



STUDENT RESIDENT'S  
HANDBOOK

2017/18

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## WELCOME MESSAGE FROM CAREY

The staff and faculty are pleased to welcome you to Carey Centre. We are excited to share this time with you and pray that this year will be personally, spiritually, and intellectually enriching.

Carey Centre provides a Christian residential community for undergraduate and graduate students studying at the various faculties of the University of British Columbia and other local college campuses. Our facilities also house faculty, staff, long-term residents and overnight guests.

We believe that residence living can offer life lessons and friendships that are important to a student's personal development and educational experience. The lessons learned here will be invaluable in a variety of communities throughout life: professional, neighbourhood, church, and beyond.

In order to receive the greatest benefit from this unique opportunity, we ask that you enter this community committed to your own full personal development and prepared to contribute your experience, wisdom and abilities for the welfare of the community. Each one of you has something important to add.

We want to promote a respectful, safe and welcoming community at Carey Centre. Because we live in such close proximity, we believe the guidelines that follow are part of encouraging a positive and enriching residential experience. This kind of residential experience requires communication, cooperation and commitment from each resident.

We look forward to getting to know each of you and sharing life together this year.

Sincerely,  
The Staff at Carey

# REFERENCE

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## IMPORTANT PHONE NUMBERS

### EMERGENCY NUMBERS

|   |              |
|---|--------------|
| Ambulance .....                                 |              |
| 911   |              |
| Fire.....                                       |              |
| 911   |              |
| Royal Canadian Mounted Police (Emergencies..... |              |
| 911   |              |
| Royal Canadian Mounted Police.....              | 604-224-1322 |

### CAREY CENTRE NUMBERS

|   |  |
|---|--|
| Carey Centre Reception.....   |  |
| 604-225-5920  |  |
| Carey Centre Fax.....   |  |
| 604-224-5014  |  |
| Housekeeping.....   | <b>Contact</b>   |
| <b>Reception</b>  |  |
| Carson Leith - Residential Dean.....                                      |  |
| 604-225-5984  |  |
| Maintenance.....  | <a href="mailto:maintenance@carey-edu.ca">maintenance@carey-edu.ca</a> |
| Building emergencies outside of office hours dial 101 on outside intercom |  |

***Within Carey Centre the 604-225 prefix does not need to be dialed***

### UNIVERSITY CHRISTIAN CAMPUS CLUBS

|   |  |
|---|--|
| UBC Association of Christian Clubs..... | <a href="http://www.ubcacc.org">www.ubcacc.org</a>                                 |
| Ambassadors for Jesus.....              | <a href="http://www.ubcafj.com">www.ubcafj.com</a>                                 |
| Born for More.....                      | <a href="http://www.bornformore.wordpress.com">www.bornformore.wordpress.com</a>   |
| Catholic Christian Outreach.....        | <a href="http://www.cco.ca/campus/ubc">www.cco.ca/campus/ubc</a>                   |
| Inter Varsity Christian Fellowship..... | <a href="http://www.ivcfubc.com">www.ivcfubc.com</a>                               |
| Power to Change.....                    | <a href="http://www.powertochange.com/students">www.powertochange.com/students</a> |
| University Christian Ministry.....      | <a href="http://www.ubc.ucmonline.ca">www.ubc.ucmonline.ca</a>                     |

### UBC NUMBERS

|   |              |
|---|--------------|
| Aquatic Centre.....                       | 604-822-4522 |
| Campus Security.....                      | 604-822-8609 |
| Career Service.....                       | 604-822-4011 |
| Chan Centre for the Performing Arts.....  | 604-822-2697 |
| Counseling Services.....                  | 604-822-3811 |
| Dental Clinic (UBC).....                  | 604-822-2112 |
| Disability Resource Centre.....           | 604-822-5844 |
| Equity Office.....                        | 604-822-6353 |
| Family Practice Campus (Health) Unit..... | 604-822-5431 |
| First Nations House of Learning.....      | 604-822-8940 |
| International Students Services.....      | 604-822-5021 |
| IT Services (Help Desk press 2) .....     | 604-822-2008 |
| Law Students Legal Advice Program.....    | 604-822-5791 |

|  |              |
|--|--------------|
| Museum of Anthropology.....  | 604-822-5087 |
| Translink (Public Transportation) .....  | 604-953-3333 |
| Enrollment Services (UBC) .....  | 604-822-2844 |
| <b>General Info:</b> <a href="http://www.askme.ubc.ca">www.askme.ubc.ca</a> <b>Admissions info:</b> <a href="http://www.you.ubc.ca">www.you.ubc.ca</a> |              |
| SafeWalk program.....  | 604-822-5355 |
| Sexual Assault Information Line.....   | 604-822-9090 |
| Speakeasy Peer Support Info and Referrals.....   | 604-822-3700 |
| Student Health Service.....  | 604-822-7011 |
| Student Recreation Centre.....   | 604-822-6000 |
| Suicide Prevention/Bereavement Counseling.....   | 604-879-9251 |
| University Hospital Urgent-Minor Emergency.....  | 604-822-7222 |
| Vancouver General Hospital-Major Emergency. ....   | 604-875-4995 |
| Wellness Centre Coordinator (Patty Hambler).....   | 604-822-4858 |
| Diversity Advisor for Women.....   | 604-822-2415 |

