



Residence Hall Handbook

Policies, Regulations and Standards of Conduct

Updated: 8/9/2017

As members of the residence hall community, residents are expected to uphold university standards, which include abiding by state, civil, and criminal laws; University Standards of Conduct; and residence hall policy. These expectations assist in promoting a safe and civilized community. If a resident is responsible for violating one or more of the policies/standards, the primary goal will be to help students reflect on their decisions, be accountable for their actions, and make decisions in congruence with community standards of conduct. Residents can expect university staff who are informed of a violation to meet with the students involved in a timely manner. If violations involve activities that staff are not aware of (particularly in safety-related situations in individual rooms), it is important for students to inform staff of these situations. Violations may also be addressed by the university police, community safety officers, or any housing staff.

It is the responsibility of students who have been charged with conduct code provisions that are alleged to have been violated to participate conscientiously in the conduct process. This includes reading the below policies and the [student conduct code](#), adhering to stated deadlines, attending scheduled meetings, and participating in all proceedings. Failure to meet these responsibilities may result in a disciplinary decision being made without the benefit of the student's participation. For a full explanation of the conduct process, go to the [Office of Student Conduct & Conflict Resolution website](#).

Jurisdiction

The Student Conduct Code governs the following:

Student conduct that occurs on campus, relates to university property or at official functions and university-sponsored programs conducted away from the campus. University property is defined as land, buildings and facilities in possession of or owned, used, or controlled by the university, or funded by university budgets.

RESIDENCE HALL SPACE: The residence halls are defined as all physical space within a residence hall, including public areas and student rooms, and reasonable exterior spaces designed for, or typically used by residence hall students. Students within the residence hall space are expected to abide by residence life policies and standards of conduct. If a policy violation occurs within a residence hall space, students will be subject to disciplinary action as outlined in this handbook.

Student conduct that occurs off university property but within the geographical area immediately adjacent to the campus is subject to this policy.

Student conduct that occurs off university property and (1) adversely affects the health, safety, or security of any member of the university community or the mission of the university; or (2) involves any records or documents of the university is subject to this policy.

All students residing in housing and dining services facilities are subject to the applicable housing and dining services policies and procedures detailed in the Student Code of Conduct.

Alcohol, Marijuana, and Illegal Drugs

The use of alcohol by underage students, the abuse of alcohol, the use of marijuana and the use of illegal drugs, is not permitted in the residence halls. The use of alcohol, marijuana, and illegal drugs is counterproductive to the academic mission of the residence halls and the university. Residence hall communities are designed to promote and foster the personal growth and development of individuals and are supportive of the residents' academic endeavors. Residence halls are not sanctuaries from federal, state, or local laws or from university standards and regulations. Staff will confront any resident who is identified as being in violation of the law or policies regarding use of illegal drugs and/or misuse of alcohol or marijuana. The responsibility to obey federal laws, state laws, local laws, and university rules rests with each student. Students are held accountable for their behavior as it relates to alcohol, marijuana, and illegal drugs. The following sections define the policies regarding the use of alcohol, marijuana, and the use of illegal drugs, as well as the penalties for the violation of these policies.

Alcoholic Beverages

Residence hall policies regarding alcoholic beverages and the enforcement of those rules are based on prevailing laws, certain values that the university holds and input over the years by hall residents. Alcoholic beverages are not permitted anywhere on campus in public areas. Only residents who are 21 years of age or over may possess and consume alcohol in their own residence hall room.

- a) The legal drinking age in Colorado is 21. In a residence hall, students of legal age may possess and consume alcoholic beverages only in their rooms with the door closed. Drinking by underage students is a violation of state law and residence hall policy.
- b) It is illegal for those of legal age to purchase or otherwise provide alcoholic beverages for those under 21 years of age. Residents who are 21 years old and have a roommate(s) under 21 must make sure that their alcohol is not accessible to their roommate(s). When residents who are at least 21 years old are transporting alcohol in and around the residence halls, alcohol containers may not be visible and must be closed.
- c) It is against the alcohol policy for a resident over the age of 21 to provide alcohol to minors.
 - i. Doing so will result in a violation of the Student Code of Conduct. Students who violate this policy will be subject to the full Student Conduct Process.
 - ii. Beer kegs, taps or other bulk dispensers (full or empty) may not be brought into the residence hall or onto residence hall property and may result in the immediate termination of the residence hall agreement even if student is 21 or older.
 - iii. Collecting and/or displaying empty alcohol containers, such as a wall of empty beer bottles or cans, is not permitted. The message the collection sends is counterproductive to the academic mission of the residence halls. The collections also attract insects and promote an unhealthy living environment. For more information, see Room Cleaning.
- d) Possession and/or consumption of alcoholic beverages, other than as provided for in a resident's room (above), is not permitted in any location in or around the residence halls, including residence hall grounds.
- e) Excessive alcohol consumption often leads to violations of other residence hall and/or university standards. Evidence of a violation may indicate that the resident's behavior was substantially altered as a result of the consumption of alcohol. The abuse of alcohol by any resident, whether of legal drinking age or not, and any inappropriate behavior that results from excessive consumption of alcohol, including the inability to exercise care for one's own safety or the safety of others due in whole or in part to alcohol consumption, is

considered a violation of the housing/university alcohol policy. None of the aforementioned are considered an excuse for the misconduct.

