

# RESIDENCE HANDBOOK



Box 4000  
Three Hills, AB  
T0M 2N0  
Phone: (403) 443-5511  
Fax: (403) 443 3050



# MEMORIAL HALL





# Welcome!

Welcome you to your new home! The Student Development Team is committed to serving students within a supportive residential community. This handbook will introduce you to the residence purpose, requirements, staff, services, responsibilities, discipline and emergency procedures. It also serves as the formal rental agreement between you and Prairie College. By applying to live in residence you are agreeing to the responsibilities and conditions described.

## TABLE OF CONTENTS:

Residence Requirements	Page 4
Residence Staff	5
Residence Facilities and Services	6
Residence Policies and Procedures	7
Entertainment	14
Disciplinary Procedures	15
Emergencies	16

## RESIDENCE PURPOSES

The purposes of the residence at Prairie College includes the following:

### **1. Provides an economical, healthy and safe living environment.**

The residence is a modest but comfortable and safe home for single students. There is a mutual economic advantage to both students and Prairie College through living together in a residence community by sharing costs and wise stewardship of God's resources.

### **2. Supports the academic journey of students.**

Research demonstrates that residential life positively contributes to student retention, academic performance and program completion (e.g. Pascarella and Terenzini, *How College Affects Students*, 2005).

### **3. Cultivates a Christian community.**

The residence forms a fertile context for the life and growth of a Christian faith community. The community is a dynamic expression of Christ's life as students participate in the life of Jesus within His community. Denominational, racial, cultural, gender, age, academic, career interest and socioeconomic diversity provides opportunities for students to appreciate the richness of the Christian community. Within this diversity students can develop significant relationships and learn the attitudes and actions of maintaining the unity of the Spirit (Eph 4:2-6). Students can learn from each other, encourage each other, and care for each other.

### **4. Fosters the process of Christian development.**

This community environment positively influences individual student discipleship and life transformation that cannot be replicated by private residence situations. In this sense, the residence forms a "classroom for life" to develop attitudes and actions that are essential to living and working together with others.

For these reasons, residence life is an important contribution to the educational and formational process at Prairie College. The residence is an intentional process by which students are formed in Christ and transformed for service.

## RESIDENCE POLICY

These residence purposes result in the following policy.

All single students are required to live in the Prairie College residence, with the following exceptions:

- Students living with parent/s or legal guardian/s at home in the Three Hills vicinity.
- Students taking two courses (6 credit hours) or less within a semester.
- Students 22 years of age or older.
- Students who have 60 or more credits earned toward their Prairie program.

The same requirement applies during the spring/summer sessions.

Appeals for an exemption from the residence requirement policy because of an extenuating circumstance can be made in writing to the Director of Student Development. Such an appeal must be submitted at least three weeks before the semester in which the student is requesting exemption.

Appeals to live with a Sponsor family can be made in writing to the Director of Student Development. A Sponsor family arrangement must meet the following criteria:

- Housing arrangement 1) must not be a separate apartment but must be a same dwelling room and board situation that is adequate and healthy, 2) cannot be co-ed and 3) must involve a parent-like directed and supervised household.
- Household supervisor willing to make the commitments of the Sponsor family agreement.
- Demonstrated financial need of the student.

Such an appeal must be submitted at least three weeks before the semester in which the student is requesting exemption.

The Director of Student Development assigns residence rooms with double occupancy. Students may apply for single room occupancy. If approval is granted for single occupancy, an additional fee is charged for this privilege to those students who are required to live in the residence.

Residence fees are charged per semester. If a student moves out of the residence during the semester a refund will be given as follows:

- Moves out before the first day of second term – 25%
- Moves out on or after the first day of the second term – 0%

### **Meal Plan Policy**

All students living in residence must purchase a meal plan for the Sanford Hanson Dining Room because:

- The residence is not equipped with appliances/facilities for all the students to cook individually.
- Eating together is a key element in developing a relational community. Like the kitchen table in a home, eating together in the Dining Room is a key aspect of nurturing 'family' relationships.
- The Dining Room, not the residence, is equipped for cooking with health and safety standards and requirements.

Students with special dietary requirements should immediately contact Jeremy Downing, the Director of Food Services. He works with students to provide an appropriate meal plan. This may involve an extra cost.



