or threats of any nature will not be tolerated at Centennial Place. Physical aggression is defined as intimidating or physically aggressive behaviour; this manifests in the form of assault(s) including, but not limited to hitting, punching, slapping, kicking, pushing, pulling, fighting, spitting, bullying, or anything deemed sexual in nature.

Communicative or “verbal” violence is defined as any form of communication which could or ought to be considered violent in nature, including, but not limited to oral/auditory, written, or electronic communication between residents and/or guests, such as telephone, texting, social media, picture/video messaging, or other computer or technological form of communication, etc.

Harassment at Centennial Place is defined as any attention or conduct, whether oral, written, graphic, physical, or sexual in nature by an individual/individuals or group who knows or ought to reasonably know that such attention or conduct is unwelcomed, unwanted, offensive or intimidating to the recipient(s).

All residents have the right to an environment characterized by mutual respect, free from harassment, discrimination, or discomfort. Every individual has the responsibility to treat all members of the Centennial Place community with dignity, and in a manner they would expect to be treated. Inappropriate comments or behaviors relating to a person’s race, religion, sexual orientation, age, sex, gender identity, nationality, ability, and any other prohibited grounds as outlined by Ontario Human Rights Code will not be tolerated, and shall be handled swiftly and decisively by Management.

Level 3 - Violation	Outcome
First & Every Offence	Educational Sanctions Final Written Warning Deferred Eviction
Repeat Offences	Eviction

Guests

- Residents may sign-in Guests at the Front Desk at any time, day or night.
- Guests will not be permitted to travel beyond the lobby on 1st Floor without their resident Host for any reason.
- Guests must provide the Front Desk with a valid piece of Government-issued Identification (e.g. Driver’s License, Passport, Birth Certificate, Student ID, etc.). Please note Health Cards are not accepted.
- Residents must accompany their Guest(s) at all times. If a Guest is found in the building without their Host, they will be asked to leave.

- Residents may only sign-in two (2) guests at one time. Please do not invite more than two (2) Guests to visit you at a single time. Exceptions to this rule must be approved by Management in advance.
- Residents may not allow Guests to stay overnight more than two (2) consecutive nights in a row. If Management is prepared to approve an exception of this policy, the inquiring resident must secure approval from their roommates in writing via email to the Residence Life Coordinator.
- Residents may not host Guests more than ten (10) total nights per month. This includes significant others, friends, or visiting family.
- Overnight Guests are not permitted to sleep in lounges, corridors, or common spaces within the Suite. All overnight Guests of a resident must sleep inside the bedroom of their Host.
- Fire Code states that no Suite shall exceed the maximum number of people permitted as outlined on the Fire Procedures Form found in each Suite, including but not limited to occupants of the Suite.

Level 1 – 3 Violation	Outcome
First & Every Offence	Verbal and/or Written Warning Possible Revocation of Privileges
Repeat Offences	Deferred Eviction Eviction

Quiet Hours

Sunday to Thursday: 11:00PM to 8:00AM
 Friday & Saturday: 1:00AM to 8:00AM

- Exam Quiet Hours are in effect for the months of December and April. During these months, residents are expected to adhere to Quiet Hours at all times, 24/7. Exam Quiet Hours supersedes the Quiet Hours in effect throughout the remainder of the academic year. This is to ensure residents seeking a quiet place to study during the exam period is accessible to them at Centennial Place.
- Quiet Hours exist to support students' academic success during the academic year, and especially during Exam Period. While 'Courtesy Hours' are in effect 24/7/365, building-specific Quiet Hours are in effect during the following times.
- If you are concerned about noise at any time, please contact the Front Desk at (416) 438-2216 x6294 to anonymously report a noise complaint and have a member of our staff respond to the noise issue.

Level 1 - 2 Violation	Outcome
First & Every Offence	Warning Letter Educational Sanctions
Repeat Offences	Possible Charges/Fines Deferred Eviction

Noxious And Offensive Odors

A noxious odor is ANY smell of such intensity that it becomes apparent and/or offensive to others. Any odor can become noxious or offensive when it is too strong. Some examples are cigarette, cigar, or pipe smoke; marijuana smell (leaves or smoked) **See Drug Policy*; incense or smudging ceremonies/rituals; perfume or cologne; air freshening spray; excess amounts of garbage; large amounts of dirty laundry; poor personal hygiene, and more. Furthermore, because incense and candles present themselves as a fire hazard as well as a source of potentially noxious odor, these items are prohibited at Centennial Place at all times.

Level 1 - 3 Violation	Outcome
First & Every Offence	Written Warning Letter Educational Sanctions \$250 Deep Cleaning Fee <i>+Additional costs for refreshment</i> Educational Sanctions
Repeat Offences	Deferred Eviction

Inappropriate Behaviour

Residents are required to conduct themselves in a respectful manner at all times. The following will be considered inappropriate behaviour (Note: This list is not exhaustive):

- Rude or aggressive behaviour towards Centennial Place Staff, Property, Contractors, and/or other Residents.
- Misuse of Centennial Place amenities and/or equipment. This will result in the adjustment of resident's privileges/access to the property's amenities and equipment.
- Unauthorized sports/physical activities in common areas outside of fitness amenities.
- Creation and dissemination of obscene content.
- Running a business or solicitation on Centennial Place Property.
- Throwing/launching projectiles from any part of Centennial Place property, including resident windows.

- Nudity, and/or lack of footwear. Residents are expected to wear appropriate clothing (ex. tops, bottoms, and shoes) when in common areas of the building.
- Vomiting from excessive consumption of alcohol (*Cleaning fees for vomit will be levied to the resident responsible).
- Gambling

Level 1 – 3 Violation	Outcome
First & Every Offence	Written Warning Letter Educational Sanctions \$250 Deep Cleaning Fee <i>+Additional costs for refreshment</i> Educational Sanctions
Repeat Offences	Deferred Eviction



SAFETY & SECURITY

Alcohol & Drugs (Illegal Substances)

