

## About Mohyla Institute

### Move-In

- **You must move in between the hours of 3:00pm – 7:00pm on Tuesday, May 6, 2025.**
  - Mohyla Institute is locked 24/7. Mohyla is not a hotel with front desk access available after hours. If you arrive before or after these hours you will not be able to get into the building.
  - If you cannot arrive during these hours on this date, you must make alternate arrangements well in advance with Mohyla Institute Administration, as staff will not be available after hours. If you do not make alternate arrangements ahead of time, there will be no way to obtain your keys and gain access to the building. Please email [info@mohylainstitute.ca](mailto:info@mohylainstitute.ca) with your full name, cell phone, and issues with check-in time.
- When you check-in you will receive your keys, and a Condition of Premises Agreement will be in your bedroom.
  - It is required that the Condition of Premises Agreement is filled out immediately.
  - After this agreement is filled out, it must be brought down to the main office for a Mohyla representative to sign. This is what the room will be compared to upon move-out, and if necessary, any damage/cleaning charges assessed.
    - If there are any charges assessed after move-out for damages or cleaning, they will be deducted from the security deposit.

### Items Provided with Your Accommodation

- Dormitory-style bedroom with a twin bed, desk, chair, and closet with a built-in dresser.
- Wireless internet as well as ethernet ports in every bedroom.
  - Ethernet cables are available in the study room.
  - Wireless passwords are on the back of the bedroom doors and on the bulletin boards of the main floor.
- Room linens provided are a mattress protector and sheet. Please place your linens over the linens Mohyla provides as any noticeable dirt or staining on the linens is assumed to be permanent and the resident will be charged the replacement fee:
  - Mattress Protector: \$75
  - Sheet: \$15
- Utilities: heat, water, power
- Laundry facilities
- Meal services:
  - Mohyla Institute provides buffet-style lunch from 12:00noon - 1:00pm and supper from 5:00 - 5:30pm. Closed on statutory holidays.
  - There is also Baba's Bistro, a 24/7 food area, for continental breakfast and access to food outside of buffet times. This area has items such as cold cereal, bread, fruit,

muffins, cookies, coffee, tea, milk, etc. Small kitchen appliances include a toaster, toaster oven, air fryer, coffee pot, kettle, and microwave.

- Mohyla Institute does not accommodate special diets. There is a salad bar available for those who do not wish to eat the hot food option provided, and there is a shared fridge available for residents with dietary restrictions to store personal food items (small amounts).

### What to Bring with You

We recommend bringing the following items with you:

- Linens: Towels (bath, hand, face), twin bedding (sheets, blanket, pillow, duvet). We provide a mattress protector and sheet. Please put your linens overtop of these. We also rent linens, please see the next page for details.
- Bathrobe, shower shoes, slippers
- Shower caddy for bathroom supplies
- Toiletries
- Laundry detergent
- Headphones
- Travel coffee mug & water bottle

### Available for Rent

If you choose to rent linens or a parking space, this must be arranged at least two weeks before move-in by contacting Mohyla Institute directly. These items must be paid for in advance with an e-transfer before move-in.

- Parking
  - \$125 for an assigned stall. There are limited parking spots available. We recommend reserving ahead of time to ensure a space.
- Linens
  - \$50 to rent a complete set of linens: blanket, flat sheet, (fitted sheet & mattress protector provided regardless), pillow, pillowcase, bath towel, hand towel, face cloth.
  - The linens provided are to be washed at the end of the stay. Any dirt or staining on the linens is assumed to be permanent and the resident will be charged the replacement fee:
    - Face Cloth: \$5
    - Hand Towel: \$5
    - Bath Towel: \$10
    - Pillowcase: \$5
    - Pillow: \$15
    - Fitted Sheet: \$15
    - Flat Sheet: \$15
    - Blanket: \$50
    - Mattress Protector: \$75

### Prohibited Items

The following items are prohibited from Mohyla Institute property. Should these items be found in the room of a resident or in possession of a resident, eviction shall be immediate and if necessary, the proper authorities shall be notified:

- Illegal substances
- Firearms and weapons of any sort
- Flammable liquids, explosives, and other dangerous substances

Also prohibited, but not resulting in immediate eviction:

- Anything that is a potential fire hazard, such as: candles, air fresheners requiring a heat source, incense, cooking appliances, etc.

