

## 1.0.0 Introduction and Guiding Principles

### 1.0.1 Purpose

The Residence Life Code of Community Living Standards (the “Code”) is established to ensure a safe, comfortable, respectful, and enriching experience for all members of the Residence community. It is grounded in the values of cooperation, mutual respect, and shared responsibility. Each Resident is expected to contribute positively to maintaining the spirit and integrity of the community.

### 1.0.2 Objectives

Recognizing the unique nature of life in residence, Residence Life seeks to educate students about community expectations and the potential impact of individual behaviour on others. All residents are encouraged to enjoy social and recreational activities, provided these do not interfere with the rights of others to engage in academic, personal, or other legitimate pursuits.

### 1.0.3 Scope

The Code applies to all areas within and surrounding the Residence, including but not limited to buildings, entrances, hallways, stairwells, walkways, fire escapes, and adjacent green spaces. All reported or suspected Code or Concordia policy violations will be reviewed promptly and thoroughly. Residents are expected to fully cooperate with Residence Life and University staff during any investigation. Failure to cooperate in an investigation is a violation of this Code.

### 1.0.4 Behavioural Expectations

The Residence Life Code of Community Living Standards defines acceptable conduct within the Residence community and outlines the consequences for actions that fall outside these expectations.

Behavioural infractions are categorized into three levels of increasing severity. This graduated framework is designed to address issues constructively and minimize repeat offences. Residents who violate this Code will be held accountable in a manner consistent with the severity of the incident and the guidelines outlined herein.

Repeated infractions at any level may in escalation to a higher level of infraction, at the discretion of the Manager, Residence Life, or their designate.

## 2.0.0 Unacceptable Behaviour

### 2.0.1 Resident Responsibility and Accountability

Unacceptable behaviour includes any actions that are inconsistent with the principles of this Code and the University's Code of Rights and Responsibilities or other applicable policies. Residents are responsible for their own actions as well as for ensuring that their guests respect this Code. For clarity, Residents will be held responsible for any breaches of this Code by their guests.

Lack of awareness, passive involvement, emotional distress, or impairment due to alcohol or other substances does not exempt any individual from responsibility under this Code. Residents are always fully accountable for their behaviour and that of their guests while in Residence.

Residents who become aware of a violation or issue are expected to promptly report it to the appropriate Residence Life personnel.

### 2.0.2 Student of Concern

A Student of Concern is defined under the *Policy on Student Involuntary Leave of Absence (PRVPAA-15)* as any student whose apparent physical and/or mental state and/or related conduct is such that he/she may be or have become a threat to themselves, others, the educational process, or the University community in general.

When a Resident exhibits behaviour that raises concerns about personal safety, whether their own or others, the Residence Life team is obligated to respond. In such cases, the student may be identified as a Student of Concern and referred to the Office of Rights and Responsibilities. Assessments of students may be conducted in consultation with, or under the coordination of, other University departments or a multidisciplinary case team.

Potential interventions may include, but are not limited to:

- Entering into a wellness agreement with specific conditions.
- Initiating a voluntary or involuntary leave of absence following the policy on Student Involuntary Leave of Absence
- When warranted, seeking termination of the student's lease.

These interventions are intended to be supportive rather than disciplinary and are carried out following applicable University policies, including *the Code of Rights and Responsibilities (BD-3)*.

## 2.1.0 Incident Reporting and Response

### 2.1.1 Incident Reports

In the event of an alleged breach of this Code, an incident report will be prepared by Residence Life staff and/or Campus Safety and Prevention Services (“CSPS”). This report serves as an official and confidential record of the incident, created to inform subsequent administrative review and potential follow-up and consequences.

The Manager of Residence Life or designate will review the report and determine the appropriate course of action.

### 2.1.2 Resident Incident Report Notification

Residents involved in an incident will be notified via email (using the address provided during the Residence application process) that they are required to meet with a Residence Life staff member. This meeting provides an opportunity for the Resident to respond to the report and clarify any details regarding the incident.