- *Alcohol*
 - The legal age to consume alcohol in Ontario is 19 years of age.
 - Centennial Place does not tolerate underage drinking.
 - This includes possession, as well as consumption, of alcoholic beverages.
 - Consumption of alcohol is only permitted in a resident's suite; any space outside of closed suite doors is considered open alcohol and it not tolerated in Residence.
- This includes, but is not limited to hallways, access doors, stairwells, common lounges, lobbies, the exterior courtyard, etc.
- Residents in possession of open alcohol may have it confiscated and poured out by a member of staff and/or Campus Security if resident refuses to comply and return with their open alcohol to their unit.
 - Drinking games promoting mass consumption of alcohol is not tolerated in residence.
 - Over intoxication or impairment resulting in vomiting, other medical complications involving Campus Security or 911-emergency services is not tolerated in residence.
- *Cannabis*
 - The growing and/or consumption of cannabis in any form is prohibited on College property, including Centennial Place Residence, or at College/Residence activities. The following are prohibited on College property or at College activities:
 - Smoking or holding lighted cannabis.
 - Using an electronic cigarette to consume cannabis.
 - The display, promotion, sale or offering for sale, sharing or distribution of cannabis products is prohibited on College property, including Centennial Place Residence, or at College/Residence activities.
 - Centennial Place, via Centennial College's Centre for Accessible Learning (CAL), shall provide reasonable accommodation of medical cannabis users in accordance with the College's accommodation policies and the duty to accommodate, and in compliance with the *SFOA*.
 - Students shall disclose their use of medical cannabis under the provisions of the College's accommodation policies for students where such usage may give rise to impairment in the working, living, or learning environment.

- Upon request by the College, employees and students shall produce documentation that confirms their legal authorization to consume cannabis for the person's own medical purposes in accordance with applicable federal law.
- *Illegal Substances (Narcotics)*
 - Possession or usage of illegal substances that can cause or enable addiction or dependency, for recreation or other inappropriate purposes shall prompt investigation and disciplinary sanctions.
 - Evidence of drug traces or drug paraphernalia, including hookahs, bongs and vaporizers (as they are commonly associated with illegal drug use) or the smell of prohibited substances (e.g., cannabis) on/in Residence property, outside of Residence windows, in Residence rooms or in common areas will be assumed to be conclusive of use or possession of these substances and sanctions applied.
 - Delayed response in opening your door and/or attempts to remove or mask scents or evidence of possession or use of illegal substances will raise further suspicion of involvement in inappropriate activity.
- *Prescription Medication*
 - Excessive use of, or reliance on over-the-counter substances or prescription drugs can create difficult social and behavioral problems that compromise the intended residence experience.
 - Use of prescription medication by anyone other than the prescribed user is a violation of the Residence Agreement.

Severe disciplinary sanctions will be imposed on students found in possession of prohibited alcohol or drug paraphernalia, and may include sanctions up to and including termination of your Residence Agreement, as well as the involvement of Campus Security and Toronto Police Services, who may seize any drugs or drug paraphernalia upon inspection of the unit and/or the resident's belongings.

Level 2 – 3 Violation	Outcome
First & Every Offence	Written Warning Letter Possible Guarantor Notification Possible Fines/Charges Possible Deferred Eviction
Repeat Offences	Deferred Eviction Eviction

Smoking

- Centennial College is a Smoke-Free College, on each of their campuses, including Centennial Place Residence on Progress Campus. Smoking is prohibited in all areas of Centennial College property, including Centennial Place Residence.
- In ALL areas of the Residence, including but not limited to suites, bedrooms, bathrooms (public & private), corridors and stairwells, common spaces, and/or the exterior courtyard, smoking of any kind (including vapes, e-cigarettes, or cannabis) is strictly prohibited.
- Implied breaches of policy will be noted for any sign of smoking in Residence, including, but not limited to smell of smoke, ashes, and/or discarded cigarette butts found in, on, or near a resident's occupied space. Charges or fines for communal deep clean restorations required as a result of smoking will be levied evenly amongst residents occupying the space unless a responsible individual(s) come forward to take ownership of the charge(s).
- E-cigarettes, vaporizers (aka 'vapes'), or any other smoking paraphernalia devices are not to be used in Centennial Place Residence or the exterior Courtyard. Disciplinary action and fines will be applied to residents in contravention this policy.

Level 3 - Violation	Outcome
First & Every Offence	Written Warning Letter Deferred Eviction \$250 Deep Cleaning Fee <i>+Additional costs for refreshment</i>
Repeat Offences	Possible Eviction

Fire Safety

- Residents and guests are expected to adhere to Centennial Place Fire Safety policy and procedure at all times, in conjunction with Centennial College's Fire Safety Code
- Smoking, candles, incense, smudging, hookahs, and/or wax/oil lamps are not permitted in Centennial Place. This includes lighting/burning, as well as possession of these prohibited items in your bedroom
- Residents creating or participating in the creation of unsafe conditions for other residents (e.g. propping open fire exit or stairwell doors, negligent cooking or use of kitchen appliances, smoking, and/or tampering with any life safety equipment) may have sanctions imposed on their residency and/or be fined for damages, repairs, or remediation potentially or directly resulting from non-adherence to fire safety expectations

- Using and/or storing propane tanks (either empty or full) indoors, or any appliance requiring combustible fuel is not permitted in Centennial Place
- Malicious use or discharge of fire equipment in a non-emergency situation, tampering or interfering with standard operation of fire safety equipment (e.g. smoke detectors, fire suppression systems, sprinkler heads, etc.), or any additional safety equipment for any purpose other than the control of fire or unsafe situations is strictly prohibited.
- Residents who fail to report a non-functioning life safety device may also be subject to disciplinary action and/or fines

Tampering with fire safety equipment is a violation of Federal laws and will be handled accordingly!

Level 2 – 3 Violation	Outcome
First & Every Offence	Final Written Warning Deferred Eviction \$500 Security Deposit Charge +Additional costs for repairs
Repeat Offences	Eviction

Active Alarms & Drills

- Periodically, alarms will sound throughout the building for both testing and potential emergency purposes. It is important for residents to listen to the automated messaging system for instructions on how to respond based on the emergency
- Once (1x) monthly, Centennial Place will test the Fire Panel system for functionality, potentially resulting in audible alarms throughout the building. These alarms typically do not last longer than 20 minutes
- Once (1x) per semester, Centennial Place will work cooperatively with Centennial College Security to test emergency response during a pre-scheduled Fire and/or Active Attacker Drill. Students are expected to participate as though the test were a real emergency, and respond accordingly
- There are two (2) audible alarms for fire emergencies: Stage 1 (Alert) and Stage 2 (Evacuation). When the **Stage 1 (Alert)** audible sounds, residents are not required to evacuate the building, but prepare to evacuate in the event the alarm is escalated to a **Stage 2 (Evacuate)** alarm, indicating a potential real emergency requiring evacuation
- In the event of an evacuation (Stage 2 alarm) residents must exit the building in a calm and orderly fashion, proceeding to their nearest safe exit, and avoid any attempts to access elevators. Failure to evacuate

when notified by Toronto Fire Services is a crime and may result in fines from the City