**UBC CHAPLAINS’ ASSOCIATION**

[www.chaplains.students.ubc.ca](http://www.chaplains.students.ubc.ca)

|  |              |
|--|--------------|
| Rev. Roberta Fraser..... Anglican.....           | 604-224-1410 |
| Rev. Rich Carruthers..... Baptist.....           | 604-839-0481 |
| Rev. Jeff Chapman..... Evangelical Brethren..... | 604-222-0800 |
| Eyal Lichtmann..... Jewish.....                  | 604-224-4748 |
| Ismail Laher ..... Muslim.....                   | 604-822-5882 |
| Father Justin Hewett..... Orthodox.....          | 604-613-1363 |
| Rev. Arthur Howard..... Pentecostal .....        | 604-777-1606 |
| Rev. Sumarme Goble..... Presbyterian.....        | 604-822-0231 |
| Father Robert Allore..... Roman Catholic.....    | 604-822-4463 |
| Father Michael Stogre..... Roman Catholic.....   | 604-822-4463 |

**CHURCHES ON THE UNIVERSITY ENDOWMENT LANDS**

*Sojourn Church (Anglican)*

5375 University Blvd..... 604-505-9992

*St. Anselm’s (Anglican)*

5210 University Blvd. .... 604-224-1410

*St. Mark’s (Roman Catholic)*

5935 Iona Drive..... 604-822-4463

*University Hill (United)*

6030 Chancellor Blvd (VST Epiphany Chapel) ..... 604-822-0638

*University Chapel (non-denominational, Christian)*

5375 University Blvd..... 604-222-0800

**LOCAL BAPTIST CHURCHES**

*Fairview Baptist Church*

1708 16<sup>th</sup> Ave W..... 604-731-3211

*First Baptist Church*

969 Burrard Street..... 604-683-8441

*Grandview Calvary Baptist Church*

1803 1<sup>st</sup> Ave E..... 604-255-1411

*Kitsilano Christian Community*

1708 W 16<sup>th</sup> Avenue W..... 604-737-0169

*Vancouver Chin Baptist Church*

2052 22<sup>nd</sup> Ave W..... 604-873-2052

*Ward Memorial Baptist Church*

465 S Kamloops Street..... 604-255-3949

*West Point Grey Baptist Church*

## **DATES TO REMEMBER**

August 5, 2016..... 1st Semester fees & Security deposit due  
September 3-4, 2016.....Residence opens  
September 3, 2016.....First Meal (Lunch)  
December 9, 2016.....2nd Semester fees due  
Two days after last final or April 30, 2017 (whichever is earlier).....Last Day of Residence

## **MANAGEMENT & SUPPORT STRUCTURES**

### **RECEPTION**

*Reception office hours are from 7:00 a.m. to 5:00 p.m. Monday through Friday. Closed on weekends and holidays.*

#### **Reception will:**

- Deliver mail to your mailbox
- Provide access cards to units and mailbox keys
- Receive your fee payments
- Check you in and out of residence

*Please note that Reception is not a concierge service for residents. Please provide your guests with complete directions to contact you.*

### **PHOTOCOPYING & FAXING**

Photocopying and fax services are provided through Reception. Check with the Reception for the current rates. Carey Fax number is 604-224-5014.

## RESIDENTIAL DEAN

The Residential Dean's role is to holistically support students on their life journey and foster an environment that is safe, enjoyable and conducive to learning. It is the responsibility of the Residential Dean to ensure that the students are cared for, feel connected and feel that they have a place to turn in times of crisis, trouble or simply when they need someone to listen and from whom to gain wisdom.

The Residential Dean is responsible for:

- Providing community leadership and pastoral care
- Ensuring that the community at Carey is healthy and thriving
- Maintaining residential security
- Providing information on residence facilities and services
- Enforcing residence standards
- Conducting incoming and outgoing inspections, and
- Assisting in the event of an emergency

## HOUSEKEEPING

As a resident, it is your responsibility to clean your unit and to maintain the common areas. It is your responsibility to dispose of your own garbage. For instructions, see "Garbage and Recycling". **Vacuums** are available and stored in the 3<sup>rd</sup> floor laundry room. Please use Sign-Out Sheet in the laundry room and return vacuum **immediately after each use** as a courtesy to others. If you see a hazard in a common area that you are unable to clean up, please contact the Residential Dean or Reception directly.

## CLEANING SERVICES

If you request to have housekeeping services for your unit you must tidy your unit prior to the scheduled cleaning day and time. Housekeeper will clean the bathroom, mop the floors, dust and vacuum your unit but will not pick up after you. To obtain this service, please request at the Reception. The hourly rate of this service is \$30.00. The minimum charge is one hour.

