



Residents who graduate from the ND programme are permitted to stay in residence until August 30<sup>th</sup> in the year of their graduation. The Resident must have no prior disciplinary sanctions from prior occupancy at CCNM residence. Alumni are permitted to stay in residence (dependant on availability) for short stays (up to 7 days) while attending professional development courses/seminars.

## 1.2 Force Majeure

## 2.2 Move-Out Procedures

Residents must be fully vacated from their room no later than 11:00 AM on the day of their departure. A check-out list will be provided to the Resident two (2) days prior to the scheduled departure date. At this time, a refund form must be completed in order to allow Residence to refund the damage deposit back to a credit card (no cash refunds). These forms must be completed and returned to the Resident Centre prior to departure. Once received, an inspection of the room will take place once the Resident has vacated the room. Providing there are no violations or damage to the room observed by the inspection team, the designated portion of the deposit will be refunded to the Resident.

The mailroom does not forward or hold mail or packages. The resident is responsible to ensure they retrieve their packages or mail before they move out or switch rooms. It is recommended that residents check their mailboxes at least weekly.

Please note that the mailroom cannot open mailboxes. Please see your RA for a detailed procedure should you need your mailbox opened.

## Residence Facilities, Security, Maintenance and Services

### 3.1 Responsibility for Damages

At all times during their stay in residence, Residents must maintain the room and its furnishings, fixtures and equipment to the same standard and condition as exists at the time possession to the room is given to the resident, subject to normal wear and tear. The Resident will be liable for any damage to or deficiency in the room and its furnishings, fixtures and equipment, other than the damage and deficiencies noted on the room evaluation form. The Resident must give prompt written notice to the Residence Centre of any accidents, damage, or malfunctions of any kind to the room, or its furniture, fixtures and equipment. Residents are not permitted to paint the room or attach anything to the surfaces that results in damages.

### 3.2 Liability of Resident

The Resident is liable for any damage to the building structure, fittings, finishes, furniture and equipment beyond the confines of the resident's room should the damage arise from the negligence or willful act of the resident.

CCNM and Residence do not assume any responsibility for personal property that is lost, stolen or damaged from any cause.

The resident should obtain their own insurance for any valuables contained in the room to cover the above liabilities. Residence does not purchase such protection for personal property.

The resident must also take positive steps to ensure their safety by locking room doors, and ensuring only authorized individuals enter the room and residence.

### 3.3 Damage to Common Areas

Residents are responsible for taking all actions associated with good citizenship, including reporting information about damages and vandalism, and those allegedly responsible for causing the damage. Common areas include and are not limited to; corridors, lounges, stairwells, laundry rooms, the exterior of room doors, parking lot, cafeteria and other public areas of residence and the college.

### 3.4 Room Inspection

The resident agrees to allow Residence and Security staff to conduct room inspections, to ensure appropriate community hygiene and safety standards are being maintained. Save and except in situations of emergency as determined in the absolute discretion of Residence and Security staff, the resident shall be provided with at least 24-hour prior notice in writing of the intent to inspect. Residents who wish to be present during the inspection must notify the Resident Centre. Effort will be made to provide a mutually agreeable time for the inspection, however, should an agreeable time not be reached, Residence and Security staff will enter the room without the resident present.



College we strive to be energy efficient, as such, we ask that resident turn of their air conditioning when leaving their room for extended amounts of time.

### 3.11 Decorations