- Residents should wait for the automated ‘All Clear’ announcements to sound before attempting to re-enter the building. Security and/or Centennial Place staff will advise residents when it is safe to reenter
- Residents who refuse to cooperate with staff during a potential emergency, or in the event of any active alarm, shall be required to attend a conduct meeting with Management
- Residents who require accommodations or assistance for mobility or sensory issues should inform Centennial Place staff in their application to residence; if a resident did not include accessibility accommodation requirements on their application, they are encouraged to follow-up with the Front Desk upon move-in about their needs during an active alarm
- ***The designated ‘safe’ meeting area outside Centennial Place is on the North-side of the building (facing the 401 Highway), in Parking Lot 2 across from the Main Entrance***

Keys/Access Cards

- Building, gate, and suite access is provided to students on the Centennial College MyCard or Centennial Place Salto Card
- Temporary cards can be issued to residents on Salto and/or HID cards while waiting for MyCard replacements
- Lost/stolen/damaged cards can be replaced at the Front Desk (\$20 per Salto/HID). Lost MyCards must be replaced at the Student HUB at Centennial College. Lockouts for misplaced or forgotten keys shall result in a \$20 fine each time a Lockout is required. This charge will be applied to their Resident Account Balance
- Resident access in the building includes all stairwells, common lounges, and amenity spaces, including the Bike Room
- Residents are NOT to provide their Guests or other residents with their access cards and/or hard keys for any reason. Guest privileges shall be revoked if a resident is found to have given their key another person

Open Doors

- Open/propped/unlocked doors are not permitted in residence
- Unlocked doors and unrestricted access to your space is both a personal and fire safety hazard
- Centennial Place staff are not responsible for lost/stolen personal belongings resulting from open doors
- Residents are required to carry their Student ID, and building access cards/keys on them at all times

- Staff shall lock doors upon departure from any unit or suite regardless of whether or not they were unlocked upon arrival
- Lockout charges (\$20) will be levied to residents without keys

Unit Entry

With reasonable notice (usually 24 hours), Centennial Place Staff have the right to enter leased premises for the purpose of performing inspections, preventative maintenance, or other necessary work.

Entry is most frequently made by Maintenance and/or Housekeeping Staff, though with on occasion by the Residence Life Staff (Residence Assistants), and typically only between the hours of 8:00 AM to 8:00 PM, Monday through Friday. Some exceptions, such as Turnover in January, May, and August may result in weekend entry, with the potential for off-hours. Most often, inspections occur bi-monthly (October, December, February, April, June, and August).

Required repairs found to be the responsibility of a resident or resident(s) may result in charges levied to the account(s) of one or more occupant. In cases of Emergency deemed by Centennial Place Management, Centennial Place may immediately enter a resident's Suite and/or Bedroom at any time *without notice*.

Note: It is the responsibility of the resident to check E-Mail and/or Bulletin Boards, Posters, and Flyers to be aware of building updates or notices posted about Unit entry. Please review Section 38: Right of Entry in your Residence Agreement for additional information on Manager's right to enter the Unit.

General Building Safety & Security

Residents of Centennial Place are afforded a number of measures to assist in creating a secured environment. At no time, however, can Centennial Place Management or Staff guarantee a resident's safety. Variables in the environment consistently make for unpredictable scenarios, and despite the best efforts of Management to provide a secure place for residents to sleep, study, and socialize, Centennial Place is only as safe as the measures taken by residents to follow protocols, policies, and procedures developed by Management for the purpose of creating secure accommodations. Some examples of safety precautions taken by Management include the introduction of the following:

1. Front Entry Doors – Restricted access to residents with Key Cards
2. Front Desk 24/7/365 – Consistent staffing for immediate support
3. Elevator Gates – Card-restricted access to Gates with alert functions
4. Suite Door – Card-restricted access to Suite common spaces
5. Bedroom Door – Key-restricted access to individual bedrooms
6. Paladin Security – On campus Security Personnel stationed in Residence
7. CCTV Footage – Video-monitored and recorded cameras building-wide
8. RA On-Call – Evening Rounds conducted by Centennial Place Staff
9. Emergency Phones – Yellow Emergency Phones located on each floor
10. All-Speaker Pages – Building-wide announcements for any danger

Feeling “Unsafe” Vs. “Uncomfortable”

Residents expressing fear for safety, or a self-described “unsafe” environment are deemed to be in a life-or-death situation. Residents feeling “unsafe” are treated with high priority and given access to resources on-campus, within the community, or via 9-1-1 emergency.

Residents experiencing roommate conflicts, personal struggles or strife, or otherwise existing in an environment that does not pose an immediate and measurable risk to their life and/or livelihood are not considered to be “unsafe,” but rather “uncomfortable.” Discomfort can be—and is—a natural part of growing up in an environment where residents must interact with others of different backgrounds, experiences, personalities, preferences, and/or lifestyles. It is normal to have differences in opinion and/or belief about appropriate ways of traversing through post-secondary, and life, and residents are expected to abide by the policies and procedures in place to support them through an ‘uncomfortable’ situation without resorting to claiming a lack of safety. This is unreasonable, and shall not be tolerated by Centennial Place Management. Residents suggesting they are feeling “unsafe” will be triaged based on severity of the complaint/concern, and an investigation into the situation.

Inspection Charge List

Units found requiring charges for cleaning or other damages are subject to individual or shared fees, as outlined below. Please note the below list is not intended to be exhaustive, nor indicative of all fees or charges levied to residents based on the necessity of individual nature of a particular damage/cleaning requirement. For clarification or further information, please speak to Management.