## MAINTENANCE

Carey Centre has an onsite Facilities Supervisor and access to trades people who make repairs. Except for changing light bulbs and unclogging your toilet, if something in your unit or a common area needs repairs, **do not attempt to fix it yourself**. Please email to [maintenance@carey-edu.ca](mailto:maintenance@carey-edu.ca) as soon as possible. By sending the request, you are giving Carey the permission to enter your unit, if necessary, to fix the problem.

# LIVING AT CAREY

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## ARRIVAL PROCEDURES

Upon arrival, a Carey representative will confirm your unit assignment, your designated phone number and, if applicable, your assigned parking space.



Please report to the Reception to obtain your keycard and mailbox key. Temporary parking is available in front of Carey Centre while you unload.

Carey Centre provides storage for bicycles located in the parkade level. **(Bicycles are not to be taken to or stored in a resident's unit). Please ensure you attach a bicycle tag onto your bicycle. Bicycles found without tags may be removed and disposed.**

When you check in, the Residential Dean will complete the incoming inspection section of Student's Residency Agreement and each resident will be required to sign this checklist (Unit Condition Checklist).

## DEPARTURE PROCEDURES

When checking out, your unit must be cleaned and all personal property must be removed by your designated checkout time on the day set for leaving residence. If any wall hangers have been put into the wall, they must remain in the wall. All keys and keycards except for desk key must be returned to the Residential Dean on departure. Desk keys must be left in the desk keyhole.

When you check out, the Residential Dean will complete the out inspection section of the Residency Agreement. Each resident will be required to sign this checklist. If any damage is noted, the resident will be assessed for those damages. If the amount of the damage is less than the security deposit, the remainder of that security deposit will be released to the resident. However, if the damage assessed exceeds the amount of the security deposit, the resident is responsible for the exceeded amount.

If you have rented a designated parking stall, it will also be assessed for damage (including oil leaks). The resident is responsible for any damage assessed.

## SECURITY DEPOSITS

Security deposits will be refunded following a review of the Checklist, if there is no reported damage. If there are any additional assessments over the period of the resident's stay, Carey Centre may deduct these assessments from the security deposit. The resident is responsible for replenishing the security deposit at its full amount whenever there is a reduction.

Fees for lost or damaged keys:

- |               |      |                 |      |
|---------------|------|-----------------|------|
| • Prox card   | \$30 | • Bike room key | \$15 |
| • Desk key    | \$50 | • Bike tag      | \$5  |
| • Mailbox key | \$20 |                 |      |

## YOUR UNIT

Furniture is included with your residence. Furniture includes a bed, desk, desk chair, desk lamp, bookcase, dresser, wastebasket, and floor lamp. The furniture is the property of Carey Centre and **may not be remodeled or removed** from the unit. Each unit has its own en suite bathroom with either a tub or a shower.

Residents may place extra personal furnishings in their units. However, no furniture may be removed from the units; Carey Centre does not provide storage space.

You are responsible for bringing your own linens. Carey Centre will provide a mattress cover. Pillow, bedspread and blanket may be borrowed at Carey at a charge.

**Common area furnishings must remain in the common area at all times.**

Please do not move any common area furnishings to your unit or to any other common area.

**Light bulbs** can be obtained by requesting it via email to [maintenance@carey-edu.ca](mailto:maintenance@carey-edu.ca).

Residents are responsible for the cleanliness of their own units.

**APPLIANCES**

Small refrigerators (under counter size) and kettles with an auto off function, approved by the Residential Dean, are allowed in your unit. Residents are NOT to place any other appliances into their units. **Restricted appliances** include but are not limited to coffee makers, microwaves, ovens, stoves, air conditioners, dishwashers, barbeques, washing machines or clothes dryers. Most appliances can cause fire hazards and could affect Carey Centre's insurance coverage, which would be a violation of the Residency Agreement.

**INSURANCE**

Carey Centre is not responsible for the residents' personal belongings that are stolen or damaged. Please ensure you have appropriate renter's insurance for your belongings.

**KEYCARDS**

Carey Centre locks are on an electronic locking system that requires the use of a keycard. You will be given your keycard when you check in. Please speak with Reception if you have any problems. Please ensure the keycard is kept **away from magnets or gadgets with magnets** as they will **demagnetize the card**. Keycards are the resident's responsibility and should not be loaned to others.

Keycards are the property of Carey Centre and must be returned in the same condition as they were issued.

**Lost/Stolen Key cards**

If you lose your keycard, please report it immediately to Reception during business hours (Mon-Fri 7am-5pm) or to the Residential Dean after hours/weekends. Carey Centre has the ability to deactivate the lost/stolen card and re-issue a new one, which will ensure all residents' safety.

**ACCESS PROX CARDS**

A separate access prox card for the parkade gate is required for all residents who have parking stall or a bicycle in the underground parking. The prox cards are the property of Carey Centre and must be returned in the same condition they are given out. Please do not alter or damage the cards in any way.

## MAIL

You will be provided with a secured mailbox with a key. The mailbox number corresponds with your unit number. Please quote this number on all of your correspondence.

Mailing address for residents:

Resident's Name  
Room # \_\_\_\_ - 5920 Iona Drive  
Vancouver, BC V6T 1J6

Outgoing Canada Post and Campus mail with correct postage can be left at Reception. Pick-up is early morning from Reception during business days. Or you may use a Canada Post Office located on UBC's campus.

