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Contact Information:

Red Letter Rez
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North Bay ON P1B 2Z5

Main Phone - (705) 472 8688
Administration - ext _____

www.redletterinc.ca

Direct email links are available on the website

Student Forms Available at:

www.redletterinc.ca/studentforms.htm

Local Info:

Am 600 CKAT country Radio,
FM 96.1 CBC Radio 1,
FM 100.5, 101.9 and 106.5 range from easy listening to Rock.
FM 103.5 CJTK Christian Radio
FM 106 The Moose

Bus Stops -

Main St. (across the front of the courthouse)
Algonquin Ave. (across the Church parking lot, up Algonquin 50 yds.
Bus Terminal Oak St. (Across front of courthouse down main to
Oak down Oak St. 1 block total walk <10 min)

Campus Ministry - InterVarsity Christian Fellowship

The local chapter is called

Nippissing Canadore Christian Fellowship (NCCF)

Info at www.nccf.ca

Overview:

Red Letter i.n.C is a nondenominational organization designed to Foster Student Life in Christ through discipleship towards practical genuine scriptural living. On average 80% of post secondary students leave the Church. The main cause stems from a drop in Spiritual focus, lack of scriptural guidance and a drastic increase of worldly influence.

Our purpose is to create and facilitate opportunities for our local community to implement services and solutions for our student population. Solutions that will help and guide them towards a deeper relationship with Christ.

At this time Red Letter i.n.C has chosen to focus on two main areas of need for our community and students.

First, information networking. Time is the most precious commodity for our students. By collecting and organizing information about our local ministries and posting them in a single location, we can help get our Students plugged in with a local body of believers quickly and seamlessly.

Second, Housing alternatives. Housing is the second most precious commodity for our students. Canadore College and Nippissing University host in excess of 7000 full time students each year. Between the two entities there are less than 2000 rooms available. Students must find their provision in our local community. The result has been a dramatic increase in housing cost, the transformation of houses and communities of houses into unofficial dorms that have little to no moral foundation. The Red Letter Rez was designed to provide an alternative to the College/ University Rez. A dorm like atmosphere with a Godly, moral foundation.

The structure and procedures in this manual are for the express intent to make the Red Letter Rez an enjoyable, functional and beneficial experience for our Students. The parameters laid out allow for maximum freedom while avoiding the temptation for moral failure and the social and educational failure that most often accompanies it.

The provisions of the Red Letter Rez are meant to free up time for Students to spend in the Word, time in prayer and fellowship with other believers. It is our intent to strongly encourage individuals to use the time afforded for these purposes.

Code of Conduct:

Therefore, my dear friends, as you have always obeyed—not only in my presence, but now much more in my absence—continue to work out your salvation with fear and trembling, for it is God who works in you to will and to act according to his good purpose. (Phil. 2:12,13)

Although our facility is to provide the atmosphere of a college dorm, we desire to see a family of Students living together and helping each other work out their salvation through peer accountability.

There are three main areas through which we can lovingly help each other to better reflect a life of Christ within:

Modesty

- We all grow up in different environments. Some environments lend us the ability to be comfortable with who we are, not overly preoccupied with privacy or personal space. Others instill a discomfort with close proximity to others, varying degrees of reservation and a reduced confidence.

In Christian love, modesty becomes less of what we are comfortable revealing and more what our current ‘family’ is comfortable witnessing. Here at the Rez our desire is to create an environment where all types of people can be comfortable. By being conscious of the effect of our behavior on others we can avoid modesty issues.

Areas to beware of: Dress, Posters, Talk, Movies, Music and PDOA.

RL Standard - COMMON SPACE

Movies, Music, Games must be 14A or lower rating
(this does not condone 14A - the host family’s max rating is PG13 under strict supervision)

Posters must not contain Nudity or Profanity
Proper dress, no revealing attire in common spaces
No profanity in house or on property
(including vain use of God’s name)

Compassion

Christ's ability to love people even though they were in a sinful rut was a result of His compassion for their situation. He understood that, without a relationship with Him, they were unable to overcome temptation. We need to have the same level of compassion for our fellow Students. To recognize their struggle and respect the parameters they need to set up for themselves in order to overcome temptation. Let us not become the stumbling block that causes them to fall.

Areas to consider: Quiet time, focus on study, a need for interaction or privacy, help with personal accountability.

RL Standard -

No alcohol / Smoking in house or on property

No inappropriate contact

No inter-gender visitation on bedroom levels

No excessive PDOA

(no tonsil hockey, face sucking, snogging, pashing, hooking up or making out)

Respect

We all have unique influencing factors in our lives. Family, friends, school, religion, hobbies, strengths and weaknesses.