**HST included in all prices*

Paint Charges		Cleaning Charges	
Single Bedroom	\$169.50	Unit Deep Clean	\$282.50
Bathroom	\$169.50	Deodorizing Bedroom Odors	\$113.00
Common Area	\$226.00	Deodorizing Suite Odors	\$508.50

Repairs		Blind Replacement Charges	
Damaged Drywall	\$113 -282.50	Roll-Down Blinds	\$282.50

Door/Lock Replacement Charges			
Door (Interior)	\$339.00	Door (Exterior)	\$734.50
Lock (Interior)	\$113.00	Lock (Exterior)	\$565.00

Furniture Charges			
Replace Damaged Mattress	\$339.00	Replace Double Sofa Set	\$678 - 1130
Replace Under-Bed Storage	\$237.30	Replace Single Sofa Set	\$621.50
Replace Wardrobe/Armoire	\$508.50	Replace Kitchen Stool x4	\$141.25
Replace Ceiling Light Fixture	\$56.50	Replace Coffee Table	\$282.50

***Other miscellaneous charges may apply. Charges are subject to increase based on Management's assessment of necessity.*

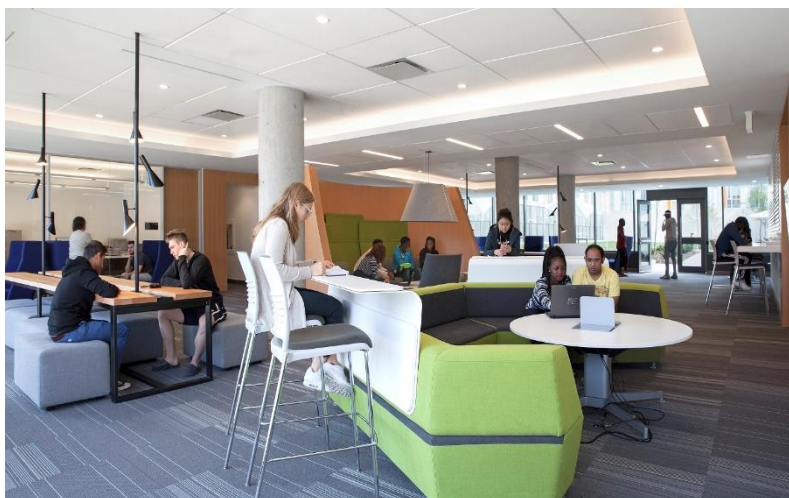


Charges & Fines Guide

At times, residents may be found responsible for behaviour which warrant fines or charges to their balance due to cleaning, damage, breach of operational procedure, policy infraction, etc. These fines should act as a deterrent for contraventions of the Residence Agreement and Residence Community Handbook. Please see below for a list of common fines levied to student balances. This list is not exhaustive of all fines levied to student balances at Centennial Place:

CHARGE	MINIMUM FEE (HST included)
Professional Cleaning	\$141.25
Life or Fire Safety Equipment Tampering	\$282.50
Room Transfer	\$282.50
Lockout Fee	\$22.60
Key Replacement	\$56.50
Lost Access Card (Salto/HID/Laundry)	\$22.60
Incomplete/Improper/Late Move-Out	\$113.00
Damaged or Missing Window Screen	\$84.75+
Window Shades/Blinds	\$169.50
Suite Damage/Repairs	Varies
Painting and/or Drywall Repair	\$84.75+
Smoking or Deep Clean Restoration	\$282.50
Incomplete Transfer Charges	\$56.50
Bag and Tag	\$22.60 per bag

**Charges are subject to increase based on Management's assessment of necessity, or severity of infraction or damage.*



DISCIPLINARY & JUDICIAL PROCESS

Below follows details on the judicial processes at Centennial Place, including your Rights and Responsibilities, the process for Staff documenting behaviour and conduct in a formal Incident Report, examples of possible Educational sanctions for restorative practices in maintaining a supportive environment comprised of residents who can learn from past mistakes and reconcile with their community, followed by a workflow process in which conduct is escalated by necessity.

Your Rights & Responsibilities

Your Rights
You have a right to sign a lease, or refrain from signing a lease.
You have a right to a clean living environment.
You have a right to privacy in your leased bedroom.
You have a right to a quiet, academic learning environment.
You have a right to share opinions, ideas, and provide feedback to staff.
You have a right to feel safe and secure on-campus and in residence.
You have a right to live in a lawful environment, free from illegal activity.
You have a right to live in a smoke-free environment.
You have a right to respect and dignity, free from discrimination or ridicule.
You have a right to social activity and supports in the residence.
You have a right to fair, unbiased and objective mediations by staff.
You have a right to have fun!

Your Responsibilities

You have a responsibility to uphold the expectations and fulfill the obligations of your lease.

You have a responsibility to maintain a clean living environment.

You have a responsibility to cooperate with Management seeking to enter your bedroom for purposes outlined in the lease or Residence Community Handbook.

You have a responsibility to respect others' needs for a quiet, academic learning environment.

You have a responsibility to adhere to the rules and expectations set forth by Management.

You have a responsibility to adhere to all safety and security instructions and directions while living in Residence.

You have a responsibility to obey the law.

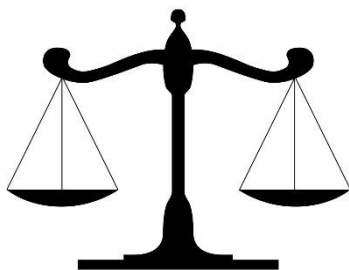
You have a responsibility to not smoke on-campus and abide by the Centennial College Smoke-Free Campus Policy.

You have a responsibility to treat others with respect, and refrain from engaging in language or behaviour that discriminates, ridicules, or harms others.

You have a responsibility to communicate your wants and needs to Management so that your voice is heard.

You have a responsibility to acknowledge staff and their efforts to assist all parties in an unbiased and objective manner.

You have a responsibility to have fun!



Incident Reporting

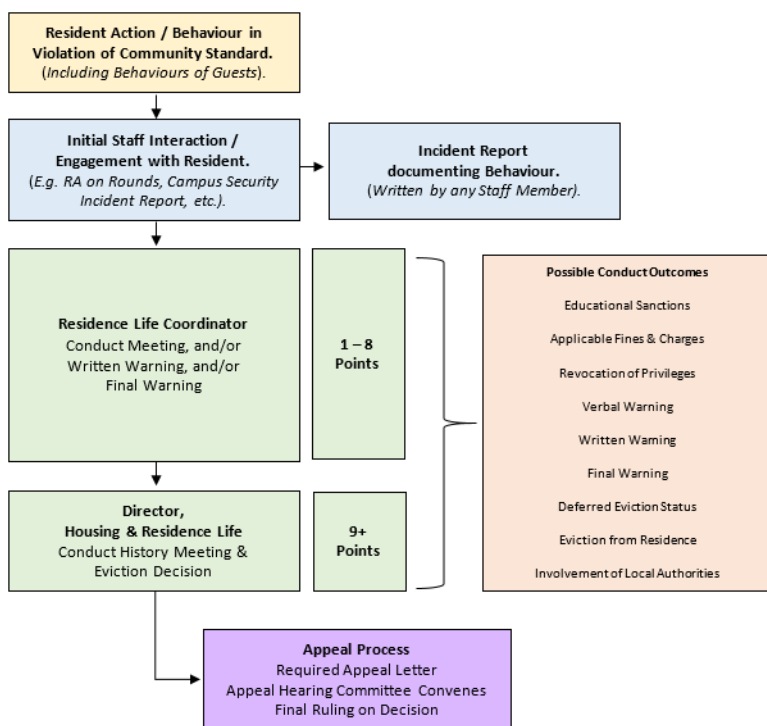
- Incident Reports (IR) will be written and filed alongside student files when inappropriate behaviour is found and documented in Centennial Place
- Residents *and* Guests are expected to uphold the policies and regulations of the Residence Community Handbook at all times and residents shall be held responsible judicially and financially for any action that directly or indirectly causes a breach of the Residence Agreement or Residence Community Handbook
- Any Centennial Place staff member may write Incident Reports at any time, as deemed necessary

