



BAKER HOUSE



**GUEST & GROUP
ACCOMMODATION
HANDBOOK**

Baker House Guest & Group Accommodation Handbook

Welcome to the University of the Fraser Valley's Baker House Residence.
We hope you enjoy your stay.

Below you will find a list of services and guidelines to staying in Baker House.

Please Note: Baker House is a NON-SMOKING building and PETS are NOT permitted.

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Front Desk Services

We can help you!

Fall and Winter hours for Baker House Front Desk (September- April):

Monday to Friday from 8:00 a.m. to 10:00 p.m., Saturday and Sunday from 4:00 p.m. to 10:00 p.m.

Summer hours for Baker House Front Desk (April-September):

Monday to Friday from 8:00 a.m. to 8:00 p.m., and open some weekends

Front Desk is closed on holidays.

- ◇ Items are available for guest use by leaving picture I.D. (i.e., board games, TV remotes, pool table equipment, cards, vacuums, mops, etc.)
- ◇ You can pick up information about the Abbotsford area and the staff can answer questions you may have.
- ◇ General assistance

On call staff is available after the Front Desk closes at (604) 302-2362 or “Resident Assistant” on your room telephone.

Security can assist you in an emergency and is available from 10pm-6am.

Wireless Internet

Wireless Internet access is available upon requests. Please see Front Desk or contact guesthousing@ufv.ca

Fax Services

Front Desk provides fax services.

\$.50 per page within Canada

\$1 per page International



Laundry

All of the laundry operations appliances operate on the same card you use to enter your suite. You can add money to this card at the Front Desk between 8:00 am – 4:00 pm. Laundry rooms are located on the 2nd, 3rd and 4th floors.

Should you experience any problems with the machines please be sure to contact the Front Desk and a work order will be generated to repair the machine as soon as possible.

Common Rooms

Common Rooms are located on each floor. Each room has a TV, DVD player, microwave, toaster, coffee maker and fridge. There is also a washroom located in each Common Room. If you wish to book the Common Room, please see Front Desk or contact guesthousing@ufv.ca

Study Rooms

Quiet study rooms are located on the 2nd, 3rd and 4th floors. Computers are in the 2nd floor study room for use.

Storage

Bike storage is available in the Parking Garage. Please see Front Desk or contact questhousing@ufv.ca to make arrangements for this.



Telephone

Each unit is equipped with a telephone with free local calling. You will need a calling card to dial long distance; however, you are able to receive long distance calls.

Repairs

All repairs must be reported to Front Desk. Damages and vandalism should be reported to the Residence Desk immediately. Damages which are traceable to an individual or a group of individuals will be billed directly to the individual or person(s) responsible for the group.

Parking

Ground level parking for Baker House is available in any UFV lot (Lot 10 is located adjacent to Baker House). Parking dispensers are located conveniently inside many of UFV's buildings, and they accept both coin and credit card payments. The cost is \$2.00 for 4 hours or \$3.50 until midnight.

You can find the dispensers in the following locations:

Building A West: ground floor just inside from the breezeway.

Building A West: 3rd floor at the interconnect with building A-East (off parking lot #6).

Building A East: ground floor near the "Roadrunner Café".

Building B: just off the "Great Hall" near Student Services.

Building C: inside the main entry (opposite Pacific Sports).

Building D: 1st floor entry at the interconnect with building B.

Building E (Gym): inside the lobby of the new gym.

Building G: inside the main entry (opposite library main entry).

Parking Lot #3: Visitor Parking lot (exterior dispenser).



Parking Passes for daily / weekly or monthly are available at Residence Services. It is \$5.00 per day (This way you do not have to keep on going back to the dispenser and repurchase a ticket) Please see Front Desk or contact questhousing@ufv.ca for more information.

Food Services

Breakfast, lunch, and dinner are available during the Academic Year (Sept – April) Also on UFV's Abbotsford campus are the following snack/coffee stops: **Clikz** - featuring Tim Horton's products, in the student lounge area of G building, the **Use Your Bean** Java bar on the second floor of "D" building, and **The Roadrunner** on the second floor in building A. These usually only operate during the day, in the Academic year (Sept –April); and are closed April through August with exception to Clikz. If your group would like to have catering service, please contact catering@ufv.ca to make arrangements for this.