- f) For information on the Amnesty Policy, please see the Student Code of Conduct.
- g) For possession of any bulk container and/or providing alcohol to minors, or where a resident was found to have endangered the health, safety or welfare of an individual by providing alcohol, the sanctions may include termination of the Residence Hall Contract, suspension or expulsion from the university. In confronting a violation involving alcohol, the staff will request that the resident pour all alcohol down a drain. Any bulk containers, beer bong, beer taps or consumption devices will be confiscated and turned over to the hall director for disposal. (Confiscated items might not be returned to any individual.) In confronting kegs and in some cases bulk containers, the staff will call CUPD for assistance and disposal.

Marijuana

The possession, use, sale, manufacture, or distribution of marijuana and drug paraphernalia (pipes, hookahs, bong, vaporizers, water pipes, etc.), is not permitted in the residence halls and violates federal law. Students are not able to possess or use marijuana even if over the age of 21 years of age as compliance with the Drug-Free Schools Act applies. Therefore, students are prohibited from use or possession on university grounds. If paraphernalia or marijuana is found while confronting a marijuana violation, staff will call CUPD so that they can confiscate the paraphernalia and/or marijuana. CUPD Officers will issue Minor in Possession tickets at their discretion.

If the Colorado Department of Public Health and Environment (CDPHE) issues a Medical Marijuana Registry identification card to a student, Colorado law allows that student to possess a limited amount of marijuana for medicinal purposes. However, possession of a Medical Marijuana Registry identification card does not authorize a student to possess, use, or distribute marijuana in any university residence hall or university property. Students who receive Medical Marijuana Registry identification may submit a petition to be released from their Residence Hall Contract. Contact the Office of Occupancy Management.

Drugs

The possession, use, sale, manufacture, or distribution of illegal drugs in the residence halls, including drug paraphernalia (pipes, hookahs, bong, vaporizers, water pipes, etc.), is not permitted and violates federal law. Residents involved in such activities may be arrested and are subject to disciplinary action that may result in suspension or expulsion. Residents who involve themselves in the use or possession of illegal drugs are subject to conduct sanctions and may also be subject to legal action. Certain behaviors automatically result in stringent action(s) being taken. These types of behaviors include the sale, distribution, or manufacture of any illegal drug; the use and/or possession of certain "hard" drugs; use or possession of marijuana in violation of federal law; or possession of a keg or other large quantity of alcohol on university property. Residents should expect that these types of behaviors might minimally result in termination of the Residence Hall Contract and possible suspension or expulsion from the university. Because incidents do vary in seriousness, degree of disruption, and damage to the facilities, these factors are considered when deciding all sanctions. The conduct officer has discretion to issue appropriate sanctions based on the nature of each individual case. The severity of the violation(s) will determine the level and range of the sanctions. This practice enables the university conduct officer to make whatever decision he/she deems appropriate in any given discipline case. The sanctions listed above are guidelines for conduct officers who have the discretion to assign more stringent sanctions as appropriate.

Misuse of Legal Substances

There are many dangers with the use of general products as intoxicants or “means to get high.” Various substances, although legal, can have dangerous negative impact on an individual and hall community including in regards to health and academic success. Inhaling or ingesting a substance (including but not limited to nitrous oxide, glue, paint, gasoline, solvent, etc.) or using the substance other than in its intended purpose is a violation of university policy and is prohibited.

Sanctioning of alcohol and drug violations may be more severe if the incident includes the following aggravating factor(s): public intoxication, provision of alcohol/drugs to minors, driving a vehicle under the influence of alcohol/drugs, damage to property, obstruction of a peace officer, or failure to cooperate with a university official. Sanctioning may also be more severe if it is accompanied by other violations of the Code of Conduct.

Bicycles

Bicycles may be parked in bike racks adjacent to the halls or may be kept in the resident’s room. The university advises to use a U-lock when parking bikes outside. It is a fire code violation to store bikes in public areas of the residence hall. Bikes may not be parked in stairways, in front of doorways (inside or out), on rails (inside or out), in laundry areas, lounges or other common areas. Bikes parked in prohibited areas will be impounded by the university police. No one may ride a bike inside any buildings.

University policy requires bicycles to be registered with the CU Bicycle Program. To register a bike, follow the directions outlined here: <http://www.colorado.edu/ecenter/transportation/cu-boulder-bicycle-program>.

Dining Center Behavior

Residents and guests are expected to comply with all residence hall rules and the Code of Conduct while using the dining facilities on campus. Residents and dining center guests are prohibited from removing food from the dining facilities, with the exceptions as provided by the dining services program, such as ice cream or non-dairy frozen dessert. The throwing of any food or utensils in any area of the residence or dining centers is prohibited. Strong disciplinary actions will be taken against those involved in these types of behaviors, especially when the actions cause damage to personal and/or university property and/or personal injury.

Doors

Residents may affix material to the outside of their room doors. To use the door in this manner, follow these guidelines:

1. Do not permanently affix material to the door
2. Do not use non-recyclable materials

*University staff reserve the right to ask students to remove any materials for the residence hall structure, including walls, doors, windows, floors, etc.

**White boards are the property of the university and university staff reserve the right to erase messages from the white boards at any time.

Students are urged to be cautious about covering their room walls and doors with paper materials. Total wall/door coverage can be a potential vandalism/fire hazard. See *Fire Hazards* for more information.