Educational Sanctions*

- Educational sanctions or other learning opportunities may form part of a sanction.
- Conditions may include work assignments, service to the Residence, or other related assignments
- Examples include;
 - Apology letter
 - Educational seminars addressing drug and/or alcohol use/abuse
 - Restriction of privileges
 - Research and/or written assignments
 - Behavioral Counselling
 - Participation in awareness programs for harassment or equity-related issues
- A Behavioral Contract may be imposed by Residence or College staff to ensure the safety and well-being of yourself—or that of other residents—or the preservation of Residence & College property.
- A sanction or fine levied to a resident's account or imposed by the Residence Life Coordinator may be appealed within 48 hours in writing to the Director, Housing & Residence Life. This appeal shall result in the collaboration of the appealing resident's Floor RA(s), Residence Council Representative and the Director, Housing & Residence Life to hear the appeal and make a determination as to whether or not the sanction and/or fine will be adjusted. The decision made by the Appeal Hearing Committee shall be communicated to the appealing resident within 48 hours of the Appeal Hearing Committee adjourning.
- It is within the rights of the Appeal Hearing Committee to increase the fine(s) and/or sanction(s) imposed by the Residence Life Coordinator, should it be decided that the original fine(s) and/or sanction(s) were insufficient for the infraction

Points-Based Conduct System

Actions taken by a Resident deemed appropriate for documentation or sanctions follow the Demerit Points Scale model below. Demerit Points are cumulative, and resulting actions are executed based on a Resident's cumulative Demerit Points Total. These points will remain on the Resident's profile for their Lease duration, and may impact any additional Lease Agreement document between the resident and Centennial Place.



**Because of the potential severity of disciplinary and eviction decisions for Residents, processes exist on specific grounds only to have a disciplinary decision reconsidered and an eviction decision appeal heard by a panel external to Residence.*

This system has three-level-scale to assist the Management team with the conduct process for community standards. For each level, the following tables indicate the sanctions and measures that are likely to be applied.

Category 1 or Level 1

Actions by any Resident or Guest which interfere with the rights of other individual(s) to the enjoyment of his/her space or time in residence. Any and all items deemed inappropriate will be confiscated and/or disposed of and the appropriate authorities will be contacted.

Possible Sanctions:

- 1 Demerit Point
- Educational Sanctions
- Warning/Incident Decision Letter
- Applicable Sanction Fees (up to \$250)
- Loss of non-essential services (e.g. guest privileges)

Offense	Offense Definition
Bike Storage	Residents must ensure that if they do have a bicycle, they are using the designated bike storage area on the first floor to appropriately store them. Failure to comply may result in the removal of the bike plus applicable Fees.
Cleanliness Standard	Failure to keep one's room/suite reasonably clean (compromising health and safety). Students may be given the opportunity to address the cleanliness issues. Failure to make marked improvement may result in follow-up through a Level 2 violation.
Failure to Complete Sanction/ Missed Meeting	Failure to complete sanctions assigned by Centennial Place Management, including but not limited to educational sanctions, meetings with Management Staff, and/or community service.
Guests and/ or Guest Behavior	Failure to sign in guest or abide by the Guest Policy. Guest conduct that violates any Level 1 offence (the host resident will be held accountable).
Improper Posting of Material	All postings in and around Residence space (excluding personal space) must be approved by Centennial Place Management prior to posting.

	All materials must be posted in/on approved poster areas only, using only approved adhesive measures.
Inappropriate Behavior	Any behavior, which is deemed by Centennial Place Management to be inappropriate, detrimental, or harmful towards a person(s), property, or building community overall.
Inappropriate Paraphernalia	Possession of any smoking paraphernalia that is larger than a hand-held pipe, joint, etc. Bongs, water bongs and homemade bongs that contain a water source are not permitted.
Noise	<p>Failure to comply with Quiet Hours Policy.</p> <p>Failure to maintain a level of noise that is respectable for the residence community.</p> <p>Using sub-woofers or amplifiers (including computer speakers that have in built-in sub-woofers)</p> <p><i>*Some exceptions may apply for approved Resident Programming.</i></p>
Noxious Odors & Smells	Failure to abide by the Noxious & Offensive Odor Policy.

Category 2 or Level 2

Incidents at this level are actions by any Resident or Guest deemed to have significant negative impact on other individuals within the residence; actions that endanger the safety and security of oneself or others in the community; actions that result in damage to the Residence property. Any and all items deemed inappropriate will be confiscated and/or disposed of and the appropriate authorities will be contacted.

Possible Sanctions:

- 2 Demerit Points
- Educational Sanctions
- Warning/Incident Decision Letter
- Applicable Sanction Fees (up to \$250)
- Loss of non-essential services (e.g. guest privileges)

Offense	Offense Definition
Access Cards and Bedroom Keys	Residents are not permitted to loan their access cards or bedroom keys to other individuals including but limit but not limited to; housemates, roommates, partners & family members.
Alcohol in Residence	<p>Failure to abide by the Alcohol Policy.</p> <p>Possession of or consuming alcohol from containers that are 1.75 L (60oz.) or larger (including kegs).</p> <p>Participating in games or activities that promotes mass consumption or overconsumption of alcohol, which may result in a risk to the individual or other community members or the property.</p>
Cooperation with Staff	Residents and their Guests are expected to cooperate with all Centennial College & Centennial Place staff members. Misleading, not cooperating with, using abusive language towards or providing improper identification to Centennial Place & Centennial College staff is strictly prohibited. Interfering with an official investigation is also not permitted.
Guests and/or Guest Behavior	Repeat offense and follow-up to a Level 1 Sanction.