Food Services Con't

The Café (Main Cafeteria)

Academic Year (Sept – April)

Normal hours of operation:

Monday–Thursday: 7:30 am to 8 pm

Friday: 7:30 am to 6 pm

Saturday and Sunday: noon to 6 pm

Spring / Summer Semester (April - August)

Normal hours of operation:

Monday–Friday: 8 am to 2 pm

Saturday and Sunday: Closed

Use Your Bean & Roadrunner Cafe

Academic Year (Sept – April)

Normal Hours of Operation:

8:30 am – 3:00 pm

Spring / Summer (May – August)

Closed

Tim Horton's (Clikz)

Academic Year (Sept – April)

Normal hours of operation:

Monday–Thursday: 7:30 am to 9 pm

Friday: 7:30 am to 6 pm

Spring / Summer Semester (May – August)

Normal hours of operation:

Monday–Thursday: 8 am to 6 pm

Friday: 8 am to 4 pm

Saturday and Sunday: Closed

Arrival & Departure Times

Residence rooms are available from 3:00pm on the day of arrival to checkout at 11:00am on the day of departure, unless otherwise arranged with Residence Services. Extra costs, up to the amount of one night's accommodation, will be assessed to the lessee should the tenant exceed the check out time. Our on-call staff can check you in and out outside of Front Desk hours. Please contact our office at 604-557-4063 to make alternate arrangements for our on-call staff.

Supervision

Guests under the age of 19 must have a minimum ratio of one adult chaperone to every ten (10) youths housed. These chaperones may not leave the youths in residence hall unsupervised. At least one chaperone **MUST** be on every floor where youth are housed. The chaperone will act as a liaison between the UFV Residence Services staff and the youth in event of problems with discipline, noise or destructive behaviour. The chaperone is also expected to enforce residence hall rules.

Liability for Room Contents

Notwithstanding anything to the contrary, UFV, its officers, directors, employees and others for whom it is in law responsible are not liable, directly or indirectly, for loss or theft of personal property, or for damage or destruction of such property by fire, water or other cause, however caused. **UFV strongly recommends that you obtain insurance against such eventualities.** We do not purchase such protection for your property, **which should include liability coverage* for injury or damage.**

Keys/ Access Cards

For the protection of your personal possessions, you are advised to lock your doors when leaving your room. Lost keys/cards should be reported immediately to the Front Desk. If you lose your key and/or card, spares will be issued at a cost of \$50.00

Alcohol

Alcohol is permitted at UFV provided the guests are of legal drinking age as defined by the province of British Columbia and only under the following circumstances:

- Alcohol is only to be consumed in individual rooms.
- Alcohol may not be consumed in public areas e.g. hallways, balconies, patios, outside of buildings.
- The carrying of unsealed or open liquor from room to room is not permitted
- Glass beer bottles are not permitted in Baker House.

Smoking

Baker House is a non-smoking building. There can be no incense, cigarettes, cigars, shisha, etc. in this building. These activities will result in eviction. Smoking outside must be 5 meters away from the building, doors, windows, air intakes, etc. Please do not smoke in front of the building. There is a designated smoking gazebo located across the green towards the building's A and D.



Drugs

The possession, use, trafficking (which includes manufacture, sale, giving, administering, transporting, sending, delivery, distributing) or offering to do anything related to the possession, use, or trafficking of illegal drugs is prohibited. Any involvement, whether direct or indirect, in any illegal drug or drug-related activity is prohibited. Possession of paraphernalia that is associated with the possession, use or trafficking of illegal drugs is prohibited (including bongos, pipes, baggies, shisha, etc.). These activities will result in eviction and referral to the police.

Quiet Hours

Quiet Hours are 11:00pm – 8:00 am, seven days per week.



Visitors

They must abide by the rules and regulations established in Residence or they could be barred from visiting. Hosts are responsible for a visitor's behavior.

Rules (General and not all inclusive)

- You have the privilege of enjoying social activities as long as they do not conflict with the rights of other guests and students to pursue academic endeavors.
- When notified of fire or other emergencies in the building, you must immediately leave the building and remain outside until permission to re-enter is given by safety/security personnel. Failure to comply may result in eviction from Residence and termination of this contract.
- For health reasons, food is to be stored in suitable enclosed containers to avoid contamination, vermin and odour.

