

RESIDENCE HANDBOOK 2011 – 2012

Ensuring Our Future Through Commitment To Youth

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Бітаємо/Welcome

We are happy to welcome you to our Mohyla Institute family this session. Mohyla Institute's well-established reputation has spoken for itself amongst the Saskatchewan community for ninety-five years. Mohyla Institute prides itself on being a leader, innovator and a driving force in the community. Our desire is that Mohyla Institute will provide you with personal challenges, fresh growth and development as an individual and an awareness and acceptance of who you are and how you can also serve others. We are a residence that promotes academic excellence, leadership, has a family environment, is safe and offers excellent meals.

Mohyla Institute is a part of a large Canada-wide Ukrainian Self-Reliance League of lay organizations and institutions affiliated with the Ukrainian Orthodox Church of Canada. We are the only family of Ukrainian organizations that is totally Canadian with headquarters located in Canada. Further, our organization is completely Canadian based. Our only "outside" link is spiritual and cultural with Ukraine, and other Ukrainian Churches and organizations in the Diaspora.

Mohyla Institute promotes Christian teachings and a lifestyle according to the ancient Eastern Orthodox Tradition. All students and guests are welcome to attend liturgy services at All Saints Church or Holy Trinity Cathedral (both in Saskatoon) or your own local church. Occasionally the Institute celebrates certain feast holidays in its chapel and has workshops/lectures. We encourage all to participate. Mohyla Institute has two chaplains who are always available to provide guidance and assistance. Please refer to your residence handbook for more information.

As a residence within the Ukrainian community of our Canadian Mosaic, Mohyla Institute offers related activities and courses to people in Saskatoon and the surrounding communities. Our annual programming has, in the past, included an Adult Ukrainian conversational language course (*Rospys*), weaving and a variety of courses throughout the year. Residents are encouraged to take part in these activities and "in-house" activities such as caroling and Pysanky (Ukrainian Easter Egg writing).

On behalf of the Mohyla Institute Board of Directors, "Бітаємо – Welcome" to Mohyla Institute, your home for this year's university/college session! We hope your stay with us will be enjoyable and your scholastic pursuits a success!

Executive Director
St. Petro Mohyla Institute

Metropolitan Petro Mohyla

THE INSTITUTE'S NAME SAKE

Mohyla Institute takes its name from a scholar and churchman, Metropolitan Petro Mohyla. The son of a Moldavian Prince, Petro Mohyla first came to Ukraine in 1607 to study at a monastic school in L'viv. He chose to further his education by studying abroad, notably in Paris, after completing his studies in L'viv.

At the ascension of the new Polish King Wladislaw in 1632, Mohyla petitioned for greater freedom in matters of faith as well as the return of historic sights of the Ukrainian people. He was successful. The new king granted a charter of rights to Ukraine that included recognition of the Metropolitanate of the Ukrainian Orthodox Church, but restricted the Church hierarchy to six bishops. The charter also provided for the re-opening of Ukrainian Orthodox churches, establishment of Ukrainian schools and the freedom to establish more printing presses.

Metropolitan Mohyla was soon implementing the hard-won charter of rights. He began to restore and rebuild Ukrainian Orthodox Churches like St. Sophia's sobor and St. Basil's Cathedral and the Decjantennu, recalling some of the former splendour of the Ukrainian Orthodox Church.

Metropolitan Mohyla realized the enlightenment was needed to retain the hard-won rights, reaffirm a national consciousness and maintain a strong Ukrainian Orthodox Church. He initiated a vigorous education program, re-established schools, opened new ones at Vennetsi (1634) and Kremanetski (1636), and raised some established school like the Kiev Brotherhood School and the Mohyla Academy to the university level.

Metropolitan Petro Mohyla did not only spend his energy and wisdom in order to achieve his objectives. He also spent his personal wealth on the restoration of Orthodox Churches and to maintain colleges and monastic schools. In order to do this, he sold his fiefdom and personal treasures. When those funds were exhausted, he turned to the monasteries and to well-to-do Ukrainians for assistance.

The work was taxing, but Metropolitan Petro Mohyla continued his rigorous work until in 1647, at the age of 50, he died.

A Brief History of Mohyla Institute

A complete account of the first twenty-five years of the Institute was written by J.W. Stechishin in Ukrainian, and appears in the Jubilee Book 1916-1941.

During the first decade of the last century, after attending to their basic needs, recent immigrants from Ukraine turned their attention to the education of their children. At that time, a number of teachers and students of Ukrainian origin formed a student society. They were very concerned about the economic and cultural well being of their fellow Ukrainian-Canadians. They had decided to establish a Ukrainian-based institution in Saskatoon. In 1916, a fundraising campaign for the establishment of such a facility was launched.

The campaign was highly successful and in June 1916, a call for students went out. These students would attend public, secondary, Normal Schools (teachers' college) and university. Both sexes would be accepted. The Institute would offer Ukrainian language, history and literature classes. An underlying principle of the institution was *'To be a good Canadian citizen, it was desirable to maintain one's origin and national culture'*.

Later that year the Institute was opened and named in honour of Petro Mohyla, an outstanding educator and dignitary of the Orthodox Church in Kyiv. It was housed in rented premises. There were 35 students in this non-sectarian Institution. In 1917, the Petro Mohyla Institute was incorporated. That year, the number of students increased to 70. The next major decision was to purchase and remodel a suitable building to house the Institute. A building was obtained and served as the institute to the end of 1964. During these years, the mix of students shifted gradually from a predominance of public and high school to the present situation where virtually all are pursuing university or other post-secondary education.

A Brief History of Kameniori Students' Society (Каменяри)

The history of *Kameniori* is closely knit with that of the Institute. Surprisingly enough, *Kameniori's* formal founding is older than that of the Institute itself.

