

UNDERGRADUATE RESIDENCE 2024 SUMMER OCCUPANCY AGREEMENT

SECTION I. OCCUPANCY TERMS & DATES

TERMS AND CONDITIONS: The terms and conditions of this Occupancy Agreement are binding to all students living in an undergraduate residence building on the Keele and Glendon Campuses. These terms and conditions include, but are not limited to, health and safety related policies, regulations and guidelines as discussed in Section III below.

PUBLIC HEALTH: Due to the evolving nature and uncertainty of communicable diseases such as COVID-19 and monkeypox, York University Housing & Conference Services reserves the right to amend or terminate this Occupancy Agreement, or delay occupancy, at the University's option, in the event that: (1) the University determines, in its sole discretion, that it is prudent or necessary to do so for reasons of public health or resident safety, or (2) the University is required to keep residences closed by government order or public health guidelines.

SUMMER OCCUPANCY: Based on the room preferences indicated within your application, York University shall provide a room for occupancy for a **minimum of 30 nights** in accordance with the arrival and departure dates as stated on each resident's application for Summer Residence.

Residents living on-campus for the Fall-Winter 2023-2024 Term will be approved to stay in their Fall-Winter Residence room until their Summer Residence room is ready. Information on the date to move to their Summer Residence room will be included in their Summer Residence Acceptance Letter. Residents not living on campus for the Fall-Winter 2023-2024 Term can apply to move in as early as **May 3, 2024**.

Residents who have been offered a room on-campus for the Fall-Winter 2024-2025 Term will be provided with a date to move to their Fall-Winter Room in August and will be permitted to stay in their Summer Residence room until their Fall-Winter Room is ready. **Note: returning residents are not guaranteed a space in Fall/Winter residence and are strongly encouraged to apply early to improve their chances of getting an offer.** Residents who have not received an offer for the Fall-Winter 2024-2025 Term must vacate their room by noon (12:00pm) on **August 12, 2024**. Residents who have an exam after this date and need an extended move-out must email a copy of their exam schedule to residence@glendon.yorku.ca.

EXTENSION OF TERM: Residents wishing to change their departure date must contact Summer Residence via email (residence@glendon.yorku.ca) before the first business day of the month. For example, if a resident was planning to stay for the entire summer period but decides to move out on **June 15, 2024**, the resident must email Summer Residence before June 1, 2024, otherwise the resident will be charged until the first of July.

Residents who have an exam after **August 15, 2024**, and need an extended move-out must email a copy of their exam schedule to residence@glendon.yorku.ca.

TERMINATION: The University reserves the right to take any necessary actions to ensure the health, safety and security of all residents, which may include the removal of students from residence if

required. Housing & Conference Services can terminate this Occupancy Agreement, at any time, if it is determined to be in the best interest of the University.

The University may impose terms on students who have been evicted from residence, including a ban on entering residence and/or other buildings, and deem them ineligible to apply for housing in future years. The process to re-enter residence, as per the appeals process, will be outlined in the decision letter from Residence Life and Housing & Conference Services.

SECTION II. ELIGIBILITY & ROOM ASSIGNMENTS

ELIGIBILITY: Students must meet the following criteria to be eligible to live in undergraduate residences:

- a. Current undergraduate students do not need to be enrolled in Summer Term courses to be eligible to stay in Summer Residence but must be registered in a full-time program at York University. Newly-admitted undergraduate students must be enrolled in at least one S1, S2 or SU course.
- b. Students who have an outstanding balance on their student account or a history of significant and/or various behavioural infractions or incidents contrary to the Student Code of Rights and Responsibilities are not eligible to live in an undergraduate residence building.

Housing & Conference Services reserves the right to limit assignments to undergraduate students under 28 years of age. Exceptions may apply for Glendon students. Please contact Housing & Conference Services for any questions.

ROOM ASSIGNMENTS: Students cannot change their room/building assignment without written approval from Housing & Conference Services. Students are not permitted to lend or sublet their room to another individual at any time.

ROOM CHANGES: Housing & Conference Services reserves the right to move students to another room and/or residence building at any point during the occupancy period. If students are relocated due to behaviour/conduct issues, the University may assess a Transfer Fee as well as a higher rate for the new room (if applicable).