## COURIERS AND DELIVERIES

Reception can sign for any packages that are delivered by courier. **Any after-hours delivery is the responsibility of the resident who placed the order.** Please meet your delivery at the building entrance.

## NOT PERMITTED AT CAREY CENTRE

**Halogen Lamps & Candles:** Halogen lamps and candles have been the cause of a number of residential fires. These are not permitted.

**Pests:** Residents are expected to take steps to prevent infestations of pests or insects. Please keep your unit clean and dispose of garbage to deny pests opportunities to feed. If you do have a pest problem, please contact the Facilities Supervisor as soon as possible.

**Pets:** Pets are not permitted at Carey Centre, except for guide dogs for the Resident or his/her visitors with the written consent of Carey.

**Windows and Walls:** Residents are not to hang curtains, blankets, flags, signage, clothing, laundry, lights or anything else from the windows, railings or walls of the resident's unit or any other part of Carey Centre.

**Graffiti:** Residents who participate in graffiti of any kind at Carey Centre will be fined a minimum of \$200.00.

## BUILDING ALTERATIONS

Please do not paint, put up wallpaper or otherwise change the walls or any of the fixtures provided. Any alterations you make will affect your Unit Condition Checklist, and any damage or changes will be assessed and deducted from your security deposit.

### For your safety:

1. Do not disturb or hang things from the fire safety sprinkler heads.
2. Do not cover or disconnect the smoke or heat detector.

If either of these devices malfunctions, report it to [maintenance@carey-edu.ca](mailto:maintenance@carey-edu.ca) immediately.

## APPROVED POSTER AND PICTURE HANGERS

To limit damage to your walls, please do not use [nails](#), [screws](#), [hooks](#), [glue-on hangers](#), [sticky tack](#), or [tape on your walls](#). Damage to walls may result in the deduction in the security deposit.

## TECHNOLOGY

To protect your electronic devices, Carey Centre recommends the use of a surge protector, not just a power bar. It is also recommended that residents limit the amount of equipment plugged into one outlet.

## TELEPHONES

All units are equipped with a telephone line and a phone. Please ensure that you give this number to those who want to contact you, as there is no switchboard service at Carey Centre. Always press 9 for external phone calls.

## VOICE MAIL

Voice mail can be activated from your phone by pressing \* + 8 . A voice prompt will provide step-by-step instructions for setting up and accessing your voice mail.

## LONG DISTANCE CALLS

Long distance service is not included with your telephone service. If you need to make long distance telephone calls, you must purchase a long distance phone card. Long distance phone-cards may be purchased online or at most convenience stores.

## ENTRY PHONES

Carey Centre entry phone system is located at the main entrance on the West side of the building. By pressing your unit number on the entry phone, your guests will be able to contact you through the phone line. To admit guests into the building, press 8 on your telephone keypad. Please give your unit number to anyone you wish to visit you as Reception cannot divulge this information.

If you are using the phone when a guest is trying to gain entry, a tone will indicate that someone is calling you from the entry phone. Press flash and you will place your first caller on hold while you speak with the person at the entry phone. When you have finished speaking with the person at the entry phone (and have pressed 8 to give them admittance), press “flash” again and resume your conversation. For your safety and the safety of others, only admit people you know and are coming to visit you.

## TELEVISION

Televisions are not permitted in the student resident units. Communal viewing is available in the student lounge on the third floor. Any monitor larger than 32 inches is considered a Television.

## INTERNET SERVICE

All units have a high speed internet connection through UBC’s ResNet. You need an Ethernet cable to connect. For **issues** with connection, please phone UBC IT at **604-822-2008** during their office hours.

Wi-Fi coverage is available at Carey Centre. Please refer to the notice in the hallways for the updated SSID and password.

## SMOKING POLICY

The Carey Centre, like all UBC buildings, is a smoke free environment. Smoking is not allowed at the premises of Carey Centre, including by the doorways, windows or in the parking lot. Please do not smoke within 20 meters of doorways or open windows. Smoking outside the building must take place far enough from building doors and windows so that those inside or on the Carey premises including the grounds and parking areas are not affected.

## ALCOHOL

No alcohol shall be consumed on Carey Centre property. Alcohol is **not to be stored or consumed by any student resident or their guests**. A written warning will be issued for first offence. Subsequent offences will be subject to **\$100.00** fine and disciplinary measures from the Dean appropriate to the severity of the offence.

## DISABLED ACCESSIBILITY

Carey Centre has two units available September through April that are designated for wheelchair accessibility.

## CAREY CENTRE FACILITIES

### COMMON AREAS

Carey Centre has the following common areas for the exclusive use of the residents:

|                         |                       |
|-------------------------|-----------------------|
| Resident Student Lounge | 3 <sup>rd</sup> floor |
| Study Room              | 4 <sup>th</sup> floor |

It is each resident's responsibility to ensure the tidiness and cleanliness of these areas. As a courtesy to others, please clean up after yourself.