Unless Residence Life informs the Resident of a meeting time, it is the Resident’s responsibility to arrange this meeting as soon as possible during regular University business hours. In certain circumstances, verbal notice may be issued instead of written notice. Failure to promptly arrange or to attend this meeting as scheduled will be considered a refusal to cooperate with Residence Life staff, which may result in additional disciplinary action.

### 2.1.3 Investigation

All reported incidents are subject to investigation by Residence Life staff, to determine the facts and to make a decision in light of those facts. Investigative steps may include, but are not limited to, conducting interviews, reviewing surveillance footage, consulting with witnesses, or involving CSPS or law enforcement, where appropriate.

Should police involvement be deemed necessary, the University will cooperate fully with any criminal investigation or prosecution.

#### Interim Measures

When a situation arises that presents a potential threat to the health or safety of an individual or the broader Residence Life community, the University may implement interim measures to protect those involved while an investigation is underway. These temporary measures are not considered non-disciplinary and do not imply a

determination of responsibility. Examples of interim actions include, but are not limited to, room reassignment or temporary relocation to alternate accommodations such as a hotel. Interim measures may be enacted at any stage of the investigative or adjudicative process.

### 2.1.4 Meeting with Residence Life Manager

Following an incident report, the Resident may be required to attend a meeting with the Manager and/or Director of Residence Life. At the discretion of the Manager or Director, a Resident Assistant may also be present. Failure to attend such meetings will be considered a refusal to cooperate and may result in disciplinary action.

### 2.1.5 Decision and Outcome

Following a thorough review of the incident report and any relevant facts and findings, the Manager or Director of Residence Life or designate, will determine the appropriate outcome. If it is determined that an offence was committed, possible sanctions such as those set forth at paragraph 2.2.1 may be imposed.

The decision may be reviewed by the Director, Residence Life, or their designate, if they deem it appropriate. Residents also have the right to appeal the decision rendered following the investigation in accordance with the process outlined in Article 3.0.0.

A Resident's refusal to participate in an investigation will not prevent Residence Life from making or enforcing a decision. Investigations and subsequent outcomes will proceed based on the information available.

In situations where Residence Life staff determine there is a clear and immediate risk, designated personnel, including Resident Assistants, may take prompt action. This may include contacting CSPA, which may, upon assessment, engage appropriate internal or external emergency resources.

Nothing in this section shall supersede any existing University policy.

### 2.2.1 Sanctions

Sanctions are determined based on the nature of the incident, the facts of the case, prior history, the outcome of any meetings with the Resident, and other relevant factors. Sanctions may include, but are not limited to:

- Written warnings
- Fines
- Community service
- Point deductions
- Behavioural agreements

- Lease termination

Additional information about potential sanctions may be found in paragraphs 2.2.2 to 2.2.13 below

The sanctions listed above are illustrative and non-exhaustive. Additional or alternative sanctions may be imposed as appropriate to the nature and severity of the behaviour in question. All financial costs resulting from a Resident's actions or the actions of their guest(s) are the sole responsibility of the Resident.

The severity and context of an incident, along with the Resident's conduct history, will inform the sanction imposed. Offence levels and specific examples are provided in charts on pages 9 to 16 of the Residence Life Code. Behavioural contracts, educational sanctions, restitution, or a ban from other Residence Life buildings may be applied in addition to other sanctions.

In emergencies, Residence Life Management reserves the right to contact a Resident's designated emergency contact, particularly in instances of unlawful activity or behaviour that poses a threat to health or safety of the Resident or of other individuals.

### 2.2.2 Verbal Warning

Verbal warnings may be issued at the discretion of Residence Life staff when it is deemed that such a warning is appropriate and could lead to a positive change in inappropriate behaviour. Residents do not have a right to obtain a verbal warning as a first sanction, and such warnings are typically not issued in cases involving repeated or ongoing misconduct. A request made to a Resident to cease a specific behaviour may constitute a verbal warning, and any failure to comply with a verbal warning may be deemed to constitute additional incidents subject to additional sanctions.

