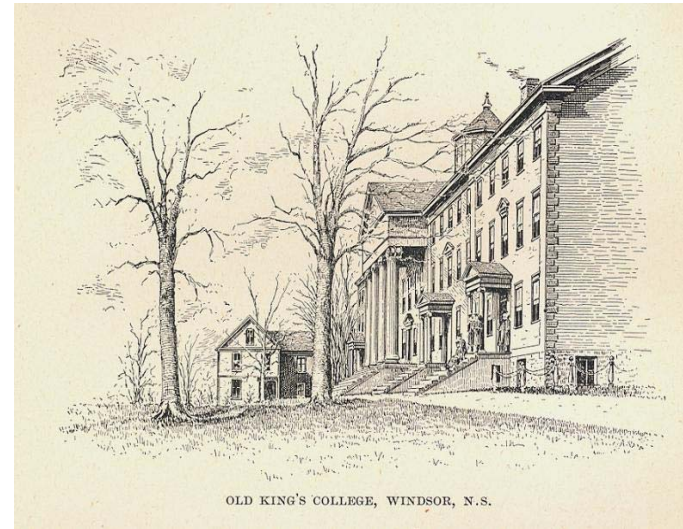


UNIVERSITY OF KING'S COLLEGE



RESIDENCE HANDBOOK

2009-2010

This Handbook contains a selection of details that we feel are important for you to know, however, it is not exhaustive.

Further details and answers to a wide range of questions may be found by asking your Don, the Dean or by checking out the Residence Web pages on the King's website:

www.ukings.ca

Important Phone Numbers

IN THE EVENT OF AN EMERGENCY, DIAL 0 AND SPEAK TO THE SWITCHBOARD. THEY WILL CONTACT 911 EMERGENCY PERSONNEL (AMBULANCE, POLICE, ETC.). THE RESIDENCE STAFF WILL ALSO BE ALERTED.

| | |
|------------------------|----------|
| Residence Switch Board | 422-6011 |
| A&A Switch Board | 422-1271 |

Residence Staff and Administration:

| | |
|---------------------------------|----------|
| Dean of Residence | ext 131 |
| Front Desk of Alex Hall | ext 132 |
| Administrative Assistant | ext 215 |
| Dons: | |
| Alex Hall Basement | ext. 485 |
| Alex Hall 2 nd floor | ext. 535 |
| Alex Hall 3 rd floor | ext. 571 |
| Alex Hall 4 th floor | ext. 604 |
| Chapel Bay | ext. 300 |
| Cochran Bay | ext. 400 |
| Middle Bay | ext. 325 |
| North Pole Bay | ext. 421 |
| Radical Bay | ext. 350 |

King's and Dal Services:

| | |
|-------------------------------|----------------------|
| Art Gallery | 494-2403 |
| Athletics | ext. 133 |
| Bookstore | ext. 261 |
| Bursar | ext. 108 |
| Campus Safety | ext. 151 |
| Chaplain | ext. 140 |
| Computer Help Desk | 494-2376 |
| CSP Office | ext. 204 |
| Dalhousie Counseling Services | 494-2081 |
| Day Students' Lounge | ext. 169 |
| EMSP Office | ext. 204 |
| Fitness Centre | ext. 202 |
| FYP Office | ext. 215 |
| Health Services | 494-2171 |
| HOST Office | ext. 204 |
| Killam Library | 494-3601 |
| King's Students' Union | 429-3399 or ext. 217 |
| King's Library | ext. 171 |

| | |
|-----------------------------------|-----------------|
| Facilities | ext. 130 |
| PCPC | 494-2626 |
| Registrar | ext. 108 |
| Sodexo | ext. 168 |
| Student Accounts | ext. 116 |
| Student Off-Campus Housing | 494-6888 |
| Travel Cuts | 494-2054 |
| Wardroom Canteen | ext. 170 |
| The Watch | ext. 198 |

