

Community Living Agreement and Roommate Questionnaire**Accommodation Information**

Accommodation for students will be at the [Tofino Ecolodge](#) (with no exceptions). The Ecolodge is located approximately three kilometres from downtown Tofino in a 12-acre waterfront rainforest garden.

Students can expect to have a shared room, shared bathrooms, and access to a common living area and large kitchen. Rooms will be shared between two, three, or four people. There is Wi-Fi access throughout the lodge, but bandwidth is limited, so students should be prepared to limit their internet use to the essentials, especially during peak usage hours.

This collaborative and cooperative style of living is part of the field school experience. Specifically, we are replicating field research conditions. Field research is often carried out in remote locations in living conditions to which students may not be accustomed. Sharing space will necessarily involve compromise, flexibility, respect, and communication.

Rooms and Keys

For each student, the Ecolodge will supply a twin-size bed or a twin-size bunk in a bunkbed with linens, a pillow, and towels, as well as a place to store clothing and other personal items.

Room keys will be issued to each individual in the room. Room keys must not be loaned out. If a key is lost, the key owner will be responsible for the costs of replacement keys and changing the locks/rekeying if deemed necessary.

Because of space limitations and the time needed for settling into a new living situation, rooming changes will only be considered after the first two weeks of the field school have passed.

Meals

Students will have access to the Ecolodge kitchen to prepare their meals. It is a large, fully-equipped commercial kitchen with lots of counter space. However, students must coordinate cooking times with their housemates. We encourage students to group together with housemates who have similar tastes and/or dietary restrictions to minimize competition for cooking equipment/space and to share cooking duties and grocery costs.

Groceries and other food that is stored in the common kitchen must be clearly labelled with the name(s) of the owner(s). Housemates must always respect food ownership and not consume the food of others. There will be a food organizing and kitchen clean-up schedule. Housemates who are on duty for the week will tidy and clean the counters, fridge, and food storage areas at the end of the week. When they tidy up, any unlabelled food will become common property. Food that is clearly unfit for human consumption will be composted.

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Transportation

We strongly encourage students to bring a bike. The bike ride to downtown Tofino from the Ecolodge is approximately 15 minutes, and there is no transit service in Tofino during the months of the field school. There are bike storage locations on site.

There is some parking space for vehicles at the Ecolodge. If you bring your vehicle, you may want to consider sharing costs by working out carpooling for groceries and other errands with your housemates.

Cleaning and Laundry

Day-to-day room cleanliness and tidiness is the responsibility of the occupants of the room. Ecolodge staff will do general cleaning of rooms and check for damage once a week. Room cleaning will be done with the utmost respect for students' personal space and belongings, but students are expected to clear the floors and surfaces as much as possible to allow for cleaning.

General cleaning of the washrooms, common kitchen, and living area will be done by Ecolodge staff, but students will be expected to leave these spaces tidy and not leave any personal possessions in common areas. After cooking and eating, students are required to clean their kitchen workspace/place at the table, wash all their dishes, and put their dishes away in the appropriate places.

Students will have access to washers and dryers to do their laundry. Laundry hours will be scheduled to make sure that everybody has equal access to laundry facilities. Laundry must not be done during quiet hours.

Smoking, Alcohol, Other Substance Use, and Social Events

Smoking or using any smoking device (such as vaporizers, etc.) is not permitted in any area inside the Ecolodge. Smoking or using smoking devices is only permitted in the Ecolodge's designated smoking areas.

Alcohol may be responsibly consumed in the Ecolodge by students who are 19 years of age and older provided that the consumption does not negatively impact fellow housemates in any way. Alcohol consumption is not an excuse for disruptive or unacceptable behaviour.

Use of illegal substances on Ecolodge property during the field school will result in eviction.

Social events at the Ecolodge are permitted provided that all impacted parties have freely consented to the event. Therefore, if a housemate would like to host a social event in an Ecolodge common area, Ecolodge staff and all other housemates must have freely consented to the event and its conditions/duration prior to the event. If a roommate would like to host a social event in their room, Ecolodge staff and all other roommates must have freely consented to the event and its conditions/duration prior to the event. All social events held at the Ecolodge must respect quiet hours.

Noise and Quiet Hours

The lodge is a shared living space, and therefore, you must expect some reasonable living noise. Absolute silence is not possible at all times. However, housemates are not permitted to create excessive noise. Housemates are expected to be considerate of their neighbours 24 hours a day, 7 days a week. An individual's right to reasonable

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quiet study and sleep supersedes others' rights to make noise. If someone asks that you be quiet, respect that person's wishes and reduce your noise.

Quiet hours inside the lodge:

- Sunday night – Thursday night: 10:00 pm to 7:30 am
- Friday night – Saturday night: 12:00 am to 10:00 am

In addition to being considerate at all times, quiet hours are those times during which housemates are prohibited from making noise which can be heard outside of their room, or which might disturb the student's roommate in any way, or which can be heard outside the lodge building and might disturb a housemate inside the building. This refers primarily, but not exclusively to talking, noise from audio equipment, radios, televisions, musical instruments, computer equipment, and telephones.