### 2.2.3 Warning Letter/Notice

A Resident may receive a written warning letter outlining the details of the violation and potential consequences should the problematic behaviour repeat or persist. This letter will be delivered to the Resident's mailbox and/or sent electronically to the email address provided in their Residence application, at Residence Life's option.

### 2.2.4 Educational Sanctions

A Resident may receive a written warning letter detailing the violation and its consequences. This letter will be delivered to the Resident's mailbox and/or sent electronically to the email address provided in their Residence application, at Residence Life's option.

### 2.2.5 Fines

Fines are monetary penalties imposed further to inappropriate behaviour. These charges will be applied directly to the Resident's student account.

### 2.2.6 Community Billing/Discipline

Community billing and/or disciplinary action may be used to hold multiple members of a community collectively accountable for damages resulting from actions or behaviours originating within a specific area of Residence (e.g., hallway, floor, cluster of rooms, or wing). Types of damage may include, but are not limited to, false fire alarms, damage to common areas, water leaks, or flooding.

Sanctions may include, but are not limited to, community fines, community service, temporary reduction of services (e.g., closure of elevators or common rooms), and financial restitution for damages.

### 2.2.7 Restitution for Damages

Residents who cause damage to University property or other property in residence, including but not limited to the property of other Residents, are required to cover the full cost of repairs or replacement. Residents are also responsible for any damage caused by their guests. The cost will be determined by the Residence Life staff member, communicated to the Resident in writing, and charged directly to the Resident's student account.

### 2.2.8 Behavioural Contract

A behavioural contract is a formal agreement outlining specific behavioural expectations and conditions, established by Residence Life in consultation with the Resident. By entering a behavioural contract, the Resident agrees to comply with its terms. Any violation of the behavioural contract will result in the implementation of the consequences for noncompliance set forth in the behavioural contract or, in serious cases, the implementation of additional sanctions. A behavioural contract may

accompany other sanctions, including a warning letter, fine, probation, or any other measures deemed appropriate by Residence Life.

### 2.2.9 Residence Probation

When a Resident is placed on Residence Probation, they are formally notified that any further violations may lead to immediate termination of their lease. Probation may be applied in conjunction with any other sanctions outlined in this Code.

As part of probation, a Resident may be reassigned to a different room or building to protect the right of other occupants to a safe, respectful, and academically conducive living environment.

In cases where a Resident is placed on probation, requests to live in on-campus housing in future academic years may be denied, at Residence Life's sole discretion. Generally, Residents who accumulate five (5) disciplinary points are placed on Residence Probation.

### 2.2.10 Banning from Residence

Individuals, including Residents and their guests, may be banned from residence and prohibited from returning. If a banned individual is found on residence premises, CSPS will be notified, and the individual may be charged with trespassing. Students who violate this ban and are discovered by CSPS or Residence Life staff may face additional disciplinary action under the University's *Code of Rights and Responsibilities*.

A ban may be imposed alongside other sanctions such as but not limited to warning letters, fines, probation, or lease cancellation. It is strictly prohibited to host an individual who has been banned or whose visiting privileges have been revoked; Residents who do so will face sanctions.

### 2.2.11 Lease Cancellation

The lease is a binding contract between the Resident and Concordia University. Depending on the nature and severity of the offence, a Resident may be required to vacate residence immediately, and the University may seek lease cancellation and, if appropriate, restitution for damages. The University may impose the immediate lease cancellation and removal from residence in response to serious or repeated violations.

Banned students are prohibited from returning to residence buildings.

### 2.2.12 Immediate Lease Cancellation

A single serious offence or repeated misconduct, whether serious or minor, may result in immediate lease cancellation at the University's discretion. This applies to behaviour occurring in residence, elsewhere on campus or in any other context that has a link to

Residents whose leases are cancelled are typically required to remove their personal belongings within one week of the decision to cancel their lease and are banned from all Residence Life properties.

Additional measures may include but are not limited to educational sanctions, fines or restitution.