Important Off-Campus Services:

| | |
|---|-----------------------|
| Emergency Calls | 9-911 |
| National Student Loans | 1-888-815-4515 |
| Art Gallery of Nova Scotia | 424-7542 |
| Provincial Day Care Services | 424-6679 |
| Queen Elizabeth II Health Science Centre | |
| Administrative switchboard | 473-2700 |
| Patient switchboard | 473-1510 |
| IWK Main switchboard | 470-8888 |
| Poison Centre | 470-8161 |
| Residential Tenancies | 424-5200 |
| Legal Aid | 420-6583 |
| Animal Control | 468-9219 |
| Police (Non-Emergency Only) | 490-5020 |
| Metro Transit | 490-4000 |
| Avalon Sexual Assault Centre | 425-0122 |

Dal Women's Centre

Located at 6286 South Street
 Ph: 494-2432
 Email: dwc@dal.ca

King's PRIDE

PRIDE supports GLBTQ students and is a very active society on campus. The executive of the society changes every year, but they make themselves known very early on and will post their contact information.

Racial Equity Liaison Officer

Oluronke Taiwo
 Email: taiwooa@dal.ca
 Phone: 494-2210
 Cell: 499-2754

Sexual Harassment Consultant

The King's Sexual Harassment Officer, Rosemary Nichols, has a confidential e-mail which is: sexualharassmentofficer@ukings.ns.ca
 Ph: 425-8266

Native Education Counsellor

Located in Henson College at Dalhousie.
Ph: 494-8863

Tutoring Service

Located on the 4th Floor of the Dal Student Union Building
Ph: 494-1561
Email: tutoring.service@dal.ca

Writing Centre

Located in room G40M in the Learning Commons of the Killam Library.
Ph: 494-1963
Email: writingcentre@dal.ca

Accessibility**Physical Disability:**

For any questions or concerns about physical accessibility at Kings please contact our Accessibility Officer, Neil Hooper.

Ph: 422-1271 ext 133
Email: neil.hooper@ukings.ns.ca

Centre for Learning Disabilities

Ph: 494-2836
TTY: 494-7091
Email: access@dal.ca

Counseling**Counseling and Psychological Services**

Located on the 4th floor of the Dal Student Union Building
Dal Counselling can help with a wide range of challenges. If you're curious just drop in or see your Don/Dean.
Ph: 494-2081

Chaplaincy

The current Chaplain is the Rev. Dr. Gary Thorne. People of all faith traditions, or none, are invited to participate in Chapel worship and events, and to use Chapel facilities. Questions can be directed to the Chaplain. Father Thorne is also available for counsel.

Chapel Website: www.kingschapel.ca
Ph: 422-1271 ext 140
Cell: 220-1287

Harassment, Abuse and Support**Avalon Sexual Assault Centre**

During Business Hours: 422-4240
24/7: 425-0122

Welcome to King's

The University of King's College was founded on the residential model of the University of Oxford, which regards residence living as a part of a student's total academic experience. Residence Life at King's aims to provide you with an environment that encourages your intellectual, social and cultural growth within an academic context. The College is more than just a place for you to learn: it is your learning community.

The purpose of this handbook is to provide you with some basic information about living in residence at King's, and to inform you about the various services which help to build and maintain our residence community.

We all—students, faculty, and staff, alike—have a role in making our campus a positive experience for all involved. Whatever your reason for coming to King's, I hope that you will take full advantage of all that our university has to offer.

With best wishes for the year ahead,

Nicholas Hatt
Dean of Residence

The Who's Who in Residence

Residence Staff

The Dean of Residence

The Dean of Residence supervises the residence staff, is responsible for campus discipline, and for encouraging a positive learning environment on campus. He can also be an advocate for you if you need access to student services. Our current Dean of Residence is Nicholas Hatt. If you need to speak with the Dean, drop into his office, which is located in Alex Hall, or make an appointment with him through the Alex Hall receptionist.

Administrative Assistant

The Administrative Assistant to the Dean facilitates the residence applications for both new and returning students and assists in the general administration of residence. The current assistant is Pat Dixon. She can be reached at ext 215 or by email at pat.dixon@ukings.ns.ca.