### STUDENT LOUNGE

Students are responsible for keeping the lounges clean, tidy and organized. Do not leave garbage lying around. Housekeeping is responsible only for vacuuming on a weekly basis. Any items left in the lounges for an excessive period of time are subject to removal and disposal without notice.

### LAUNDRY FACILITIES

If you live close to Carey Centre and go home on weekends, you may want to take your laundry home and do it there. If you need to do your laundry in residence, the coin operated washers and dryers are available on the 3<sup>rd</sup> floor laundry room. **Please include the shower curtain with your wash at least once a month.**

### COMMON REFRIGERATOR

Please label your items with your unit number and date in the fridge on the 3<sup>rd</sup> floor laundry room and throw away items that are expired. Unlabeled or expired food will be thrown out once a week.

### BICYCLES AND BICYCLE STORAGE

Bicycle racks are provided in the underground parking lot. All bicycles must be registered with Reception and properly tagged. Please do not block access to the bike racks in any way (i.e. placing your bike against the walls). Lock your

bike to the storage rack. Carey Centre is not responsible for any damaged or stolen bicycles.

Under no circumstances are bicycles to be taken up to or stored in your room. If you must, you may store your quick release wheel and your seat in your unit, but you are responsible for any damage caused to walls and carpets in hallways and in your unit.

**ROLLER BLADES, SKATEBOARDS, ETC.**

Roller blades, skateboards and other sports equipment are prohibited from being used anywhere inside Carey Centre. This equipment may be stored in a resident’s unit **with Residential Dean’s approval** but please note that the resident is responsible for any damage that this may cause. Scuffing of walls or staining of carpet will affect your security deposit.

**GARBAGE AND RECYCLING**

The garbage bin is located in the **GARBAGE ROOM** in the underground parking lot. Compost bins can be found outside by the kitchen back door. The compost bins are not to be used for garbage.

Recycling bins are located in the underground lot. Vancouver is a recycling community, and we appreciate residents following the “reduce, reuse and recycle” methodology.

Recycling bins are provided for the following:

Mixed paper - (cereal boxes, office paper, newspaper) Do not include any coated paper, or documents with metal (staples) or glue  
Corrugated cardboard

Containers - metal, plastic and glass. Please clean all containers before recycling and remove paper from cans. Paper contaminated with food (ie. pizza boxes and coffee cups) is not recyclable.

**EQUIPMENT USE**

Vacuum cleaners are available for student use in the 3<sup>rd</sup> floor Laundry Room. Please use the Sign-Out sheet and return the equipment immediately after each use as a courtesy to others.

**ROOM TEMPERATURE**

Thermostat setting should remain consistently at 20-22 degrees to provide a comfortable temperature. The effects of temperature adjustment are not immediate.

**FOOD SERVICES**

All meals are included in the cost of the dorm unit fee. Please be prepared to show your keycard as proof of your residency.

The Cafeteria is open from 7:00am to 10:00pm seven days a week. Food services are only available at designated meal times.

|  |                         |                              |
|--|-------------------------|------------------------------|
|  | <u>Monday to Friday</u> | <u>Saturday &amp; Sunday</u> |
|--|-------------------------|------------------------------|

|                       |                |                                     |
|-----------------------|----------------|-------------------------------------|
| Hot Breakfast         | 7:30am-8:30am  | Hot breakfast from<br>7:30am-9:30am |
| Continental Breakfast | 8:30am-9:30am  |                                     |
| Lunch                 | 12:00pm-1:10pm | 12:00pm-1:10pm                      |
| Dinner                | 5:30pm-6:30pm  | 5:30pm-6:30pm                       |

### CAFETERIA CONDUCT

Residents are expected to act with respect and decorum at all times. Please do not remove any trays, cutlery, dishes or food from the Cafeteria. **Residents who remove items will be fined \$5.00 for every offense.** The fines will go toward the Student Residence Social Fund.

Residents and their guest(s) must dress appropriately as we often have guests, faculty and staff eating meals in the Cafeteria as well as students. Please wear shoes at all times in the cafeteria in order to comply with health and safety regulations. Pajamas, housecoats, and all sleepwear are not to be worn in the Cafeteria.

Second helpings of food may be requested after the majority has been served. Second helpings are to be eaten in the Cafeteria and not taken to your unit.

### SPECIAL DINING CIRCUMSTANCES:

#### DIET

Special diets will be considered. Please communicate with the reception about your needs.

#### BAG LUNCH/LATE DINNER

Bag lunches and late dinners will be provided for residents who need them. Please note that the caterer requires **minimum 24-hour notice**. The sign-up sheet is located next to the kitchen door.

Friends are NOT allowed to sign for you or eat your meals.

#### GUEST DINING

Guests are expected to purchase meal tickets from Reception during office hours prior to meals. If your guest will be staying for a meal(s) but will not be arriving until after the Reception is closed, please buy required meal tickets ahead of time.

#### PARKING

Limited underground parking may be available. You need to specify your desire in the Residency Agreement and pay the required fee on time. If you decide to add this service after registration, please contact Reception.

Your parking permit must be prominently displayed. If you change vehicles, you must notify Reception of this change immediately.