In 1913 there were four Ukrainian university students in Saskatoon. These students were keenly interested in taking advantage of Canadian opportunities and becoming successful in Canada. They realized that Ukrainians could contribute much to Canada. These students frequently gathered at the Queen's Hotel and held discussions. It was these same students who formed the nucleus for a Ukrainian Students' Organization that in turn was the root for *Kameniori*. From the Ukrainian Students' Organization originated the idea for an Institute which would provide residential and cultural facilities for Ukrainian students.

The founding of *Kameniori* and its first formal meeting took place on October 28, 1917. This meeting (as well as successive meetings) were attended by Ukrainian students both from outside and inside the Institute. The name *Kameniori* was also chosen at this meeting, replacing the former name, Ukrainian Students' Organization.

The name *Kameniori* is appropriate in its symbolism. It is the name of a poem written by one of the most prominent Ukrainian poets, Ivan Franko, who died just one year before *Kameniori* was formed. The ideals outlined by Franko in the poem were the ideals sought by *Kameniori*. In the poem, the poet depicts stonecutters with mallets in their hands clearing a roadway through a huge rock. Many of them will be hurt by falling rock and many more will die. Not all the stonecutters will see the results of their hard labour, but nonetheless they struggle on – if not for themselves, then for future generations. This poem symbolizes Ukrainians in their struggle for a liberated Ukraine. It tells them they will achieve this through mutual cooperation, determination and a united effort of physical and mental labour. Thus *Kameniori* were also in a sense stonecutters. They were Ukrainians in Canada who did not currently have the opportunity for education. *Kameniori's* obstacle was not a rock, but rather illiteracy, poverty, and dissension in political and religious outlooks on the frequently unfriendly attitude held by non-Ukrainians in Canada toward Ukrainians. *Kameniori's* tool was not a mallet like that of the stonecutters, but rather their education.

In the early years of *Kameniori*, members frequently made speeches and debated on prevalent topics and issues of the times. The Revolution in Russia in 1917 was the cause for much concern by Ukrainians in Canada. In 1918, members of *Kameniori* discussed the founding of the Ukrainian Greek Orthodox Church of Canada.

On November 11, 1917, *Kameniar* passed a motion that every Institute resident must become a member. This still holds true today. At that time, all members paid \$1.00 in membership fees.

In the spring of 1918 the Empress Hotel (located on 401 Main Street) was purchased. This was the new Institute. It offered ample facilities for study, activities and *Kameniar* meetings. It housed more than 100 students. As a result, *Kameniar* activity soared!

In the following year (1918-1919) a program of planned activities was outlined. However, because of the deadly influenza which swept Canada in the autumn of 1918, the Institute was forced to close until Christmas.

When the Institute once again re-opened in January of 1919, the students hastily prepared themselves for Ukrainian Christmas Eve to which they invited former *Kameniar* members, Ukrainian youth from the city, and the Rector. Along with the traditional supper of 12 meatless dishes, the students caroled and practiced Christmas traditions. This is still traditionally celebrated at the Institute.

That same year, *Kameniar* members decided to annually celebrate the Feast of Jordan (Epiphany) together along with others. They invited guests from both the city and out-of-town to celebrate together at the Institute, since all the students were back from caroling and Christmas in their respective homes. This ritual is also practiced by *Kameniar* today.

That same year, in 1919, a weekly handwritten paper, "*Kameniar*" was published. The few copies available were passed from person to person and read with enthusiasm. The Institute itself publishes a newsletter called *Holos Institutu* (Voice of the Institute).

The first *Kameniar* yearbook was published in 1919, and since then, *Kameniar* have published quite a number of yearbooks.

The practice of annual initiation of new students was begun somewhere at this time. This initiation is still practiced, culminated by formal swearing of members to *Kameniar*.

Kameniar's activity expanded to include contact and exchanges with other Ukrainian Institutes which were organized in Western Canada. In the late 1920's, *Kameniar* became involved in debating and public speaking competitions with the Michael Hrushevsky Institute, now known as St. John's in Edmonton and its affiliate St. Andrew's College in Winnipeg. This involved the exchange of only the few students who were involved in debating. Later, in the late 1950's exchanges or excursions of many students from the Institutes in Edmonton and Saskatoon were organized in which the competition in debating was complemented with a drama competition and sports tournaments. Concerts of dancing, choral singing,

and drama finalized these weekends in which each Institute partakes. In the 1960's, St. Vladymyr's Ukrainian Institute in Toronto and St. Andrew's College in Winnipeg began sending their students to take part in these exchanges.

In February of 1975, for the first time ever, students from the three western Institutes traveled to Toronto for the student exchange.

Over the years, the *Kamenjari* Club has been quite active. The president of each *Kamenjari* and the body of students for each particular year is largely responsible for each individual school year's output. In addition to regular memberships, associate memberships are also offered to those students who live outside the Institute who wish to take part in *Kamenjari* activities.

Only recently, *Kamenjari* have broadened their outlook and have become a member of CYCK (Susk) – Canadian-Ukrainian Students' Society (Post-Secondary). Believing in the adage, "In unity there is strength," *Kamenjari* have joined with other Ukrainian student clubs in Canada to promote a richer, better Canada through cultural diversity and mutual respect amongst the variety of cultural groups that up this country, Canada.

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Administration

STAFF

Office (9:00 a.m. – 5:30 p.m.)