Alexandra Hall Receptionist

The front desk of Alex Hall is open 24 hours a day, seven days a week. During business hours there is a full-time staff member who takes care of the day to day needs of residence students. The Alex Hall front desk receptionist is Monica Farrell. She can be reached at ext. 132 or by email at monica.farrell@ukings.ns.ca. During non-business hours the Alex Hall desk receptionists are student workers.

Dons

Each Bay and Floor of Alex Hall has a live-in Don assigned to help support the students living there.

Alex Hall

Lower Level: Chris Williams, ext 485 christopher.williams@ukings.ns.ca

2nd Floor: Tiffany Robertson, ext 535 tiffany.robertson@ukings.ns.ca

3rd Floor: Angela Friesen, ext 571 angela.friesen@ukings.ns.ca

4th Floor: Lara Killian, ext 604 lara.killian@ukings.ns.ca

Bays

Cochran: Natasha Conde-Jahnel, ext 400 natasha.conde@ukings.ns.ca

North Pole: Daniel Wilband, ext 421 daniel.wilband@ukings.ns.ca

Radical: Abu Kamara, ext 350 abu.kamara@ukings.ns.ca

Middle: Chris Rice, ext 325 christopher.rice@ukings.ns.ca

Chapel: Colin Rose, ext 300 colin.rose@ukings.ns.ca

Questions? Contact Student Accounts at ext 116. Residence applications are accepted under the condition that students will remain in residence for the duration of their academic year. Even if you leave residence early, you will be responsible for paying your fees for the entire academic year. Students may be released from their residence agreement at the discretion of the Dean; however, this occurs rarely and only given severe medical grounds or extenuating personal circumstances.

Campus Resources- Who Can Help?

Living in residence is a great experience, but sometimes it can be overwhelming because you are far away from your normal support systems. It is important to know that there are many people right here at King's who are more than happy to help you with any problems you might face. Your Dons are a great resource, and you should feel free to approach them if a problem arises. The Dean is also available to guide you if you feel that you need more support. Below is a list of support services which are also available to you:

Resource & Support Offices

Academic Services

For academic advising you can also consult with your tutor (if you are in FYP). Questions concerning paper extensions and illness should be directed to the Associate FYP Director. You can also consult with the Registrar's office or with your Don/Dean who can refer you to the services below.

Black Student Advising Centre

Located in room 418 in the Dal Student Union Building.

Ph: 494-6648

Allies for Gay and Lesbian Students at Dalhousie

Ph: 429-5429

Email: dalally@dal.ca

International Student Services

For questions about services for international student at King's please visit the Registrar's office.

Please Note:

During the holiday break, students do not have to remove their belongings. You will, however, receive instructions on how to properly leave your room for the holidays.

STUDENTS ARE ADVISED TO CONSULT THE ACADEMIC CALENDAR FOR FURTHER ACADEMIC DATES.

Financial Obligations and Residence Fees

To help you understand all the different fees and costs of residence please review the table below. **The fees noted are for the 2009-2010 academic year and are only for reference.**

| Option | Room Type | Deposits Required | | Fees Due | | |
|--|-----------|-------------------|-------|------------|-----------|---------|
| | | Caution/ Damage | Gown | Sept 25/09 | Jan 15/10 | TOTAL |
| GOLD | Single | \$300 | \$100 | \$4,182 | \$4,679 | \$9,110 |
| | Double | \$300 | \$100 | \$4,090 | \$4,320 | \$8,410 |
| Residence room & 21 Meal Plan (includes two monthly guest passes) | | | | | | |
| SILVER | Single | \$300 | \$100 | \$4,353 | \$4,579 | \$8,932 |
| | Double | \$300 | \$100 | \$4,012 | \$4,238 | \$8,250 |
| Residence room & 19 Meal Plan | | | | | | |
| BRONZE | Single | \$300 | \$100 | \$4,253 | \$4,492 | \$8,745 |
| | Double | \$300 | \$100 | \$3,912 | \$4,133 | \$8,045 |
| Residence room & 14 Meal Plan | | | | | | |
| ** option not available for first year residence students** | | | | | | |

Patrol

Patrol consists of upper-year students who are employed to patrol the campus after hours and encourage residents to uphold our community standards. They are on shift throughout the week during evening and late night hours. If you need their assistance (e.g. noise complaint, , you can reach them by phoning ext 132. In the event of an emergency, contact the Switchboard by dialing 0. They will contact 911 emergency personnel immediately and inform the residence staff who will also respond.