A student wishing to change their room/building assignment may request to do so in writing by emailing residence@glendon.yorku.ca.

ROOM TRANSFERS: Students who want to request a different room/building assignment after moving in are required to contact residence@glendon.yorku.ca. Transfer requests will be reviewed by Residence Life and Housing & Conference Services on a case-by-case basis. Once approved, Housing & Conference Services will assess a Transfer Fee as well as a higher rate for the new room (if applicable) based on the day of transfer.

ROOMMATES: Residents living in shared rooms/suites must be prepared to welcome a new roommate or suitemate at any point during the occupancy period and are responsible for maintaining an acceptable level of cleanliness at all times.

Residents living in “double” rooms must ensure that their personal belongings are kept on their side of the room, unless they have been offered the entire double room as a “Super-Single.” Should Housing & Conference Services have any difficulty filling a vacancy due to space infringement or unacceptable level of cleanliness, the current occupant may be held financially responsible for the vacancy (i.e. charged the “Super-Single” rate) until filled.

SHARED SUITES: Residents living in shared rooms/suites must be prepared to welcome a new suitemate at any point during the occupancy period and are responsible for maintaining an acceptable level of cleanliness at all times.

SECTION III. HEALTH & SAFETY

HEALTH AND SAFETY RELATED POLICIES, REGULATIONS, AND GUIDELINES: Residents must abide by all Health and Safety-related policies, regulations, and guidelines adopted by the University and/or Public Health. Residents who are entering or returning to Canada are subject to all government travel advisories and restrictions, including any period of quarantine or self-isolation upon their return. Students are also required to follow reasonable directions from the University related to health and safety. Such directions are for your safety and the safety of others and may include but are not limited to a direction to submit to testing, a direction to self-isolate should you become ill and/or a direction to maintain a safe physical distance from others. Failure or refusal to follow these directions may lead to sanctioning up to and including the termination of the Residence Occupancy Agreement.

SAFETY AND SECURITY: For security reasons, residence entrances are locked and monitored by CCTV cameras at all times. Only authorized staff and residents are permitted entry. It is the residents’ responsibility to prevent outsiders and/or tailgaters from entering the residences and report any suspicious activities to [Security Services](#) immediately.

Students are encouraged to download the [York U Safety App](#).

Residents are responsible for locking their room/suite as per the Lock Agreement Form they agreed to upon move-in. Housing & Conference Services is not responsible for any loss, injury or damage resulting from failure to comply with the agreement or improper use of locks.

EMERGENCY PROCEDURES: All residents and guests are required to exit the building during emergencies that require evacuation and follow instructions given by authorized University emergency personnel (e.g., Security Services, Emergency Response Wardens and Building Emergency Captains). Residents and guests should proceed directly to the designated assembly points where additional information will be provided. No one is permitted to re-enter the residences until clearance has been granted.

FIRE PROCEDURES AND FIRE ALARMS: All residents and guest(s) are required to exit the residences at the sound of a fire alarm. In the event of fire, residents and guest(s) are required to follow instruction given by Fire Services personnel.

Fire Safety Procedures are outlined in the [Residence Handbook](#). Portable fire extinguishers are in residence for emergency use only. Severe penalties will be imposed for misuse of any fire equipment, or tampering with fire safety devices such as disconnecting, covering, or damaging smoke/heat detectors.

Students who cause fire alarms in residence may be subject to disciplinary action, criminal prosecution, fines and eviction.

SECURITY WATCH OFFICIALS: Security Watch Officials (SWOs) monitor and respond to incidents that occur within residences and are authorized to enforce rules and regulations outlined in the Residence Occupancy Agreement and the Residence Handbook.

ENVIRONMENTAL CONSIDERATIONS: Undergraduate residences are high-density, communal living environment. Housing & Conference Services cannot guarantee an environment that is free of allergens or risks due to internal or external factors beyond Housing & Conference Services' control. Students with pre-existing conditions should seek medical advice before applying for Summer Residence and follow public health protocols upon entry to campus.

EMERGENCY AND PERSONAL PREPAREDNESS: In life-threatening circumstances, students are encouraged to use their cell phones to call 911 and contact York Security Services stating their location. York has [Interior Safety Phones and Blue Light Emergency Phones](#) available for student use in emergency situations. Incoming residents are strongly encouraged to read the [Emergency and Personal Preparedness Guidelines](#) prior to moving in.