Lucille McInnes	Executive Director
Rachel Zelowsky	Office Manager

Kitchen

Anna Epp	Head Cook
Becky Hovrisko	Weekday Cook
Leigh Hanning	Weekend Cook
Iryna Gryshchenko	Assistant Cook/Caretaker
Oksanna Stetsenko	Assistant Cook/Caretaker

Maintenance and Caretaking Services

Adrian Robson	Facilities Maintenance Coordinator
Eric Huy Thai	Caretaker

MOHYLA INSTITUTE BOARD OF DIRECTORS

Executive Members

Steve Senyk, Chairman (Regina)
Gerry Luciuk, Vice-Chairman (Regina)
Nadia Maruschak-Clay, Treasurer (Kamsack)
Cheryl Fedusiak, Secretary (Saskatoon)
Alicia Myall, Member-at-Large (Saskatoon)

Regional Representative Members

Dr. Bernie Trischuk (Yorkton)
Terry Ludyk (Prince Albert)
Jerry Sopatyk, Member-at-Large (Meacham)

Chaplains

Very Rev. B. Demczuk
Very Rev. B. Makowsky

Housing Policy & Goals

Mohyla Institute provides students with a secure, clean, comfortable and supportive living environment that enhances cooperative community living and students' personal, social and academic development.

Student housing provides community environments that assist students to develop all aspects of their lives to the fullest extent possible. Residence administration works with students to ensure that academic, social and personal support systems are made available on an on-going basis. Services are provided to assist students achieve higher levels of success in all aspects of their academic experience.

The Institute facilities maintain high standards of cleanliness, maintenance and security. The Institute is kept free from disruptive noise, general disruptiveness, irritations and distractions. It is a community where students feel comfortable, secure and at home.

The Board of Directors of Mohyla Institute is committed to the ideal that students are largely responsible for determining their own paths in life and that residence management must assist students to accomplish the goals they have identified for themselves. Residence living teaches personal and group skills as well as a responsibility to the community. Students are given an opportunity to interact with their peers and to contribute to the management of the Institute community as a part of the Kamenjari Student Society. The Institute assists students to learn the human relations skills necessary to effectively socialize with others, to work as a member of the community dedicated to the attainment of shared values and ideals, and to the achievement of community goals and objectives.

Institute administration will continue to involve students in decision-making which affects them within the Residence and will encourage and facilitate student involvement in the provision of residence programs and student services.

Institute administration will work with the students to keep vandalism, damages and noise to a minimum while maintaining security, cleaning and maintenance standards. Maintenance and preventative systems will be developed and maintained to the highest possible effect upon students' well-being and development as the principal consideration.

Student housing will be kept as relatively inexpensive as possible within the mandate to break-even financially. Housing and board rate increase proposals will take into account housing rates in the Saskatoon area, but the major emphasis will be on the nature of the Institute.

Institute administration will effectively train and support its own staff, and offer training and support to others involved in the Institute in order to properly enable

them to realize their goals and objectives. Training programs will be offered on a regular, on-going basis with special emphasis on the needs and interests of new staff and new students.

Before you apply, please read this booklet carefully. The application is a legally binding contract. If you are under 18 years of age, one of your parents/guardians must also sign the application. Complete and sign the entire application and send it in, along with a deposit of one month's accommodation fees to Mohyla Institute. Receipt of your application and deposit of one month's accommodation fees by Mohyla Institute does not guarantee a room.

Mohyla Institute reserves the right to refuse any application and return the deposit of one month's accommodation fees and post-dated cheques for causes including, but not limited to, financial and disciplinary reasons.

a. Confirmation

When you have been accepted to live at Mohyla Institute, you will receive a confirmation letter that will confirm your reservation. You will be notified as to your specific room number either at this time or at check-in.

Accommodation fees are payable at the General Office and are due as instructed in the confirmation letter.

If you have not made the payment by the date indicated, Mohyla Institute will cancel your contract and you will forfeit your deposit of one month's accommodation fees. If you have applied for and will be receiving financial aid at a later date, you must forward written verification to avoid having your contract cancelled.

Mohyla Institute's student society, Kamenari, collects a fee of \$35.00, which it manages in order to provide a variety of programs and services, and this is due upon check-in (cheques payable to Mohyla Institute).

Applications are placed on the waiting list in order of the date they were received. You must keep the office informed of where you can be reached while you are on the waiting list. If you find other accommodations while you are on the waiting list, please notify Mohyla Institute immediately in writing, to cancel your application.

b. Arrival

Your contract begins on the date stated in your acceptance letter. Food services also begin at this time. Early arrivals must be cleared by the office by way of written request.

c. Check-Out (Withdrawal)

The process of checking-out is simple, as outlined below:

- Prior to check-out; remove all your personal belongings from your room. Clean your room **thoroughly**, close the windows, turn off the lights and lock the door. Return keys to the office.
- A check-out inspection will be completed after you have vacated. If you wish to be present for the room inspection, please make arrangements with the office.
- Please be advised that an improper check-out will result in an automatic forfeit of your deposit. All financial accounts must be settled prior to your departure.

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A. RESIDENCE CONTRACT

It is important to understand that the contractual relationship between Mohyla Institute and the resident students is **Licenser/Licensee** rather than landlord/tenant because of the community nature of residence life. The contract couples certain rights with certain responsibilities and these rights can be lost by a **breach of contract**.

Mohyla Institute has authorized accommodation and a dining program to be provided to approved residents at the residence (the "Residence") for those periods as specified and incorporated into and forming part of this agreement (the "Residence Contract").

In consideration of the assignment of residence facilities and services as hereinafter described, the resident (the "Resident"), named in the application contract form (the "Application"), which is forwarded with and forms part of this Residence Contract, hereby consents and agrees to be bound by all charges and the terms, conditions, rules and regulations specified or referred to in its Residence Contract.