Elevators

Tampering with elevators (e.g., removing button plates, pulling doors open and shut, misusing elevator keys, tampering with the wiring, jumping up and down in the elevator or climbing onto the roof of the elevator) is extremely dangerous and can cause injury, death and expensive

repairs. Such tampering will result in severe disciplinary action, including termination of the Residence Hall Contract.

Entry to Student Rooms

Students' personal privacy will be respected. However, Residence Life reserves the right to authorize entry into a room when there is a reasonable cause to believe the following:

1. There exists an immediate threat to the health or safety of the occupants.
2. There exists a need to protect property (university or private).
3. It is necessary for residence hall personnel to close and secure a hall or to repair, replace or inspect university property.
4. It is necessary to further our basic responsibility regarding discipline and maintenance of an educational atmosphere.

Exclusion from an Area

Office of Student Conduct and Conflict Resolution and UCPD reserve the right to exclude (prohibit entry to a specific area or hall) those persons whose behavior is determined to be detrimental to the well-being of the residence hall community or is incompatible with its function as part of an educational institution. Exclusions will normally be for a specified period of time, after which they are eligible for review. Failure to comply with the terms of exclusion may result in disciplinary action and/or arrest.

Fire Safety

Fire Alarm Systems and Equipment

The fire alarm system equipment in the residence halls are for everyone's protection. Tampering with firefighting equipment or setting off a false alarm (general or local) not only makes the system ineffectual, but also endangers the lives of residents. Thus, tampering with, removal of, or misuse of fire extinguishers, fire alarms, smoke detectors (including batteries), fire evacuation route instructions, sprinklers, other firefighting equipment or exit signs is prohibited by both residence hall policy and state law. Although it may seem harmless to store items and/or perform exercises (pull-ups) on sprinkler pipes, be aware that the pipes can be pulled out of the ceiling and cause significant damage. To prevent water damage to room, electrical equipment and personal belongings, hanging from, or hanging items from, sprinkler pipes is prohibited. In addition to disciplinary action, there is a charge for removing or damaging individual room smoke detectors or removing or damaging evacuation instructions. Residents are subject to prosecution and severe disciplinary action if they violate this policy. Residents involved in serious fire safety violations, including setting off false fire alarms (the general or main fire alarm or any plastic cover local alarm), may be terminated from housing or suspended from the university.

Fire Hazards

It is each resident's responsibility not to have furnishings or equipment in their room that creates fire and safety hazards. Such items as candles (even if meant for display only and even if the wick has been removed), incense, bongos, hookahs and non-fire-retardant material used to decorate (i.e. curtains) are strictly prohibited. No items may be hung on the ceiling, windows, or in doorways, including fabric (non-university curtains), banners, tapestries, posters or flags. Fabric, tapestries, flags or banners with the longest side exceeding three feet (36 inches) in length are also prohibited on walls. Curtains in rooms cannot be replaced or added where there are no curtains. Any fabric or banner must be flame resistant or fire-retardant treated if used in housing buildings. (The resident should retain Proof of Treatment on labels and/or packages.)

Flame/fire-retardant treatments must be renewed as often as necessary to maintain the materials' flame resistance. No more than one banner, flag, or tapestry may be hung on any wall and there may not be any more than two per room. Residence hall draperies are all flame-resistant and are not to be replaced by resident-owned draperies. Because of fire safety concerns, **halogen lamps, lava lamps and hover boards are not permitted in residence halls.** Bean bag chairs/furniture and space heaters *are not* permitted within the halls. Love Sac® chairs are permitted, but the appropriate Proof of Treatment labels must be retained by the student. Meetings will be held early during the semester to familiarize students with fire prevention measures and procedures for evacuation.

University staff reserve the right to ask students to remove any decorations from walls, doors, windows, floors, etc. Failure to comply with such a request will be considered a violation of the policy. Students are urged to be cautious about covering their room walls and doors with paper materials. Total wall/door coverage can be a vandalism/fire hazard. Also see *Smoking*.

Appliances/Cooking

Cooking is not allowed in rooms, on balconies, in other areas of the hall, or on adjacent grounds except for reasonable microwave use or where the hall has properly equipped kitchenettes. The use of barbecues and hibachis is prohibited in all areas in and around residence halls except at officially sponsored activities. If the number of approved appliances in use causes electrical overloads, additional restrictions will be imposed. Toasters, ovens, hot plates, grills, infrared ovens, induction cooktops, including George Foreman® and other electric grills, are not permitted within the residence halls.

In the residence halls, care must be taken with regard to the number of electrical appliances plugged into any one outlet. Do not plug in more than two appliances in any outlet and eliminate or limit the use of extension cords. Acceptable electrical appliances include televisions, DVD players, stereos, video game devices, personal computers, coffee makers (with automatic shut-off), clocks, irons (with automatic shut-off), blankets, shavers, blow dryers, and electric curlers.

In certain halls, electrical circuit limitations may limit the use of electrical appliances. All appliances must be UL-approved and operated, and maintained in full compliance with safety and sanitary standards. Appliances not allowed include portable heaters, cooking appliances, any appliance with open heating coils, toasters, toaster ovens, sun lamps, broadcasting equipment, outside antennas or satellite dishes, air conditioners, and other appliances that require more than a nominal amount of electricity. The university is very conscious of the need to conserve energy and requests that residents limit the use of as many electrical appliances as possible.