### 2.2.13 Charges Under the Code of Rights and Responsibilities

The University's [\*Code of Rights and Responsibilities\*](#) sets forth behaviour standards applicable to all members of the University. The Code of Rights and Responsibilities applies in addition to the present Code. No decision under this Code shall affect the application of the *Code of Rights and Responsibilities*, and vice versa, although decisions under this Code may be used as evidence in proceedings under the *Code of Rights and Responsibilities*.

## 3.0.0 The Appeal Process

### 3.0.1 Notification of Sanctions

All sanctions are effective immediately upon issuance and, other than verbal warnings, will be communicated to the Resident in writing. It is the responsibility of the Resident to monitor their email (as provided on the residence application) for official notices.

### 3.0.2 Appeal Process

Residents may appeal decisions by submitting a formal written appeal to the Director of Residence Life or to such other person as may be identified in the decision. All decisions with respect to appeals are final.

### 3.0.3 Grounds for Appeal

Residents have two (2) business days from the date of sending of the decision letter under paragraph 2.2.3 to submit a written appeal along with any supporting documents.

Appeals will normally be considered on written record only and may only be based on the following grounds:

- Unfair treatment and/or bias during the investigation or decision, or procedural error in the investigation or decision.;
- The imposed sanction is disproportionate to the violation;
- New, relevant information has emerged that was not available at the time of the original decision (e.g., new witnesses or evidence).



### 3.0.4 Appeal Outcomes

A resident may only appeal a decision once. An appeal may result in one of the following outcomes:

- The original decision is upheld.
- The original decision is overturned.
- The sanctions are modified, which may result in a modified sanction that is less or more severe.

## 4.0.0 Offences

### 4.0.1 Point System

Behaviours which constitute offences will have a point value assigned to them, on a case-by-case basis. The point system acts as an accountability measure. Additionally, it categorizes the seriousness of policy violations and tracks both frequency and severity. Each offense carries a value between 1 and 9 points. In complex incidents involving multiple infractions, points are typically assigned based on the most serious violation committed. During sanctioning, decisionmakers consider a Resident's total points, including those designated for the current violation. Points remain on record until August 15 of each year or until lease termination, whichever comes first. The accumulation of points may result in more serious sanctions, including probation or lease cancellation.

### 4.0.2 Level 1 Offences

Definition:

Level 1 offences are actions that:

- Interfere with another individual's right to the peaceful enjoyment of space in residence.
- Demonstrate non-compliance with Residence Life or University administrative policies.

Despite all offences being taken seriously by the Residence Life Staff, Level 1 offences are considered minor. However, repeated violations may result in reclassification as Level 2 offences.

Typical Sanctions, which should be considered as examples only:

- Written or verbal warning
- Minimum \$50 fine
- Educational or behavioural sanctions

- Restitution for any damages incurred
- Assigned point range: 1–3

Examples of these offences are set forth in this Section 4.0.2

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#### 4.0.2.1 Alcohol Use

Residents must comply with federal and provincial alcohol regulations. Alcohol consumption is strictly prohibited in all residence common areas, including lobbies, stairwells, laundry rooms, and outdoor spaces surrounding the residence.

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#### 4.0.2.2 Cannabis Possession and Use

Cannabis in any form is not permitted in residence or on campus. This includes possession, consumption, or distribution of cannabis products and derivatives (e.g., oils, wax, edibles), regardless of the Resident's age or legal status.

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#### 4.0.2.3 Cleanliness Standards

Residents must maintain their living space according to municipal, provincial, and University health and safety regulations. Expectations include:

- Keeping common areas clean
- Properly disposing of garbage
- Avoiding the accumulation of containers deemed unsanitary
- Properly storing food: perishables must be refrigerated, and non-perishables kept in sealed containers

Improper waste disposal, such as leaving trash outside of rooms or in non-designated areas, is not permitted.

If a room is found to be below cleanliness standards, Residence Life reserves the right to arrange for professional cleaning at the student's expense, particularly if the student has been previously warned about untidiness and advised to clean their room. Any costs incurred by the University for this cleaning will be charged to the Resident's student account.

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#### 4.0.2.4 Equipment Storage

Personal items and Residence property must not be stored in hallways or shared areas. This includes boots, mats, bags, garbage, and large items such as furniture or bicycles.

