UNIVERSITY OF TORONTO'S

NEW COLLEGE

RESIDENCES

SUMMER CONFERENCE AND ACCOMMODATIONS GENERAL INFO BOOKLET

General Information Booklet

Thank you for your reservation at New College Residences at the University of Toronto.

Specific requested room assignment and location is not guaranteed and may be subject to change.

RULES & REGULATIONS, SECURITY AND QUIET HOURS:

Please note that our quiet hours are from 10:00 p.m. to 8:00 a.m. every day. A Security Guard will patrol the Residences throughout the night to ensure all residents are obeying the Occupancy Agreement and Rules and Regulations.

A full copy of the Occupancy Agreement and Rules and Regulations can be found at the following link:

http://ncsummer.utoronto.ca/wp-content/uploads/2025/09/2026-Rules-and-Regulations.pdf

Please obey these rules as they will be enforced throughout the summer. If you notice anyone who is not, refrain from escalating the situation and please contact the Wilson Hall Front Desk at the time the incident occurs so that they will contact the appropriate personnel to check out the situation. If a resident's action or behavior is deemed by New College to be detrimental to the general well-being or comfort of other residents staying at the Residence, has engaged in conduct that could lead to the injury of others, has engaged in threatening, aggressive, unprofessional, uncooperative or inappropriate behaviour towards University staff or Residents (i.e. shouting, name-calling, abuse, use of profanity etc.), has committed or permits an illegal act to be committed in the Residences, appears to have breached the Criminal Code of Canada, has violated any law, rule, order or regulation of any Federal, Provincial or Municipal Government, has failed to comply with the University of Toronto Code of Conduct, or has breached or failed to observe the Rules and Regulations of the New College Summer Residences, then New College reserves the right to immediately evict a resident prior to official warnings. Please respect your neighbours and the community environment.

WHEN CHECKING IN:

1) Please go to the **Front Desk in Wilson Hall Residence located at 40 Willcocks Street (open 23 hours a day – closed in the early morning from 3 a.m.- 4 a.m. and emergencies) **in order to receive your room keys and make payments. This is the Front Desk for all the residences.

Please bring your valid identification which must include full name, date of birth, photo and signature. Acceptable documents typically include a driver's license, a passport or a permanent resident card. This valid (not expired) identification issued by a federal, provincial, territorial or state government authority ****must match the registered Resident name on the Resident database**.**

Check-In time is **anytime after 3 p.m.** on your Check-In Date

Check-out **anytime before 11:00 a.m**. on your Check-out Date

You do not need to let us know what time you arriving unless it is between 3 a.m. and 4 a.m. (early morning). You should call the front desk at 416-978-8877 if you arriving during that time or you may have to wait until the staff is back at 4 a.m.

Note: If you are arriving after 10:00 p.m., the sliding front door at 40 Willcocks Street is locked at 10:00 p.m. but there is a buzzer and intercom system that connects to the Front Desk in order for you to check-in. You may need to wait for the Front Desk Staff to arrive back if they are attending an emergency.

2) If you are not part of a group booking where payment is done by a group organizer, your **full balance is due on arrival** (or monthly in the case of monthly rate bookings). If you made your reservation on the summer portal, you can pay your entire balance by logging into the summer portal and clicking on Accounts. **Please note that the Charges (and therefore your actual Balance) may take from 1-3 days to show on your Account on the summer portal after you have made your Reservation and paid the deposit.**

NOTE: If you chose the **sessional rate, your entire balance is due by May 4, 2026**. If it is not paid in full by this date, your account will default to the **monthly rate** (a higher rate per night) and you will then make your payments according to the monthly rate reservation payment schedule. The **MONTHLY RATE PAYMENT** schedule is found on our summer residence website (www.torontores.com) under FAQ's section.

3) Make sure you have a working credit or debit card to cover the cost of the entire reservation. We take VISA, MasterCard, American Express, Discover, Visa Debit and MasterCard Debit or Debit. **These will be the only form of payments accepted - NO CASH, NO PERSONAL CHEQUES, NO WIRE TRANSFERS, NO INTERAC E-TRANSFERS!** **You will not be able to check-in without proper payment so make sure you check with your bank prior to arriving.**

4) Your only other option for payment is to provide a certified cheque/bank draft/money order in Canadian Dollars for the entire Balance payable to "University of Toronto" to the Front Desk to apply to your Account.