Fire Drills

Fire drills (announced and unannounced) are held periodically during the academic year. All persons inside the residence hall must evacuate the building immediately. Each resident's cooperation is vital in helping protect all the residents of the hall. Students failing to leave the building during a fire drill are subject to disciplinary action. Refusing to evacuate will result in severe disciplinary action. Emergency procedures are provided to hall staff; it is the student's responsibility to become familiar with the procedures.

Fireworks

Boulder fire prevention ordinances and residence hall policy prohibit the manufacture, sale,

use, and possession of all fireworks, including sparklers, anywhere within the city limits, including around or in all residence halls.

Flammables

Because of the obvious fire hazard, highly flammable materials such as chemicals, gasoline, camping stove fuel and charcoal starter are prohibited in the residence halls. Activities such as making candles or waxing skis are not permitted in residence hall rooms or areas in the halls other than those designated.

Do not keep large quantities of papers, rags or other trash in any room. Place recyclable materials (newspaper, computer paper, and notebook paper) in the containers located near the hall loading dock. Maintaining an open flame (i.e. burning candles, incense, lanterns, etc.) in a room is prohibited, as are natural trees. Candles, even if meant for display only, and tapestries with the longest side exceeding three feet (36 inches) will be temporarily confiscated and will be returned at the discretion of the hall director. **Hookahs, blowtorches and bongos present a fire hazard, are considered drug paraphernalia, and are expressly prohibited within the residence hall.**

Forgery

It is against the law and university policy to forge, alter, or falsify any documents, records, parking permits or instruments of identification. Using a forged or altered document, record, parking permit or instrument of identification is also prohibited, even if another person made the change.

Furniture

All residence hall rooms are fully furnished. This furniture may not be stored to make room for the resident's own furniture, and may not be moved from room to room. Residents must keep furniture in their rooms. For safety reasons, furniture placed outside a residence hall room will be removed by Housing Facilities Services. Furniture that has been removed is considered abandoned. Residents are charged for furniture missing from their room at checkout. If it can be accommodated space-wise, items belonging to the resident (overstuffed chairs, bookcases, etc.) may be placed in the room, provided they do not create a hazard or safety problem. When checking out, residents are responsible for removing all of their own belongings. It is the resident's responsibility to ensure all residence hall room furniture is present and accounted for; the resident is charged if any original residence hall furniture is missing. It is against housing policy to move furniture from common areas and place it in a resident's room.

Waterbeds and hot tubs are not permitted in the residence halls because building designs do not include provisions for drainage or for the weight load on floors. In addition, there is the possibility of considerable damage to both personal and university property should a leak develop.

Fish tanks are permitted if the amount of water is less than 10 gallons. The living creatures must be able to live under water and they must not be living creatures that could harm a person (i.e. piranha). No other animals are permitted (gerbils, mice, etc.). See *Pets Policy*.

Gambling and Running a Business

Gambling is prohibited. (Exception: Games of sport and social pastimes that are not for profit, do not affect the public and do not breach the peace are not prohibited). Running a business within the residence halls is not permitted. The use of university facilities, including residence hall

space, for personal or corporate profit is not permitted.

Identification Upon Request

In order to protect the safety and welfare of residents and the residence hall, any resident or residence hall staff member (e.g., hall director, RA, community safety officer, UCPD, community assistant) may require anyone in the residence halls, at any time, to present an official university identification card and/or other form of ID. Carry a picture ID at all times. It is a violation of housing policy to lend or trade IDs.

Loft Policy

Please see the housing website regarding lofts: <https://living.colorado.edu/loft-my-bed>.

Motorized Vehicles

Motorcycles, scooters, mopeds, hover boards etc., are to be parked in reserved areas in accordance with university regulations. They may not be taken into, or stored in, any building. If found inside, they will be removed and impounded at the owner's expense. Driving on sidewalks, bike paths, service drives, fields, and grounds is prohibited.

Noise

When living in a residence hall community, students must be aware of their noise level and demonstrate respect for those around them. Community members are encouraged to ask others to be considerate and adjust their noise levels at any time. It is expected that residents will comply with any reasonable requests made of them. Noncompliance with such a request will result in a failure to fulfill one's responsibilities to the community, and the situation may require intervention by housing staff. Because noise is one of the most common complaints, and in order to have a successful year both academically and socially, consideration must be shown for others at all times.

Housing staff recognizes that noise is difficult to assess and a certain amount of subjectivity is almost certain to exist. Staff members, however, are charged with making these assessments and making serious efforts to minimize noise levels for a productive university living and learning environment. See *Quiet Hours Policy*.

Personal Injury and Illness

Housing & Dining Services reserves the right to request medical assistance (including an ambulance) on a resident's behalf, should it be deemed necessary. It is the department's policy not to (personally) transport injured or sick individuals. Medical care providers are instructed to bill the cost of their services to the resident. Also, the university does not assume responsibility or liability for payment of medical bills that may be a result of accidental injury or illness while residents reside in the halls.

Pets

With the exception of service, therapy, or assistance animals, no pets or animals may be brought into the residence halls. This policy is due to the design of residence halls and problems (i.e. noise, odors, sanitation, inhumane treatment, allergies, etc.) inherent in keeping pets in or around the halls. Exception: Small aquatic life (fish and small turtles) that primarily **live in water** are permitted in an aquarium not to exceed 10 gallons in volume. Amphibious creatures and reptiles (including lizards and snakes) are not allowed. Fish that are dangerous or harmful to humans, or creatures prohibited by state or federal law, are not allowed. In order to have an aquarium,

residents must have their roommate's approval and accept full responsibility for care, cleanliness, and any ill effects that could result. A violation of the pet policy may result in a minimum sanction of probation.