### Living at Mohyla Institute

- Mohyla Institute is a dormitory-style student residence. The building is co-ed, and the shared washrooms are designated as men's or women's.
- Keys
  - You will receive a front door fob and a bedroom key.
  - FOB's work 24/7
  - If keys are lost or misplaced, let Mohyla Administration know immediately so that the FOB can be deactivated. You will be charged for the lost set.
    - Bedroom keys: \$20
    - FOB: \$30
- Security:
  - Do not let anyone you do not know into the building. You are responsible for anyone you let into the building. This includes vendors, service people, delivery drivers, etc. You are not being rude by not letting them in, you are ensuring everyone's safety.
  - Contact a staff member if it's during the day to let us know someone is at the door waiting, otherwise, ensure the door is closed behind you.
  - Do not prop doors open.
  - Do not leave windows on the main floor open. As the main floor is a bit below ground level people can break in through windows left open. Once you are done in the space, close the windows behind you.
  - Campus SafeWalk or Campus Security will walk you home at night from U of S campus if you want, we are within their radius.
- If you have immediate after-hours concerns, the contact information for the Executive Director, Sara Detenshen, is on the bulletin board on the main floor. If there is an emergency call 911.
- If you see something requiring attention, please let a staff member know.
- Entering the premises:
  - Mohyla Institute employees may enter the premises following notice is given at least 24 hours before the time of entry. Such notice must specify the reason for entry and the timeline of entry.
  - Notice is not required in the following situations:

- In cases of emergency.
- If the internet is down and the resident has an ONT in their room. In this case, a Mohyla Institute employee will enter the room to fix the internet for the residents affected by the outage.
- If the resident consents to the entry at the time of entry.
- If smoke of any sort is found or smelled in the vicinity of the room. This includes but is not limited to cigarette, marijuana, candle, or incense smells. Rooms in that area will be entered to determine the cause and ensure there is no risk.
- Quiet hours
  - Sunday to Thursday: 10:00pm – 6:00am
  - Friday & Saturday: 11:00pm – 6:00am
  - Headphones should be used for music, video games, movies, etc. so as not to disturb your neighbours.
  - Use the main floor common areas to gather in and visit during quiet hours.
- Food:
  - Please try everything once!
  - Must sanitize or wash hands before touching anything in the food area.
  - Take a new plate when going for seconds. Make sure everyone has had a chance to go through before taking seconds (after 12:30 at lunch, after 5:20 at supper). Eat what you take.
  - Scrape food into the garbage can (including soup and cereal) before sorting dirty dishes into the appropriate dish bins.
  - Baba's Bistro
    - There is food provided 24/7 in the Baba's Bistro area.
    - Please take only what you will eat and do not eat anything which has another person's name on it.
    - Those with dietary restrictions may keep food in the shared fridge. Otherwise, the fridges are for us to fill.
  - Clean up after yourselves: put things away, clean up messes, push in chairs, etc.
  - Bring down dishes the day they are used.
  - Food garbage is not to be disposed of in the bathroom garbage's. Bring it downstairs or out to the garbage behind the building.
  - Non-residents must pay to eat at Mohyla. \$10/meal.
  - Please let us know if you will be away for meals. When multiple people eat out at the same time, it impacts how much food is eaten. By letting the kitchen know you will be away in advance, we can make appropriate amounts and limit food waste.
- Theatre room
  - Located on the main floor. There are HDMI adapters available to connect your computer.

- Study room
  - Located on the main floor.
  - For studying first. One person studying trumps multiple people visiting.
  - Occasionally other organizations will book the room for a meeting; in these instances, a sign will be hung on the door indicating that.
  - Please ensure the room is left clean after use.
- Games area
  - Pool, ping pong, foosball, card, and board games. Open for everyone to use.
  - There are some house rules for the games area:
    - Pool table: no jump shots, no food or drinks on the table, no sitting on the table.
    - Ping-Pong table: no food or drinks on the table, no sitting on the table.
- Fitness room
  - Wipe equipment down after use.
  - Indoor shoes only.
  - Ensure the windows are closed when you leave the space.
- Laundry
  - Hours are 6:00am - 10:00pm
  - Room 263: Located on the second floor, west wing, next to the women's washroom.
  - Room 304: Located on the third floor, east wing, by the northeast stairwell.
  - Please wash at a minimum a half load of laundry, full loads preferred. We have had issues with people waiting to use machines due to individuals washing one item at a time.
  - Shoes are to be washed by hand in the laundry room sinks.
  - You have 5 minutes to change your laundry over.
    - Set a timer.
    - There are laundry baskets labelled Mohyla Institute in the laundry rooms for people to put your clothing into if you do not change your clothes over in time.
  - Never put someone else's clothes into the dryer.
  - Any laundry detergent left in the laundry rooms belongs to other residents, it is not free to use. You must purchase your own.
- Cleaning/Garbage/Recycling
  - There are cleaning supplies provided to clean your bedroom throughout your stay.
    - There are vacuum cleaners located on the main floor.
    - In each bathroom there is cleaning solution and paper towel or disposable cleaning cloths.
  - Please do not leave your garbage for someone else to collect. There are waste and recycle bins available on the main floor, in the bathrooms, and waste bins in every room. Dispose of food and bedroom waste into the red garbage bin outside the SW exit.
  - Dishes must not be kept in rooms, nor removed from Mohyla property. Dishes are to be returned to the kitchen the day they are used.

