

HOUSING RESOURCE GUIDE

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Residential Community Philosophy:

Faith Hostel's Residential Community Philosophy is to provide a high quality residence experience where you will have many opportunities to become involved in activities, meet and become friends with people from diverse backgrounds. One of the most rewarding facets of living in the hostel is the ability to live with people who are different from you. Every person comes from a different background and brings a different set of experiences and expectations for living here in the hostel. The Residence Service Agreement – Terms and Conditions as well as other Hostel Policies are intended to give you, your roommate(s), and your neighbours a common set of guidelines by which you can all live together to achieve your academic success and develop lasting friendships.

That being said, living with others in close proximity is not always easy. To live cooperatively, it is critical residents and staff members develop a mutual respect for each other and are committed to specific expectations of behaviour. The Hostel Policies and the Conduct process are based on respect for self, others, the community and taking responsibility for one's behaviour. In order to carry on its work of housing students, the Hostel, staff and students have an obligation to maintain conditions under which the work of the Hostel can proceed freely. Each member of our community shares the responsibility of maintaining an environment conducive to the achievement of the Hostel's Mission.

Resident Rights and Responsibilities

As a member living in our community, you are afforded certain individual rights that you and your roommate(s), as well as those living around you, should respect. In addition, these rights carry with them a reciprocal responsibility for you and every member in our community. Responsibilities ensure that community members are afforded the same rights regardless of their race, creed, religion, cultural background, as well as any beliefs, values or attitudes that may be different from yours, making the hostel and residential community a great place to live where all students can be successful.

To a significant extent, success in the hostel will depend on your ability to understand and balance the rights and responsibilities you assume while living in the hostel. Hostel and staff members do not assume the role of parent, and you will seldom be told what to do or what not to do with regard to your personal behaviour. The obvious exception, as with society at large, is when individual behavior threatens the health and safety of yourself, others or the community, or begins to disrupt the legitimate pursuits of others within our residential community.

You have right as well as responsibilities. You can ensure that these rights are honored through thoughtful discussion and open communication with roommates, floormates and other community members.

The following is a listing of your "rights" (Things to which you are entitled as a student living in the hostel), as well as your "responsibilities" (what is expected of you as a member of the residential community):

- **YOU HAVE THE RIGHT** to safe and secure living environment
- **YOU HAVE THE RESPONSIBILITY** to keep your living space secured and not to prop doors open. You also have a responsibility to uphold all security policies and procedures. Violations of policies and procedures put you and others at risk.
- **YOU HAVE THE RIGHT** to reasonably peaceful and quiet space in which you can sleep and study.
- **YOU HAVE THE RESPONSIBILITY** to observe quiet hours, to keep your computer and your voice at a reasonable volume in your living environment and to remind others that you expect the same of them.
- **YOU HAVE THE RIGHT** to privacy and to the fair use of your room, both in terms of space and time, and the right to be free of unwanted guests in your room.
- **YOU HAVE THE RESPONSIBILITY** to let your roommate(s) know of your wishes and preference for hours of sleep and study, and to work through any differences you may have in a peaceful manner.
- **YOU HAVE THE RIGHT** to know what is acceptable and/or inappropriate behaviour in your living environment.
- **YOU HAVE THE RESPONSIBILITY** to read the information provided for you by the hostel management. This includes, but is not limited to your Residence Service Agreement, and Residence Service Agreement – Terms and Conditions. You may report any alleged violation whether or not you were personally affected by it.

Safety Guide

Hostel Safety:

The hostel is filled with people who care about each other. All students and staff are encouraged to exercise a sense of personal responsibility for their own safety and well-being and the safety and well-being of others. When we act as a community that knows and cares about the safety of others, ourselves and our property, we lessen the likelihood of being victimized.

The hostel has a 24-hour security as well as 24-hour CCTV monitoring. Pan Atlantic University has a Police Post on campus as well as University Security.

Accessibility Accommodation Request

Accommodation requests have been classified as accessibility requests for accommodation in the hostel. The hostel is not responsible for the provision of attendant care, the recruitment of personal attendants, or carrying out activities of a personal nature.

However, there is A Room fitted to accommodate students with DISABILITY. The hostel is wheel-chair friendly.

Students with disability requesting accommodation MUST indicate their disability in their application forms.

DRUG, ALCOHOL & TOBACCO POLICY

POLICY STATEMENT: - The purpose of this policy is to ensure public safety and to maintain a safe environment for all Residents/Students and staff by preventing accidents or other dangerous incidents that may result from drug, alcohol and tobacco use. The possession, use or sale of drug, alcohol and tobacco is prohibited at all times in Faith Hostel.

FAITH HOSTEL IS A DRUG, ALCOHOL & TOBACCO FREE COMMUNITY.

FAILURE TO COMPLY WITH THIS POLICY WILL LEAD TO TERMINATION OF RESIDENCY.

DRUG: All students and staff are strictly prohibited from possession, manufacture, use and/or distribution of illegal drugs. Possession of or being under the influence of any type of illegal substance will be grounds for termination of residency and will be turned over to the authorities for further action.

ALCOHOL AND DRUGS:

Alcohol and Drug are prohibited in the Hostel. Students found in violation of the Alcohol and Drug policies will be reported to the appropriate authorities for Disciplinary actions.

Alcohol and Drugs violation could lead to Termination of Residency without refunds.

TOBACCO (SMOKING) POLICY

The Hostel is a Smoke Free hostel: Student are **NOT ALLOWED** to smoke within the hostel and its environment.

Alcohol: All residents/students and staff are strictly prohibited from possession, use, and/or distribution of alcohol in the hostel (property and its environment). This prohibition includes serving alcohol at any event in the hostel. Consuming, possessing, holding for others will constitute a violation of the alcohol policy.