5) Please remember New College is a university-style dormitory with shared communal washrooms (gender-specific), common rooms (with some kitchen facilities and TV lounge) and laundry rooms all down the hall. We do not provide any utensils (pots, pans, cutlery) for the common rooms. Bedding, pillow, linen and a towel will be provided upon arrival, however, there will be no housekeeping service. A list of what is included can be found [here.]

6) The campus and ALL buildings and rooms are NON-SMOKING.

7) In some cases for short-term stay bookings, you may be placed on a “long-term” floor used for bookings that are a month or more. Note that if you end up on one of these floors that the fridge in the common room is not in service for the summer and there will be many residents using the common room.

8) There is a luggage room beside the Front Desk to meet the Check-in time (anytime after 3 pm on Check-in date) or Check-out time (anytime before 11:00 a.m.)

FRONT DESK:

The **Wilson Hall Residence Front Desk at 40 Willcocks Street** is **open 23 hours a day, 7 days a week, (including holidays) for your convenience, except for a meal break (3 a.m-4 a.m.)** and attending to emergencies. **This is the central main desk for ALL three residences and where to CHECK IN or CHECK OUT.**

The Front Desk Staff is there to provide you with:

- Receiving and Returning Room Keys
- General & Tourist Information
- Service Request Forms (used to report facilities issues)
- Mail (for long term guests only)
- Cleaning room key

Note: All items signed out from the front desk require showing a valid photo ID as well as leaving an ID with the front desk. Note: You will not be allowed to leave your Passport as an ID with the front desk.

To contact the Wilson Hall Front Desk: **416-978-8877**

Other Numbers: **Campus Police: 416-978-2323 (non-emergency)**

Campus Police: 416-978-2222 (emergency)

Extreme Emergency: 911

TRANSIT SYSTEM (METRO):

The transportation system for Toronto is the called the “TTC” (Toronto Transit Commission). Using the subway or streetcars is the best way to get around Toronto. Spadina Station is the closest subway station to New College (located at the corner of Spadina and Bloor St). It is about a 10 minute walk to Bloor Street. There is also a streetcar stop just across the street from our Residence on Spadina. Streetcars run frequently north on Spadina Avenue (to the Spadina Subway Station) and south on Spadina Avenue (towards the Harbourfront and into Union Station). You will need to pay the fare on the streetcar or purchase a PRESTO card at any station.

KEYS:

To avoid replacement costs, please DO NOT LOSE YOUR KEYS - each set costs $50-$60 or $200-$500 after normal business hours to replace!

Please remember to return them to the Wilson Hall Residence Front Desk when you check out by 11 a.m. on your departure day.

Wilson Hall Residence

The fob key gives you access to the elevators, doors to your residence floor as well as the main doors which are locked from 10 p.m-7:00 a.m. To call the elevator, press the button going up. This usually lights up to indicate that the elevator has been summoned. You must use your fob key inside the elevator swiping the fob at the red sensor light and press the floor number immediately (light should turn green). There are two elevators in Wilson Hall.

To open your room door, simply swipe your fob key on the sensor. The light should turn green. Make sure you always have your keys with you upon exiting your room, as the door always locks behind you.

IMPORTANT: Please keep your fob key with you at all times, even if are going to the washroom as the door locks behind you. Do not place anything on the door handles or the hooks on the back of your doors as this may cause the door lock to malfunction.

You do not need to use the fob key when going down.

45 Willcocks Residence

The fob key gives you access to the elevators, doors to your residence floor as well as the main doors which are locked at 10 p.m-7:00 a.m. To call the elevator, press the button going up. This usually lights up to indicate that the elevator has been summoned. You must use your fob key inside the elevator swiping the fob at the red sensor light and press the floor number immediately (light should turn green). There are two elevators in 45 Willcocks Residence. If you have a small metal key, it is your mailbox key and has your mailbox number on it.

To open your room door, simply swipe your fob key on the sensor. The light should turn green. Make sure you always have your keys with you upon exiting your room, as the door always locks behind you.

