RESIDENTIAL HANDBOOK 2019 | 2020
“Living on campus and being a part of Residence Life provides you with some really amazing opportunities to find and create meaningful connections during your college experience.”
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**Disclaimer**  
This document is intended to provide general information, but it is not intended to, nor does it, create a contract between the university and residents.
THE MODEL BUFF COMMUNITY

Our model Buff community will develop residents’ commitment to learning and personal responsibility to be globally conscious members of their CU community. Students who live in the residence halls have an opportunity to interact and build relationships that will foster learning when they engage in dialogue and reflect on their experiences with others.

Residence Life is committed to providing student spaces as avenues for growth and development. As a result, students will explore themselves, gain new perspectives, recognize their impact on others, on CU and on the world around them.

Our policies align with the four foundational aspects of our Residential Experience.

PERSONAL RESPONSIBILITY
As residents living with us, the policies address the impact of your personal behavior and the community as a whole.

ACADEMIC RESPONSIBILITY
Our policies have been created to support your priorities as a student. These policies are intended to create environments that are conducive to learning, studying and your general well-being as a student.

COMMUNITY RESPONSIBILITY
Living within the residence halls, you have a responsibility to your community by being mindful of the impact individual actions have on the collective.

GLOBAL RESPONSIBILITY
As members of the CU community, our actions not only impact the local community, but our actions also impact the larger campus and Boulder community. These policies support our effort to be positive members of the greater community.
STUDENT AFFAIRS INCLUSIVITY STATEMENT

The Division of Student Affairs values the diverse backgrounds, histories, identities and life experiences of every member of our community. We strive towards inclusive excellence in making our policies, processes and actions socially just and equitable. We celebrate and embrace differences. We are committed to welcoming and including diverse groups and perspectives in building a climate in which all members can thrive in an environment where they feel at home, welcome and safe.

As members of the residence hall community, residents are expected to uphold university standards, which include abiding by federal, state and local civil, and criminal laws; University Standards of Conduct and residence hall policy. All students residing in residential experiences and services’ facilities are subject to the applicable residential experiences and services’ policies and procedures detailed in the Student Code of Conduct. Below are the policies that pertain specifically to the residence halls.
PART 1: RIGHTS & RESPONSIBILITIES

Part of your role as a Buff in the community is to be aware of your rights and responsibilities and to engage in conversations with your peers and neighbors. The listed rights and responsibilities below will help create ideal communities on campus. Go Buffs!

### Resident’s Rights and Responsibilities

1. You have the **RIGHT** to a safe and secure living environment.
   - You have the **RESPONSIBILITY** to fully utilize all security measures provided by the University (including signing up for [CU Boulder Alerts](https://boulderalert.colorado.edu/)), to keep your building and room secure and to prevent strangers from accessing the building.

2. You have the **RIGHT** to sleep and study in a reasonably quiet space.
   - You have the **RESPONSIBILITY** to observe the courtesy hours policy and comply with the reasonable requests.

3. You have the **RIGHT** to privacy, the reasonable use of your room in terms of space and time and to set expectations with roommates regarding guests in your room or the shared space.
   - You have the **RESPONSIBILITY** to let your roommate know your preferences for sleep, study and visitation, and to work through differences in a cooperative manner.

4. You have the **RIGHT** to choose how to spend your free time.
   - You have the **RESPONSIBILITY** to know and follow university policies, including those that pertain to alcohol and other drugs.
5 You have the **RIGHT** to address others’ behavior that infringes on your rights.

You have the **RESPONSIBILITY** to examine your own behavior when addressed by others and work towards resolving conflicts.

6 You have the **RIGHT** to assistance from Residence Life staff or other university staff.

You have the **RESPONSIBILITY** to notify staff of an issue in a timely manner and cooperate while they work with you to respond.

7 You have the **RIGHT** to propose policy changes and projects that may affect on-campus housing.

You have the **RESPONSIBILITY** to consult with Residence Hall Association (RHA) about the proposal process and follow the proposal process, as managed by RHA.