Food Services

Sodexo is the campus food service provider. They are eager to serve and assist you! If you have special dietary requirements or any questions or concerns about food services, please contact:

Celine Beland (Account Director): ext 155 or cbeland@admin.ukings.ns.ca

Sodexo is a large employer of students and is always looking for student employees. Sodexo also operates Conference Services during the summer months.

Facilities

The Facilities staff at King's are responsible for the maintenance and upkeep of our residence buildings. Any maintenance requests relating to your residence room should be directed to the front desk of Alex Hall at ext. 132. Larger maintenance issues should be directed to your Don.

Cleaning

Service Master (Loomis) is the cleaning contractor for the university. The company uses 'green' cleaning supplies & products. Any cleaning requests can be submitted to the front desk of Alex Hall at ext. 132. Ongoing complaints or concerns should be directed to your Don.

Student Leadership Positions

President of Alex Hall and the Chair of Bays

The President of Alex Hall and the Chair of Bays are student representatives elected by residence students from the preceding year to represent your needs and concerns as a residence community. They serve as members of the Students' Union Council. They also help to organize events in the residence for the students. The Alex Hall

President and Chair of Bays may be contacted through Alex Hall desk at ext.132

King's Residence Leadership Program

The Residence office is pleased to offer a leadership initiative for outstanding, returning students. The King's Residence Leadership Program (KRLP) encourages returning students to live on campus, while providing a forum for their active leadership and participation in residence and campus events. Whether through particular programming initiatives or as Junior Dons, the objective of the KRLP is to further enhance King's community life through unique programming and events, while providing a forum for participants to continue the development of their leadership skills.

Applications to the KRLP are made available in February.

Residence Rules and Policies

Everyone at King's has a responsibility to uphold our community standards. However, the Dean's office has a responsibility to the King's community to respond if resident students, or other students on campus, disregard the College Code of Conduct, the General Regulations, and/or the Residence Regulations. All resident students are responsible for fully informing themselves of residence rules and policies and should become familiar with the University of King's College Code of Conduct and General Regulations, both of which are available at: <http://www.ukings.ns.ca/files/rezguides2009-10.pdf>

A copy of any Guidelines is also posted in each residence. These regulations include descriptions of particular actions and activities; however, these regulations are not exhaustive. *Residents are expected to abide by, and understand, the overall spirit of the regulations.* Please direct any questions to your Don or the Dean.

their Don who can facilitate this process. No room change or switch will occur before the end of September and room changes will only occur in extreme circumstances when authorized by the Dean. Unauthorized room changes are not permitted. Students discovered to have done so will be asked to return to their designated room and fines may be levied.

Pets

Pets are not permitted in residence (the exception are non-poisonous, non-walking fish in small covered aquariums).

Residence Applications

Residence Applications are made available in early January of each year and can be found online at www.ukings.ca. If you are returning to King's, you are encouraged to apply to residence as a *Returning Student*.

Returning students are guaranteed single rooms, and can choose between three different meal plans. Our upper-year students are an important component of residence life, passing on the spirit and tradition of the College to the incoming class.

Important Dates

| Student Type | Fall Dates | Fall Dates | Winter Dates | Winter Dates |
|--------------|-----------------|-------------------------------------|---------------|-------------------------------------|
| | Move In | Move Out | Move In | Move Out |
| First Year | Sat. Sept. 5/09 | 24 hours after your last exam/paper | Sun. Jan 3/10 | 24 hours after your last exam/paper |
| Upper Year | Wed. Sept 9/09 | 24 hours after your last exam/paper | Sun. Jan 3/10 | 24 hours after your last exam/paper |
| One-Year BJ | Thu. Aug 13/09 | 24 hours after your last exam/paper | Sun. Jan 3/10 | 24 hours after your last exam/paper |

Other Important Dates

September 25th, 2009: Fall Residence Fees and Tuition are due
 January 15th, 2010: Winter Residence Fees and Tuition are due
 April 25th, 2010: Residence Closes

the year by going to the DalCard office which is located at 1443 Seymour Street (on Dal campus), a five minute walk from the King's Quad.