IMPORTANT: Please keep your fob key with you at all times, even if are going to the washroom as the door locks behind you. Do not place anything on the door handles or the hooks on the back of your doors as this may cause the door lock to malfunction.

You do not need to use the fob key when going down**.**

Wetmore Hall Residence

The fob key gives you access to the elevators, doors to your residence floor as well as the main doors which are locked at 10 p.m-7:00 a.m. To call the elevator, press the button going up. This usually lights up to indicate that the elevator has been summoned. You must use your fob key inside the elevator swiping the fob at the red sensor light and press the floor number immediately (light should turn green). There is only one elevator in Wetmore Hall Residence. If you have a small metal key, it is your mailbox key.

To open your room door, simply swipe your fob key on the sensor. The light should turn green. Make sure you always have your keys with you upon exiting your room, as the door always locks behind you.

IMPORTANT: Please keep your fob key with you at all times, even if are going to the washroom as the door locks behind you. Do not place anything on the door handles or the hooks on the back of your doors as this may cause the door lock to malfunction.

You do not need to use the fob key when going down.

MAILBOX AND MAIL (long-term stays only):

Only long-term stay residents will be able to receive mail. Please always provide your photo ID to the Front Desk in order to receive mail.

Your full mailing address should be:

If you are in Wetmore Hall:

YOUR NAME (ensure this matches our Residence Database)

21 Classic Ave Room # _____ (you will receive this on checkin)

Toronto, ON

M5S 2Z3 Canada

If you are in 45 Willcocks:

YOUR NAME (ensure this matches our Residence Database)

45 Willcocks Street Room # _____ (you will receive this on checkin)

Toronto, ON

M5S 1C7 Canada

CANCELLATION POLICY (INDIVIDUAL BOOKINGS) (prior to Check-In Date):

To avoid additional fees after paying the non-refundable one night deposit, please send us a written cancellation to summer.newcollege@utoronto.ca. Please include your full name, student number (if UofT), mobile/cell number, email address and dates of reservation. You will not be able to make any changes or cancellations to your booking on the summer portal.

CHANGES TO YOUR RESERVATION AND INQUIRIES (SUMMER RESIDENCE OFFICE CONTACT):

As the Summer Residence Office will be operating in a combination of in person (Room 1007 Wilson Hall Residence) and possibly remote, If you have any questions/inquiries or changes to your reservation, please email us at summer.newcollege@utoronto.ca. We will do our best to respond as quickly as possible during business hours Monday to Friday 9:00 am to 5:00pm. Office Hours may be extended during the summer to 10:00 pm each day and open on weekends from May to August. Last minute changes may incur additional admin fees. You will not be able to make any changes or cancellations to your booking on the summer portal!

EARLY DEPARTURE NOTICE (INDIVIDUAL BOOKINGS):

Seven (7) nights advanced notice in writing to summer.newcollege@utoronto.ca **is required** if you wish to move out before your scheduled departure date. Your occupancy rate will be then be re-calculated. If the total number of nights after re-calculation with the new departure date is less than 29 nights, the rate will be re-calculated using the weekly daily rate. If the total number of nights after re-calculation with the new departure date is 29 nights or greater, your occupancy rate will be re-calculated using the monthly daily rate. There will be no refunds on stays of 7 nights or fewer.

CHARGES AND PAYMENTS (INDIVIDUAL BOOKINGS):

You can see your charges, payments and balance on your Statement. If you booked on the summer portal, you will be able to make payments and see your Statement by logging into your Account.

Your balance is due on arrival. We take VISA, MasterCard, American Express, Discover, Visa Debit and MasterCard Debit or Debit. **These will be the only form of payments accepted - NO CASH, NO PERSONAL CHEQUES, NO WIRE TRANSFERS, NO INTERAC E-TRANSFERS!** You will not be able to check-in without proper payment so make sure you check with your bank prior to arriving.