EMERGENCY CONTACT INFORMATION: Housing & Conference Services and Residence Life will use the email address and phone number(s) in the University's Student Information System and Housing Information System to communicate with students. It is the resident's responsibility to update their contact details and emergency contact information, as well as checking their email account on a regular basis for important messages from Housing & Conference Services, Residence Life, and the University.

SECTION IV. FEES POLICIES

APPLICATION FEE: A \$100 non-refundable application fee will be applied to all students that apply for Summer Residence.

RESIDENCE FEES: Summer Residence accommodation fees are outlined in the [2024 Information](#) document available on the [Summer Residence website](#). A comprehensive list of other fees that may be applicable to those living in Summer Residence can be found on the [Housing & Conference Services](#) website. Please note that fees are reviewed and updated on an annual basis. Summer Residence fees are non-refundable. Accommodation charges are not pro-rated for unused portions of the Term of this Agreement.

RESIDENCE ROOMS: Students are responsible for the full payment of their residence fees, which includes a minimum 30-night charge based on the assigned room type.

MEAL PLANS: Meal Plans are not offered during the Summer Residence Term. Residents may purchase food from a number of campus food outlets that will be open during the summer. York students can load funds onto their Flex Account at the YU-card Office located at Suite 222 William Small Centre or on the [YU-Card website](#).

PAYMENT DATES: Summer Residence fees are posted to your Student Account. [Student Account Statements](#) are posted monthly near the 18th of each month and payment is due on the 10th of the

following month. Interest charges (1% per month) will be applied to accounts with outstanding balances past the indicated due dates.

PHONE, CABLE, AND INTERNET: All residence rooms include Internet access (wired or wireless). Students can request telephone and cable TV services at an additional fee.

CANCELLATIONS: Students must notify Housing & Conference Services, in writing to residence@glendon.yorku.ca, if they opt to cancel their Summer Residence reservation. A \$150 administrative fee will be charged for application cancellations received after an acceptance for Summer Residence has been issued. A \$500 No-Show Fee will be applied to any Summer Residence applicant that does not arrive for check-in and had not previously cancelled their booking.

TRANSFERS: Any student who has received written approval to transfer to another residence or room will be assessed a Transfer Fee.

EARLY MOVE-IN: Early move-in is not offered during the Summer Residence Term.

LATE MOVE-OUT: Residents who have not received an offer for the **Fall-Winter 2024/2025 Term** must vacate their room by noon (12:00pm) on **August 12, 2024**. Residents who have an exam after this date and need an extended move-out must email a copy of their exam schedule to residence@glendon.yorku.ca.

IMPROPER MOVE-OUT: Any student who fails to move out in accordance with processes set by Housing & Conference Services as communicated in the [2024 Information](#) document available on the [Summer Residence website](#) will be assessed the Improper Move-out Fee (\$100).

WITHDRAWAL FROM RESIDENCE: Students must notify Housing & Conference Services, via email to residence@glendon.yorku.ca, if they opt to withdraw from residence. The withdrawing resident will be responsible for the remainder of their residence fees for that calendar month.

WITHDRAWAL FROM THE UNIVERSITY: Students who withdraw from the University are no longer eligible to live in residence and must vacate their room within twenty-four (24) hours of withdrawing from their courses/program. Any student who withdraws must notify Housing & Conference Services, in writing, about their academic status. The withdrawing resident will be responsible for the remainder of their residence fees for that calendar month.

REMOVAL FROM RESIDENCE: Any student removed from residence due to conduct issues is subject to sanctions outlined in the [Code of Student Rights and Responsibilities](#) as well as any applicable fees/fines.

SECTION V. RULES & REGULATIONS

UNIVERSITY & GOVERNMENT RULES AND REGULATIONS: Students must abide by all University rules, regulations, and policies, as well as any applicable Federal, Provincial, and Municipal laws. Provincial and Federal laws that pertain, including but not limited, to use of prohibited substance, alcohol consumption, and public health measures/protocols applies to all students within the residence

community. Non-compliance is subject to disciplinary actions which may include, but not limited to, student's removal from residence.