Live-in faculty and professional staff may be granted permission to have a dog or cat live in their own apartment secluded from the residential student living areas.

Quiet Hours Policy

Sunday through Thursday, quiet hours begin at 10:00 p.m. and end at 8:00 a.m. the following morning. Friday and Saturday, they begin at midnight and continue until 8:00 a.m. the following morning. Although many violations of the noise policy are unintentional, it is never appropriate to leave a room with the stereo or radio on. Avoid holding phone conversations in hallways. Alarm clocks and stereos must be turned off when a resident is leaving for the weekend or vacation. Stereo speakers may not be placed in windows with the speakers directed outward. It is recommended that residents who enjoy loud music invest in headphones. **In addition, any musical instrument or amplified sound that is a violation of the quiet or courtesy hours policy is not permitted. Any device that is a source of noise that violates the noise policy may be temporarily confiscated by staff.**

Every university community member, including staff, has the right to sleep, study, or work in their room without undue interference. Noise that can be heard from outside a resident room, via the hallway or the windows of the room, and that interferes with, or has the potential to interfere with these rights, is prohibited. In addition, this noise policy applies to all residence hall facilities, including rooms, hallways, classrooms, common areas, and the grounds and courtyards immediately surrounding the building. Housing & Dining Services strongly encourages residents who are having an issue with noise to accept responsibility for confronting the situation and let the offender know their noise is creating a disturbance. Courtesy hours are in effect at all other times.

Courtesy Hours Policy

Sunday through Thursday, courtesy hours begin at 8:00 a.m. and end at 10:00 p.m. Friday and Saturday, they begin at 8:00 a.m. and continue until midnight.

Excessive noise that can be heard from outside a resident room that interferes with, or has the potential to interfere with, any community member's right to sleep, study, or work in their living environment is prohibited. Residents must comply with all requests to reduce their noise level.

Final Exam Policy

During the final exam period at the end of each semester, a 24-hour quiet hours policy goes into effect. It begins on the evening before the last day of classes at 8:00 p.m. and continues through the end of finals, at which time the standard quiet hours policy becomes effective and lasts through hall closing. This policy is strictly enforced and noise violations during finals result in more severe outcomes.

During finals weeks and 24-hour quiet hours, no overnight guests are allowed.

Hall Closing

It is important that the academic environment be maintained until the end of finals. Any behavior that disrupts this environment is dealt with immediately. In addition, it is important to note that

residents are required to check out of their building 24 hours after their last final, or no later than the check-out time on closing day, whichever comes first.

Checking out of the hall includes setting up a time with hall staff to check your room after all personal belongings have been moved out, completing the necessary paperwork, and turning off room/hall access on your ID card. If personal belongings are left behind in a student room, the residents of the room will be notified and asked to pick up the abandoned property within two months of their check out date. If abandoned property is not picked up within the deadline, it will be donated.

Registered Sex Offenders Procedure

In accordance with Colorado State law (CRS 18-3-412.5, Sex offenders – duty to register), sex offenders are required to register with the University of Colorado Police Department immediately upon arrival to the campus. UCPD will notify Housing & Dining Services administration when a registered sex offender appears to have been assigned to university housing. At that time and to ensure the safety and overall social health of the University of Colorado Boulder living community, Housing & Dining Services staff will review with key university administrator and campus legal counsel on the feasibility of the student living in university housing. Those who should be consulted will include: director of Residence Life or executive director of Housing & Dining Services, University of Colorado Police Department, dean of students, director of the Office of Student Conduct and Conflict Resolution, and University Council.

Residence Hall Rooms

Decorating a Room

Alterations to any residence hall property and/or the semi-permanent installation of residents' personal property are prohibited. This includes nailing fixtures to walls, windows, floors, ceilings or furniture; drilling holes; or affixing decals. Tampering with or altering electrical wiring is prohibited. Any damage caused by decorating efforts makes rooms less desirable to the next resident. Residents are charged for repairs and will place their Housing & Dining Services Contract in jeopardy. See *Loft Policy* for rules regarding building lofts in a residence hall room.

The use of easily-removable velcro strips or hooks are permitted for use in the room as long as all other decoration guidelines are followed. If the strips or hooks are still in good condition, leave these on the wall for use by future residents.

Combustible decorative materials including wood, textile and synthetics must be flame-resistant or fire-retardant treated if used in housing buildings. (The resident should retain Proof of Treatment on labels and/or packages.) Flame-/fire-retardant treatments shall be renewed as often as necessary to maintain the materials' flame-resistance. Substances unlikely to be flameproof include natural leaves, cornstalks, hay, cotton batting, evergreen or cedar branches, angel hair or other similar materials. These substances are therefore not allowed in the residence halls for decorations. The use of holiday cards or wrapping paper to decorate corridor walls and doors is prohibited.

Decorative materials or displays must not obstruct doorways, corridors, stairways or other passageways, and must not obscure exit signs or obstruct access to fire protection equipment or building service equipment. No tunnels or other such passageways may be constructed to serve as a means of entering or exiting a room, apartment, hallway or building.