8 You have the **RIGHT** to be your authentic self.

You have the **RESPONSIBILITY** to respect others and treat them the way they want to be treated.

9 You have the **RIGHT** to due process in the event that you are accused of misconduct.

You have the **RESPONSIBILITY** to respond in a timely manner to an inquiry by a university official concerning your conduct.

10 You have the **RIGHT** to be informed of the policies that apply to your conduct.

You have the **RESPONSIBILITY** to educate yourself on the policies that apply to your conduct.

For the full student code of conduct and explanation of the conduct process, go to the [Office of Student Conduct & Conflict Resolution website](#).
ALCOHOL & OTHER DRUGS

In accordance with federal, state and local laws 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 legal drinking age in Colorado is 21.

+ Only residents who are 21 years of age or over may possess and consume alcohol in their own residence hall room.

+ Collecting and/or displaying empty alcohol containers is not permitted, regardless of age.

+ For information on the Amnesty Policy, please visit the Office of Student Conduct and Conflict Resolution website or review the Student Code of Conduct.

“Drinking by underage students and guests is prohibited and a violation of state law.”

RESIDENTS OVER 21

In a residence hall, students of legal age may possess and consume alcoholic beverages only in their rooms with the door closed.

+ 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.

+ Bulk dispensers (kegs, taps, beer bongs, shot skis, etc.) full or empty may not be brought into the residence hall or onto residence hall property.

+ Alcoholic beverages are not permitted in public areas in the residence hall.
The possession, use, sale, manufacture or distribution of marijuana and other drugs and their paraphernalia is not permitted in the residence halls and violates federal law, regardless of age and in compliance with the Drug-Free Schools and Communities Act.

MEDICAL MARIJUANA
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.

For more information please email Occupancy Management.

MISUSE OF LEGAL SUBSTANCES
Various substances, even if 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. Use of prescription drugs other than by the person to whom the drug is prescribed and not in accordance with the prescription is prohibited (this includes sharing drugs such as Ritalin and Adderall).

For more information about resources available surrounding alcohol and drug use, please visit Alcohol and Other Drugs Information, CAPS and/or Collegiate Recovery Center.
**BICYCLES**

Bicycles may be parked in bike racks adjacent to the halls or may be kept in the resident’s room. It is a 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. No one may ride a bike inside any buildings. Bicycles must be registered with the CU Bicycle Program. *For more information on how to register a bike, please visit the [Environmental Center website](http://example.com).*

**CANVASSING & SOLICITATION**

This policy is in place to prevent interference and material and substantial disruption of university functions or activities. For the full policy please visit the [website](http://example.com).

**CHALKING**

Residence Life reserves the right to remove chalking, including chalking that complies with campus policies, at any time.

**FLYERS**

Residence Life reserve the right to remove flyers, including flyers that comply with campus policies, at any time.

**CONFISCATED ITEMS**

Prohibited items may be confiscated by university staff. Items that are eligible for return can be retrieved through contacting the hall director. Please see our [Prohibited Items](http://example.com) section for full list.

**DELIVERIES & VENDORS**

Vendors/delivery/moving services 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. Vendors cannot be unescorted in the residence halls.
ENTRY & ACCESS

<table>
<thead>
<tr>
<th>BUILDINGS</th>
<th>LOCKING SCHEDULE</th>
<th>ENTRY POINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Kittredge buildings, Willard, Hallett, Libby, Cheyenne Arapaho, Baker, Athens North, Williams Village North, Williams Village East</td>
<td>6 AM - 8 PM OPEN</td>
<td>All doors will be accessible until 8 PM via BOC when students will need to go through front entrance/lobby</td>
</tr>
<tr>
<td>Aden, Farrand, Sewall</td>
<td>6 AM - 8 PM OPEN</td>
<td>All doors will be accessible 24/7</td>
</tr>
<tr>
<td>Stearns East, Steams West, Darley North and Darley South</td>
<td>24/7 LOCKED</td>
<td>All doors will be accessible until 8 PM via BOC when students will need to go through front entrance/lobby</td>
</tr>
<tr>
<td>Brackett, Cockerell, Crosman, Reed</td>
<td>24/7 LOCKED</td>
<td>All doors will be accessible 24/7</td>
</tr>
</tbody>
</table>

BALCONIES

Students who reside in rooms with accessible balconies are required to sign a contract with their hall director 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.