	<p>Failure to abide by the Fire Code limit as stipulated in the Guest Policy.</p> <p>Hosting a guest while guest privileges have been revoked.</p> <p>Guest conduct that includes any Level 2 offence (the host will be held responsible).</p>
Destructive or Dangerous Activity	<p>Residents should not participate in potentially destructive activities that may cause injuries and/or property damage.</p> <p>These include, but are not limited to the use of roller blades, skateboards, scooters or ‘cycles’ of any kind, water fights (water guns/balloons), sports, etc.</p>
Fire Hazards	<p>Open flames of any size or scope are not permitted in Centennial Place. This includes, but is not limited to incense, candles (including birthday cake candles), sparklers, lit matches, lit lighters, lanterns, etc.</p> <p><i>*This list is not intended to be exhaustive</i></p> <p>Use of excessive oil when cooking is also prohibited due to the fire hazard posed and risk of injury/damage to people or property.</p>
Pets in Residence	<p>Pets are not permitted at Centennial Place and residents are not permitted to bring into or keep any non-human life forms not limited to plants and/or animals.</p> <ul style="list-style-type: none"> • Exceptions may be given to those who qualify for and have received approval for the Animal Accommodation Policy. • Centennial Place reserves the right to remove the animal from the Residence should this procedure not be followed, nor qualifications be met for any exception to this policy.
Prohibited Appliances	<p>The use of electric, gas or oil heaters is not allowed.</p> <p>Water-based appliances such as a personal laundry machine or dishwasher are prohibited. Other laundry machines such as personal dryers are also prohibited.</p>

	<p>For additional items prohibited in Residence, please refer to the Restricted & Prohibited Items section of the Residence Community Handbook.</p> <p>Coffee makers and/or kettles with an automatic shutoff are permitted.</p>
Relocation of Centennial Place Furniture	<p>Removing or relocating furniture from lounges, Residence units, communal kitchens and all other areas of Centennial Place is prohibited.</p>
Progression of and/or Repeat Offences	<p>Responsible for three or more Level 1 violations.</p> <p>A single incident involving multiple Level 1 violations may also be treated as a Level 2 offence.</p> <p>Repeat offences of Level 1 violations may result in a Level 2 offence.</p>

Category 3 or Level 3

Incidents at this level are serious breaches of the community standards which are not expressly described under Level 1 or Level 2 are behaviours that constitute a cumulative series of breaches at any Level and/or actions that endanger the safety and security of oneself or others in the community; actions that result in damage to the Residence property. Any and all items deemed inappropriate will be confiscated and/or disposed of and the appropriate authorities will be contacted.

Possible Sanctions:

- 3 Demerit Points
- Educational Sanctions
- Warning/Incident Decision Letter
- Applicable Sanction Fees (up to \$500)
- Local Authority Involvement
- Possible Deferred Eviction
- Possible Eviction

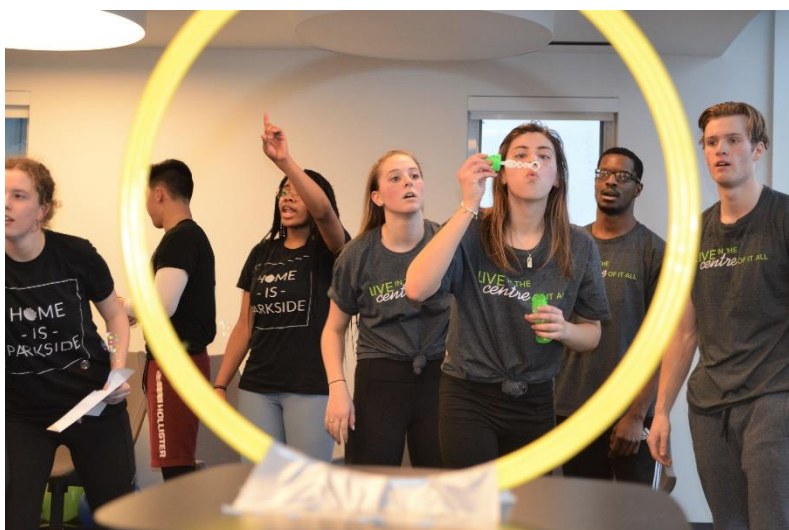
Offense	Offense Definition
Alcohol / Marijuana Use	Residents must abide by all Federal, Provincial and College laws and policies surrounding the use of alcohol. No Resident who is under the age of nineteen (19) shall consume, possess, or be under the influence of alcohol or marijuana while on Residence premises. No Resident may purchase, supply, or provide alcohol or marijuana to any person under the age of nineteen (19). Further to the Centennial College Smoke-Free Policy and the Use of Cannabis Policy as found in the College Policy.
Supply or Provision of Alcohol or Drugs to a Minor	No Resident may purchase, supply, or provide alcohol or drugs of any kind to any person living in the building—especially to residents below the age of nineteen (19). Residents must otherwise follow Federal, Provincial, Municipal, and Centennial College and/or Centennial Place policies on alcohol on-campus and in Residence.

Use and/or Possession of Illegal Drugs	Residents are prohibited from being involved with possessing, using and/or consuming any illegal drugs or narcotics anywhere in, or around Residence property. Any Resident found with possession of illegal drugs will face serious consequences.
Smoking	Smoking inside Centennial Place is strictly prohibited as Centennial College maintains and enforces as a Smoke-Free Campus Policy. This includes, but is not limited to cigarettes, e-cigarettes, vapes, marijuana/cannabis, and/or hookahs, among other forms of smoking.
Emergency Procedures	Failure to leave any Residence facility during Emergency Evacuation (including, but not limited to Fire Alarms and/or Drills), or not following Lockdown directives.
Explosives	<p>Explosives or flammable accelerants are not permitted in Centennial Place Residence. This may include, but is not limited to firecrackers, dynamite, propane or helium tanks, camp stove fuel, naphtha, gasoline, diesel, etc.</p> <p>Any items of this nature found during Inspection or entry to a Unit will be removed immediately by the relevant authorities without further Notice.</p>
Fire Equipment	Discharging, tampering with or operating any fire prevention system (e.g. Sprinkler, Hose, AED, etc.) or detection equipment for any purpose other than in the case of a fire or emergency is strictly prohibited.
Fire and Emergency Exits / Doors	<p>Residents are not to tamper with Fire Doors, nor use designate Emergency Exits at any time other than during an emergency. This includes the propping of Suite Doors, or Stairwell Emergency Exits.</p> <p><i>Use of Emergency Exits is a serious offense and should be fined accordingly.</i></p>
Guests and/or Guest	<p>Repeat offense and follow-up to a Level 2 Sanction.</p> <p>Guest conduct that includes any Level 3 offence (the host will be held responsible).</p>