1. Number & Gender

Wherever the plural is used, the same shall be constituted as meaning the singular and vice-versa, and the masculine shall be construed as meaning feminine as the sex or context requires

2. General

The Residence Contract is the grant of a license from Mohyla Institute to the Resident to occupy a study bedroom (the "Room") within the Residence during the period for which it is issued (the "Contract Period"). The grant of a license is coupled with other rights, including the right to board and the right to use, in common with other Residents, common areas on a particular floor in the Residence during the Contract Period. Mohyla Institute reserves the right to decline the Application of any person for a Residence Contract.

3. Resident

- a. The Resident must, during the Contract Period, maintain his status as a student at a post-secondary institution.
- b. The Resident must become and remain a member of Mohyla Institute's Student Council, "Kamenari", during the Contract Period.

- c. The Resident confirms that the Application is submitted as part of, and incorporated by reference into, the Residence Contract and is complete, true and correct in every particular.
- d. The Resident will obey and observe the Code of Student Behaviour of the University of Saskatchewan (or of other post-secondary institutions in Saskatoon), and the “Rules and Regulations, Policies and Procedures & General Information” as published by Mohyla Institute.
- e. The Resident will not assign any rights whatsoever to which he may be entitled under the Residence Contract which is a personal agreement solely for the benefit of the Resident.

4. Accommodation

a. Room Assignment

- i. The Resident shall specify on the Application the type of accommodation. Residence rooms will be assigned by the Executive Director in order of the receipt of applications. A confirmation notice will be mailed to the Resident to confirm that the application has been accepted and the Room has been assigned.
- ii. Though Mohyla Institute will do its utmost to comply with stated accommodation preferences, the right to assign Rooms lies within the absolute discretion of Mohyla Institute.
- iii. Mohyla Institute reserves the right to reassign Rooms to maintain Double Room status, if applicable.

b. Double Room Occupancy

- i. If requested on the Application, Mohyla Institute will allocate a Roommate to the Resident. Allocation of a Roommate will be based on the information provided on the Application.
- ii. If a Resident has requested a Roommate, and the Roommate fails to move in on the designated check-in date, Mohyla Institute will try to provide the Resident with another Roommate. The Resident will be charged the Large Single Room rate until a Roommate is assigned. If Mohyla Institute cannot find a Roommate to move into the Resident’s Room, it may be necessary to relocate the Resident to another Large Single Room, already occupied by one student. The Resident may elect to remain in the original Large Single or a Small Room on his own and pay the appropriate room rate.

5. Fees & Deposits

- a. Deposit/Application Fee
 - i. The Resident Contract will not be entered into unless accompanied by the required Deposit of one month's accommodation fees (the "Deposit") as specified in the Application form in Canadian currency. No interest is paid on the deposit. Upon vacating, the Room will be inspected to determine the extent of damage and additional cleaning required, in excess of normal wear and tear. Charges for such damage and cleaning, together with any other costs for which the Resident is responsible under the Residence Contract, will be deducted from the Deposit. A minimum \$125 cleaning fee will be deducted. Any balance remaining will be forwarded to the Resident
 - ii. The Resident will be responsible for any damage or cleaning costs, in excess of normal wear and tear payable under the Residence Contract in excess of the Deposit.
- b. Additional Charges
 - i. Mohyla Institute reserves the right to add to Contract Fees amounts for which the Resident is responsible pursuant to this Residence Contract including, but not restricted to, costs for processing dishonoured cheques, late Contract Fee payment and for changing Room locks together with administration charges incurred in processing such costs.
 - ii. The Resident further agrees to pay and be bound by any fines or other charges levied pursuant to the Regulations whether imposed individually upon the Resident or required as a prorata contribution among fellow residents in the Residence as set forth in *Section 8* hereof.
- c. Contract Fees
 - i. Contract fees for Room and/or Board ("Contract Fees") are payable by the Session in full, by Term, or Monthly, according to the Contract Period on or before the due date as specified in the Application form.

6. Cancellations

- a. The Deposit, less a \$300.00 Administration Fee, will be refunded to the Resident where:
 - i. The Resident has not been admitted to a post-secondary institution and the Office has received both a written certification by the post-

secondary institution of the Resident's non-acceptance and a written refund request from the Resident.

- ii. The Resident is on a waiting list due to non-assignment of a Room and the Office has received a written refund request and the Residence is fully occupied as of the Contract Commencement Date. In these cases the administration fee will not apply.
- b. Any cancellation other than as set forth above will forfeit the complete Deposit due to a breach of contractual obligations. (There may be extenuating circumstances wherein the student requests to cancel. Each case will be assessed individually at the discretion of Mohyla Institute).

7. Withdrawals After Taking Occupancy of the Room

- a. The Resident withdrawing from Residence, for whatever reason, will submit a written Notice to Vacate, **30 days prior to moving**.
- b. The Resident withdrawing from Residence, for whatever reason, including eviction, will forfeit their security deposit. If a written Notice to Vacate is given less than 30 days prior to moving, the Resident will forfeit their security deposit.
- c. Upon withdrawal from Residence, any Room key assigned to the Resident shall be delivered by the Resident to the Office. Failure to do so will result in the Resident being charged a \$75 key fee.

8. Resident Responsibility

- a. The Resident is responsible to Mohyla Institute for the general condition of the Room and of the furniture and fixtures therein and will, upon taking occupancy of the Room, complete a Room Inspection Report (provided by Mohyla Institute).
- b. The Resident shall keep and maintain the Room in a neat and tidy condition at all times during the Contract Period.
- c. Except for normal wear and tear and damage occasioned by fire and other risks covered by standard fire and extended risk policies for insurance carried by Mohyla Institute, the Resident is responsible to Mohyla Institute for:
 - i. Damage to or breakage of property belonging to Mohyla Institute in and about the immediate vicinity of the Room.