Since permits are issued to a specific vehicle and operator, they are not transferable.

Residents with monthly underground parking must use designated parking spaces only and not park in spaces designated for visitors and guests.

The security of your vehicle is your responsibility. Carey Centre recommends that you store nothing of value in your vehicle and that you lock your vehicle to discourage thieves. Carey Centre assumes no responsibility for loss or damage through fire, theft, collision or otherwise, to the vehicle or its contents.

For security reasons, please ensure that the parkade gate closes behind you when you enter and leave the parkade. Only one car should go through the gate at a time.

You are responsible for the condition of your parking stall. If your vehicle is leaking fluid it must be repaired immediately. Vehicle fluids are caustic and will degrade the parkade membrane. Please note that no repairs or maintenance of vehicles is permitted in the underground parkade.

### **TOWING**

If you have discovered that someone has parked in your assigned space, please contact Reception during office hours. Vehicles found parked without permission in someone else's assigned space will be towed at the owner's expense.

### **PICK-UP/DROP OFF OR LOAD/UNLOAD AREA**

Parking for loading and unloading within 15 minutes is free. Vehicles that are parked for more than 15 minutes will be towed at the owner's expense.

### **PARKING FOR PEOPLE WITH DISABILITIES**

Parking stalls for those with a disability are located at the main entrance on the west side of the building. Residents who hold a valid "disabled person" parking permit may request assignment to one of the available disabled person parking stalls.

### **GUESTS**

Guests are welcome at Carey Centre. Residents are responsible for the behaviour of their guests, including financial responsibility for any damages. The residents must accompany their guests at all times.

### **PARTIES**

A gathering of more than five individuals is considered a party. Parties must be registered and approved by the Residential Dean in advance.

### **OVERNIGHT GUESTS**

A prior approval is required by the Residential Dean, if you wish to have an overnight guest. Guests who wish to stay overnight for more than two consecutive nights should rent a short-stay guest room. Subject to availability, residents may borrow a portable mattress at no charge. If bed linens are required, there will be a charge.

### **SHORT-TERM GUEST ACCOMMODATION**

Short stay guestrooms are fully furnished with queen size bed, linens, desk and chair. Nightly rates are available. For more information, rates and reservations, please contact Reception.



## GUEST PARKING

Valid parking permit must be displayed at all time while parked at Carey. Parking permit can be purchased from Reception during office hours. A limited number of temporary guest parking permits are available from the Residential Dean when the office is closed. Vehicles without a properly displayed parking permit will be towed at the owner's expense.

# COMMUNITY STANDARDS

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## ETIQUETTE, NEIGHBOURS, & HARMONY

At Carey Centre it is expected that residents will make an effort to be good neighbours.

We believe that in an environment of mutual respect and communication, cooperation, compromise, and understanding will be fostered. Please respect others' values, beliefs, and cultural differences as well as their need for privacy and quiet. Watching out for your neighbours and their belongings is greatly appreciated. Common areas are to be shared by all and should be left in even better condition than you found them.

### NOISE

Residents are expected to show consideration of their neighbours within the building and the surrounding area at all times. If someone asks you to be quiet, respect that person's wishes and reduce your noise level.

**Normal Quiet hours are from 10:00 pm to 7:00 am.**

**During these Hours:**

- **No Foosball after 10:00 pm**
- **Please keep Video Game/TV noise to a minimum**
- **Consider your neighbours when in your own unit**
- **Keep outside noise and conversation to a minimum, hallways and entryways included**

**During Final Exams, quiet hours are from 8:00 pm to 8:00 am.**

**What to do if another resident's noise bothers you.**

Initially direct your complaints about noise to the resident in question. If the problem persists, please contact the Residential Dean.

Carey Centre reserves the right to make necessary changes in unit occupancies in order to maintain a pleasant environment.

## OVERALL BEHAVIOUR

Carey strives to be a safe place where residents recognize and pursue a higher standard of community living. Community living means that we foster a place where we respect each other and not insist on imposing any one person's individual beliefs on the community. It means that we are responsible to conduct ourselves in a way that builds a stronger community even if it sometimes means laying aside our perceived rights.

In any tight-knit community such as a dormitory residence, there is a high probability that the greater community knows and becomes affected by how you conduct yourself both in public and private. Carey's role is not to police your conduct but our sincere desire is to prepare students to live in wise and respectful relationships and to behave appropriately in different social situations. As you enter into community living with your fellow residents,

Residential Dean, Carey staff and faculty, other long-term and short-term accommodation guests at Carey and Carey visitors, we strongly encourage you to consider the behavioral choices you make. Community living means that with the right to make choices comes the responsibility to accept sincere and genuine discussions from those with whom you live in community to openly discuss those very choices that you make.

Many of your dorm mates choose to stay at Carey and many of the parents of your dorm mates choose to send their children to Carey because we encourage biblical teachings in such areas as sex, relationships, drinking as well as Christian ideals in such areas as dress, pornography and public conduct. We ask that you consider these things as you carry out your day-to-day living in community at Carey. If you are unsure about what is appropriate, please seek advice from the Residential Dean or others whom you trust.

