

More info on ... Building Safety

Guests

Your guests are required to show valid photo identification when entering the residence on weekends. As well, your guests will not be granted access to the building unless they are accompanied by you. Common sense and common courtesy apply when you want friends to visit your room. Before inviting guests, check with your roommate. If your roommate is writing a paper or studying for an exam, the distraction of others in the room may not be welcome.

Overnight guests may stay at your discretion; however, out of consideration for your roommate, his/her consent is required prior to inviting any overnight guest. You must limit the stay of your guest to no more than 10 days per semester. You are reminded that entertaining guests is a privilege which may be withdrawn for various reasons.

You assume responsibility for any guest that you bring into the residence, including responsibility for damages caused by your guests. It is also your responsibility to ensure that your guests comply with the Residence Understandings. The dining hall is open to your guests (provided that they are accompanied by you); they must pay cash for all their food purchases.

Signing in Your Guests

In order to maintain adequate security in the residences on weekends, you are required to register your guests (not exceeding two people) at the front desk. Your guest may be asked to leave at any time if it is deemed by residence staff that the individual is not acting in accordance with the Residence Understandings as outlined throughout this website. There may also be occasions when disciplinary sanctions are taken against you for the behaviour of your guest(s), so please be careful about whom you sign in as a visitor.

Any residence, with the agreement of the residence staff and the Residents' Council/Association, may restrict access of guests. An example of this agreement is a no-guest policy in all the residences during Orientation and weekends in September, Homecoming in October, Frost week in January, and a limited guest policy during exam periods.

Keys

Out of concern for the safety and security of all residents, access into and inside the buildings is controlled. Accordingly, residents can expect the following regulations concerning keys to be enforced:

Can I lend my keys?

You are not permitted to lend your keys and disciplinary sanctions may be applied if you do. Furthermore, residence staff will confiscate keys held by individuals to whom they do not belong. You are only permitted possession of residence keys that have been issued to you by the Division of Housing and Ancillary Services (Note: UWO keys are not to be duplicated.) Anyone found in possession of an unauthorized Division of Housing and Ancillary Services key will be subject to a minimum fine of \$75 and the possibility of further disciplinary action.

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What if I lose my keys?

Spare keys are available for sign-out at your front desk if you need them. Misuse of spare keys is a serious offense and is considered sufficient grounds for termination of your residence contract. Spare keys are intended for short-term use only and must be returned within one hour from the time they are signed out. If they are not returned within an hour, you will be charged a \$25 fine. Additional \$25 fines will be assessed each week until the spare keys are returned. Once you accumulate \$100 in fines a lock change will be ordered. Each occurrence of signing out a spare key will result in a new cycle of fines being imposed.

You are permitted to sign out spare keys a limited number of times. Each time you sign out your spare keys in excess of three times per calendar month and/or 15 times per academic year, an administrative charge of \$25 will be assessed.

Lost keys jeopardize building security. If your keys remain outstanding after 24 hours, you will be billed for the full cost of a lock change. If you live in a residence with an electronic card-access system, you will be charged an administration and key-replacement fee.

How do I sign out a key for the music room or weight room?

You must leave your Western 1 Card to sign out a key from the residence clerk's office for the music room or weight room. You should not hold the key for an undue length of time as other residents may wish to use the same area. It is up to you to ensure that keys are not outstanding beyond the time period placed on the use of such facilities. Furthermore, you are responsible for the facilities in designated rooms during the time(s) that the keys are in your possession. Misuse of keys is a serious offence and may be considered sufficient grounds for termination of a student's residence contract. Keep in mind that these rooms are for the use of residents only -- no guests please. Please note that key sign-out procedures may vary by residence.