- ii. Damage to or breakage of property belonging to Mohyla Institute beyond the confines of the Room, other than as set forth in (i) above, caused by the Resident.
- iii. Damage to or breakage of property belonging to Mohyla Institute on the floor on which the Room is located (the "Floor") under circumstances where reasonable inquiry fails to disclose the individual or individuals responsible. Responsibility shall be apportioned on a prorata basis among the Residents.

9. Resident Property

- a. All property of the Resident or guest of the Resident in the Residence is at the risk of the Resident and not of Mohyla Institute, whether damage or loss is due to interruption of water, heat or other utilities or by fire or by other risks covered by theft or other cause whatsoever. Mohyla Institute expressly denies any responsibility or liability for any damage to or loss of the property of the Resident or of a guest of the Resident.
- b. The Resident will not have in nor use in the Room firearms, hazardous materials, narcotics, pets, waterbeds or any articles of property as may from time to time be prohibited by Mohyla Institute.

10. Early Termination

- a. The Residence Contract and the license granted by it may be terminated and the Resident required to vacate the Residence
 - i. On demand where:
 - 1. In the opinion of the Executive Director, the continued presence of the Resident in the Residence constitutes a real apprehended danger to the physical safety of the Residents in the Residence;
 - 2. The registration of the Resident as a student has been cancelled or where the Resident has been expelled or suspended or where the Resident ceases for any other reason to be a student of a post-secondary institution; or
 - 3. The Resident has failed to pay all Contract Fees within thirty (30) days of the due date specified;
 - ii. On twenty-four (24) hours written notice to that effect given to the Resident or placed inside the Room where:

1. The Resident is guilty of a breach of the Code of Student Behaviour or other Regulations where, in the opinion of the Executive Director, the breach concerns a matter affecting the operation of the Residence and/or the well-being of the Residents;
 2. The continued presence of the Resident in the Residence is contrary to the best interests of the Residents for any reason.
- b. All evictions pursuant to this section shall include the removal of visiting privileges to the Residence, including all common or public areas.
 - c. The Resident will vacate the Residence as required pursuant to *Section 7* hereof, and will pay any administrative, legal or other related costs incurred in effecting the removal of the Resident from the Residence.
 - d. In the event the Resident fails to vacate the Residence and comply with the withdrawal procedures set out in *Section 7* hereof, Mohyla Institute may, without further notice to the Resident, enter the Room (whether the Resident is present or not) and remove to storage the property of the Resident and thereafter deny all further access to the Residence or to the Resident, except for the purpose of allowing the Resident to take possession of his stored property and complying with withdrawal procedures of the Residence.
 - e. If, at any time, the Resident ceases to be a student at a post-secondary institution, the Resident will withdraw from the Residence within 30 days and will comply with the withdrawal procedures as set out in *Section 7* hereof.

11. Dining Hall & Meals

- a. The Resident is individually and collectively responsible with his fellow Residents to maintain cleanliness, health and safety standards within the dining hall. Hats are not to be worn in the dining hall during designated meal hours.
- b. Food fights are strictly prohibited. Involvement in any such activity shall be viewed as a breach of regulations of a most serious nature.

B. RULES & REGULATIONS, POLICIES, PROCEDURES & GENERAL INFORMATION

ADMINISTRATION OFFICE

- Office hours are Monday to Friday, 9:00 a.m. to 5:30 p.m. If you require assistance, please report to the office. If you require a meeting with the Executive Director, please set up an appointment.

AMENITIES

- There are a number of amenities to be enjoyed while staying at Mohyla Institute: game room ping-pong table, piano, study room, cable TV, TV lounges and DVD player.
- The lounges are to be cleaned and maintained by the Kamenari Society. Failure to do so will result in the locking of those facilities and/or all residents charged for the cleaning of those areas.

CODE OF STUDENT BEHAVIOUR

- The Code of Student Behaviour of the University of Saskatchewan can be obtained from a number of sources, including the Registrar's Office.

COOKING

- For safety reasons, Residents may not cook in their rooms. No use of any cooking appliances within the rooms is allowed with the exception of kettles, coffee makers, popcorn poppers, blenders and cocktail-type refrigerators, which must be approved by the Executive Director before use.
- A microwave oven is provided for Residents' use in the dining hall.

DAMAGES

- You will be charged for replacement or repair of damages caused in your room based on the cost to restore the room's facilities to their original condition. Damage attributed to individual Residents will be charged to them immediately.
- In the public areas of the Residence, notably the lounges, games room, study room, dining hall, hallways, laundry room, etc., costs to replace or repair are assessed and are charged to individuals when responsibility is

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established. However, when individual responsibility cannot be determined, the Damage Deposit(s) of all or a group of residents will be charged at the discretion of the Executive Director. This means Residents of a floor, wing, or the entire Residence may become responsible collectively for restoration costs.

EMERGENCY PROCEDURES

- Students should familiarize themselves thoroughly with all emergency information. After checking in, students should take a tour of the building to locate all exits and emergency equipment, fire hoses, heat detectors, fire alarm bells, pull boxes, and exit lights.

EVICCTIONS

- The residence Contract may be cancelled by Mohyla Institute for a number of reasons, in which case the student involved will be required to vacate the Residence. Such evictions are usually made at the discretion of the Executive Director in consultation with Mohyla Institute Kamenari Student Council.