Please be aware that when you are outside of your unit, short-term accommodation guests, visitors and other people outside of your circle of fellow residents are walking around the facilities and having meals. Please be respectful and conduct yourselves in a way that contributes to a welcoming, comfortable atmosphere for everyone.

#### **BIBLE STUDIES AND PRAYER GROUPS, STUDY GROUPS**

Bible studies and prayer groups are encouraged but should not interfere with other residents' need for privacy and quiet. Please register or book these activities with the Residential Dean. Classroom or facility use must be booked through Reception.

A new Certificate in Leadership is offered to those who want to develop Christian leadership skills while studying at UBC. There are eight sessions per semester under the leadership of the Residential Dean.

## **SAFE COMMUNITY**

For Carey Centre to be a safe community the following restrictions exist:

- Sexual harassment and discrimination will not be tolerated.
- Doors are not to be propped open.
- Never let strangers into the building.
- Confirm entry phone calls before buzzing open doors.
- Do not lend out your keycard to anyone.
- Possession of ANY weapon, firearm, ammunition or any type of knife is prohibited including but not limited to firearms, air guns, crossbows, slingshots, hunting knives and blades.
- Possession of fireworks or firecrackers is prohibited.
- Residents shall keep their units locked at all times to avoid thievery & assault.
- No one is allowed on rooftops or in mechanical rooms.
- Prohibited and restricted areas must be respected at all times. Since Carey Centre is a multifunctional building, there are areas where access will be restricted at certain times.
- Access to residential facilities is limited to residents and their invited guests.
- Approved individuals may access underground parking 24 hours a day, 7 days a week.
- The bicycle storage area is restricted to approved residents.
- Any activity that is considered dangerous or potentially harmful to any person, including those engaging in the activity is prohibited. This includes but is not limited to playing games or sports in residences, hallways or common areas, and throwing, dropping or kicking objects.
- Accessing or assisting in accessing the roof is strictly prohibited and is subject to a \$100 fine.
- Illegal activity of any kind will not be tolerated and may result in eviction and referral to the police. Examples include but are not limited to:
  - Unauthorized entry into any other resident's unit
  - Possession of any item associated with the possession, use or trafficking of illegal drugs; and
  - Tampering with or mishandling fire alarms, fire extinguishers, elevators or other safety equipment.

Violations of these security measures will result in fine, disciplinary action, or eviction.

## **DISCRIMINATION AND HARASSMENT**

Carey seeks to be a community in which students, faculty and staff can grow together, free from discrimination and harassment. We are identified by our commitment to Jesus Christ and to the Scriptures which make Him known. Our purpose is that the members of Carey lead exemplary and honourable lives, consistent with and faithful to this revelation; so it is that we seek to love, honour, serve, guide and, where we have failed, seek to make and be made right with one another. We acknowledge that we sometimes fail to live up to the high ideals upon which we claim to rest. Relationships may be fractured through acts or attitudes that intentionally or unintentionally cause hurt.

Discrimination and harassment, including sexual harassment, are two of many possible ways in which this sense of Christian community may be betrayed.

The commitment of Carey to all its members is to ensure that no form of sexual harassment or discrimination be tolerated. Anyone who believes that he or she has been subjected to comment or conduct which might constitute discrimination or harassment should report it to the Residential Dean.

## **SAFE STEPS TO REPORT MISTREATMENT**

If you believe that you have been mistreated in anyway, your first contact is the Residential Dean. If you feel you are not able to speak candidly to the Residential Dean or if you believe another person is more appropriate, you may approach the Vice President, Institute and then the Vice President, Operations and/or the President of Carey. This line of communication is to ensure that you always have an alternate contact at Carey with which to have your concerns dealt, but it is not meant to provide an alternate decision to an otherwise, fair and reasonable outcome to a process.

## **DISCIPLINE**

Carey is committed to walking alongside its student residents to resolve behavior that breaks a healthy and safe community life. For many behavioral issues, Carey's preferred approach is to speak with the individual in private and make every attempt to resolve the matter based on mutual agreement. Depending on the severity, gravity and/or repetitiveness of such behavior, the consequences may be formal disciplinary action. Discipline may come in various forms including but not limited to fines, removal of privileges, and/or eviction. For minor issues, the Residential Dean may enforce disciplinary action. For issues of greater severity, a committee of at least three members that include Carey management will enforce disciplinary action with the goal of enforcing a fair and balanced approach. No matter what form disciplinary action may take, Carey's goal is to not be punitive, but to guide behavior that builds a strong and safe community and that builds the student's self-esteem and confidence in building strong and healthy relationships.

# **SAFETY AND EMERGENCY**

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## **PERSONAL SECURITY ON CAMPUS**

Be aware that campus is not exempt from crime. The more aware you are the better able you are to ensure a safe living area for yourself and your neighbors.

Campus has lots of laptop computers, valuable stereo and electronic equipment, bikes, CDs, DVDs and other items to tempt thieves. Please lock your units whenever you leave, even for only a few minutes.