Windows

Window sections are to remain in place and are not to be removed under any circumstances. Items and liquids are not to be thrown or dropped out of windows. Items may not be strung between or hung from windows. If your window needs cleaning, please inquire at the Front Desk of Alex Hall. Students are not to exit windows or sit in window sills for any reason at any time. Students found doing so risk immediate disciplinary action, up to, and including, eviction from residence. Students found on the roof risk immediate eviction.

Skateboards, Rollerblades and Shopping Carts

No skateboards or rollerblades are allowed to be used in the residence buildings or in individual rooms. Shopping carts are strictly prohibited on all areas of the campus and those found in possession of shopping carts may be fined.

Storage

Unfortunately, due to limited space, we are unable to provide students with any storage space on campus.

Bikes may be stored in the Bicycle Storage Room located under Chapel Bay. You can gain access to this room through the Front Desk of Alex Hall. There are also numerous bike racks in the College Quad. Bikes are NOT to be locked to handrails as they pose a fire safety risk and inhibit the movement of those who require use of the handrail.

Note: Hockey gear may be stored in the Gym. Consult with Gymnasium staff to arrange for this storage.

There is absolutely no summer storage. All items left over the summer will be discarded.

Room Changes

Typically, room changes are not permitted. Roommates having difficulty are encouraged to communicate with one another and to speak with

Health and Safety

Your Personal Safety

King's is a safe community to live in. However, you are the best defense for your own safety. In order to keep yourself and your residence room safe please keep the following in mind:

- Lock your doors and windows whenever you leave your room including trips to the bathroom, down the hall to visit friends, and lock your door before you go to bed. Do not allow strangers into residence buildings. If you see a suspicious person, call your Don, the Dean or Patrol. The College is not responsible for any lost or stolen items.
- Be aware and alert when traveling across the King's and Dalhousie campus, especially at night. Park in well-lit areas, have someone walk you to your car and keep your key out. Don't travel alone and always have money for a bus or cab home. If necessary, use the "cab fund" at the front desk of Alex Hall (return the money the next day for the next person).
- Most assaults, sexual or otherwise, are NOT committed by strangers. They usually occur at the hands of people you know. You always have the right to be free from unwanted sexual activity so trust your intuition; if you feel uncomfortable, it is an indicator that something is wrong. If you are the victim of an assault, seek help, and never blame yourself as it is not your fault.
- If you feel that someone may be following you, cross the street. If they cross, cross back again. If they still follow walk faster or run and find a store or home with lights. Don't be shy – knock loudly, tell people what is happening and yell for help.
- Drink responsibly by avoiding binge drinking and drinking games. Do not consume alcohol and drugs at the same time and never accept drinks from people you don't know. If someone buys you a drink and you accept it, take it directly from the bartender and don't leave your drink unattended. If

you begin to feel more intoxicated that you should, find a friend or tell the bar staff. Rohypnol (a “date-rape” drug) mirrors extreme intoxication. If you notice a friend acting unusual or losing consciousness, do not allow them to leave with another individual(s). Call 911 and take them to Emergency.

- If you plan a night out or a day trip, make sure to tell a friend where you are going and how long you will be gone.

Read the notices put up around campus by the campus safety coordinator and campus security concerning general campus safety as well as specific incidences that may have occurred on campus.

Campus Safety Information

IN THE EVENT OF AN EMERGENCY, DIAL 0 AND SPEAK TO THE SWITCHBOARD. THEY WILL CONTACT 911 EMERGENCY PERSONNEL (AMBULANCE, POLICE, ETC.). THE RESIDENCE STAFF WILL ALSO BE ALERTED.

Fire Drills & Alarms: Should the fire alarm sound in residence, immediately vacate the building through the nearest clear exit, and proceed to a safe distance away from the building. Keep off the driveway so as not to inhibit the movement of emergency personnel on campus. Fire exits are not to be used unless a fire alarm is in progress.