Monthly Rate Reservations: **The nights from your Check-In Date to the end of that month is due by your Check-In Date.** (unless arrival date is after July 14 in which case your entire balance is due on arrival). Then subsequent payments are due on the 1st of each month by 5:00 p.m. EST until your Account Balance is zero (Paid in Full). Note: if you only book 29 nights, the entire balance is due by your Check-In Date. The MONTHLY RATE PAYMENT schedule is found on our summer residence website (www.torontores.com) under FAQ's section. On the schedule, go to your category coloured column (i.e. Student – BLUE) and then go down to your Check-In Date and beside it you will find what is due on your Check-In Date. On this sheet, further down, you can also see what you will then need to pay on June 1 or July 1 (again go to your category coloured column and June 1 or July 1) OR just pay your account balance if it is less and repeat this each month until your Account Balance is zero (paid in full). Late payment charges will be applied to overdue accounts.

LAUNDRY ROOMS:

Laundry Rooms (coin-operated washing machines and dryers) are available on every floor in all the Residences. **You are responsible for any of your clothes left unattended in the laundry room**.

Laundry machines will be $1 to wash and $1 to dry. All machines use $1.00 coins ("loonies") or quarters only. **Please note that the Front Desk will not carry cash and will not have change**. **You will need to bring your own detergent.**

Report any difficulties at the Wilson Hall Front Desk. Irons are available in the laundry rooms. **Ironing in residence rooms is forbidden, as it is a fire hazard;** please use the laundry room for your ironing.

The laundry room locations by door number are:

WILSON HALL RESIDENCE

FLOOR	ROOM #s
3rd	Inside Common Room 3002, Across from Room 3041
4th	Inside Common Room 4002, Across from Room 4041
5th	Inside Common Room 5002, Across from Room 5041
6th	Inside Common Room 6059

WETMORE HALL RESIDENCE

FLOOR	ROOM #s
2nd	Across from Room 278
3rd	Across from Room 378
4th	Across from Room 478

45 WILLCOCKS RESIDENCE

FLOOR	ROOM #s
2nd	Across from Room 216
3rd	Across from Room 316
4th	Across from Room 416
5th	Across from Room 516
6th	Across from Room 616
7th	Across from Room 716
8th	Across from Room 816

MEALS AND FRIDGE RENTALS:

Meals are not included in the rates unless charged on the Statement. The New College Dining Hall on the second floor in Wilson Hall Residence may be open for breakfast (pending group bookings) for May to mid June. Breakfast, Lunch and Dinner will be available during mid-June, July and August (pending our summer international program group booking).

Check the UofT Food Service Website for updates on what is open during the summer on campus, including Starbucks and Second Cup. You can also email mealplan@utoronto.ca to buy TBucks, a convenient way to pay for food on campus and that can also be used when the New College Dining Hall is open.

For common rooms, please note we do not provide utensils (pots, pans, cutlery etc.). If you require a fridge and staying long-term, you can arrange a fridge rental with Richard from Campus Fridge Rentals at rlpsales@rogers.com (email only) with your current room number, your departure date and your cell phone number. They provide great rates for the summer and will pick up and deliver the fridge to your room.

If you are looking for just some coffee and baked goods, there is a Second Cup Cafe closeby in the Athletic Centre next door. A five-minute walk north (towards Bloor Street) or south of the residence (towards College Street and Chinatown) have many places to grab a meal. Located near Bloor St and Spadina Ave is a grocery store (called Metro). There are also grocery stores along Spadina Ave south of College Street in Chinatown and Kensington Market. If ordering take-out, you must go meet the delivery person at the entrance, they will not be permitted access inside the building.

NOTICE OF CONSTRUCTION:

Throughout the summer, New College is hoping to complete a number of renovation projects starting May 1, 2026.

In Wilson Hall: the entire 3rd floor will be renovated (May 1-end of June)

As a result of the renovations there may be periodic noise and construction happening during the hours of 9:00 a.m. to 6:00 p.m.

Depending on many factors (i.e. weather, the nature of the project, availability of materials, etc.) renovations may happen on weekends and after hours.

The Resident acknowledges that the Residences are located within a major urban centre and, as a result, there may be noise, construction, local events, and other disturbances over which the University has no control that may impact the occupants of the building. During the summer, maintenance and renovation of the Residence occurs and may necessitate limited access to the Room or common areas.