Sports equipment (e.g., hockey bags) must be stored in designated areas. Please consult your Residence Life Manager for approved storage options.

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#### 4.0.2.5 Guest Policy

A guest is defined as any non-resident of the specific room and/or building. Guest policies include:

- No guests permitted to stay overnight (after 11:00pm) during the move-in period, welcome/Orientation Week or final exam periods, including during 24-hour quiet hours periods.
- Guests may not stay overnight more than three consecutive nights without the approval of a manager.
- Frequent visits or visits more than three nights require advance approval from the Residence Life Manager or delegate.

Residents are solely responsible for their guests' behaviour and for those whom they allow access to residence space and must ensure they follow Residence Life policies. Hosting or allowing entry to banned individuals or guests with revoked privileges is strictly prohibited and may result in disciplinary action against the host.

Residence Life reserves the right to implement a guest sign-in policy or a no-guest policy to ensure community safety.

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#### 4.0.2.6 Noise

Excessive or disruptive noise is not permitted. Residents are expected to always maintain respectful noise levels.

Observed Quiet hours:

- Sunday to Thursday: 11:00 p.m. – 9:00 a.m.
- Friday and Saturday: 1:00 a.m. – 9:00 a.m.
- Exam periods: 24-hour quiet hours
- Consideration hours: 24 hours a day, year-round

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#### 4.0.2.7 Outside Furniture

All external furniture brought into Residence Life must be new, in original packaging, and approved by a staff member.

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#### 4.0.2.8 Postering

Posting flyers, advertisements, or other materials is prohibited on Residence Life doors, hallways, lounges, or any other common areas.

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#### 4.0.2.9 Prohibited Appliances

Electrical appliances with heating elements or open flames, including toaster ovens, hot plates, rice cookers, kettles, and coffee makers, are prohibited in Residence rooms. See Section 9.0 for further rules regards appliances.

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#### 4.0.2.10 Failure to Report Damage or Maintenance Issues

Residents are required to promptly report any damage or maintenance issues, and failure to report them promptly is an offence. Early reporting helps prevent further damage and limits personal liability. Once reported, a work order will be issued and assigned to the facilities team. Residents are not required to be present during repairs. However, if the room is not in suitable condition for the technician to complete the task, the Resident may be held responsible for the cost of a failed service visit.

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#### 4.0.2.11 Other

Any other behaviour deemed by Residence Life to fall under this category will be reviewed and addressed accordingly.

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### 4.0.3 Level 2 Offences

Level 2 offences present an increased risk to the safety and/or property of Residents, University property, or the integrity of the Residence Life community. Consequently,

disciplinary measures are more stringent. Repeated Level 2 offences, irrespective of their nature, will be reclassified as Level 3 offences.

Normal Range of Sanctions: Warning and/or a minimum \$100 fine and/or behavioural sanctions. Restitution for damages, where applicable. Normal point range: 2–5.

#### 4.0.3.1 Access Cards and Keys

Access cards are issued by Campus Safety to grant Residents entry to Residence Life buildings. Residents are strictly prohibited from transferring or permitting others to use their access cards. Residents bear full responsibility if they allow others to enter Residence Life buildings, including by someone following them in. This rule is vital to maintaining the safety and security of the Residence Life community.

Lost access cards must be immediately reported and replaced in person at the Campus Safety office during business hours, with replacement costs charged to the Resident's student account.

Residents must ensure all doors and windows are locked when their room is unoccupied; failure to do so may result in the Resident being held responsible for theft or damage.

Student cards are the property of Concordia University, are non-transferable, and are subject to revocation for violations of University regulations and policies. Cards must be presented or surrendered to authorized University personnel, including CSPS, upon request.

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#### 4.0.3.2 Cooperation with Staff

Residents must comply with directives issued by all University employees acting in their official capacities, including Residence Life staff, CSPS personnel, and Food Services staff. Deliberate misinformation, belligerence, refusal to comply, or improper identification when interacting with University employees and representatives is strictly prohibited.