Quiet hours outside the lodge on Ecolodge property:

- Every night starting at 11 pm

The Ecolodge is located in a residential area, so Ecolodge residents must keep outdoor noise down to respect their neighbours.

Internet and Study Spaces

There is Wi-Fi access throughout the lodge, but bandwidth is limited. Students should avoid bandwidth-heavy activities like downloading large files, streaming (e.g. Netflix), and torrenting during peak study/work hours (4 pm to quiet hours).

There is plenty of workspace in the common living area, and students will have access to classroom space after class hours. After class hours, the common living area will be a designated communal study zone where conversation and group discussion can occur, and the classroom space will be a designated silent study zone, where conversation and other distractions are not permitted.

Decorating, Furniture, and Damage Policies

Do not use tacks, pins or nails to hang things on lodge walls. Anything used to hang items on walls must be removable without peeling off paint, creating holes, or leaving residue. Drawing or painting on the walls is not allowed.

Please do not remove furniture from common areas. All furniture in the lodge is assigned to a specific room and may not be moved from one room to another. Any additional furniture that you would like to have in your room must have prior approval from Ecolodge staff and from your roommates.

If any damage is done to any Ecolodge space, the person(s) responsible for the damage will pay for the repair costs. If the person(s) responsible for the damage do not come forward or are not named, repair costs will be split between all users of the space.

Guests

All roommates must agree on a daytime guest policy for their room. This policy will apply equally to other field school participants who are visiting the room and guests from outside the field school.

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Guests from outside of the field school are welcome to visit the lodge common areas, but they must follow the same standards and policies laid out in this document. The behaviour of guests is the responsibility of their host.

Overnight guests and guests during quiet hours are generally not permitted in individual rooms due to the impact on roommates.

Pets and Guide or Service Dogs

Pets and other animals are not permitted in the Ecolodge. Guide or service dogs are welcome in the Ecolodge if the student has submitted appropriate documentation and received prior approval from the field school organizers.

Safety and Security

The safety and security of all parties involved in the field school is a top priority. Roommates, housemates, instructors, Ecolodge staff, or other parties should contact local law enforcement agencies if there is an action or situation that negatively affects or threatens the safety of individuals or the community. Activity (verbal, written, electronic, graphic, physical) that is threatening, racist, sexist, homophobic, or any form of discrimination, harassment, sexual harassment or unwanted sexual attention is prohibited and will result in involvement from local law enforcement agencies or other appropriate agencies.

Your behaviour can have significant impacts outside of the field school environment and may affect your status as a student at UVic or have legal repercussions.

Open flames, such as burning candles and incense, are prohibited in the Ecolodge. Cooking appliances must only be used in the kitchen.

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Community Living Agreement

I have read this document in full, and I agree to follow the community living standards and policies laid out in this document.

If there is an issue with the Ecolodge building, facilities, or spaces, I will calmly and respectfully discuss the issue with the Ecolodge staff.

If there are issues with my roommates or housemates, and I do not feel that my safety or the safety of the community is compromised, I commit to communicating with my roommates or housemates directly first – in a calm and respectful way – to try to work out a solution. If we are not able to come to an agreement, I agree to have a neutral third party as a mediator. If there is an emergency or a situation that threatens a person's or the community's safety, I will contact local emergency services or law enforcement agencies immediately.

If I act in a way that violates the standards and policies laid out in this document, I acknowledge that there will be consequences depending on the severity of the act. Consequences may include, but are not limited to, warnings, probation, eviction, restitution for damages, changes in my status as a UVic student, and/or legal repercussions.

This agreement is based on the UVic Residence Services Community Living Handbook and UVic Residence Contract. If an issue or incident that is not explicitly covered in this agreement occurs, the most up-to-date versions of the UVic Residence Services Community Living Handbook and UVic Residence Contract will be used as guidelines for responding to the situation.

If there is a discrepancy between Ecolodge policies and the policies in this document, Ecolodge policies take precedence.

Name: _____ Date: _____

Signature: _____

Roommate Questionnaire

*Please fill out the following information as completely as possible in order to facilitate matching roommates together. We will do our best, **but we can make no guarantees about rooming requests or preferences.***

Name:

I identify as: Female Male Other _____

I am comfortable sharing a room with (*choose all that apply*): 1 other person 2 other people 3 other people

Do you smoke? Yes No

Do you mind if your roommate(s) smoke(s)? Yes No

I generally go to bed
Between 9:00 pm and 11:00 pm (or earlier).
Between 11:00 pm and midnight.
Midnight or later.

I generally wake up
Between 6:00 am and 7:00 am (or earlier).
Between 7:00 am and 8:00 am.
8:00 am or later.

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How do you feel about visitors in your room?

I like my space to be very private.

I enjoy some occasional visitors.

I like to always have people around.

I like my room to be

Very clean and in good order.

Clean, but lived in.

A little messy.

Would you like to request specific field school participant(s) as your roommate(s)? If yes, please write their name(s).