Consideration is the Christians reason to amend their personal behavior to benefit those around them. We should all think of ways to serve our fellow Students by amending our behavior in respect of their situation.

Areas to consider: Noise level, cleanliness, bathroom or phone time, help with routine responsibilities.

RL Standard -

Adherence to house schedule (see schedule / quiet time)

No storage of personal items in Common spaces

No personal belongings left in bathrooms

The Hosts are not your parents! They will not act like your parents unless you begin to behave in such a way as to harm yourself or reduce the standard of living for the other Students / Residents.

Schedule:

Each student is responsible to fill out a schedule card to be used to finalize the meal and house use schedule.

The Rez has no official curfew. Instead there are Special parameters to permit functional multi use of the facility.

Quiet Time :the period of time in which activity in the common spaces shall not affect the sleepability of the bedroom areas in noise level, light level or temperature.

:The period of time in which lights should be predominately off in the sleeping areas

This means that AFTER QUIET TIME NO MUSIC, TALKING, WALKING OR TV SHOULD BE AUDIBLE IN THE SLEEPING AREAS OF THE HOUSE. **Open and Close doors with gentle care and walk with light feet. This is an old noisy house. This is our first “reasonable service” to each other.**

The host family sleeps under the sitting rooms and dinning room. Please consider their need for regular sleep as you use these rooms after 10 pm.

During the evening certain room lights remain on for ease of use. Some lights are automatic. At all times any light that you turn on, should also be turned off once you are finished. Automatic lights need not be switched off. These include stairways, dining room china cabinet, living room table lamp and Rec room piano lamp. Porch light is also automatic. Basically **if you turn it on - turn it off.**

Main Schedule:

Item	Monday - Thurs	Friday	Saturday	Sunday
Breakfast Devotional	6:30 - 7:00 am	6:30 - 7:00 am	N/A	N/A
Breakfast	6:30 - 10:00 am	6:30 - 10:00 am	Self Serv	Self Serv
Brunch	N/A	N/A	9:00 - 11:00 am	N/A
Lunch	12:00 - 1:30pm	12:00 - 1:30pm	Self Serv	Self Serv
Supper	TBA	TBA	Self Serv	Self Serv
Quiet Time	10:00pm	11:00pm	11:00pm	10:00pm
Visitor's Hours	12:00pm - 11:00pm	12:00pm - 1:00am	9:00am - 1:00am	9:00am - 11:00pm

Occasionally there are exceptions to the Quiet time or supper schedule due to events held at the Rez. Events that you would like to hold in the Rez can be arranged by talking with the Staff. Please allow at least 24 hrs notice.

Visitors are welcome any day, we ask that you keep your guests visits to the stated time frames to provide the residents with some semblance of routine. **It is your responsibility to ensure that your guests respect Quiet time.**

Breakfast is self serve unless otherwise advised. Breakfast meals need to be over by 10:00am to facilitate kitchen cleaning and prep for lunch and supper meals.

Lunch is bagged and located in fridge daily. Hot lunch may be available on occasion as advised.

Supper is served hot on schedule each day, Monday to Friday. The scheduled time is determined by survey. Students with regular classes during supper time will have a bag dinner to take or cold plate set aside for after class. We will adhere to the scheduled time to keep our overhead low. Random meal times will not be catered. **If there is a unique situation please talk with the kitchen staff the day before to make arrangements.** Leftovers are recycled into other meals, therefore there are no leftovers for late meals unless pre-arranged. Those not making supper by 7 pm will be on their own.

Dining Room:

The dining room is open from 6am to 11pm. Any food items found on the table are free for the taking. Extra fruit and snacks are located here. **Dishes are to be returned to cupboards or washed and put away. DO NOT LEAVE DISHES FOR STAFF,** messes left for staff may be charged to your security deposit.

The Coffee, tea and microwave are always available, and we ask that you clean up after yourself. The Student fridge is available for any personal items needing refrigeration. Please clearly mark food with name and current date. Items older than 1 week are discarded. Items without names may be eaten by anyone. Items without dates will be discarded at the Kitchen Staff's discretion. **PLEASE RESPECT OTHER PEOPLES FOOD**

The fridge has condiments and milk/cream for coffee. Almost always there is peanut butter and jam, honey and sugar for your use. **Kitchen fridge and pantry are off limits at all times.**

Kitchen:

The Red Letter Rez runs a closed kitchen during the week. A meal survey is circulated and the menu is created based on feedback from students. Since all meals are provided, there is not room to be sharing kitchen facilities. In lieu of kitchen privileges there are extended Dining room services. Fridge, toaster oven, microwave coffee and tea and dishes all located in the Dining room.