In exceptional circumstances where students are not able to participate in the full meal plan option, they may appeal for a declining card balance (DCB) meal plan. This is a \$100.00 per week plan charged at the beginning of each semester to purchase food at either the dining room or the Atrium café at retail prices. This plan is non-refundable but can be topped up if you run out mid-semester. Appeals must be submitted to the Dean of Student Development ([glenn.loewen@prairie.edu](mailto:glenn.loewen@prairie.edu)) at least three weeks before the semester in which the student is requesting exemption.

Students who cannot be present for a mealtime in the Dining Room (e.g. sports game, clinical practicum, scheduled flight) have lunch bag availability. Students need to contact the Dining Room at least 24 hours in advance and the Dining Room will prepare a take-out meal.

Meal plan fees are charged per semester. If a student leaves the residence and thus leave the meal plan during the semester a refund will be given of the amount remaining after the Friday noon meal of the week you are removed from the meal plan plus the equivalent of an additional week administration fee.

## RESIDENCE STAFF

### Director of Student Development

The Directors of Student Development are full time staff/faculty positions that provide primary leadership in achieving the purposes of the residence. This includes facilitating ministries such as discipling, reconciliation and restoring, basic community care, character formation initiatives, and general oversight of personnel and programs.



#### REV. GILLIAN BLOMSMA

Director of Student Development – Women, Hyflex Students

[gillian.blomsma@prairie.edu](mailto:gillian.blomsma@prairie.edu)

587.432.0596

Office located in Cunningham Hall #290



#### MICHAEL BOOKLESS

Director of Student Development – Men, Families

[michael.bookless@prairie.edu](mailto:michael.bookless@prairie.edu)

403.445.1985

Office located in Memorial Hall #384

### Impact Leaders

Impact Leaders are trained college students responsible for ministry of fostering Christian development within the campus community. Each Impact Leader is accountable to a Director of Student Development and assigned to a small group of students called an Impact Group. The responsibilities of the Impact Leader include facilitating an Impact group community, discipling members of the Impact group, equipping an assistant leader, implementing the Community Covenant and supporting the residential community. You can contact your Impact Leader about maintenance needs, concerns about a roommate, residence issues, or personal problems.



## RESIDENCE FACILITIES AND SERVICES

### Kitchens

There is a kitchen/lounge on each floor of the residence with a fridge, sink and microwave oven for occasional use. Please remember to clean up after yourself when using the kitchen. Fire regulations prohibit kitchen doors from being left open at any time.

### Laundry Rooms

Laundry rooms are supplied with high efficiency washers and dryers. Each machine costs \$2.00 per use. You will need to download an app called "Coinamatic CP Mobile" to use the washer and dryer, and then add money to your account using a credit card. If you do not have a credit card and/or a smart phone, you can purchase a laundry card on campus to use for laundry services.

Please be mindful of the following when using the laundry facilities:

- Remove your laundry from the machines in a timely manner.
- Remove and clean the dryer lint trap after each use.
- Remember to turn off irons when done using them.
- Refrain from removing another students clothes from a machine.

Prairie College is not responsible for lost, stolen or damaged items.

### Lounges

These are located throughout the residences for relaxation, reading and visiting.

### Rooms

Rooms are designed for double occupancy. Each room has two beds (with storage drawers), two overhead cupboards, two closets, and two desks. All of these are built-in fixtures. Beds are supplied with mattresses. Each room has a mirror. The window has a venetian blind.

Room dimensions:	3.5 x 3.96 meters	11.5 x 13.0 feet
Bed size:	96.5 x 190.5 centimeters	38 x 75 inches
Desk top:	101.6 x 76.2 centimeters	40 x 30 inches
Window outside measurement:	167.6 wide x 137.2 centimeters high	66 x 54 inches

### Storage

There is some room for storage of personal belongings during summer break. In order to store items you must complete a "Storage of Personal Items" form and submit this to the Director of Student Development. Items stored must be well packed, clearly identified, marked if fragile, and claimed within six months of leaving Prairie. You are responsible for all items at all times and are advised to purchase insurance. Prairie takes no responsibility for losses due to water, fire, theft, or structural damages during storage or at any other time.

### Upper Room

This is a lounge located in Cunningham Hall, open to both men and women from 8am until 11:59PM, Sunday to Thursday, and 8am until 1:59AM, Friday and Saturday. Only women are permitted after these hours.