As a resident, you have to assume part of the responsibility for everyone's security by closing and locking doors and by not losing or loaning your keycard

to others. **Please do not open your door to anyone you do not know or prop open or leave ajar any entrance to our buildings.** Please ensure that the parkade gate closes behind you.

**Do not walk home alone after dusk (when it gets dark).**  
Be careful where you walk and avoid unlit areas.

There are several safe ways for you to get home:

**SafeWalk program (SUB).**

**Phone: 604-822-5355**

7 Days a Week - Winter: 8pm-2am, Summer: 9pm-2am

Safewalk is a transportation service that will accompany students, staff and visitors who feel unsafe walking alone, across campus. The primary goal of Safewalk is to allow safe travel from one location to another with a greater sense of security.

### **Campus Security Information**

Phone: 604-822-8609 (24hrs a day).

Campus Security Patrol Officer may be available to drive you to your campus destination, depending on demand, so be prepared to wait. (Phone: 604-822-2222)

### **FIRE SAFETY**

In case of fire, activate the nearest fire alarm; get away from the fire and telephone 911. False fire alarms may occur but to ensure your safety, all alarms will be considered real until proven otherwise.

When the alarm sounds, vacate the building safely and quickly, closing doors behind you. Closed doors are effective in keeping out smoke and fire.

If there is smoke in the corridor, get down on the floor where the freshest air is found, and crawl out.

Use the stairs. Do NOT use the elevators. Calmly walk - do not run. Use the handrails as you descend.

Individuals who cannot safely negotiate stairs should proceed to the nearest stairwell landing and wait for a fire fighter to attend to them. If you or your guests have mobility or agility disabilities, make sure to familiarize yourself with the locations of these areas.

Carey Centre asks all residents to look out for others. If you see someone in need of help, and you can safely do so, please stop and assist them.

Once outside, please move away from the entrance and gather on the south-side of the gravel parking lot to allow emergency crews free access to the main entrance.

Any items that could impede exit in the case of a fire are not to be left in the common areas, walkways, or stairwells of any building.

**DO NOT re-enter** the building until the Fire Department or appropriate designate grants permission.

Familiarize yourself with locations of emergency exits and fire extinguishers. Fire extinguishers are located at each entrance and on each floor near the elevator and at the north end of the hallway. There are emergency fire instructions on the inside of each unit door.

## POINTERS ON PREVENTING FIRES

Lamps must be placed away from areas where flammable materials such as posters, bedding, curtains, plastic, or stuffed toys could fall on top of the lamp. Nothing should ever be placed over a lamp to dry. Due to the fire hazard, halogen lamps, candles, incense, oil, scent or open flame of any kind are prohibited at Carey Centre.

## EARTHQUAKE PREPAREDNESS

Minimize hazards by keeping heavy objects and sharp or pointed items from high shelves. Keep areas behind doors clear of bookshelves and heavy furniture to prevent door being blocked.

## DURING AN EARTHQUAKE

### A. IF INSIDE

#### Avoid hazards

- Resist the urge to run. Do not leave the building as danger from falling debris is greater.
  - Do not use elevators
  - Move away from windows, glass partitions, and potential falling objects
- Take cover**
- Duck under a sturdy desk or table, crawl underneath a bed, or brace yourself with your back against an inside wall, away from glass windows.
  - Protect your head and neck from falling debris by covering them with one arm.
  - Hold on to furniture
  - In a wheelchair, lock wheels and duck as low as possible. Use anything to protect your head and neck.
  - In a crowded place, avoid getting trampled.
  - In an elevator, stay and wait for assistance

### B. IF OUTSIDE

#### Avoid hazards

- Move away from buildings, trees and power lines
- **DO NOT re-enter buildings**

### C. IF DRIVING

#### Pull over

- Leave the road clear for emergency vehicles and stay in your vehicle.
- Do not stop on or under a bridge or overpass, or under power lines.
- Do not block lanes that are exiting a bridge or tunnel.

## AFTER AN EARTHQUAKE

### Stay Safe

- Stay calm. Assess your surroundings.
- Check for injuries, gas leaks, and fires. Do not turn on lights or light matches until you are sure there are no gas leaks. Extinguish open flames.
- Be prepared for aftershocks. Move to a safe area in building interior or outside.

**Do Not Re-Enter**

- Do not re-enter damaged buildings. Evacuate the building if there is a major structural damage or fire hazard.
- DO NOT USE ELEVATORS

**Provide Aid**

- Give first aid to injured persons.
- Do not move victims unless absolutely necessary.
- Report hazards to emergency personnel.

**Follow Instructions**

- Replace telephone handsets (hang up all phones)  
Open phone lines put STRAIN on the system and interfere with emergency communication.
- Do not leave area or return home until authorities say it is safe to do so - this could be up to 72 hours.

DO NOT USE CELL PHONES TO CALL LOVED ONES IMMEDIATELY AFTER AN EARTHQUAKE. USE PHONES TO REPORT MEDICAL EMERGENCIES ONLY.



***Carey reserves the right to adjust the Resident's Handbook at any time, as needed, for the health of the community. It is your responsibility to stay up to date with the most recent version of the handbook.***