WEEKEND MEALS are prepared by the students individually or as a group as they see fit. A weekend pantry is open and groceries are allocated as necessary. Cooking and cleanup is the responsibility of the students individually or as a group. Occasionally leftovers will be available in the student fridge for weekends. Special kitchen privileges can be arranged with the Kitchen Staff in advance.
DISHES ARE TO BE WASHED AND PUT AWAY.

Extra snacks (when available) are located in the Dining room and Student fridge. These are on a help yourself, first come first served basis.

If you need more lunch or dinner food on a regular basis please talk to the Kitchen Staff. Our meals are designed to be “all you can eat”.

Pop is not provided, juice is provided at lunch and supper only. Milk is provided at breakfast only.

Snacks and drinks between meals are your own responsibility. Late night snacks are also your responsibility.

WEEKEND FOOD ALLOTMENT IS BASED ON STUDENT POPULATION ONLY. STUDENTS WITH WEEKEND GUESTS NEED TO MAKE ARRANGEMENTS ON FRIDAY.

Fees for cleaning up messes left in the kitchen will be deducted from your security deposit.

Visitors and Overnight Guests:

Daytime visitors are always welcome at Red Letter. Students are responsible to ensure that their visitors are aware of and respect the parameters set out in this handbook. See the schedule for appropriate visitor times.

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Depending on Student Capacity, there may be rooms available for **overnight guests**. Students can reserve a room for parents or friends for overnight stays.

Overnight Room:

When available, parents or friends of Rez Tenants may reserve a spare room for overnight visits. Spare rooms are 15.00 per person per night and include breakfast as normally available.

Supper is also available to overnight guests for \$5.00 per person. No lunch meal is available.

Student Guests:

Students may have occasional overnight guests **in their rooms** (of the same gender) within reason. Students may also have guests over for a meal if pre-arranged with the kitchen staff.

Meals for 'regular' guests would be \$5.00

Overnight guests staying in excess of two nights per week or 4 nights per month are also subject to the \$15 overnight fee.

12 HRS NOTICE REQUIRED FOR ALL MEAL GUESTS

Red Letter i.n.C reserves the right to limit or prohibit overnight guests.

NO LUNCH IS PROVIDED FOR GUESTS AT ANY TIME

Mail, Internet, Phone:

MAIL The mail is delivered each day to the house. Each day the box is emptied and mail is placed in the appropriate mail slots in the entrance. A postal box for sending mail is located directly East of our house across the parking lot of the Pro-Cathedral on Algonquin. Post office services are available at the City Center (Corner of Worthington and Ferguson) or at Zellers (Algonquin at Sobeys). There is usually envelopes and stamps available in the office at cost.

INTERNET The house has wireless high speed DSL. We don't currently have a bandwidth cap but we do have an internet schedule.

Day	On Time
Monday - Saturday	6:00 am - 2:00 am (20hrs)
Sunday	6:00 am - 10:00 am (4hrs) 2:00 pm - 2:00 am (12hrs)

We ask that you do not share the internet code - the service will be slow enough without others 'sharing' our connection. Special Time Considerations can be made - talk with the Host family.

WE DO HAVE THE ABILITY TO MONITOR INTERNET ACTIVITY. PLEASE KEEP THIS IN MIND

THERE IS ALSO A FAX MACHINE IN THE OFFICE

Phone

Currently there are phones located (1) in the fireside room, (2) on the Girls floor (1) on the Guys floor (1) in the kitchen. The Kitchen phone is not to be removed from the kitchen. There is no phone located in the Rec room due to the unfriendly environment of TV and musical instruments. Calls should be limited to Sitting rooms or bedrooms.

Long distance calling fees are included in our monthly Room and Board rate, and to facilitate sharing the line we ask that prime time calls be limited to 15 minutes (7am - 7pm)

Please consider others who may be waiting to use the phone. Calls should be kept to a reasonable length and cordless phones returned to their base.

Bedrooms:

Absolutely no inter-gender visitation on bedroom levels.

Rooms are not supervised. Cleaning is the sole responsibility of the student. Cleaning equipment is located in the laundry room and must be returned when not in use.

WINDOWS are not to be opened when outside temperature is below 15 Degrees unless advised by the staff. A fine in the amount of \$20.00 will be levied against your security deposit for each occurrence. If you are hot please speak with the staff about adjusting the thermostat. If you open your window the furnace will make all other rooms hotter. No exceptions will be made to this provision.