Fire Safety Procedures: If you cannot leave your room, close the door but leave it unlocked to provide easy access for firefighters. If smoke is entering your room, seal cracks with wet towels or sheets, if possible. Dial 911 and let the Fire Department know where you are, then signal to firefighters by waving a towel or sheet. If smoke enters your room, stay low to the floor. Partially open your window for fresh air or close it if smoke enters from it. Wait to be rescued. Remain calm. Do not panic.

Fire Equipment: Fire equipment and fire escapes/landings are not to be used except in the event of an emergency. Tampering with fire equipment is strictly prohibited.

misuse of the unit will be billed to your King’s account. If you unplug the fridge, be sure to prop the door open or mould will grow in the fridge.

Meal Hall and Meal Cards

Meal service is provided in Prince Hall, the campus dining hall, and is managed by Sodexo Food Services. Please check the sign outside Prince Hall for full meals times as it is not open all day long and times are subject to change. Meal Cards are required to enter the meal hall. Your DalCard is your meal card. If you lose your DalCard you must replace it before you will be permitted access.

Formal Meal

Formal Meals occur once a month in Prince Hall. They are an opportunity for the students living in residence to hear interesting talks from professors, alumni and special guests. Anyone attending Formal Meal must wear an academic gown, queue outside Prince Hall by 5:50pm and remain standing until the head table arrives and grace has been said. While at dinner, it is permitted to eat the first course while listening to the guest speaker, however, wait until after the main meal has been served before leaving your seat. If for any reason you need to leave before the formal dismissal, request permission from the President or the presider. Formal Meal Rules of Etiquette can be found in full in the Residence section of the King’s website.

Academic Gowns

Academic gowns are distributed at the beginning of the academic year to residence students. Each student is responsible for his/her gown and for returning it in good condition. If the gown is damaged or lost the student will forfeit the \$100 deposit that is included his/her residence fees. If the gown is returned in good condition \$90 of the fee is refunded to the student after the end of the academic year with the remaining \$10 going towards the dry cleaning of the gown. Students who do not return their gown by the close of residence will forfeit their gown deposit.

DalCard

The DalCard is your student identification card, Library card, provides you with access to the meal hall, and is required in order to use the U-PASS for Metro Transit. You can obtain your DalCard any time during

Keys & Smart Cards

Your smart card will provide you with access to your Residence Bay or Floor 24 hours per day, and to other Residence Bays or Floors up until the beginning of Quiet Hours. Keys and Smart Cards must not be lent to other individuals, including other residents. Students found to be doing so will be fined.

Lost Keys/Smart Cards

Lost keys/smart cards may be replaced by contacting the front desk of Alex Hall. Facilities aims to provide a replacement within 24 hours during the business week. Replacement sets will be distributed through the Student Accounts Office for a fee. Lost keys or smart cards should be replaced immediately.

Fee Payment

You may pay your tuition and school fees and fines either in person at Student Accounts, located on the 2nd Floor on the A&A Building, or online at Dalhousie Student Accounts: <https://dal.ca/studentaccounts>

Recycling & Garbage

Students are required to recycle plastic and glass drinking containers as well as paper, in the bins provided. Garbage must be tied and placed outside residence rooms before 8:00 am for daily morning pick-up. Garbage is not collected on weekends and must remain inside individual resident rooms until Monday pick-up.

Personal Items in Bathrooms

Please do not leave any personal items in the bathrooms. Personal items include, but are not limited to, toothbrushes, toothpaste, shampoo, conditioner and soap of any kind. Any personal items left in the bathrooms may be discarded by the cleaning staff as the items interfere with their daily cleanup.

Refrigerators

Each residence room has been provided with a mini-refrigerator. These units must remain in the designated room. It is the responsibility of the student(s) using the refrigerator to ensure it is left clean and in good repair at the end of the academic year (April). Any damages and/or

Fire Hazards: Objects in Hallways are considered fire hazards. Personal items such as bikes, boots/shoes, boxes, etc may not be left in hall spaces. Candles, incense, open-element appliances (grills, toasters etc), and halogen lamps: These items are prohibited as they risk the health and safety of other residents.