Harassment	<p>Every Resident has the responsibility to treat all members of the Centennial Place community with respect and without harassment.</p> <p>Harassment is defined as any attention or conduct—oral, written, graphic or physical—by an individual or group who knows, or ought reasonably to know that such attention or conduct is unwelcome, unwanted, offensive or intimidating, and has been addressed by the complainant with the offending party and requested to stop or cease such activity.</p> <p>Campus Security and or Local authorities will be involved in this process.</p>
Theft (Including Grab N’ Go Market)	<p>Residents are not permitted to remove items from the Grab N’ Go Market without first paying for the item at the Check-Out Station. These premises are monitored 24/7 by CCTV and violators of this policy may face legal consequences from local authorities, in addition to Residence Fines and Sanctions.</p> <p>Residents believing themselves to be victims of theft should contact Toronto Police to file a report. Residence does not handle personal theft, nor can be held liable.</p>
Trafficking and/or Cultivating Illegal Substances	<p>Residents are prohibited from any involvement with trafficking and/or cultivating any illegal substances anywhere in or around residence.</p> <p>Any Resident found to be trafficking or cultivating illegal substances will be reported to the local authorities immediately, and be found in Default of their Residence Agreement.</p>
Throwing Material	<p>The throwing or expulsion of material from/at Residence room windows or property is strictly prohibited.</p>
Unauthorized Room Access or Entry	<p>Entering another individual’s Suite or Bedroom, or disturbing another Resident's space without express permission of the Resident is prohibited.</p>

	Residents must have written permission to enter another's room if the resident is not present. Unauthorized entry for any reason—including pranks/raids—is strictly prohibited.
Vandalism to Residence Property	Vandalism is defined as the intentional destruction of Centennial Place and/or Centennial College property. Tampering with CCTV Cameras is strictly prohibited.
Violence and/or Threats of Violence	<p>Violence or aggression, or threats thereof will not be tolerated. Physical aggression is defined as violent or physically aggressive or intimidating behaviour.</p> <p>Communicative violence is defined as any form of communication deemed to be harmful or violent in nature or intent, which includes, but is not limited to verbal, written, electronic (i.e. phone, text, e-mail, social media, videos, pictures, etc.).</p> <p>Behaviours defined as “assault” include, but are not limited to hitting, punching, slapping, kicking, pushing, pulling, fighting, bullying, or sexual violence, etc.</p>
Weapons	Firearms and any other weapon or item that is created/intended to cause harm, or could be seen as intimidating, are strictly prohibited. Examples include but are not limited to: restricted weapons, knives with blades longer than six inches (kitchen knives excepted), paint ball guns, bb guns (including soft air), sling shots, bows/arrows, machetes, axes, hatchets, ceremonial or decorative swords, toy weapons (nerf guns, water guns, plastic bows/arrows) etc.
Progression of and/or Repeat Offences	<p>Responsible for three or more Level 2 violations.</p> <p>A single incident involving multiple Level 2 violations may also be treated as a Level 3 offence.</p> <p>Repeat offences of Level 2 violations may result in a Level 3 offence.</p>

**** Invoices billed to the property as a result of direct violation of any Policy outlined in this handbook will be charged to the resident.**



Appeal of Residence Conduct Decisions

In the event a resident has received disciplinary sanctions as a result of a conduct meeting with the Residence Life Coordinator(s), students may choose to appeal a decision or outcome to the Director, Housing & Residence Life, and the Residence Council Executive, with the potential to have the ruling overturned or voided.

Students shall have three (3) business days after receipt of the written decision to submit a formal written appeal of a discipline meeting to the Director, Housing & Residence Life. Students may only appeal on the following grounds:

- Bias and/or unfair treatment, any procedural error, improper investigation, discrimination etc.;
- The sanction is not a logical consequence of the infraction;
- New information, a new witness, or something not known when the original decision was made has come to light.

The Director, Housing & Residence Life shall decide if the appeal procedure should be followed during a meeting where the resident will be represented by the President and Vice President of Council. Following a decision made by the Director to continue with the appeal process, the resident will meet with the Director in addition to the President and Vice President of the Residence Council.

The student shall be required to present this new information and plead their case for review, after which time a deliberation will occur between the Director and Council Executive on a final ruling.

Residents should note that final rulings from appealed sanctions have the potential to result in more severe disciplinary sanctions if the original sanction or ruling by the Residence Life Coordinator(s) is deemed to have been insufficient for the conduct or behavioral issue.

Residents are permitted to bring one (1) support person (parent, guarantor, friend, etc.) to an appeal hearing, and—as required—any Centennial College support resources (e.g. Counselling Services representative, Centre for Accessible Learning representative, International representative or Translator, etc.).

All appeal hearing rulings communicated to the resident following deliberation shall be final.

CAMPUS RESOURCES

Ambulance, Fire, Police: 911

Emergency Helpline (416) 439-HELP (4357)

**Free Call from any campus payphone or your cell phone*

Centennial Place Residence Reception: 416-438-2216

Centennial Place Residence ‘Crimestoppers’ (Anonymous)

Scan QR Code found in your Bedroom or call the numbers listed.

Centennial College General Telephone Number: (416) 289-5000

Centennial College Students’ Association Inc. (CCSAI)

For more information visit www.ccsai.ca.

Life Safety & Security Administration

Progress Security Desk: ext. 5240

Ashtonbee Security Desk: ext. 5040

Morningside Security Desk: ext. 5340

Story Arts Security Desk: ext. 5140

Emergency Security: ext. 2020 / Emergency HelpLine: 416-439-4357

Centre for Accessible Learning and Counselling Services (CALCS)

Progress Campus: ext. 2627

Morningside Campus: ext. 8025

Ashtonbee Campus: ext. 7252

Story Arts Centre Campus: ext. 8664/2627

Student Experience Office at Progress Campus

Monday—Friday, 8:30am-7:00pm

Phone: 416-289-5000 ext. 2499

Email: studentexperience@centennialcollege.ca

Services and Global Experience

Progress Campus: C2-07

Email: sage@centennialcollege.ca

Global Citizenship, Equity & Inclusion Office (GCEI)

Progress Campus: B2-12

Phone: x2464 or x2083 or x2001

Email: gcei@centennialcollege.ca

International Centre

Progress Campus: ext. 3393 (Progress Campus)

Main Café - Progress Campus

Monday-Thursday: 8:00am - 4:00pm, Friday: 8:00am - 3:00pm

Saturday & Sunday: Closed

Centennial College Athletics & Wellness Centre (AWC)

Monday – Friday: 7:00am-7:30pm

Saturday & Sunday: Closed

Email: Info@ccsai.ca

Phone: 416-289-5000 x3511

Website: www.myawc.ca

The Locale Café & Restaurant - Progress Campus

Monday-Friday: 8:00 AM to 8:00 PM

Saturday & Sunday: Open for Brunch, 9:00 AM to 3:00 PM

Phone: 416-289-5000 ext. 6897

Website: www.thelocalrestaurant.ca

Employment Services

Centennial Student Employment Services assist students and alumni in finding employment related to their chosen field of study. Book an appointment by calling (416) 289-5258.