## **Vacuum Cleaners**

Vacuum cleaners are provided for you to use.

## **Washrooms**

Each floor of the residence has a washroom with sinks, toilets, and showers.

## **What to Bring**

Please see the Prairie website for advice on what to bring.

<https://www.prairie.edu/wp-content/uploads/2023/03/What-to-Bring-to-College-updated.pdf>

## **WiFi**

Wifi is available throughout campus and in the residence. Students will be instructed on how to connect their devices during orientation.

# **RESIDENCE POLICIES AND PROCEDURES**

## **Absences**

For safety reasons, please notify your Impact Leader of any departure that involves an overnight absence.

## **Bicycles**

Bicycles cannot be stored in your residence room or hallways. There is bike storage in the residence. Please see your Director of Student Development for more information.

## **Cleanliness**

You are expected to keep your room in respectable condition at all times in order to promote orderliness as a character quality, provide an environment that shows respect for yourself and others, fire safety, as well as for basic health/hygienic reasons.

## **Common Areas (including spare rooms)**

Housekeeping staff and service groups regularly clean and disinfect showers, clean washrooms, and remove garbage from common areas (except kitchens), as well as vacuum hallways, stairwells, and entryways. Your responsibilities include disposing of personal trash into the outside dumpsters (not in common area garbage containers), picking up garbage left on campus grounds, cleaning up after yourself, not leaving personal belongings in common areas, as well as cleaning kitchens, lounges, ovens, sinks, and accidental messes. Do not remove items from common areas.

## **Curfew and Evening Hours**

Students in residence are expected to govern their evening hours in a responsible and appropriate manner.

There is no official curfew for students in the residence. However, Student Development staff members may assign a curfew when it is deemed necessary for issues relating to irresponsibility, immaturity, poor academic performance or conduct.



## **Damage/Maintenance**

There is a required room damage deposit that is refundable in whole, or in part, depending on your responsibility in care and cleaning. You are also responsible for all damages you have incurred beyond the damage deposit amount. Upon departure, all non-college property must be removed and all Prairie property must be restored to the room. You will be charged for any missing furniture (e.g. mattresses, desk chairs), damage to the room and its furnishings, lounges, corridors, or other parts of the building or equipment, furnishings, or landscaping that is caused through either intention or neglect. If individual responsibility cannot be determined, residents may be charged collectively for these damages. Therefore, it is your responsibility to report damages as soon as they occur, whether or not you are personally responsible.

Activities that can cause facility damage such as removing windows or screens, playing sports in hallways, water and food fights, rollerblading/skateboarding in buildings, using air soft or paintball guns are prohibited. Report any damage or maintenance issues to your Impact Leader. Do not attempt your own maintenance.

## **Dangerous Goods**

Any type of dangerous goods (e.g. propane, gasoline, car batteries, fireworks), weapons of any kind with the exception of small pocket knives (e.g. Hunting bow, cross bow, swords), firearms (e.g. guns, rifles, paint ball guns, air/pellet guns) must never be stored anywhere in the residence. Tires are a fire code violation and should not be stored in the residence building. Tire storage is available, please see Director of Student Development for storage location. Tires must be labeled.

## **Dress**

Be considerate of others with regard to modesty in residence. Be advised that maintenance and housekeeping staff work in the residence during office hours.

## **Entrance Fob**

The residence entrance doors are locked 24 hours a day, 7 days a week, for security and safety. Each student is issued an access fob that opens the entrance door 24 hours a day, 7 days a week. The fob is for the exclusive use of the student to whom it is issued. You are to use your own fob for entry/exit. To maintain security and safety do not use your fob to swipe in for other people.

Lending your fob or borrowing another's fob is a severe breach of security. Report a lost or stolen fob to the ICT department as soon as possible.

## **Fire Safety**

The following are responsibilities and regulations related to fire:

- Hallways must be clear of any obstructions at all times (even when students are moving in or out) because they serve as the fire exit. Nothing is to be hung on the hallway ceilings or walls. Failure to comply will result in a \$25.00 fine.
- Nametags on the outside of the doors are to be visible and legible. Failure to comply will result in a \$25.00 fine.
- Doors cannot be more than half covered with paper or posters.
- There can be no throw rugs in hallways.
- There can be no curtains over doorways.