PARKING:

New College Summer Residence does not have or manage any parking lots, however, a close option is a parking garage located at 17 Glen Morris Avenue (5 min walk from here) that is under the management of University of Toronto. Go north on Spadina and the first street past Harbord is Glen Morris. Make a right and the underground parking garage is immediately on your right. You can purchase a day ($15.93/day+HST), evening or weekend permit ($8.85/day+HST) online **(and in advance!)** by visiting University of Toronto Parking website (http://transportation.utoronto.ca/) and click on **Permit Portal** then click on **Day & Weekend Permits**, agree to the Terms of Service, click on **Day and Weekend Passes** and **Select the Permit Type** from the list and follow the instructions.

Note:17 Glen Morris is **Lot N** in the list. Rates are subject to change and will be on the website.

After entering your vehicle details. contact information and adding your credit card details and pressing Checkout, you should receive a confirmation email with your parking permit and can proceed to park for the date/time you have selected.

NOTE: You will be responsible to ensure you have the correct parking permit and we are not responsible for parking tickets! You can contact the UofT Parking Office at **416-978-7275 for any issues.**

SECURITY AND SUPPORT:

Depending on the issue, Residents can call the Front Desk at 416-978-8877 who will notify other appropriate staff if needed and urgent.

The Office of Residence and Student Life (ORSL) at New College will continue to help support UofT students health and well-being and can connect you to a range of resources social, academic, and wellness programs during the summer. Programming and scheduling to be confirmed. Recognizing that student residents may require additional support during COVID-19, the University has made available a number of [supports](https://studentlife.utoronto.ca/task/support-when-you-feel-distressed/) available to you. These supports include the Health and Wellness Office and U of T My Student Support Program that provides students with immediate and/or ongoing confidential, 24-hour support for any school, health, or general life concern.

A security guard will patrol the residences daily from 10:00 p.m. to 6:00 a.m. for residence related emergencies and assistance along with the **Wilson Hall Front Desk at 40 Willcocks which is open 23 hours a day or calling 416-978-8877 (closed nightly between 3 A.M. and 4 A.M). **

WASHROOMS:

Most washrooms will be gender-specific (Male or Female). There are 4-5 sinks, 4-5 toilet stalls, 4-5 shower stalls in each one (washrooms have private and locking shower stalls and toilet stalls).

There are 3 Washrooms on each floor in Wilson Hall; 3 Washrooms on each floor in Wetmore Hall Residence; 2 Washrooms on each floor in 45 Willcocks Residence.

We will assign one washroom in Wetmore Hall on each floor as gender-neutral. We will do our best to accommodate your washroom preference, however, we cannot guarantee it.

For everyone's safety, please obey the washroom signs. Anyone caught tampering with the signs will be evicted immediately. (Note: These washrooms signs may change periodically from the Summer Residence Office depending on groups placed on the floor. Please respect and follow the assigned labels!)

The washroom locations by door number are:

WILSON HALL RESIDENCE

FLOOR	WOMEN'S	MEN'S
3rd	3089	3003, 3071
4th	4003, 4071	4089
5th	5089	5003, 5071
6th	6001, 6057	6003, 6063

WETMORE HALL RESIDENCE

FLOOR	WOMEN'S	MEN'S	GENDER NEUTRAL
2nd	296	252	222
3rd	352	396	322
4th	452	496	422

45 WILLCOCKS RESIDENCE

FLOOR	WOMEN'S	MEN'S
2nd	Across from Room 219	Across from Room 232
3rd	Across from Room 319	Across from Room 332
4th	Across from Room 419	Across from Room 432
5th	Across from Room 519	Across from Room 512
6th	Across from Room 612	Across from Room 619
7th	Across from Room 712	Across from Room 719
8th	Across from Room 819	Across from Room 812

If you notice any damages in the washroom (i.e. see a flood or a toilet constantly flushing), please report this to the Wilson Hall Front Desk immediately.

COMMON ROOMS:

Each floor has a common room with the following amenities:

- Stove
- Sink
- Microwave
- Television and sitting area
- Fridge*

For common rooms, please note we do not provide utensils (pots, pans, cutlery etc.). If you require a fridge and staying long-term, you can arrange a fridge rental with Richard from Campus Fridge Rentals at rlpsales@rogers.com (email only) with your current room number, your departure date and your cell phone number. They provide great rates for the summer and will pick up and deliver the fridge to your room.