EXCLUSION FROM AN AREA

The Office of Student Conduct and Conflict Resolution, Residence Life, CUPD and the Office of Equity and Compliance 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.

LOST & FOUND POLICY

Residence Life reserves the right to take reasonable action to identify owners of abandoned property. Items found and not claimed within 30 days will be donated or otherwise disposed of. Items found at closing will be held for 90 days—an attempt will be made to contact students if possible to determine if items should be held for resident pickup or donated/disposed.

ROOM ENTRY

Residence hall staff may enter a student’s room/suite/apartment for the following reasons: cleaning, maintenance and repairs, ensuring compliance with health and safety checks and in the event of an emergency.

UNAUTHORIZED ENTRY

Accessing restricted areas, climbing on roofs, using windows as entrances and exits and scaling or rappelling outside walls is strictly prohibited.
FIRE SAFETY

FIRE ALARM SYSTEMS AND EQUIPMENT
Tampering with, removing, or misusing fire safety equipment such as fire extinguishers, fire alarms, smoke detectors (including batteries), fire evacuation route instructions, sprinklers, firefighting equipment and exit signs is prohibited by both residence hall policy and state law. Hanging items from sprinklers or pipes is prohibited.

FIRE DRILLS
Fire drills are held periodically during the academic year. All persons inside the residence hall must evacuate the building immediately. Students failing to leave the building during a fire drill are subject to disciplinary action. Emergency procedures are provided by hall staff; it is the student’s responsibility to become familiar with the procedures.

FIRE HAZARDS
It is each resident’s responsibility not to have furnishings or equipment in their room that creates fire and safety hazards. 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.

FURNITURE
Residents must keep provided furniture in their rooms. 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 or damaged. It is against housing policy to move furniture from common areas and place it in a resident’s room. Only Housing Facilities Services is authorized to remove furniture from residence hall rooms.

LOFT POLICY
Please see the housing website regarding lofts.

GAMBLING & RUNNING A BUSINESS
The use of university facilities, including residence hall space, for personal or corporate profit is not permitted. Gambling and running a business within a residence hall are both prohibited.
HALL CLOSING

It is important that the academic environment be maintained until the end of finals. During closing, conduct violations and any other behaviors that disrupt the academic environment will be addressed in a timely manner. This is to ensure that we maintain a healthy study environment.

+ Residents are expected to checkout 24 hours after their last final, both fall and spring semesters.
+ The closing process will be reviewed by residence hall staff as breaks and closing approach during the academic year.
+ The most up-to-date closing information can be found on our housing website, and reminder emails are sent as closing dates approach. Please be sure to review your housing contract for specific terms.

HALL, FLOOR & WING MEETINGS

The first floor meeting is where you will get to know your resident advisor, others on your floor/wing and set beginning community expectations for each other. You will engage in continuing hall and wing meetings throughout the year led by your resident advisor. It is in your best interest to attend these meetings and you are responsible for all information covered.

HYPODERMIC SYRINGE & NEEDLE DISPOSAL

All University of Colorado students using hypodermic syringes and needles living in the residence halls will be responsible for proper disposal of these objects in “sharps containers,” which may be obtained from Medical Services.
INDOOR/OUTDOOR ACTIVITIES

SKATING AND SKATEBOARDING
Skating/skateboarding is not permitted in any residence hall and is only permitted on areas of campus without signage prohibiting usage.

SPORTS GAMES IN HALLWAY
Any physical sporting activity (ball sports, 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.

Property damage to university buildings or property may result in student conduct charges.

