



RESIDENCE FACILITIES

MAIL

Mail is collected and delivered at every residence except on holidays and over the winter break. Packages and larger envelopes will be kept at the Front Desk and a package delivery notice will be sent with your mail directing you to pick them up. You must show photo identification and the package delivery notice to retrieve your delivery. All mail and packages will be returned to the sender if not picked up within 30 days. Remember to forward your mail upon moving out of residence.

Floors in Saugeen-Maitland Hall, Delaware Hall, and Medway-Sydenham Hall are assigned floor mailboxes at the beginning of the year and a floor representative will pick up the mail daily.

Residents of Alumni House; Essex, Elgin, London, Ontario, and Perth Halls have suite mailboxes located near the Front Desk.

CELL PHONES

Provide us with your personal cell phone number during the online residence acceptance process or via the Residence Inventory Condition Check. We may need to contact you directly in the event of an emergency or for business purposes.

TELEPHONE SERVICE

Landline telephone services must be arranged through your independent service provider. See the following for assistance:

- Visit the Campus Phone System at Western website: uwo.ca/its/telecom
- Visit the ITS Help Desk in the Support Services Building for telephone service help.

TELEVISION CABLE SERVICE

Cable service is provided in all lounges equipped with TVs. Suite living rooms are cable-ready but you must make arrangements with an outside service provider once you arrive. You are responsible for providing your own television and digital adaptor. Cable is not provided in traditional and hybrid-style residence rooms. Splicing TV cables is not permitted in residence and will result in disciplinary sanctions.

PARKING & VISITOR SERVICES

The availability of Western parking permits is limited so purchase a parking permit as soon as possible. Undergraduate students with a permit may park in any parking lot designated by a green perimeter zone, most of which are close to residence buildings. Green perimeter parking zones include: Springett Green, Medway, Althouse, Ontario,



and Huron Flats. All permit holders have access to most other parking lots and zones after 4 p.m. on weekdays and weekends at no extra charge. Visit uwo.ca/parking for more information about parking on campus, tickets, and purchasing your parking permit.

RESIDENCE TRAFFIC CIRCLES

Never leave your vehicle unattended in traffic circles. Doing so will result in a minimum fine of \$100 from Western's Parking Services. Access routes must always be open for emergency vehicles. Traffic circles are designated fire routes and can only be used for passenger drop-off and pick-up. Improper or unauthorized parking will result in your vehicle being ticketed and/or towed by Western's Parking Services at the owner's expense and liability. Residence Front Desks have no authority over parking tickets.

BICYCLES

All residences have nearby bike racks; however, bike thefts sometimes happen. Always lock your bike with a high-quality U-lock and register it with Campus Community Police Service. You may not put bike hooks in the walls or ceiling of your room; you will be billed for any damage to the room or furniture resulting from storing your bicycle. Do not secure your bicycle to railings, pipes, or other fixtures in common areas of the residence. Your bicycle will be removed if it's stored in an unauthorized area.

PUBLIC TRANSPORTATION

London Transit Commission (LTC) bus passes are provided to full-time undergraduate students through the University Students' Council. You can pick up your bus pass at the beginning of the school year in the Mustang Lounge, located in the University Community Centre. Visit usc.uwo.ca/buspass for more information.

LAUNDRY FACILITIES

Card-activated laundry facilities are available in every residence. To add to your laundry account, please see the card reload centre list posted in your laundry room. Irons and ironing boards are also available at the Front Desk for your use. Unauthorized use of another person's laundry card constitutes theft and will result in disciplinary sanctions.

LOST AND FOUND

The Campus Community Police office maintains storage of lost and found items in Room 1257 of Lawson Hall. Residence Front Desks also store lost and found items for a short period of time before sending them to Campus Police.



DECORATING YOUR ROOM

- Use discretion and respect when decorating your room. Don't post anything on either side of your hallway door, interior doors, or walls that may be offensive or upsetting to others.
- Do not hang decorations from (or obstruct) smoke detectors, fire alarms, or sprinklers to avoid violating safety codes.
- Use tacks to hang things from the poster rails that line your room's walls. Tape can damage paint and drywall when it has been left in place for several months.
- You may not paint any part of your room; place stickers; and/or use nails, screws, or brackets on the walls, furniture, or fixtures. You will be charged to repair any damages to your room.
- All residence furniture is assigned to a specific room and may not be moved from one room to another.
- Only University-issued furniture is permitted in student rooms (including desk chairs). This ensures that it's properly assembled and meets safety standards. Personal mattresses, tables, and chairs, and other types of furniture are not allowed because they may create a safety hazard and increase the risk of fire.
- Do not disassemble or reassemble furniture in a manner for which it was not originally designed.
- Flags, banners, bed sheets, posters, and/or signs are not to be hung in or out of windows or around residence property except with permission of the Residence Manager upon special request.
- Alcohol containers cannot be displayed in windows.
- Refrigerators brought into residence must be in excellent working condition and conform to all safety, health, and size regulations. The maximum size allowed for personal refrigerators is 53 cm x 55 cm x 84 cm (21" x 21.5" x 33").
- Use of the residences and their facilities is restricted to you and your guests. Any use by a large group requires the prior approval of the Residence Manager.

May I make snacks?

Common-area kitchenettes are provided for preparing light snacks in traditional- and hybrid-style buildings. These kitchenettes are not designed for food storage or meal preparation. Cooking or preparing meals in traditional- and hybrid-style buildings is strictly prohibited due to problems of sanitation and the increased danger of fire. Residents of suite-style residences are welcome to prepare meals in the kitchens of their suites.