TOBACCO: Faith Hostel is a tobacco free hostel and the use of tobacco products is not permitted anywhere in/and around the hostel. With the realisation that the use of Tobacco is harmful to the health of an individual, as well as the Passive bystander exposed to second hand smoke, Faith Hostel does not allow the use of tobacco in any form (including but not limited to cigarettes, chewing tobacco, hookah, and/or vapour) in the hostel and environment.

TESTING: The Hostel exercises its right to require drug testing of students/staff suspected of drug use, Searches of students/staff, their rooms, possessions and vehicle will be conducted Randomly and if Reasonable Cause exists to suspect possession of illegal drugs, alcohols and tobacco(s).

Check In / Out Procedures

Students are required to check into their hostel room space by presenting:

- I.D Card – Pan Atlantic University I.D card (for returning students)
- Letter of Admission – Pan Atlantic University (for new students)
- Faith Hostel I.D. card (issued upon arrival)

Upon checking in, students will receive Room Condition Report (list of individual furnishing items as well as general furnishing for the room.) Students will sign the list and keep a copy.

At checkout, the student must schedule a time to meet with staff member who will check out the list.

*If there are loses, damages, the charges will be deducted from the Caution Deposit.

Student's personal property must be removed. The Hostel does not hold any property for students during vacation.

FIRE DRILLS AND EVACUATION PLANS

The key to a successful evacuation is planning. Each resident must familiarize himself with the evacuation plan.

The residents should also take the following tips:

- Know the exits in the building
- Know the emergency numbers –
- Participate in all fire drills and take them seriously
- Know your meeting place outside – MUSTER POINT. Remain outside the building until allowed back in.
- Stop whatever you are doing
- Get to the nearest exit.

VISITATION

Students are allowed to have visitors during the visiting hours:
4pm – 6pm Mon – Fri and 2pm – 6pm Sat – Sun.

Visitors are NOT allowed in the Rooms, Study Hall and Common Room. Visitors are allowed in the Visitor's Room, Shop/Convenience Store, Canteen and Courtyard.

Visitors are allowed in the Canteen, Shop and Laundry during the day, when the canteen, shop and laundry are open for business.

Canteen: Breakfast 7am – 10am

Lunch 12noon – 3pm

Dinner 6pm – 9pm

Shop: 8am – 8pm

Laundry: 9am – 6pm

All VISITORS MUST check in at the front desk to obtain VISITOR'S CARD. Cards MUST BE PROPERLY DISPLAYED.

HOSTEL WINDOW POLICY

Windows in the Hostel

Policy related to windows in the residential hall:

To preserve the uniform appearance of the community the following expectations are in place for the Hostel windows:-

- All window blinds visible from the exterior must be those provided by the Faith Hostel
- Drapes and other window covering are not permitted
- Aluminum foil or similar window covering is not permitted on windows
- No items (including flags, banners, sign or other items) shall be hung from, attached to, or hung out of windows.

Damage Charges

The following is a summary of the charges that will be levied for damages /losses.

This list is not to be comprehensive or exclusive, and also may involve other disciplinary actions. Other or unusual charges are computed on a time and materials basis. Please be aware that charges are subject to change.

Minimum charges quoted are based on average time and materials. Actual charges will be based on real time and material costs (real time market costs)

Damage charges do not limit our ability to pursue other remedial steps.

| S/N | Items | Charge |
|-----|--------------------|--------|
| 1. | Bed | |
| 2. | Mattress | |
| 3. | Pillow | |
| 4. | Bedsheets | |
| 5. | Blanket | |
| 6. | Mattress Cover | |
| 7. | Desk Chair | |
| 8. | Sofa | |
| 9. | Coffee Table | |
| 10. | Wall Clock | |
| 11. | Flower Pot | |
| 12. | Reading Lamp | |
| 13. | Table Fan | |
| 14. | GSM- Desktop Phone | |
| 15. | Safe | |
| 16. | Wardrobe Key | |
| 17. | Door Key | |
| 18. | Trash can | |
| 19. | Dressing Mirror | |
| 20. | Window Blind | |

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|-----|--|--|
| 21. | Stationary Caddy | |
| 22. | Smoke Detector | |
| 23. | Picture Frame | |
| 24. | Bed Side Mat | |
| 25. | Door-Room | |
| 26. | Door Key (Room) | |
| 27. | Light (Room) | |
| 28. | Light Fitting (Bath Room) | |
| 29. | Ceiling Tiles | |
| 30. | Hanger(s) | |
| 31. | Refrigerator | |
| 32. | Shaving Mirror | |
| 33. | Shower Curtain | |
| 34. | Towel Rack | |
| 35. | Shaving Light | |
| 36. | Multiple Socket | |
| 37. | WC (Toilet Set) - Seat - Commode | |
| 38. | Toilet Roll Holder | |
| 39. | Toilet Brush | |
| 40. | Shower Caddy | |
| 41. | Stain-Wall | |
| 42. | Stain-Floor | |
| 43. | Wash Hand Basin | |
| 44. | Facet | |
| 45. | Shower Head | |
| 46. | Water Heater | |
| 47. | Miscellaneous | |

ROOM INSPECTION

The hostel officials including residence hall staff, housekeeping and maintenance personnel may enter rooms to fulfill their duties, in cases of emergencies, or in cases of reasonable suspicion of activity endangering the individual or community, or in cases where there is suspicion of policy violation.

1. Unannounced fire safety checks, as mandated by fire marshal may take place at any time.
2. Health and safety inspections may occur a minimum of once per semester when rooms are inspected for cleanliness, damage to property and fire hazards.