If holiday lights are used they must be miniature lights (less heat) and must be UL listed for the intended use. All items must be 18 inches or more from sprinklers. Do not hang any decorations

on sprinkler pipes.

No natural trees, decorative boughs or wreaths are allowed in student rooms or commons areas of the halls. All trees, boughs and wreaths must be artificial with an approved flame-retardant label. Trees and other combustible decorations are not to be placed in corridors, lobbies, stairwells or in front of exits.

University staff reserve the right to ask students to remove any decorations from walls, doors, windows, floors, etc. Failure to comply with such a request will be considered a violation of the Code of Conduct. Students are urged to be cautious about covering their room walls and doors with paper materials. Total wall/door coverage can be a vandalism/fire hazard.

Room Cleaning

Residents are expected to maintain assigned living areas in a clean and orderly condition. Keep trash to a minimum and dispose of it as prescribed by the hall. Residents are not permitted to keep empty cans, bottles, etc., in their rooms as they attract insects. Recycle as much as possible. In a unit that has its own bathroom and/or kitchen, the resident is responsible for cleaning these rooms also. Cleaning equipment and supplies are available from the environmental services staff, or at the hall front desk. Environmental services staff clean only the public and common areas of a hall.

Roommate Agreement

Each resident agrees to conduct themselves in a manner that is conducive for fellow residents to study, live, and sleep. Each resident agrees to demonstrate reasonable efforts to resolve roommate and/or residence hall problems. Residents are expected to report uncivil treatment of others, vandalism, and other violations of their living contract. Students will work with staff-led mediation if needing further assistance with roommate concerns.

Safety and Security

All reasonable steps are taken by Housing & Dining Services to provide a safe and secure living environment. However, the development of a safe and secure environment depends upon the degree to which students accept responsibility for their own behavior and recognize a concern for the safety and welfare of others. If a student observes something that appears unsafe, they have a responsibility to report it to the hall office.

Access to Halls – Security Doors

For everyone's safety, all doors leading into living areas are locked 24 hours a day. Residents always have access to their respective halls. Friends and guests may enter the unlocked lobby areas and contact residents to meet them. **Individuals unknown by the community should not be admitted; refer strangers to the hall office for assistance.** All guests must call a resident to gain access to the building and must be escorted by the host resident at all times. Do not prop open outside doors and report malfunctioning doors to the hall office. The safety and security of the residence halls are each resident's responsibility.

Skateboarding and Skating

Signs are posted where skateboard/skate use is prohibited in certain areas near buildings. Individual halls designate these areas and notify residents. Skateboarding/skating in prohibited areas may result in disciplinary action. Skateboarding and skating are not allowed inside any residence hall. If a student is found skateboarding in a hall, a minimum sanction of a disciplinary

warning may result.

Smoking

The University of Colorado Boulder is a smoke-free campus. Please see the campus policies at <http://www.colorado.edu/policies/no-smoking-policy>.

Solicitation and Canvassing

The University of Colorado Boulder and its residence halls are not marketplaces, and may not be used for commercial, personal, or private financial gain. The purpose of the following policy is to provide a means for companies to advertise opportunities without violating the rights, privileges, and responsibilities duly afforded residence hall students. In addition, this policy provides guidelines for groups wishing to distribute information to residence hall students, or to recruit student participation in their organizations. For groups wishing to distribute their products or information in the residence halls, material should be submitted to the director of Residence Life for consideration, approval, and distribution of information.

Protocol for Distribution

August Residence Hall Opening

Campus departments wishing to have information distributed to residents should contact Residence Life by early June. With the department's mission to eliminate waste, digital touch screen signage is the preferred resource, and are available in each residence hall. This provides an effective way to reach out to students during move-in.

Advertisement via 4 Winds Digital Touch Screen Sign Postings:

Content is divided into 2 categories based on the target audience:

- Hall Specific: You can post the event or poster yourself by logging into <http://oncampus.colorado.edu>.
- Campus Wide: You can submit the [Marketing Request Form](#). Or, for an event, post it to the CU Events Calendar <http://events.colorado.edu/>.

All content submitted for publication to the residence hall touch screens must follow Housing and Dining Services guidelines:

- All events displayed in the residence halls will be reviewed by the Marketing and Communications Office.
- Posters and event listings will be approved and posted Monday-Friday, 7:30am-5:30pm.
- Posters for weekend events must be submitted no later than noon on Friday, or they will not be approved or posted.
- The name of the sponsoring organization must be clearly identified on the face of each poster. Sponsoring organization must be an official CU-affiliated group or program.

By submitting your event, you agree not to publish any material that:

- Contains hateful or offensive language
- Shows sexually inappropriate or suggestive imagery
- Directly or indirectly encourages the consumption of alcoholic beverages, tobacco, and/or drugs
- Contains direct or passive rhetoric and/or images violating CU Boulder's Discrimination and Sexual Harassment Policy
- Promotes off-campus commercial events

Chalking

All chalking on residence hall property must comply with all regulations stipulated

in the Campus Use of University Facilities Policies (<http://www.colorado.edu/policies/campus-use-university-facilities>), which states that chalking may only be used to promote university programs or student activities. Housing & Dining Services reserves the right to remove chalking, including chalking that complies with campus policies, at any time. Any student group or person found to have violated the chalking policy may lose chalking privileges, be subjected to disciplinary action, and/or be required to pay for the cost of removal.