- The following practices and activities are prohibited throughout the Residence system:
 - smoking, drug use, underage drinking, intoxication in public and private places.
 - firearms and any other weapon or item discharging, tampering with, or operating any fire prevention or detection apparatus for any purpose other than the control of fire. **These activities may result in immediate eviction from Residence;**
 - tampering with electrical or mechanical services, telecommunications equipment, vending and laundry machines or push carts;
 - being on the roof of any Residence except in emergencies **any student found to be on the roof of a Residence building may be subject to immediate eviction from Residence;**
 - throwing or dropping anything from balconies, windows or rooftops;
 - participating in potentially destructive activities that may cause personal injuries or property damage, *e.g.(but not limited to)*, pranks, water fights, indoor sports or using roller blades or bicycles in the building;
 - entering another resident's room or disturbing another resident's property without the permission of the resident;
 - bringing in or keeping firecrackers, gunpowder, flammable solvents or other forms of explosive or volatile material in the Residences;
 - unauthorized entry or meddling with contents of University store rooms, offices, Residence desks, cafeterias, mechanical rooms or construction areas, and possession of unauthorized keys;
 - Cooking in rooms or using electrical or other cooking appliances, including but not limited to toasters, toaster ovens, hot plates, ovens, grills, etc., except in areas with approved kitchen facilities. Exceptions include steamers, slow cookers, electric tea kettle, and coffee pot and hairdryers;
 - keeping bicycles or motorized cycles in stairwells, hallways, lounges or other common areas in Residence, on balconies or public walkways;
 - relocating lounge and dining area furniture into student rooms;
 - installing or using water beds or hot tubs;
 - installing or using satellite dishes or other telecommunications equipment or services not approved by Residence Services;
 - installing or using halogen lamps;
 - Engaging in activities that compromise the safety and/or security of residents, their belongings, or Residence buildings.
- Using shisha, barbeques, any coal burning device, burning candles or incense in any area of the Residence is not permitted
- No fur, fins or scales policy. Pets are not permitted
 - Assistance dogs for persons with relevant disability are the only exception

The University has a responsibility to regulate the behavior of students/guests living in its residence to the extent necessary to preserve good order and protect the overall interested of each residence community, the safety, rights and property of individuals and the property of the University.

Emergency Information

Instructions to Occupants:

IF YOU DISCOVER A FIRE:

- ◇ Leave the fire area.
- ◇ **Immediately** sound the fire alarm by activating the nearest red alarm pull station.
- ◇ Call the Fire Department. **Dial 911**. Tell them you are reporting a fire at: **1385 McKenzie Road, Abbotsford, BC**
- ◇ At your discretion, attempt to control the fire with available fire equipment.
- ◇ Close doors behind you, leave the building by the nearest safe exit.
- ◇ **DO NOT USE THE ELEVATOR**

WHEN YOU HEAR THE ALARM:

- ◇ Leave the building immediately by the nearest safe exit.
- ◇ Close doors behind you.
- ◇ Remain calm.
- ◇ When you have reached the outside, move away from the building.
- ◇ Call the Fire Department. **Dial 911**. Tell them you are reporting a fire at: **1385 McKenzie Road, Abbotsford, BC**
- ◇ Go to the designated assembly area.
- ◇ **Do not go back into the building for any reason.** The Fire Department will advise when it is safe to do so.

THE DESIGNATED ASSEMBLY AREA FOR THIS BUILDING IS:

West side of the building, across the Campus Ring Road in Parking Lot #10

FLOOD PROCEDURES:

In the event of a flood, (i.e., over-flowing toilet, plugged sink, broken water line, or water dripping from ceiling):

- ◇ **Immediately** shut the water off at the shut-off point.
- ◇ Contact the **Resident Assistant**, or the **Facilities Service Desk at ext. 4542**.
- ◇ For a broken water line, immediately contact the Resident Assistant who in turn will contact the appropriate person on the Facilities Emergency Contact List.
- ◇ Remain calm.
- ◇ Cease using all electrical equipment.
- ◇ Move to safety.
- ◇ Warn others of the hazards until Facilities personnel respond to the situation.
- ◇ If necessary, evacuate the building.
- ◇ **Note:**
 - A flood is not always an emergency – it depends on the extent of the flood area.
 - Water should be shut off immediately by the occupant of the suite.
 - The most important thing in a flood situation is to limit the damage – shut the water off.