Be considerate of others and please always clean up after yourself when using the common room and do not ever leave the stove unattended!

The common room locations by door number are:

WILSON HALL RESIDENCE

FLOOR	ROOM #s
3rd	3002, 3075
4th	4002, 4075
5th	5002, 5075
6th	6075

WETMORE HALL RESIDENCE

FLOOR	ROOM #s
2nd	214
3rd	314
4th	414

45 WILLCOCKS RESIDENCE

FLOOR	ROOM #s
2nd	Across from Room 216
3rd	Across from Room 316
4th	Across from Room 416
5th	Across from Room 525
6th	Across from Room 625
7th	Across from Room 725
8th	Across from Room 825

BEDDING, LINENS and ROOM CLEANING (Housekeeping):

Linens, pillow and a towel are provided in every room on arrival; however, **there is no housekeeping service. You are responsible for the cleaning of your room as well as your towel and linens if needed during your stay.** There are coin operated laundry rooms on each floor. Also on each floor is a cleaning closet with contains cleaning supplies such as a vacuum, broom, etc. You can sign out the key to this room by showing a valid photo ID as well as leaving an ID with the front desk. Please return the key in a timely manner.

AIR CONDITIONING (AND KEEPING WINDOWS CLOSED):

All three residences are centrally air conditioned as needed. For 45 Willcocks, there is a knob under the window located in the radiators which you can turn to change the temperature a few degrees up or down. For Wilson and Wetmore, if you have any problems with the air-conditioner (i.e. it is leaking, there is no air), please report this to the Wilson Hall Front Desk. In order to prevent problems with the air conditioning system, **please keep windows closed especially on hot days**. **The central AC will work better and the room will be cooler with the windows closed**. Besides the AC working more efficiently, keep your windows closed will keep unwanted nuisances (i.e. squirrels) from entering rooms.

LUGGAGE ROOM:

To ensure residents **check out before 11 a.m**. (some may have flights which leave in the evening), you may drop off your luggage at the designated luggage room by the Front Desk. Please see the Wilson Hall Front Desk. The luggage room may also be available **if you arrive earlier than 3 p.m. on your Check-In Date**. Please note that New College will not be responsible for any luggage left in the Luggage Room.

ROOM INVENTORY:

Each single room contains a single bed (two single beds in the case of a double room), chair, linen, towel, pillow, blanket, bedspread, desk, closet (armoire), dresser, garbage can, and a working smoke detector. **To avoid being charged for missing items and/ or damages, please report any missing items or damages upon check-in to the Wilson Hall Front Desk.** Please leave your screens on your windows.

INTERNET (WIFI) & TV IN COMMON ROOM:

We have Wi-fi (wireless) internet. Please see the Front Desk for access. If you need help connecting, guests should contact our IT Staff for help **during business hours** (Monday to Friday from 9:30 a.m. to 4:30 p.m.). The IT Office number is 416-946-8368. If there is no answer, please leave a message **including the following information:** Name, Name of Residence, Room Number, Extension # or Cell Number, a brief description of the problem, and when the best time to be reached is.

There is no IT Staff Support outside of business hours.

If you do not have a computer/laptop, you can try going to the New College Computer Lab at the New College Library (entrance is at 20 Willcocks Street) during business hours, which you can use for a small fee per day. You may also try an Internet café - there is one at the corner of College Street and Spadina.

We provide a TV in the common rooms which have preinstalled apps. If you notice that it is not working, please contact the Front Desk.

SMOKING AND ALCOHOL:

Smoking is not permitted anywhere in the building or on UofT campus!

Alcohol is not permitted in any public areas of the residence!

FITNESS CENTRE/ SWIMMING POOL:

The University of Toronto's main Athletic Centre is just up the street at Spadina and Harbord Street corner. Here, you can enjoy world class sporting facilities such as the Olympic size swimming pool, the weight room, the squash courts, the treadmills and an indoor track. **You must be over 18 years of age.** You must inquire at their office (entrance is on Classic Avenue) to pay the membership fees and inquire about costs for the summer.