DON'T MISS OUT!

Get your 2021-2022 Residence Community Handbook signed!



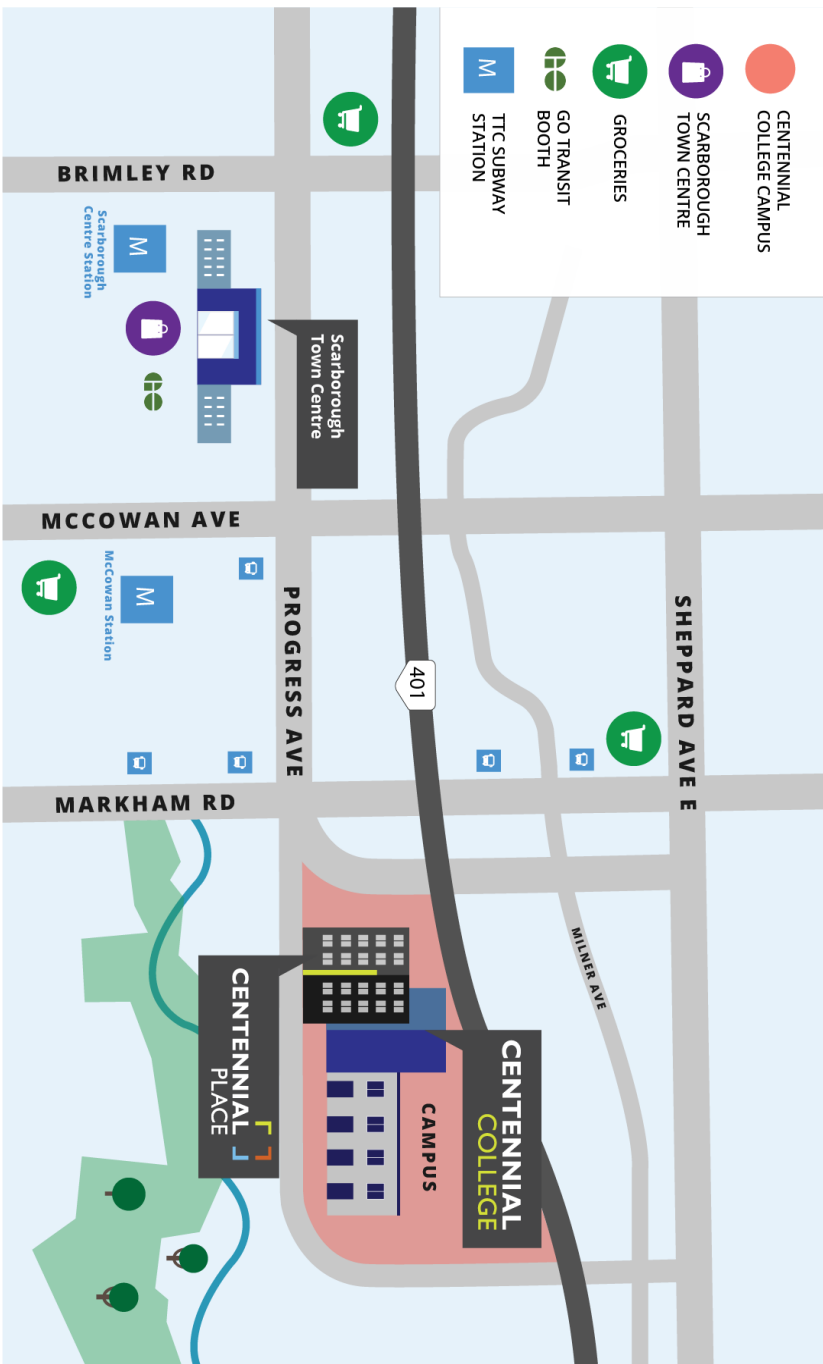
AGENDA

This page has a lists of activities, events and/or programs for you to complete throughout your year at Centennial Place. At the end of the year, if you have completed all the tasks on this list and can provide proof, you will be entered to win an prize Gift Basket from the Management Team.

Task	Date Completed
Read the Residence Community Handbook	
Follow us on Social Media: @centennialres1 (Instagram, Facebook, Twitter)	
Participated in First Floor Meeting	
Completed the Roommate Agreement with suite	
Had a virtual 1:1 meeting with your RA	
Participated in the Orientation Week Events	
Participated in the Deck Your Dorm Competition	
Opted-in to Join a Living Learning Community	
Lives in a Living Learning Community	
Pass the Fall Unit Inspection	
Completed the Feedback Yak Survey	
Participated in the Halloween Haunt Event	
Participated in the Hi, How Are You Pledge	
Purchased ticket for the Annual Gala Affair Event	
Participated in the KCUP competition (Fall)	
Provide content for the monthly Centennial Place Express Newsletter	
Joined the Relay For Life Team	
Participated in the KCUP competition (Winter)	
Pass the Winter Unit Inspection	
Participated in the Information Session for Residence Life Staff position	
Participated in the Friday Night Light Session for Residence Life Staff position	
Signed to Renew a Lease for Fall 2022	
Left a Positive 5-Star Google Review for Centennial Place Residence	

**Events or program dependent on the ability to have in-person programming due to COVID-19.*

***In the event that programs/ events are not permitted in-person, some programs or events will be held virtually.*





R1-13 Centennial Place Residence
937 Progress Avenue
Scarborough, ON
M1G 3T8

Phone: 416-438-2216
Email: centennialresidence@studenthousing.com
Facebook: Centennial Place Residence
Twitter: @centennialres1
Instagram: @centennialres1