- Only appliances that automatically turn off can be used in residence rooms.
- No matches, candles or incense can be used in the residence.
- Irons are to be used in the kitchen, lounge, or laundry room, but not in your personal room.
- Do not tamper with fire safety equipment, including exit signs, fire extinguishers, heat and smoke detectors, alarm bells and emergency lighting.
- Please let your Impact leader know if you will be gone overnight. This is to ensure safe and efficient evacuation of the dorms, in case of a fire.

## **Guests**

You may have an overnight guest in your own room. You will need to receive permission from your roommate and you must register with and follow the protocols provided by Guest Services (located in the Maxwell). There you can obtain a key and a swipe card. You are responsible to inform the guest of the residence expectations and you are fully responsible for the guest's behavior.

## **Keys**

You will be assigned a key to your dorm room. The cost to replace a lost dorm key is \$100.

## **Lost and Found**

Submit found items to Reception in the Maxwell Center atrium.

## **Lounges**

Items (e.g. furniture, TV's or DVD players) are not to be removed. Ensure that the lounge is left cleaned when you leave. TV's and DVD players may be available in these lounges to view movies (that comply within the guidelines of the Residence Entertainment Policy).

## **Mini Fridges**

There is a \$50 fee per semester for keeping mini fridges in your room.

## **Moving In**

New students may move into dorms on Orientation Day. If you need to arrive earlier, you will need to connect with your admissions counselor.

Returning students may move into residence up to 24 hours before their first class.

You will receive a Room Responsibility Report when you move into your dorm room. You should meticulously fill out this report, noting any and all previous damage, cleanliness problems or necessary repairs. The Report needs to be submitted within the first week of moving in to your Director of Student Development.

## **Pets**

Pets are not permitted in residence with the exception of fish in tanks of 25 liters or less.

## **Practical Jokes**

Caution needs to be exercised so that jokes do not breach kindness and respect. Jokes contravene this

basic Christian responsibility if they disturb others, violate moral or ethical standards, cause physical injury, cause property damage, cause hard feelings and/or cause humiliation or other emotional damage.

## **Privacy**

Prairie staff respects the privacy of students. However, staff may enter your room for the following reasons:

- to perform maintenance
- when there is reason to believe that residence policy is breached
- to deliver important notices
- emergency situations
- to assess cleaning and maintenance requirements
- safety or security concerns

If the situation is not an emergency advance notice will be given to you about such an entry. If your room is entered by a staff member, your door will always be left locked.

## **Quiet Hours**

The residence should be quiet during the following times to enable students to sleep, have devotions, or study.

- All days: 10:30pm-8:00am
- Sunday: 1:30pm-4:30pm
- Exam Weeks all 24 hours

Quiet is defined as limiting any noise so as not to disturb roommates or other residents. This includes refraining from excessive noise when in outdoor proximity to the residence because external noise can be equally disturbing. During quiet times there should be consideration in the use of kitchens, lounges, and showers. Disregarding quiet hours can result in a fine.

## **Rental Agreement and Payment**

Rent is payable in full at the beginning of each semester for the entire semester.

Residence is closed for the Christmas Break but you may leave belongings in your room during this break. If you want to stay on campus during the Christmas break you need to register with Guest services. If you withdraw from Prairie for any reason, the room must be vacated within 24 hours unless the Director of Student Development has granted special permission.

## **Room Décor/Display**

The atmosphere of the residence is purposed to engender growth in desire for godliness and goodness. Room décor should not be suggestive, immoral, occultist, pornographic, or even questionable in nature. You may not use tacks, pins, nails, staples or screws to hang items. You may use removable tape that does not damage the paint/walls.

## **Room Departure Responsibilities**

Each student is responsible to thoroughly clean his/her own room as well as participate in the cleaning of







all common areas on the floor as designated by the Impact Leader. Students must vacate the residence within 24 hours of the stated end date of semester. Any extension to that date must be approved by the Director of Student Development. You must return your room key to the Director of Student Development or you will incur a fine. Upon departure, staff will check rooms using the Room Responsibility Report that you signed when you moved into assess any damage/maintenance or cleaning charges.