FIRE

- Pull the fire alarm box located in the corridor. Leave the building immediately. Proceed to the outer exit and descend the stairway. In a building with heavy smoke, crawl with your face down toward the floor where there will be much less heat and smoke. If the smoke is too heavy, stay in your room.
- If you are in your room and the fire alarm rings, feel the door from top to bottom before opening. If it is hot, do not open. Open the door slightly only if it is cool. If there is obvious heat and smoke in the corridor, close the door and remain in your room. Prevent smoke from entering your room by wedging wet towels or clothing underneath the door and in all vents. If at all possible, telephone **9-1-1**.
- Attract the Fire Department's attention while in an enclosed room by hanging a sheet, towel, or piece of clothing from the window. Remember that more people are injured by smoke and panic than by fire itself.
- Fire Drills may be conducted occasionally for your own safety. Evacuation during such a drill is mandatory.

FURNITURE – COMMON AREAS/LOUNGES

- In common areas, the furnishings are there for the use of *all* Residents. They are **not** to be taken to individual rooms. Please respect the furniture! Do not abuse! Remember your Damage Deposit may be used to either replace or repair. Removal of furniture from common areas may result in rental costs being charged.

FURNITURE – STUDENT ROOMS

- All rooms are furnished with a desk(s), bed(s), closet(s) and chair(s). If they can be accommodated, you may place items of your own in your room, provided they do not create a hazard or safety problem. All additions must be approved by the Executive Director. You are responsible for removing all your belongings upon checking out.

GUESTS & VISITORS

- Having a friend or family member visit from out-of-town? We can accommodate them in our rooms at very reasonable rates if there is a vacancy. Overnight guests must not disrupt other residents. Complaints may result in termination of guest privileges.
- All other guests are to vacate the premises by 11 PM, Sunday to Thursday and 12 AM MIDNIGHT, Friday and Saturday.

HEALTH SERVICES

- Health Services are available to all University of Saskatchewan students as part of tuition fees. Please refer to your University of Saskatchewan Handbook for more information. Remember, patients are seen on a first-come-first-served basis or an appointment.
- For emergency health care, call **9-1-1 Emergency**. For other medical assistance please call a medi-centre or consult your Students' Union Survival Calendar.

HOLIDAY PERIODS

- Mohyla Institute's office and kitchen **may not** be open during statutory holidays and during periods between academic sessions (e.g. Christmas break, Reading Week). However, **reduced or no meal service** will be provided dependent on the number of students left. These down-times are already worked into the accommodation fee schedule. No further refunds or reductions will be given.
 - The kitchen will be closed on the following Holidays:

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- New Year's Day (January 1st)
- Family Day (Third Monday in February)
- Easter weekend (NOTE: Ukrainian Easter may differ from the Stat Friday in which case the kitchen may be closed two weekends)
- Victoria Day (Monday preceding May 25th)
- Canada Day (July 1st)
- Civic Holiday (First Monday in August)
- Labour Day (First Monday of September)
- Thanksgiving (Second Monday in October)
- Remembrance Day (November 11th)
- Christmas Day (December 25th)

- Before leaving for extended periods, Residents must unplug all electrical appliances (except refrigerators), close all windows completely, turn lights off, and leave instructions with the office regarding care of plants.

HOUSEKEEPING

- You are responsible for keeping your room neat and clean. Residents are asked to be especially careful with snack items, spilled food, crumbs and open containers as these can cause odor and attract insects. For your convenience, vacuums are located on each floor for Resident use. Residents who use the equipment are obliged to return it in its original condition, as soon as possible.
- All garbage must be disposed of by using the garbage refuse container located at the back of the building outside.

INSURANCE

- Mohyla Institute is **not** responsible for the theft, destruction or loss of any Resident's or guest's money or personal belongings under any circumstances. We urge you to acquire **your own personal property insurance**.

INTERNET

- All Resident Rooms are equipped with telephone and cable outlets which may be used for internet service. Internet service is provided through Mohyla Institute. The cost for Kamenari members is \$15 per month. Due to concrete walls, wireless internet does not extend past your own room.

INTOXICANTS

- Alcohol is strictly prohibited from all areas of the Residence (including hallways, bathrooms, personal rooms and lounges), unless special

permission is given by the Executive Director **and** a liquor permit is acquired. Consequences may include fines, and/or eviction.

KEYS & LOCK-OUTS

- Upon checking in, each Resident is issued keys to their room and entrance doors. Keys must be returned to the office when assigned rooms are vacated.
- If you lose your keys, you will forfeit \$75.00 of your Deposit. If you lose a second set of keys, you will be charged an additional \$75.00 per set. Further, if you fail to return keys when checking out, you will forfeit \$75.00 of your deposit.
- All keys remain the property of Mohyla Institute and **may not be duplicated**.

LAUNDRY FACILITIES

- Coin operated washers (\$0.50/wash) and dryers (\$0.50/dry) are located on the second floor. For a fee of \$10.00 per month you may have unlimited access to Premium Unlimited Laundry with new washer and dryers on the first floor. Irons, ironing boards and drying racks are also available with the Premium Unlimited Laundry (these items are to remain in the laundry facility areas).
- Hours of operation are between 0800h - 2100h daily.

MAIL SERVICE

- Mail is delivered through the office and distributed to lettered mailboxes in the foyer area.

MAILING ADDRESS CHANGE

- After you move out, Canada Post will not redirect mail. The office will cease redirecting mail one month after vacating. Please advise family, friends and business correspondents of your new location using the Change of Address Announcement forms, which can be obtained from the office or your local post office. All mail that comes to the Institute after the one-month grace period will be returned to sender.