RESIDENCE RULES AND REGULATIONS: Students and guests are responsible for complying with rules, regulations, and policies outlined in this Occupancy Agreement as well as the Residence Handbook. Non-compliance is subject to disciplinary action which may include, but not limited to, the student's/guest's removal from residence.

CODE OF STUDENT RIGHTS AND RESPONSIBILITIES: Residents are required to review, and adhere to, the [Code of Student Rights and Responsibilities](#). Failure to adhere to the Code of Student Rights and Responsibilities may result in disciplinary action which may include, but not limited to, a student's removal from residence.

Residents who are registered students of another educational institution are required to adhere to the code of conduct governing student behavior of their home institution. The University may report any breach of York University's [Code of Student Rights and Responsibilities](#) to the student's home institution.

RESIDENCE LIFE STAFF: Residence Life Coordinators and Managers are Local Adjudicators pursuant to the Code of Student Rights and Responsibilities and can be approached with any questions or concerns. Local Adjudicators have the authority to address resident behaviour in accordance with the Code of Student Rights and Responsibilities and the Residence Handbook.

RESIDENCE DONS: Residence Dons are responsible for enforcing residence rules and policies, and in doing so, will endeavor to create a positive environment for all residents. While Dons are primarily responsible for their own floor/house, they serve the community, and have the authority to enforce the [Code of Student Rights and Responsibilities](#).

DISORDERLY CONDUCT: Disorderly conduct includes involvement in disturbance (alone or with others), interfering with the rights of others, as well as other unacceptable behaviours. Disorderly conduct may result in disciplinary action which may include, but not limited to, a student's removal from residence.

SECTION VI. ROOM/BUILDING RULES & MAINTENANCE

RIGHT OF ENTRY: The University reserves the right to enter residence rooms, suites and buildings, through its authorized employees, agents and subcontractors, for the purpose of carrying out duties (e.g. maintenance, repairs, construction, fire equipment inspection, pest control, technology services, cleaning inspections and cleaning services, etc.). The University may also enter residence rooms, suites and buildings to ensure the safety, security and well-being of others, or if the University believes that residence rules and regulations are being violated. Students waive any claim against the University, its officers, governors, agents and employees based upon such entry.

CONSTRUCTION AND RENOVATIONS: York University and Housing & Conference Services are engaged in several construction and renovation projects across campus and in residence buildings. Although the University will take measures to minimize the impact on the community, there may be noise, dust and disruption to services while these improvements are underway.

University and Housing & Conference Services may relocate residents to another room/building to facilitate construction/renovation activities and comply with health and safety standards. Efforts will be made to minimize any disruption caused; however, students will not be compensated, or refunded, in the event of relocation.

GUEST POLICY: All guests must abide by the rules and policies outlined in the [Residence Handbook](#) and University protocols in place. In shared units, guests (especially overnight guests) must be discussed and approved by all roommates and suitemates in advance. All guests must be signed into the building, and resident host will be held responsible for their behaviour and actions during their stay.

NOISE: Residents are required to adhere to quiet-hours policy within their building. Excessive noise, which disturbs the comfort of other residents, is prohibited.

INTERNET SERVICE: University Information Technology provides Internet service (wired or wireless) via [AirYorkPLUS](#) to all undergraduate residence buildings. Students should report maintenance issues or service interruptions directly through their office.

STORAGE: The University does not provide storage facilities for student's personal belongings or furnishings. It is the resident's responsibility to arrange for one if they require so.

ROOM DECORATIONS: Students are not permitted to paint, or make alterations in their room, suite and/or common areas. Room decorations must also comply with the University's building code and standards.

FURNITURE: Students are not permitted to bring large pieces of furniture, including beds/waterbeds, desks and dressers, into residence. Furniture cannot be removed from residence rooms, common areas or buildings. Furniture from other areas of the University cannot be relocated to a student's room.

ANIMALS/PETS: Pets are not permitted in any of the residence buildings. Students with registered service animals should contact Housing & Conference Services to make appropriate arrangements.

CLEANLINESS: Students are responsible to maintain a standard of cleanliness that creates a hospitable environment and always adhere to Health and Safety regulations. They are accountable to always keep their room/suite in a clean and orderly condition. This includes but is not limited to keeping suites/rooms free from all pests and using appropriate disposal and recycling receptacles.