### **Roommate and Roommate Assignments**

Residence rooms and roommates are assigned by the Director of Student Development. Any request for preference should be made in writing to your Director at least three weeks before the semester begins. Rooming changes must be approved by your Director of Student Development and is subject to a \$50 administrative fee.

### **Security Doors**

The security doors between the men's and women's residences should remain closed at all times. The doors are used only for emergencies or in extraordinary situations when opened by staff.

### **Security and Theft**

Prairie accepts no responsibility for theft, loss or damage of personal property, including losses that are a result of structural damages or accidents. Existing Homeowners Insurance (i.e. parents insurance) may cover losses and you are advised to check with the insurance provider. If this insurance does cover your personal possessions, you are advised to purchase Renter's insurance. For your own protection you are advised to:

- retain a minimum of valuables and money in your room
- keep your room door locked when you are not present
- record serial numbers of all valuables in case of theft
- report any theft to your Director of Student Development immediately
- enter another person's room only if you have received permission
- use another person's belongings only with permission (entering into another's room or borrowing without permission is both inappropriate and illegal)

### **Small Appliances**

Personal microwaves are not permitted in individual rooms. The floor kitchens are equipped with microwaves. Airfryer, hotplates, etc, may be used only in the kitchen.

### **Tire Storage**

There is a designated spot on campus for car tires. See your Director of Student Development for more details. Tires can not be stored in the dorms.

### **Televisions**

Lounges are equipped with TV's for your use. You are allowed one TV/monitor in your personal room. Every additional TV/monitor will have a \$50 fee per semester.



## Utilities

Wise utility consumption is an environmental and stewardship concern. Please turn off lights and electrical components when not in use. Keep windows closed in cold weather and when you are not in your room. Ensure that windows are closed and the heat turned down prior to your departure at Christmas.

## ENTERTAINMENT

Because we have personal freedom to do something does not mean we have the Christian freedom to do so. Christian responsibility requires a wise stewardship of mind, body, and time. Responsibility for choices on issues of entertainment should be based on the following principles.

- Love – Will exercising my freedom in this choice build the body of Christ? Will it cause someone to use my actions as license for the misuse of liberty? Am I causing division in the body of Christ? Liberty should not cause another person to stumble, to be made weak, or to turn from Christ. This principle of love applies to both the weaker and the stronger one in faith. The stronger need to consider the sensitivity of the weaker; likewise the weaker must consider the freedom of the stronger (Rom. 14-15; 1 Cor. 8; 10:23-33).
- Conscience – Will this choice offend my conscience? (Rom. 14:22-23)
- Edification – Will this choice be profitable to my spiritual life, to God's goals for me, to my health, to my testimony to the lost, and my life as an example to other believers? (1 Cor. 6:12; 10:23)
- Control – Will this choice enslave me? Has it enslaved me? Will this choice be evidence of, or does it contribute to, my enslavement? (1 Cor. 6:12b)
- Temple – Will this choice help or hinder my body as an instrument of serving God? The New Testament teaches us that the body is the temple, the dwelling place of the Holy Spirit, and should be cared for accordingly. (1 Cor. 6:19-20)
- Exaltation - Will this choice glorify or exalt the Lord and His glory? (1 Cor. 10:31)
- Constraint – Is this choice beneficial for building the kingdom of God or is it simply an act of selfishness? (2 Cor. 5:14-15)

Choices about what is considered admissible in the residence affects a large number of people. Therefore, as well as taking the above into consideration when making entertainment choices, we have adopted general guidelines for the residence. Those guidelines are as follows.

## Movies

We utilize Alberta Film Ratings: Content Descriptors - [www.albertafilmratings.ca](http://www.albertafilmratings.ca) to help identify whether or not movies are permitted in residence. Many are simply permitted, but we ask that you also obey your own understanding of biblical mandates and follow your conscience. Note here the descriptors that prohibit or make a movie questionable for residence viewing.

**QUESTIONABLE:** Any movies with the following descriptors are considered questionable and permission for viewing must be granted from your Director of Student Development or your Community Life Coordinator.

Coarse language, Crude Content, Disturbing Content, Frightening Scenes, Language May Offend, Sexual Content, Sexually Suggestive Scenes, Substance Abuse, Violence.

**PROHIBITED:** Movies with the following descriptors simply are not permitted viewing in residence. Brutal Violence, Gory Scenes, Gory Violence, Gory Brutal Violence, Crude Coarse Language, Nudity, Explicit Sexual Content, Crude Sexual Content, Sexual Violence.