MEAL TIMES & DINING HALL

- Mohyla Institute prides itself on having the best resident kitchen in the University area. Our qualified staff prepares high quality, home-cooked meals three times daily on weekdays, and a brunch and supper on weekends and holidays (when the kitchen is open).
- Generally, the meal times are as follows:
 - BREAKFAST: 7:30 a.m. – 9:00 a.m.
 - LUNCH: 11:30 a.m. – 1:00 p.m.
 - SUPPER: 5:00 p.m. – 6:00 p.m.
 - BRUNCH: 11:30 a.m. – 1:00 p.m. (weekends only)
- Each evening snacks will be provided for residents, located in a designated area in the dining hall. A microwave is available at all times to warm up leftovers, etc. Those who wish may request supper plates or bag lunches from the kitchen. Please obtain and fill out appropriate forms for this service from the kitchen staff.
- Parents, family and friends are welcome to dine with residents at any time. There is no charge for meals for parents of residents. Guest prices for meals are \$8 per meal or \$20 for the whole day.
- Shirts and shoes must be worn. Hats must be removed. We encourage all to say grace before each meal.
- **No Institute owned dishes, cutlery, cups, glasses, etc. are to be kept in rooms.** If borrowed, these items must be returned immediately to the kitchen. Your Damage Deposit may be used to replace stolen or lost items.
- Footwear must be worn at all times in the public areas.

MAINTENANCE AND CARE OF ROOMS

- Residents must comply with all safety, fire and health regulations and must not neglect to correct anything that could create a safety, fire or health hazard. You will be responsible for any damage costs incurred by leaving windows or doors open allowing the entry of rain, hail, snow, wind, sleet or freezing temperatures. Residents may be charged for maintenance and repairs to their rooms for such damage as broken locks, writing on doors, etc. Residents are encouraged to leave an erasable board on the wall next to their door for messages, avoiding damages to the door or wall. Please use only poster putty.
- Fire hazards are created by the following: more than 30% coverage of wall surfaces with poster and ornaments or using tapestries or flags more than 9ft². Gasoline-powered items such as motorcycles or mopeds are not to be stored inside the Residence. Do not overload electrical outlets by

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plugging in more than two appliances. Fire safety is largely a matter of common sense and proper caution. If you have any questions regarding safety and prevention, contact the Executive Director.

- If your room is too hot or too cold, contact the office.
- Fluorescent tubes can be obtained from the office for burned out lights. For convenience we ask you, when possible, to bring your burnt bulb to the custodian's office (Rm. 129, first floor).
- Residents are prohibited by law to disassemble or tamper with smoke detectors. Any malfunction should be reported to the office.
- Smoke Alarm checks will be performed every three months. You will be asked to make an appointment with the office, as you must be present for this check.
- Please do not drive nails, screws or hooks into walls, floors, ceilings or woodwork. Do not use adhesive tape, e.g. duct tape or any sort of glue on the walls – use only poster putty. Use of tacks, ceiling or wall hooks must be approved by the Executive Director.
- If your room requires an emergency repair, call the office. This includes burst pipes, backed-up toilets, electrical hazards, major water leaks, etc. If it is after regular office hours, contact the Executive Director.
- When reporting the repair, please be as specific as possible about the problem – give the location, urgency, etc.

NOISE & QUIET HOURS

- If anyone requests you to turn down your stereo or otherwise reduce your noise level, we would appreciate your cooperation. **Quiet hours** start at 10:00 p.m. and run through 8:00 a.m., Sunday through Thursday, and 12:00 p.m. through 8:00 a.m. on Friday and Saturday.
- **Quiet hours during Exam Periods are 24 hours a day**

NSF CHEQUES & LATE PAYMENTS

- An NSF cheque will be assessed a \$50.00 Administration Fee.
- **A late fee of \$10.00 per day is charged if accommodation fees are not paid on the first business day of the month.** If you speak with the office staff prior to the first business day of the month, the late fee may be waived on a case-by-case basis, at the discretion of the Executive

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Director. If payments are not made within 30 days from the due date, the Resident may be evicted. We encourage all Residents who are having trouble meeting their payments to make special arrangements with the office.

PARKING

- Parking spaces are limited, therefore spaces are not available to everyone. Residents wishing to obtain a parking stall must indicate so on their application form or by contacting the office.
- Unauthorized vehicles will be ticketed and towed at the owner's expense.
- Street parking permits are available through City Hall. Please come to the office to make arrangements.

PETS

- For reasons of health and safety, pets are not allowed.

PROMOTION & POSTING OF MATERIALS

- Mohyla Institute may not be used for commercial, personal or private financial gain. The following guidelines govern the use of bulletin boards, promotions and canvassing:
 - All items to be displayed must be presented to the Office for date stamping and posting.
 - Policy prohibits door-to-door promotions of any kind, to protect Residents' privacy. Groups wanting to canvass or promote their own issues in the Residence may do so in a predetermined, designated area, provided they have received prior approval from the Executive Director.

RELIGIOUS SERVICES & CHAPLAINCY

- Each Resident is encouraged to attend worship services of his or her choice. Ukrainian Orthodox services are held from time-to-time in the Chapel located in the Institute. Orthodox and non-Orthodox Residents are invited to attend these services. The services in the chapel are to be respected by all Residents, regardless of faith conviction. As well, there are two Ukrainian Orthodox churches in Saskatoon you may wish to attend:
 - Holy Trinity Cathedral

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- All Saints Ukrainian Orthodox Church
- Chaplains from both parishes are available for students. The chaplain's are available on an appointment basis:
 - Father Taras Makowsky 931-8595
 - Father Bohdan Demczuk 373-8920

ROOM SAFETY & MAINTENANCE CHECKS

- To ensure the safety of Residents, safety and maintenance checks are conducted occasionally. These checks are done by the Executive Director and/or maintenance person to locate and remedy conditions in rooms and elsewhere that could cause fires, accidents or illness. As much as possible Mohyla Institute staff will accompany tradespeople if they must enter resident's rooms. Residents will be notified in advance of staff entry in most cases.