Sprinklers: King's College is equipped with sprinklers throughout the campus for your safety. Please be careful not to tamper with them or expose their heads to heat. Also, do not hang clothing or other objects off of residence piping.

Smoking: Smoking is prohibited in ALL residence buildings. Resident students must smoke outside of their building, using proper cigarette butt receptacles, and staying well away from doors and windows.

Weapons: Students may not possess dangerous goods or weapons of any kind or nature in residence. Students disregarding residence regulation and policies are subject to discipline up to and including: charges for associated damage, fines, community service, or eviction from residence. Students are also subject to fines levied by the Halifax Regional Police.

Health Insurance and Services

Should you fall ill or require non-emergency medical treatment, you can access Dalhousie Health Services, located in Howe Hall at 6230 Coburg Road. Services offered include routine medical exams, anonymous STI testing and sports medicine.

Booking Line: 494-2171

Hours of Operation: Monday to Friday, 8am - 10pm

Weekends and Holidays, 10am - 6pm

Canadian students must have a valid provincial health insurance card in order to access these services. International students are required to have a comprehensive medical plan to cover expenses. For information about your student health insurance plan, contact the Health Plan Coordinator in the King's Student Union Office at ext. 217.

Illness

Should you happen to fall ill or experience any health-related issues during the academic year, feel free to communicate with your Don about these issues. We will do our best to support and accommodate your needs.

Sick Trays

If a student is ill he or she may have a sick tray brought to them either by a fellow student or one of the Dons. This can be arranged through the student's Don and the ill student's meal card is required.

Facilities and General Information**Common & Residence Rooms**

Common rooms are for the general use of all resident students. Furnishings in any given room are not to be removed. Bookings may be made through the Front Desk of Alex Hall, where you can also sign out access cards and keys, if needed.

Computer Labs

Computer labs are located in the King's Library and in the Lower Level of Alex Hall. Printing is available at both these locations for a nominal fee.

Phone/Internet

Phone and internet services are included in the residence fees. Residence students have unlimited local phone calls and internet access, but do not have access to long distance plans. You can make long distance calls by using pre-paid long distance phone cards, available for purchase at the King's Bookstore (basement of the NAB), at the University Kwik Way on Coburg Road (Across from Howe Hall), or at many retail outlets. Wireless is available in the Wardroom and in the King's Library.

Mail

Your mail will be delivered to your mailbox at the Front Desk of Alex Hall. Packages sent to you can be picked up at the A&A Reception Desk. Students living in the Roost pick up their mail at the A&A

Reception Desk. The closest Canada Post mailbox for outgoing mail is located on Coburg Road, at the entrance to Lord Dalhousie Drive.

Your address while in residence is:

Your Name
Room Number and Residence building
University of King's College
6350 Coburg Road
Halifax, Nova Scotia
B3H 2A1

Guests

Non-resident students are welcome as visitors to residence. Overnight guests must not stay beyond 3 consecutive nights and their presence must be approved by the roommates of those students living in double rooms. Other residents must not be inconvenienced by guests.

Residents are advised that they are responsible at all times for the behaviour and conduct of their guests. In the event that a resident's guest(s) becomes disorderly, or disregards residence regulations, the resident is subject to discipline appropriate to the offence of the guest and the guest(s) may be barred from residence facilities. Residents will be held financially accountable for any damages caused by their guests.

Laundry

Laundry facilities are available in the lower level of Alex Hall, the lower level of Middle Bay and in the A&A building tunnel underneath Cochran Bay. Each load costs \$1 (loonies or quarters only). Students must supply their own laundry detergent. The front desk of Alex Hall does not have change. If you discover a broken washing machine or dryer, please report it to the Alex Hall Front Desk, ext 132.

Damage to King's Property

Damage attributed to individuals will be charged to the individual. Damage to public areas of the residence, not attributable to an individual or group will be charged equally to all members of the floor, wing, or Bay as appropriate.