## **Video Games**

We utilize ESRB Content Descriptors to help identify whether or not video games are permitted in residence. Many are simply permitted but, as with movies, obey your conscience before God. Note the following descriptors that prohibit or make a video game questionable for residence play.

**QUESTIONABLE:** Games with the following ESRB descriptors are considered questionable and permission for play must be granted from your Director of Student Development or your Community Life Coordinator.

Use of Drugs, Use of Alcohol, Use of Tobacco, Fantasy Violence, Violence, Blood, Blood and Gore, Language, Lyrics, Suggestive Themes, Sexual Content, Simulated Gambling.

**PROHIBITED:** games with the following ESRB descriptors simply are not permitted for play in residence. Crude Humor, Intense Violence, Mature Humor, Partial Nudity, Nudity, Real Gambling, Sexual Themes, Sexual Violence, Strong Language, Strong Lyrics, Strong Sexual Content.

## **Music**

Music is a medium that has a powerful impact and influence on our lives. It should positively contribute to discipleship of the individual and the community. The following principles apply to music that is listened to, played or stored in the residence:

- The message should not promote, explicitly or implicitly, any philosophy or action that is anti-biblical.
- The music must demonstrate respect, consideration, and deference toward others. The personal conviction of an individual should not be forced on others.
- The volume should not disturb others at any time. Your music should not be heard in other rooms or disturb a roommate. During quiet times particular sensitivity to others should be exercised by using headphones.

## **DISCIPLINARY PROCEDURES**

The responsibilities articulated in the Community Covenant are foundational to all the relationships and responsibilities within the residence. By applying to live in the residence you are agreeing to live according to this Community Covenant as well as by the responsibilities articulated in this Residence Handbook.

You can view the Community Covenant using the following link:

<https://www.prairie.edu/wp-content/uploads/2023/03/Community-Covenant-2020.pdf>

The Corrective Discipline process serves as the foundational manner in which irresponsibility will be addressed within the residence. This may include measures such as appropriate restrictions, accountability, boundaries, counsel, monetary fines or in extreme situations eviction from the residence.

See the Prairie website for the corrective discipline process.

<https://www.prairie.edu/wp-content/uploads/2023/03/Carefrontstudent.pdf>



You are subject to immediate eviction from the residence for any of the following, although not limited to this list:

- Vandalism – this includes intentional damage or unreported damage.
- Tampering with safety equipment – this includes actions such as pulling fire alarms, discharging fire extinguishers, or disconnecting smoke detectors without just cause.
- Possession, use or selling of illegal substances.
- Theft.
- Physical assault of a student or staff member.
- Harassment (of any kind), coercion, or intimidation of another person.
- Possession of weapons such as guns, knives, swords, pellet or air guns.
- Break and entry or illegal entry.

In legal issues (e.g., physical assault, theft, and possession of illegal substances) appropriate authorities will be contacted.

## EMERGENCIES

### **In the case of injury:**

- Contact your Impact Leader. If he/she is not available contact any Impact Leader.
- Contact your Director of Student Development, Community Life Coordinator, or on-call person (numbers located on bulletin board in your hallway).
- If the injury is minor but does require medical attention, the local hospital has a walk-in clinic.
- Generally, call an ambulance when you feel you cannot handle the situation. Definitely phone an ambulance for the following:
- Any collapse;
- Loss of consciousness (more than fainting);
- Head or spinal injury (do not move the person);
- Severe bleeding (use gloves);
- Seizures (reason is unknown or epilepsy out of control); or
- Severe chest pain (difficulty breathing, grey-bluish in color).

### **In the case of fire:**

- Close the window and door of your room as you leave.
- Leave your room light on.
- Pull the fire alarm if it is not already ringing.
- Proceed to the nearest exit and go directly to the designated evacuation area.
- Ensure that you account for your roommate. If not accounted for, communicate this immediately to your Impact Leader or member of the Emergency response team.
- Do not re-enter the residence until official permission has been granted to do so.







PO Box 4000 Three Hills, Alberta, Canada T0M 2N0

Phone: 403.443.5511

Toll free: 1.800.661.2425

[www.prairie.edu](http://www.prairie.edu)