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#### 4.0.3.3 Graffiti

Any form of vandalism or defacement of Residence Life property, including but not limited to walls, doors, doorframes, windows, floors and ceilings, is prohibited.

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#### 4.0.2.4 Open Flames

Open flames, including lit candles, incense, lighters, and matches, are prohibited within Residence.

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#### 4.0.3.5 Pets

No pets of any kind are permitted in Residence.

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#### 4.0.3.6 Physically Active Games in Common Areas

Engaging in potentially damaging or hazardous activities in common areas is prohibited. This includes, but is not limited to, indoor sports, water fights, rollerblading, skateboarding, and the use of hockey sticks or bicycles within buildings.

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#### 4.0.3.7 Removal of Residence Property

Removing or relocating furniture from lounges, dining rooms, or other common areas is not permitted.

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#### 4.0.3.8 Underage Alcohol Consumption

Underage drinking is prohibited in Residence. Residents must not purchase, supply, or provide access to alcohol for individuals below the legal drinking age.

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#### 4.0.3.9 Use of University Internet

Residents are responsible for the lawful and appropriate use of the University's internet services, including downloading activities, in accordance with applicable University policies.

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#### 3.10 Filming, photographs or recording of others without permission

It is not allowed to film, photograph or record other residents or their guests, or staff members without their express permission.

#### Other Level 2 Offences

Any other actions deemed by Residence Life to fall under Level 2 offences will be addressed on a case-by-case basis.

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### 4.0.4 Level 3 Offences

Actions by an individual(s) that:

- Endanger the safety and security of the Resident or of others.
- Compromise personal or University property.
- Attack the dignity or integrity of an individual or contravene applicable laws.

Level 3 offences represent the highest risk to the safety and property of Residents and the University, as well as to the integrity of the Residence Life community. Disciplinary actions are severe and may include lease cancellation.

Normal Range of Sanctions: Warning/probation letter and/or minimum \$150 fine and/or behavioural sanctions, probation, and/or lease cancellation. Restitution for damages, where applicable. Normal point range: 4–9.

#### 4.0.4.1 Commercial Use

The use of Residence Life rooms, mailboxes, telephones, or data connections for commercial purposes is prohibited.

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#### 4.0.4.2 Deliberate or Negligent Damage to University Property

Any intentional or negligent damage to university property is strictly prohibited. Residents are financially liable for damages caused by themselves or their guests,

including damages resulting from negligence, such as failing to close windows in cold weather, leading to frozen or burst pipes.

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#### 4.0.4.3 Explosives

Explosive or highly flammable materials are prohibited in Residence, except when stored properly as required by law.

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#### 4.0.4.4 Fire Equipment

Tampering with or discharging fire prevention or detection equipment, except in emergencies, is strictly prohibited.

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#### 4.0.4.5 Gambling

Participation in or operation of illegal gaming or gambling activities in Residence is prohibited.

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#### 4.0.4.6 Harassment

All members of the University community are entitled to an environment of mutual respect, free from harassment. Harassment is defined as personalized, inappropriate, repetitive and/or abusive behaviour. It is an offence for a Resident or a Resident's guest(s) to engage in harassment.

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#### 4.0.4.7 Illegal Drugs

Possession, use, trafficking, or consumption of illegal drugs or misuse of prescription substances is prohibited. This includes drug paraphernalia such as bongs, pipes, spluffs, and vapes. Residence Life reserve the right to enter rooms when illegal activities are suspected or in situations that they deem are emergencies.

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#### 4.0.4.8 Unauthorized Entry

Entering another Resident's room or tampering with another's property without their permission is prohibited. Residents locked out of their rooms must seek assistance from a Residence Assistant. Manipulating locks, doors, or windows to gain entry is not allowed. Entry or exit through unauthorized areas, such as garage doors, or propping open doors to allow non-residents access, is strictly prohibited.

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#### 4.0.4.9 Mass Consumption and Drinking Games

The possession or consumption of alcohol from a "common source" (e.g., kegs, barrels, Jell-O shots) and participation in drinking games (e.g., beer pong, funneling) in Residence are prohibited. Possession of related paraphernalia is also not permitted.