- There are bins provided to put your used dishes in on the main floor. Dishes are to be scraped clean and all garbage thrown out, then the dishes sorted.
- There are posters denoting what items are recyclable above the recycle bins in the bathrooms and on the main floor. Please reference it to ensure you are not trying to recycle items which are garbage.
- Washrooms
  - Washrooms are dormitory style and shared. There is a men's and a women's washroom on each floor.
  - Please use the garbage & recycling bins provided.
  - There are waste receptacles provided for prophylactics, feminine hygiene products, and cleaning wipes. Please do not flush these products down the toilets.
  - Please do not cut or die your hair in the bathrooms. It clogs the drains and stains surfaces.
- Smoking
  - Smoking is not permitted within the premises.
  - Must take place at a minimum distance of ten meters away from any entrance, window, or air intake. Please be considerate and stand further away as it will waft into open bedroom windows.
    - There is a bench across the street from the front doors of Mohyla. Please smoke there.
  - Paraphernalia must be kept in closed containers.
  - Regularly washing outerwear is required to ensure the smell of smoke does not linger in hallways and bedrooms.
  - Cannabis is to be consumed on the South side of the building (the back of the building, past the parking area). When smoked, it must also be done a minimum of ten meters away from any entrance, window, or air intake.
    - There is a park behind Mohyla. Please go for a walk through the park to smoke cannabis, in an area away from children and others (it is a very large park).
- Temperature control
  - The building is run on hydronic heat (also known as a hot water baseboard system). While the heat is rarely still on in May, if it is a very cold month, the heat may still be on.
  - There are no air conditioners on the second or third floor of the building. If you are uncomfortable, we recommend purchasing a desk fan, keeping curtains and windows closed during the day, and windows left open at night.
- Shared Damages
  - If anything is damaged in the building in the time groups are living at Mohyla, the cost of the damages will be split amongst all group participants evenly if the responsible party does not come forward.
- Animals and pets are not allowed on the premises.

- Do not affix adhesives to the interior walls or ceilings. 3M Command adhesives are acceptable. Do not to alter, amend, or change the décor of the premises.
- Rule violation
  - Sanctions start with letting the resident know about the rule violation.
  - Next a verbal warning (times 1 or 2).
  - Written warning (times 1 or 2, depending on severity).
  - Final written warning and/or probation.
  - Eviction with or without notice.
  - Depending on severity of rule violation and resident's reaction to RA, resident, or staff member, the verbal and written warning can be skipped over, and resident may be evicted without notice. This would be for violating resident safety.
- Communication
  - What's App is what is used. There will be two What's App chats, one is mandatory and only office employees can post in that chat. It is how notices are provided for anything you need know. The second What's App chat is for residents only, and is for events, socializing, etc.
  - Bulletin boards – Ukrainian community info, Mohyla info, anything you want to post.
  - In person in the office – come talk to Sara or Oksana in the office if you need anything or have any questions.

### Move Out

Upon your departure, you are required to clean your room. Any stains or markings on linens will be considered damaged, and you will be charged a replacement fee. If your room is deemed unclean, you will also be charged an hourly rate to clean your room, \$50/hour with a minimum charge of one hour.

### Additional Information

If you have any questions which have not been answered by this information sheet, please feel free to contact Mohyla Administration ahead of your arrival. We are happy to answer any questions or concerns you may have.

Cell: 306.653.1944

Email: [info@mohylainstitute.ca](mailto:info@mohylainstitute.ca)