SECURITY

- Guidelines to ensure your safety and security include the following:
 - Keep your room locked at all times;
 - Never prop open doors. This may allow unauthorized access to the building;
 - Do not walk alone at night. Remember, the best security you have is a companion. Many students from the Institute do have evening classes. Make a point to join a group or contact the University's Safewalk program for assistance;
 - Make a mental note of the general characteristics of suspicious looking persons and report them to the office;
 - Consider leaving heirlooms or other valuables at home;
 - Record serial numbers or other identifying numbers and the makes of your radios, watches, tape recorders, typewriters and computers;
 - Keep money and valuables in a secure place;
 - Record the numbers of all your credit cards and bank accounts. Keep the addresses of banks and credit card companies, to report lost or stolen cards, money, etc.

SMOKING

- The entire facility of Mohyla Institute is a **smoke-free environment at all times**. This policy has been enforced for the health and safety of all students and staff of Mohyla Institute. Consequences may include fines, and/or eviction. As per Saskatoon Bylaw #8286, the minimum fine for smoking indoors is \$100.00 for a first-time offense.

SPRING & SUMMER RESIDENCE – INTERSESSION

- If, during Winter Session, you decide to remain in residence for Spring or Summer Session, please fill out an application from the office by January 31st. Other groups may be assigned to your room for the summer if you have not informed the office of your intent to stay by January 31st.
- Please note, food services may not be available during intersession, dependent on the number of residents. Make all inquiries at the office.

STUDENT CONDUCT

- From time to time, conflicts arise between students. The first step in resolving conflict is generally a “one-on-one” personal effort, followed by help from the student council and staff in the Residence. If the conflict is in violation of the Residence Contract, the Mohyla Institute’s Executive Director has full jurisdiction.
- Students are expected to follow policies and procedures outlined in the Accommodation Agreement, the Code of Student Behaviour of the University of Saskatchewan (or of other post-secondary institutions to which the Resident may belong) and the Mohyla Institute Rules & Regulations. They have all been set out to guarantee a good quality of life for all Residents.
- In all cases, incident reports should be directed to the Executive Director.
- The following are disciplinary measures: Verbal warning(s), written warning, fines, contract termination (and eviction), and/or referral to police or the courts.

STUDENT COUNCIL “Kameniari – Каменярі”

- The Residence Student Council “Kameniari” represents Residents on issues that affect their community, works to improve the quality of student life, plans and coordinates programs and activities to respond to student needs and interests. We encourage you to get involved with the Student Council.
- All students have the opportunity to participate in playing a significant role in establishing and maintaining conditions for personal, social and academic development by participating in the self-government.
- All students pay a \$35.00 Student Council fee, used by Student Council to finance its activities and events. Associate memberships are available for

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non-resident students. Please approach someone from the *Kameniar* Student Executive for more information.

STUDY ROOM

- Mohyla Institute maintains the study room located on the main floor for study and homework. Occasionally, this room may be booked for in-house programming and meetings. Advance notice will be given.
- All bookings must be made through the office.

TELEPHONES

- A pay telephone is available for Resident use, located in the vending machine area adjacent to the study room. This telephone can receive incoming calls. The number is **244-9184**. The Mohyla Institute office number is for official business only.
- There are telephone jacks located in all Resident Rooms. It is your responsibility to contact SaskTel to make arrangements for your own telephone hook-up.

VANDALISM

- Occasionally, acts of vandalism occur. Repairs are paid by you through your Damage Deposit if you are responsible for the act. Unreported acts of vandalism are paid for by Mohyla Institute. This cost shall be reflected in the room and board rate, to offset the costs related to this crime. To reduce this expense, you can assist Mohyla Institute by helping us to hold accountable those Residents and guests who vandalize the building. If you have any information about acts of vandalism, please contact the Executive Director. Residents who abuse the facilities may expect immediate disciplinary action, at the discretion of the Executive Director.
- All Residents are held accountable for common area damages when the person(s) responsible is (are) not found.

WASHROOMS

- Two washrooms are located on every floor. Each has showers, sinks and toilets. The girls' washrooms also have bathtubs. Residents are asked to

help keep the washrooms (especially bathtubs and showers) in as clean a condition as possible.

- Men and Women are required to use the washrooms designated for their gender. Any reports of individuals using washrooms designated for the opposite gender will be treated as cases of sexual harassment. Consequences could include fines and/or eviction.

WATER FIGHTS

- Water fights are **strictly prohibited**. They set off fire alarms and cause a great deal of damage to the Residence. All parties involved with water fights will be dealt with severely. Consequences may include fines, and/or eviction.

DRAFT

WHAT TO BRING

The following is a suggested list of approved items you may want to bring to Mohyla with you:

- Bedding (Comforter, sheets – twin, pillow case),
Linens/bedding can be rented from the Institute for \$50.00 and you are responsible to clean and maintain
- Extra blanket
- Towels
- Extra chair
- Fan
- Laundry soap
- Clothes hangers
- Stereo
- Alarm clock
- Headphones
- Small TV
- Erasable memo board with magnetic fasteners
- Telephone (arrange with outside company)
- Computer
- Cocktail refrigerator
- Poster putty (no nails, scotch tape, etc. to be used anywhere)
- Desk lamp
- Bike
- Humidifier
- Mattress foam
- Keychain/ring
- Sandals/slippers

Items or appliances you would like to bring that do not appear on this list must be approved by the Executive Director before you bring them to Mohyla Institute.

PROHIBITED ITEMS

These items are prohibited from Mohyla Institute property. Should these items be found in the room of a Resident or in possession of a Resident, eviction shall be immediate and the proper authorities shall be notified for prosecution:

- Illegal narcotics and drugs
- Flammable liquids, explosives and other dangerous substances
- Firearms or restricted weapons of any sort
- Unauthorized copies of keys belonging to Mohyla Institute