Drinking games are defined as any activity where the consumption of alcohol or cannabis is a primary focus or a consequence of the game.

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#### 4.0.4.10 Open Flames

Open flames, including lit candles, incense, lighters, and matches, are not permitted in Residence.

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#### 4.0.4.11 Pornography

Displaying or making pornographic material visible in hallways, common areas, stairwells, bathrooms, or any location where it may be viewed from outside a room is prohibited.

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#### 4.0.4.12 Raids or Destructive Pranks

Initiating, participating in, or supporting disruptive, offensive, or damaging pranks or raids in Residence is prohibited. This includes activities such as water fights, property tampering, or relocating Residence Life items or personal items.

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#### 4.0.4.13 Reporting Health and Safety Concerns

Residents must promptly report any situation that could present a health or safety concern to the community, such as contagious illnesses or pest infestations, to Residence Life staff. Compliance with the University's health and safety directives is mandatory. (Refer to Section 10.0.0 – Health and Safety Protocols.)

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#### 4.0.4.14 Restricted Areas

Residents are prohibited from accessing restricted areas, including but not limited to rooftops (except in emergencies), attics, and window ledges.

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#### 4.0.4.15 Smoking and Vaping

All areas of Residence are smoke-free. Possession or use of smoking paraphernalia, or reasonable evidence of their possession or use, including bongs, hookahs, e-cigarettes, and vapes, is not permitted.

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#### 4.0.4.16 Throwing Materials

Throwing, dropping, or ejecting items from Residence windows, rooftops, stairwells, or at Residence buildings is strictly prohibited.

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#### 4.0.4.17 Vandalism and Tampering

Willful damage to university property or property belonging to subcontractors is strictly prohibited.

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#### 4.0.4.18 Violence

Violent, physically aggressive, or verbally aggressive behaviour, including threats, is not tolerated in Residence.

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#### 4.0.4.19 Weapons

Possession of firearms or any items intended to or which reasonably may cause harm or intimidation is prohibited. This includes guns (real or replica), Airsoft or paintball guns, and novelty or martial arts weapons.

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#### 4.0.4.20 Other Level 3 Offences

Any other actions deemed by Residence Life to fit the Level 3 criteria will be considered on a case-by-case basis.

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### 5.0 Administrative Rules

#### Access Cards and Keys

Residents are responsible for safeguarding their access cards and keys. For personal security, Residents are advised to always keep their doors locked, especially when leaving their rooms.

- Lost Keys must be reported immediately to the Residence Life Office. Replacement keys cost \$35 per key. After two key replacements, the lock will be changed for \$150, which will be charged to the student's account to cover materials and labour.
- Lockouts: If a resident is locked out due to forgotten keys or an access card, a \$5.00 service fee will apply.
- Lost Access Cards must be replaced in person at the Campus Safety office during business hours, at the Resident's own expense.

### 5.0.1 Room Condition Report

Residents are required to review the Room Condition Report (completed by Residence Life staff before move-in) within seven (7) days of the lease start date. Any discrepancies or maintenance issues must be reported during this period. Unreported damages or issues become the financial responsibility of the resident. (See Appendix A for possible charges).

### 5.0.2 Room Inspections

Residence Life will conduct scheduled room inspections during Fall Reading Week, before university holiday closures, and during Winter Reading Week. Inspection dates and procedures will be communicated in advance. Inspections focus on ensuring rooms are maintained in a safe and sanitary condition, with particular attention to window security. Inspections do not include searches of personal belongings. Residents do not need to be present for room inspections.

### 5.0.3 Move-Out

At the end of the lease term, Residents must:

- Vacate their room and remove all personal belongings
- Return all issued keys (room and mailbox)
- Attend a scheduled move-out inspection by Residence Life, at which time the condition of the Resident's room will be assessed by Residence Life staff and Residents may be charged for damage to their rooms.

