



Lakehead University Requirements for Supervision of Minors

I, Name:		
hereby agree to act as a Chaperone of Minors (under the age of 18) on (date):		
for the following Group:		
for the following Event (name/description):		
on behalf of <u>one</u> of the following Groups (place an "X" beside only ONE Group – and, if a particular unit of the Group is involved, identify it):		
<input type="checkbox"/>	(1) Lakehead University Student Union	<i>Unit:</i>
<input type="checkbox"/>	(2) Student Society/Club	<i>Unit:</i>
<input type="checkbox"/>	(3) Residence	<i>Unit:</i>
<input type="checkbox"/>	(4) Faculty, Department, School or Office	<i>Unit:</i>
<input type="checkbox"/>	(5) Outside Organization or Business	<i>Unit:</i>

I am fully aware and agree that, as Chaperone:

- I will supervise the group or residential camp at Lakehead University Residence - Thunder Bay Campus at all times.
- I will remain in close proximity to this group at all times and am responsible for the behavior of the group
- I will ensure the group complies with Risk Management policy and best practices, as well as with all applicable Lakehead University regulations and policies.
- I will stay in the same building, floor, and/or apartment as the group for overnight stays.
- I am 19 years of age or older and will provide contact information and agree to identifying as a "Chaperone".
- I understand:
A minimum of one Chaperone is required for every 8 guests aged 7 to 14 years.
A minimum of one Chaperone is required for every 10 guests aged 15 to 18 years.
A minimum of one Chaperone is required for every block of 6 TH or APT
- For overnight stays, I will be responsible for collecting keys from my group and returning them to the front desk.
- I am authorized by the organizing group to be a chaperone.
- I will ensure that special attention is given to emergency/medical protocols.
- In the event of a serious incident or an accident I will complete and submit a detailed Incident/ Accident Report to Lakehead University's Security Services and my supervisor.
- I will be held accountable to the Primary Event Organizer of the group I represent.

I will be held accountable to the person designated "Primary Event Organizer ("PEO")" by the group I represent, uphold all the requirements of the position of Chaperone and agree not to consume any alcohol on the day of the Event until the Event ends and all the participants have safely dispersed.

<i>Chaperone's Signature:</i>	<i>Date:</i>
<i>Witness's Signature:</i>	<i>Date:</i>



Overview of Residence Rules & Regulations (for overnight stays)

The following is NOT permitted:

- Removing or sliding open window screens/ removing windows/ discarding objects out of windows
- Unauthorized removal of furniture
- Propping of doors
- Posting of unauthorized signs without Residence approval stamp
- Practicing/playing sports inside Residence Buildings
- Bringing a pet into residence
- Failure to exit building during a fire alarm
- False fire alarm pulls and tampering with fire equipment is strictly prohibited and is subject to a \$200 fine and/or eviction of group and/or individual.
- Smoking in Residence. There are designated smoking areas located outside only.
- Burning candles, sparklers, incense, firecrackers (including birthday and religious/cultural requests)
- Firearms and any other weapon or item that is created / intended to cause harm, or could be seen as intimidating, are strictly prohibited.
- There is no alcohol allowed in public areas including common hallways or exterior areas on Lakehead University property. Please note that the drinking age in Ontario is 19. Clients are permitted to have only one 26oz (750 mL) bottle of wine/liquor/spirits, 12 'tall cans' or 24 cans/bottles of beer/ale/malt liquor (whether empty or full) in their possession at any time.
- Noise: Unacceptable & excessive noise in public areas. The following quiet hours are observed: Sunday-Thursday from 11:00pm – 9:00am / Friday & Saturday from 1:00am – 9:00am..
- Bikes or sports equipment are to be stored in designated storage areas.
- Your Accommodations must be kept at an acceptable standard of cleanliness. Please dispose of your garbage regularly. Charges will be billed for extra cleaning. (minimum \$35.00)
- Any damages, except for normal wear and tear, will become the responsibility of the guest. The organization/individual agrees to pay for the cost of repair or replacement of any damage done to University property.
- In the event that your keys have been lost, you will be charged for the cost of a lock change. (\$150.00/Room)
- In the event that someone is locked out of his or her room, the Conference Associate on-call should be called to unlock the room. A fee of \$35.00/Lock Out applies after 5 occurrences per group.

The Rules & Regulations will be available for your review in your Welcome Kit, at the Front Desk or online: <http://residence.lakeheadu.ca/application-of-residence-community-standards/>

Please return a signed copy of this form to
conference.services@lakeheadu.ca