VISITORS:

Overnight guests (those wanting to stay after 10 p.m.) are not permitted. Visitors are welcome to rent a room for the night if they need. Please visit our website at www.torontores.com to **reserve your room in advance**. **Day visitors** are currently limited to the number of beds in your Room and need to be registered (sign in/out) at the Front Desk. They need to follow all rules, health and safety protocols in place.

CHECKING OUT

On your scheduled departure date, please check-out at the front desk at 40 Willcocks and return all your keys **by 11:00 a.m.and sign the bottom of the CHECK-IN/OUT Form.**

Please remember check out time is anytime **BEFORE 11:00am on your scheduled check out date.**

Please ensure that your door is locked, return all keys, and that no damages have been created due to your stay. Residents will be held responsible for any damages or missing items. Please report any damages to your room immediately.

To checkout, you need to return your fob key to the front desk at 40 Willcocks Street and sign the Check-In/Out Form before departure or you will be charged $50.00 for a new fob key. You may also be charged extra fees if checking out after 11 a.m., if any keys are not returned, if there are any outstanding fees due on departure (i.e. damage or missing items), failure to check-out or failure to follow checkout procedures.

Failure to check-out on the Resident's scheduled departure date or not following the checkout process above or checking-out after 11:00 a.m. without written approval by the Summer Residence Office may result in one or more of the following: i) extra charges; ii) a member of the Summer Residence staff entering the Resident room and removing all contents/personal belongings which do not belong there to get the room ready for the subsequent Resident; and iii) immediate termination of the Occupancy Agreement and immediate termination of the Resident's residency. The College will not be responsible for any contents/personal belongings that may be lost, damaged or stolen.

If you extended your reservation with us, this information applies to your new scheduled check out date.

LATE CHECKOUTS (after 11:00 a.m.):

We will not be able to arrange late-checkouts in advance. You will need to check with the Summer Residence Office at 40 Willcocks Street Room 1007 the night before departure to check if it is possible. If possible, there will be additional fees.

EMERGENCIES -FIRE EXITS AND ROUTES:

In An **Extreme Emergency**: Dial **9-1-1**. In case of emergency, you can also try to call the Wilson Hall Front desk at 416-978-8877. If the front desk is unavailable, you can call University of Toronto Campus Police depending on the nature of the emergency: For **Non-Emergencies**: Dial 416-978-2323

For **Emergencies**: Dial 416-978-2222

Be Prepared:

- **Fire Escape Plan - Once you know your room, check all the exits available on the floor. Locate the fire exit nearest to your room. Locate the nearest fire extinguishers and fire alarms. Always know where your room key is.**
- **Fire Alarm Installations** - Ensure you know where the fire alarm installations ("pull stations") on your floor are.
- **Evacuate immediately and close all doors behind you.** Leave the building immediately via the exit staircase.
- **Fire Alarm** - If you hear the fire alarm, **stay calm. Do not panic!** Touch the door to your room. If it is hot, do not open it. If the door feels normal, open it and check the hallway. If the alarm has not yet sounded, but you smell smoke, sound the alarm. If there is no smoke in the hallway, leave your room. Take your room key with you. Close the door behind you and go to the nearest emergency exit staircase. If there is smoke in the stairwell, go to the opposite end of the hallway or return to your room. Guests with a disability should call the front desk.
- **Do not try to take your personal effects** with you or attempt to pack your things.
- **Do not use the elevators** for evacuation.
- **If you are caught in your room,** call the front desk, tell them your room number and explain that you are staying in your room because of smoke in the hallway or stairwell. If smoke begins to enter your room, crouch down beneath the level of smoke and cover your nose.
- **Should you encounter thick smoke entering your room**, take wet towels or sheets and put them against the door to prevent smoke entering your room.
- **Should you encounter thick smoke whilst trying to leave,** get on to the floor and crawl to escape.
- **Do not jump out of the building (higher floors)** as rescue might not be far away.

PLEASE NOTE: ALL CHECKINS HAPPEN AT 40 WILLCOCKS STREET FRONT DESK (there is no front desk at 45 Willcocks Residence or 45 Willcocks Street or 21 Classic Avenue!). If you have any issues to check-in, you can call the front desk at 416-978-8877.

Thank you for choosing to stay at New College at the University of Toronto! We hope you have a pleasant stay.

New College Summer Residence Office