Rooms must be left clean, with furniture intact, assembled, and in its original condition. Charges will apply:

- If there more than normal cleaning of the room is required;
- For any damages to the unit (walls, fixtures, furniture, etc.);
- For any missing or unassembled Residence Life furniture or appliances.

All associated charges will be billed to the resident's student account (See Appendix A for charges).

## 6.0 Decorating and Furnishing Your Room

Residents must adhere to the following guidelines when decorating:

- Do not paint any surfaces or use nails, screws, brackets, or adhesive fixtures (e.g., LED strip lights).
- Decorations must not obstruct, hang from, or interfere with smoke detectors, sprinklers, or fire alarms.

- Offensive or inappropriate content must not be displayed in or around the room.

## 7.0 Prohibited Items in Residence

For safety, security, and operational reasons, certain items are expressly forbidden within University Residence Life buildings. These items include, but are not limited to, the following:

- Internet routers and Wi-Fi devices that interfere with the University's network access
- Kitchen appliances such as hot plates, toasters, kettles, toaster ovens, rice cookers, coffee machines, blenders, and similar devices
- Space heaters
- Humidifiers, dehumidifiers, air conditioners, diffusers, and air purifiers of any kind
- Halogen or neon gas lighting
- Candles and incense
- Irons and steamers
- Gasoline, kerosene, and other flammable fuels
- Drug paraphernalia
- Smoking paraphernalia, including but not limited to hookahs, bongos, shisha pipes, and sploofs
- Drinking and/or drinking game paraphernalia, such as funnels, beer bongos, beer pong kits, or tables
- Electronic cigarettes, including e-cigarettes, vapes, modified Juuls, or vaping accessories
- Weapons of any kind, including novelty, historic, or decorative items
- Firearms and gun-like objects, including Airsoft guns and paintball guns
- Bicycles must be stored exclusively at designated exterior racks and are not permitted inside Resident rooms, stairwells, common rooms, or hallways
- Banners, flags, nets, holiday lighting, cable wires, or hangers installed on ceilings that interfere with fire safety equipment operation (e.g., sprinkler heads, smoke detectors)
- Amplified musical instruments or equipment without headphones, including guitars, keyboards, drums, and DJ equipment
- Any modifications to bathroom hardware or finishes, whether in common or private bathrooms

Residence Life reserves the right to prohibit additional items as it deems necessary to maintain the safety, security, and well-being of the Residence community.

### 8.0.0 Health and Safety Protocols

In accordance with Section 4.0.4.13:

- Residents are required to report all health and safety concerns to a Residence Life staff member.
- You must comply with all reasonable health and safety directives from the University, which may include:
  - Temporary room reassignments
  - Quarantine protocols
  - Food delivery or takeout instructions during illness
  - Maintenance interventions

If a Resident becomes ill with a potentially communicable illness, they must notify Residence Life. Measures may be implemented to protect other Residents in consultation with health professionals. Failure to comply may result in sanctions, including possible lease termination.

In cases where repair work is extensive or where health risks cannot be promptly resolved, Residence Life reserves the right to:

- Permanently reassign affected Residents to a more suitable space
- Temporarily relocate affected Residents while repairs are conducted
- Residents' original rooms will be returned to them within a reasonable timeframe
- If immediate relocation is required, Residents may not have time to pack belongings; in such cases, the University will pack and store Residents' belongings with reasonable care

All Residents are required to evacuate the building immediately during fire alarms and drills.

[A copy of Concordia University's \*Code of Rights and Responsibilities\* is available on the University's website for reference.](#)



## APPENDIX A

As per section 7.0.3, when a student moves out, they must return the room in the condition it was delivered to them. Any damage to the room may result in charges. The below table outlines approximate costs for certain types of damage. These costs are subject to change and may be higher depending on the extent of the damage and the costs of repairing the damage. The cost of repairing extensive damage will be based on quote received by trade person/company.

Painting of ceilings	\$360.00
Wall repair and/or painting	\$340.00 per wall
Wall Cleaning	\$130.00
Fridge Cleaning	\$78.00
Door repair and/or painting	\$67.00
Room cleaning	\$150.00