Residents share the responsibility for cleanliness in the common rooms, kitchens, washrooms, and other shared space within the room/suite and building. Failure to comply with cleaning standards may result in sanctions and additional cleaning fees.

KITCHENS: Kitchen appliances are not permitted in residence rooms. Students are only allowed to keep a small compact refrigerator in their spaces. Kitchen appliances provided in suites and common areas, must be used in a safe, responsible manner.

SMOKING: York University Residence is a smoke-free environment. Smoking (including e-cigarettes) is strictly prohibited inside or within nine (9) meters of the buildings. This includes balconies, building

entrances, windows, and ventilation system air intakes. Policies on cannabis smoking, possession and cultivation are available in the [Residence Community Standards](#).

OPEN FLAMES: Burning items or use of open flames is strictly prohibited within residence. This includes, but not limited to, candles, potpourri, incense, etc. as these items pose a fire hazard. Non-compliance is subject to disciplinary action which may include, but is not limited to, a student's removal from residence.

MAINTENANCE ISSUES: All residents are required to report maintenance issues or concerns, especially when it may impact the health, safety, and security of others. Residents can report any issues via the [Online Maintenance Request Form](#).

KEYS: Students are required to agree to a Lock Agreement Form that outlines the use and functionality of the electronic lock system upon move-in. Students cannot give or lend their keys/keycards to anyone, and they are responsible for reporting lost or stolen keys/keycards to Housing & Conference Services immediately.

CHECK-IN: Students are responsible for reporting any issues with their room within forty-eight (48) hours of checking in otherwise Housing & Conference Services will deem the room to be fully furnished and damage-free. Residents can report any issues via the [Online Maintenance Request Form](#).

CHECK OUT: Residents are responsible for checking out of their room on the occupancy end date as stated in Section 1.

Before checking out, students are responsible for:

- a. returning all keys/keycards to the Housing Service Office. Cost associated with replacing keys/keycards in case lost or stolen will be assessed on the resident's account.
- b. cleaning their room/suite. If level of cleanliness is unsatisfactory, the student will be assessed cleaning fees.
- c. removing all personal properties from their residence room.
- d. updating their mailing address in the University's Student Information System. Mail will not be accepted by Housing & Conference Services on their behalf after the occupancy period.

ILLEGAL ITEMS: Illegal items, including drugs, weapons, ammunition, and fireworks are prohibited on University campus, including residence buildings. Non-compliance is subject to disciplinary action which may include, but not limited to, a student's removal from residence.

SECTION VII. LIABILITY

NO LIABILITY: The University is not liable, directly or indirectly, for the loss, damage or theft of personal property, the damage or destruction of said property by fire, water or any other causes (e.g., the loss of utilities), or any loss or damage that students or their guests may incur as a result of an emergency, whether natural or human made, that is beyond the University's control. The University is not responsible for any personal injury including death, discomfort, damage or loss to students or their guests while in residence or the University campus.

There will be no reduction in fees, or compensation, for any direct or indirect loss, theft, damage, destruction, inconvenience, injury, or discomfort whether caused by a strike or labour disruption, or public health crisis. Students should ensure that they have sufficient personal and/or contents insurance to cover any damage to, or loss of, their belongings.

DAMAGES: Students are financially liable for any damage to items found in their residence rooms and common areas, as well as any missing furniture and fixtures. Students will be assessed the full cost of repairing any damages and replacing any missing items. In the event that Housing & Conference Services cannot determine which resident is responsible for the damages, all members of the community (e.g. suite, house, floor) will be charged for the required repairs or replacement items.

ABANDONED PROPERTY: Any personal property left in the room/suite after check-out will be deemed to be abandoned and will be disposed of by Housing & Conference Services.

WAIVER: If the University overlooks any breach, default or non-observance by students or their guest(s), the University is not to be taken to waive any of its rights under this Occupancy Agreement and other subsequent breaches, defaults, or non-observances hereunder.

AMENDMENT: Any amendments to this Residence Occupancy Agreement are not effective unless approved in writing by Housing & Conference Services. The University reserves the right to alter any rates, policies and/or the terms and conditions within this Residence Occupancy Agreement if and when required. The information contained herein is current at the time of printing, however, it is necessary from time to time to alter rates, terms, conditions and policies and the University reserves the right to make these changes.

MARCH 2024