Flyers

No flyers are distributed through the residence hall mailboxes or through residence hall staff. This includes placing or posting any flyers, posters, or literature of any kind inside any residence hall, include the entrance. The only exceptions are flyers for official University of Colorado business and flyers received through the U.S. Postal Service/campus Mailing Services with appropriate addresses. Flyers received through the U.S. Postal Service will be placed in student mailboxes without consideration for content. Moreover, sliding information under students' doors is prohibited except for Housing & Dining Services business.

Using Residence Hall Facilities for Solicitation

1. Vendors or solicitors are categorically restricted from using residence hall facilities. No person or organization may enter the residence hall and establish a table, booth, or presence in any residence hall facility, including, but not limited to the dining center service area and entrance, unless specifically approved by the approved authorizing authority.
2. At the discretion of professional residence hall staff, Housing & Dining Services business may be conducted on residence hall grounds or in residence hall facilities. This includes room reapplication processes, student government activities, academic support, information technology support, or resident advisor programs.
3. The professional residence hall staff must approve any program that includes a guest appearance by any person or organization outside of Housing & Dining Services.
4. Student government organizations, specifically the Residence Hall Association (RHA) and its associated hall councils and honorary society(s), may perform a limited number of fundraising enterprises with approval from their advisor.
5. Door-to-door solicitation is categorically prohibited. Residents cannot use their residence hall rooms, data connections, or student mailboxes for solicitation, commerce, or accounts receivable.
6. Local, state, and federal political campaigning for any office or issue within a residence hall community is prohibited. Students may not solicit participants for votes while on residence hall property. In addition, Housing & Dining Services prohibits the hanging or posting of banners on the buildings or yard signs on residence hall grounds.
7. Canvassing outside of a residence or dining center is not permitted. The only canvassing permitted on campus is designated in the Campus Use of University Facilities Policy (<http://www.colorado.edu/policies/campus-use-university-facilities>). All other campus policies regarding canvassing are enforced in and around residence hall properties.

Exceptions

1. In special circumstances, the director of Residence Life, or designee, or the executive director of Housing & Dining Services may grant an exception to this policy.
2. Application for an exception may be made at the residence life office. Anyone who violates this policy may be denied future access to the residence halls.

Sports/Games in the Hallway

Any physical sporting activity (ball sport, water balloon toss, running game, Nerf® guns, and squirt guns) is not permitted in the halls due to the potential of property damage and disturbance to other residents. Sports intended for outdoor play should be directed toward designated areas on campus (CU recreational areas, green space, etc.). Special attention should be paid to the potential damage to property (playing baseball near residence hall windows for example). If a student violates this policy and there is damage to university property, a minimum sanction of probation may result.

Slack Lining

Slack lining is defined as an activity in which the participant walks on a span of nylon climbing or slack lining webbing, positioned horizontally with the ground below and securely anchored at two fixed points. Housing & Dining Services permits some slack lining activities under the University's Campus Use of University Facilities Policies (<http://www.colorado.edu/policies/campus-use-university-facilities>).

Use of Residence Hall Facilities

Lounges and other common areas of the residence halls are provided for the use of hall residents and their invited guests. These areas are not intended for use by the general public or by uninvited individuals or groups.

Facilities such as meeting rooms, classrooms, or areas usually designated for social and residence hall community events are primarily for the continuing use of residents as individuals, hall student governments, and staff-initiated programs and activities. In some instances, these facilities may also be scheduled to be utilized by individual residents of the hall on a space-available basis. In order to ensure equitable availability and appropriate use of hall facilities, residents should follow these guidelines:

1. Residence hall and housing and dining departmental activities will have the first priority for the scheduling of facilities.
2. Scheduling must be done through the hall director through the appropriate request form at least three working days and not more than one month in advance of the activity.
3. The individual or group scheduling is responsible for the supervision, control, and clean-up of the program or activity.
4. The individual or group is responsible for complying with all university and residence hall policies and with local, state and federal laws.
5. The program or activity being planned must be primarily for residence hall residents, and at least 50 percent of those attending the program must be residents of the specific hall where the program is scheduled.

Vandalism

Each year, Housing & Dining Services spends unnecessary time and energy on repairs resulting from vandalism. These repairs are paid for by all students from room and board dollars. Residents can reduce this unnecessary expense by helping staff hold accountable those few

individuals who vandalize buildings. Any resident who has any information about acts of vandalism should contact the hall office. This includes removing or defacing community bulletin boards and signs. Residents who abuse housing facilities should expect to pay for damages and are subject to strong disciplinary action.

Vendors and Commercial Delivery Activities

Vendors outside of the university must abide by all residence hall policies and remain in lobby areas or areas outside of residence hall security access doors. Vendors should enter residence hall facilities at the main desk lobby and contact the resident to meet the vendor in the lobby for the delivery. Should there be a need for the vendor to deliver to the student's room, the vendor must contact the student to meet the vendor in the lobby and the student must escort the vendor to the student's room. The student must remain with the vendor at all times and the vendor must be escorted out of the secured access area after the delivery is complete. At no time is a vendor allowed to be in the secured residence hall area unescorted. Vendors who are found within a secured residence hall area without an escort could be subject to a police summons for trespassing.