One key is provided with your room. Replacement Keys are \$5.00 each. Red Letter i.n.C and the resident staff are not liable for missing items from rooms. Please be sure to lock your room if necessary.

You may re-organize your room as you see fit, being sure not to damage walls or floors. It is requested that you refrain from moving furniture after 10pm.

Posters and paraphernalia may be put on walls using tacks. DO NOT USE TAPE. Damage from removing tape will be deducted from the security deposit.

The Staff reserve the right to enter rooms without permission where safety, corporate hygiene, sound or temperature warrant.

Common Areas:

Common areas are gender neutral. However, each room has a purpose and design.

The Rec room is designed for multimedia and noisier activity. There is no phone in this room. TV, Stereo, Games, Musical instruments. This room is not primarily designed for study.

The sitting room(s) do not have multimedia hardware. These are designed for more quiet activities. Studying, fellowship, phone conversations etc. Board games can be played in these areas.

The Dining room of course is for eating. In the evening this room is available for games and visiting.

Common Areas are tidied daily and loose items are sent to the lost and found. **Personal belongings are not to be left in common areas.** Red Letter i.n.C and the Staff are not liable for items left in the common space.

Laundry:

Laundry facilities are located in the basement below the rec room. **This room is open from 7am to 10pm.**

Machines are regular units, not coin op. To keep this system free, we need to work together to be efficient and gentle on machines.

PLEASE DO NOT WASH LESS THAN ½ LOAD

THERE IS A LAUNDRY SCHEDULE. Clothes left in machines are at the mercy of the next user, please do not start laundry and then leave the facility.

You are responsible for soap and softener. No laundry is to remain in machines overnight. **Please do not store items in laundry room.**

Bathrooms:

Bathroom cleaning is shared by the students. If needed a schedule will be posted. Cleaning supplies will be made available. Bathroom tissue (TP) and hand soap (liquid) is provided.

All other bathroom necessities are the responsibility of the student.

DO NOT LEAVE ITEMS IN THE BATHROOM

Each student should have a toiletry tote of some kind to bring personal to and from the bathroom. No storage space is provided. Items left there are not the responsibility of Red Letter i.n.C or the Staff.

Storage:

There is very limited storage for larger items.

Please check with the staff before bringing items that will not fit in your room.

Bicycles may be stored in the garage until the Thanksgiving break - we ask that you have them returned home at that time as the garage is in use from November to April for business purposes. Bikes left in the garage after Thanksgiving will be relocated into the yard. If space provides you may store your bike in your room, being very cautious not to damage walls/stairs as you move it.

Parking:

Parking is first come first served. Capacity is 4 vehicles and is assigned for Students only.

Please check for parking availability prior to bringing a vehicle.

Temporary guests can park in the driveway on the left side, providing they don't leave the premises with their keys! Vehicles blocking the drive will be removed at the owner's expense.

Guest Parking can be found at the courthouse parking lot after 6pm. The church also has a large lot empty during the week.

ON STREET PARKING IS FREE AFTER 6pm, however there is no overnight parking after November 1st due to snow removal. The city will ticket vehicles parked after 11pm during the November - April season.

Lodging Options and Ending Tenancy:

The Red Letter Rez fees are based on a standard 2 semester school season. **Room and Board is for 4 month intervals from Sept - Dec, and Jan - Apr.** Shorter stays need to be pre-arranged with the facilitators. The basic rate is \$650.00 per month on a 4 month agreement including all the provisions of this handbook. **A security deposit of \$250.00 guarantees your room for the following semester and is refunded when tenancy is terminated pending any costs as outlined below.**

Weeks of lodging prior to Sept 01 will be added to the first invoice.

When vacating a room, Students are responsible for cleaning and vacuuming room. Garbage is to be bagged and place in garbage bin. No items are to be left in room.

Notice of termination should be delivered 30 days prior to the end of the semester. No notice is required for an April 30th termination.

Monthly Room and Board is due on or before the 1st of each month. \$650.00

Semester Room and Board is due on or before Sept. 1st and Jan 1st. \$ 2400.00 (save \$200.00)

Education Students having an “away” placement may apply for a rebate for weeks away.

Termination Reasons:

In general, Items in this handbook highlighted in **RED** are important issues, worthy of drastic measures.

In specific, any areas addressed in this manual that are blatantly disregarded to the detriment of others will warrant termination of a Lodging agreement.

Fees deducted from Security Deposit:

Most items are addressed in the handbook. An inexhaustive list includes:

Open Windows (below 15 deg.C) = \$20.00

Kitchen / Dining room mess = \$ 15.00

Bathroom Cleaning = \$20.00

Damages to facility (@cost of repair)