EARTHQUAKE PROCEDURES:

In the event of an earthquake at UFV, Baker House staff and residents shall react in the following manner:

- ◇ During the shaking, protect yourself by taking cover under a table, desk, or crouch against an

interior wall (do not stand in a doorway). Do not stand under light fixtures, near book shelves, etc. If possible, predetermine a safe location to take cover in, prior to an earthquake,

- ◇ Do not leave cover until instructed to do so.
- ◇ After a major shock, evacuate the building as in a fire, if so directed by Emergency Response Persons. REMEMBER, additional shocks or tremors may occur.
- ◇ Keep calm. Do not run outdoors. Watch for falling debris or electrical wires when leaving the building.
- ◇ Proceed to the designated assembly area in Parking Lot #10, if it is safe to do so.
- ◇ If fire occurs, activate the nearest fire alarm pull station as system may still be functional.
- ◇ If qualified, render first-aid. If not qualified, assist those rendering or requiring first-aid.
- ◇ Report any missing persons to Emergency Response Persons as they will relay information to the Fire Department.
- ◇ Telephones are to be reserved for emergency use only.

ACTIVE THREAT ON CAMPUS: WHAT TO DO

Although rare, shooting and other extreme threat incidents on campus are difficult to predict and virtually impossible to defend against. Those threatened during such incidents are motivated by an instinct for self-preservation. These instructions are intended to help you, as UFV students, consider how you can respond during an active threat incident on campus in order to stay safe. Having a plan in mind is critical to remaining calm and focused during such an incident.

Instructions for occupants:

- ◇ Call 911. If you identify a threatening situation on campus involving a gun or other weapon, contact the Police using 911. Do not assume that someone else has done so already. Provide details such as location, description of suspect, and weapons used.
- ◇ Call campus security. Contact the on-duty Security Officer ext. 5050 or 1-888-504-7441 local 5050.
- ◇ Evacuate or seek refuge. Do not engage the person(s) involved. If you can, evacuate quickly, seeking refuge as far away as possible. Warn others to do the same. If you cannot, seek refuge in an office or classroom. Call 911 to inform the police of your location, the number of people with you, and whether there are injuries.
- ◇ Barricade and hunker down. If you are not in a classroom, proceed to the nearest room, directing passing students and colleagues to join you. Close and lock the door if you can. Barricade the door with furniture or heavy objects. Stay away from windows. Cover door windows and shut off lights. Keep quiet. Silence cell phones.
- ◇ Stay put. Do not exit your refuge point until directed to do so by the police. Police will neutralize the threat and conduct a systematic evacuation of all areas on campus, clearing each and every room.
- ◇ Move quickly during police-led evacuation. When asked to evacuate, move quickly, raise your hands above your head so police know you are not a threat. Move as far away from the buildings as possible; do not interfere with police operations.
- ◇ Keep roadways clear. Emergency response vehicles need clear roadways. Avoid adding your car to the congestion.
- ◇ Watch for information. When it is safe and practical, UFV Administration will communicate with employees and students. Information will be distributed via email, the web site, media statements, and in some cases in person or via phone.
- ◇ Be cautious about making comments to the media. If you are asked for a statement, you can choose not to respond or to be factual about your own personal experience. Refer all UFV-related media questions and requests to the President's office.

Important Phone Numbers

Police, Ambulance, Fire 9-911
Security ext. 5050 or 604-768-0279 (cellular)
Poison Control Centre 1-800-567-8911
BC Nurse Line 24 hr health Information -1-800-567-8911

Baker House Street Address (for delivery)
1385 McKenzie Road, Abbotsford, BC

FRONT DESK # 4063 or 604-557-4063

Taxis

Abbotsford Taxi 604-855-1111
Central Valley Taxi 604-859-1111
Green Valley Taxi 604-607-4444
Visitor Information Centre 604 859-1721
Bus Information (24 hour) 604-854-3232
Abbotsford Airport 604-855-1135
BC Ferries 1-800-223-3779

Tradex

604-850-1533 Toll Free 1-866-853-1533
1190 Cornell Street Abbotsford

Aquatic Centres

Abbotsford Recreation Centre (pool) 604 853-4221
34690 Old Yale Road Abbotsford

Matsqui Recreation Centre (wave pool) 604-855-0500
3106 Clearbrook Road, Abbotsford

Entertainment

Dogwood Bowl – 10 Pin 604-859-2695
Galaxy Bowl – 5 Pin 604-853-1366
Flashpoint Rock Gym 604-864-2917
Castle Fun Park 604-850-0411
-Mini golf, arcade, bumper cars

We hope you enjoy your stay with us!



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