Visitation and Overnight Guest Policy

In all residence halls, visitation is a matter of choice. Residence hall students have the inherent right to sleep and study in their own room. The right of the roommate to have a reasonable degree of privacy must be respected whenever one roommate plans to have a guest in the room. It is important for roommates to discuss the presence of all guests, and to arrive at an agreement that is acceptable to each party within the stated Housing & Dining Services guidelines. A guest is a person who is not an assigned resident of the room. A resident's right to sleep, to study and to privacy takes precedence over the privilege of having guests in a residence hall room.

Residents must obtain permission from their roommate(s) prior to having a guest stay in the halls. Residents may not have more than two overnight guests at a time, and guests may not stay more than three days during any four-week period. An overnight guest is defined as someone staying from 9:00 p.m.-6:00 a.m. All guests must be 18 years of age and older and limited to two per resident.

All overnight guest, who are not affiliated with the university, must be pre-registered online by 9:00 p.m. on the evening of visit. Upon arrival, pre-registered guest must check-in at the community center. To pre-register overnight guest, students must fill out the 'Register your Guest' form on their housing portal. CU Students can access the form by going to housing.Colorado.edu and selecting the 'apply for housing' tab at the top right of the webpage. Steps: enter in your Identikey and password, select the 'Register your Guest' form at the top of the page in the black bar. At the conclusion of visit, all registered overnight guests must check-out via the housing portal. Only overnight guest, who are not affiliated with the university, must be registered per visit.

All guests should be escorted at all times. All guests should be able to produce identification at all time. When a concern is identified, staff will address.

During finals weeks and the 24-hour quiet hours, there are no overnight guests allowed.

Residence hall staff members are not trained, nor do they desire to conduct room inspections to see whether or not there is compliance with this rule. They will, however, in accordance with the *Entry into Student Rooms* policy, confront any person identified as being in violation of any policy. It is each resident's responsibility to inform their guest of university and residence hall policies. Residents are responsible for the conduct of their guest and are held accountable through the conduct process for any misconduct or rule violations of that guest. Residents'

rights to privacy, to sleep and to study in their room takes precedence over activities of a resident and/or guest which may cause disturbances to the roommate(s) or to the residence hall community. **Further, residents are responsible for all activities that occur in their room.**

Housing & Dining Services reserves the right to require any guest to leave the residence halls immediately upon the request of any residence hall staff member.

Weapons/Firearms

A "dangerous or illegal weapon" may include, but not be limited to, the following: any firearm, slingshot, cross-knuckles, knuckles of lead, brass or other metal; any bowie knife, dirk, dagger, or similar knife, or any knife having the appearance of a pocket knife, the blade of which can be opened by a flick of a button, pressure on the handle or other mechanical contrivance. Any harmless instrumentality designed to look like a firearm, explosive or dangerous weapon which is used by or is in the possession of a person with the intent to cause fear in or assault to another person is expressly included within the meaning of a firearm, explosive, or dangerous weapon. (Refer to Regent's policy at <https://www.cu.edu/regents/policy-14i-weapons-control>).

Knives used in a kitchen (for students living in apartments only) are permitted to the extent that they are used for the express purpose of cooking instruments. If a kitchen knife is found to have been used for purposes other than cooking, it will result in a violation of the weapons policy. Any pocket knife or folding knives with a blade longer in three inches in length is strictly prohibited in the residence halls.

A harmless item that is used to cause fear or harm to another person is included in the meaning of a firearm. Weapons used for sporting purposes may be stored with the security section of the university police. However, before bringing any weapon to campus, residents should check with the university police (**303-492-6666**) to determine what kinds of weapons may be stored and what the procedure is for storing them. Students who violate this policy are subject to severe disciplinary action, including expulsion from the university.

Toys designed to look like/perform like weapons or firearms are expressly prohibited in the halls. See *Sports in the Hallways* for more information.

Concealed Carry

The Housing & Dining Services Contract states that the resident agrees not to bring any weapon or firearm, including any handgun(s) carried in accordance with the Colorado Concealed Carry Act, §18-12-201, et. seq., C.R.S., into any residence hall. With regard to any weapon other than handguns carried in accordance with the Colorado Concealed Carry Act, §18-12-201, et. seq., C.R.S. University policies, rules and regulations prohibit weapons and firearms from being brought into any residence hall. Notwithstanding any other language in the Housing & Dining Services Contract, the university may terminate the contract immediately for violation of this provision. Students who obtain a Concealed Carry Permit and wish to carry a handgun in accordance with the permit must notify the executive director or designee and will be released from their Housing & Dining Services Contract without financial penalty.

Wi-Fi Routers

No personal Wi-Fi access points or routers are allowed to be connected to the campus network. For additional information about the wireless policy, please visit the [Office of Information Technology website](#).

Windows, Screens, Roofs and Outside Walls

Because of the danger involved, climbing on roofs, using windows as entrances and exits, and scaling or rappelling outside walls is strictly prohibited. Persons throwing anything from windows or balconies are subject to severe disciplinary action. Placing anything on outside window ledges is also prohibited. For safety reasons, stops on windows and screens over windows are not to be removed. Removal of window stops may result in a minimum sanction of a disciplinary warning. Climbing in/out of windows may result in a minimum sanction of probation.

Most balconies linked with student rooms are locked and should not be accessed. The use or access of these balconies for any reason is prohibited. Students who reside in rooms with accessible balconies are required to sign a contract which outlines the appropriate use of the balcony area. Use of student room balconies without a signed contract is prohibited, as is the use of balconies as a point of entry into/exit from a student room. A violation of this policy may result in a minimum sanction of probation.