SLACKLINING
Slacklining is an activity in which the participant walks on a span of nylon climbing or slacklining webbing, positioned horizontally with the ground below and securely anchored at two fixed points. Slacklining is permitted in designated areas.

For more information about slacklining, consult Campus Use of University Facilities Procedures Appendix on slacklining.

IDENTIFICATION
All persons present on university property must carry identification and present it to university officials upon request. Your Buff OneCard must be carried at all times while on the CU Boulder campus. Residents must report lost or stolen Buff OneCards promptly.

+ Providing false identification (government issued identification or Buff OneCard) is prohibited.

+ It is a violation of the housing policy to lend or trade Buff OneCards.

MOTORIZED VEHICLES
Motorcycles, scooters, mopeds, hover boards, motorized boarding, 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 at the owner’s expense. Driving on sidewalks, bike paths, service drives, fields and grounds is prohibited.
NOISE & QUIET HOURS POLICY

Students must be aware of their noise level and demonstrate respect for those in and outside of the residence halls (including courtyard and surrounding areas).

TIME FRAME

**Courtesy Hours:**
- Sunday – Thursday, 8:00 AM – 10:00 PM
- Friday – Saturday, 8:00 AM – Midnight

**Quiet Hours:**
- Sunday – Thursday, 10:00 PM – 8:00 AM
- Friday – Saturday, Midnight – 8:00 AM

COMMUNITY EXPECTATIONS

+ Avoid leaving your room with the stereo, television or radio on.
+ Avoid holding loud phone conversations in hallways.
+ Avoid leaving alarm clocks turned on when going away for weekends or vacation periods.
+ Avoid playing musical instruments in your room and common areas, yelling out windows or amplified sound in residential spaces (including windows) and common areas. Please see the section on Prohibited Items.
+ Devices found to be the source of noise may be temporarily confiscated by residence hall staff.

COMMUNITY IMPACT

If noise is bothering community members on the floor, wing or in the building, it is too loud. If the noise can be heard three doors away, or on the floor above or below yours, whether the doors are open or not, it is too loud.

COMMUNITY RESPONSIBILITY

We recognize that noise is difficult to assess and a certain amount of subjectivity is almost certain to exist. Community members are encouraged to ask others to be considerate and adjust their noise levels at any time.

+ Enforcing quiet and courtesy hours is the responsibility of everyone in the hall. Those who are having an issue with noise should confront the situation and let the offender know their noise is creating a disturbance.

COURTESY HOURS

Students are expected to comply with courtesy hours and be considerate of their volume at all times, and compliant with any reasonable requests to lower their volume 24 hours a day.

+ Noncompliance with these requests may require intervention from Residence Life staff, and lead to documentation.
**PERSONAL INJURY & ILLNESS**

Residence life 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.

**PERSONAL ACCOUNTABILITY**

You are responsible and accountable for your behavior and for the choices you make as a member of the residence hall community. You may not engage in behaviors that are illegal or could endanger yourself or others in the community, including self-harming behaviors. If you are present in a student room, residence hall or at a Residence Life function where a policy violation is occurring, you are required to leave the room and/or area immediately and report the violation to hall staff.

**PETS & SERVICE ANIMALS**

No pets may be brought into the residence halls. Only non-dangerous aquatic life (fish and small turtles) that live fully submerged in water are permitted in an aquarium no larger than 10 gallons.

For information about Service & Support Animals see the Office of Institutional Equity and Compliance website.
PROHIBITED ITEMS

- Candles (even if meant for display only)
- Incense
- Bongs
- Hookahs
- Fabric, tapestries, flags, banners or curtains with the longest side exceeding three feet (36 inches) in length, excluding university issued curtains may hang from the ceiling, windows or in doorways
- Halogen lamps
- Lava lamps
- Hover boards
- Bean bag chairs/furniture (Love Sac® chairs are permitted)
- Space heaters
- Chemicals
- Gasoline
- Camping stoves/grills, fuel and charcoal starter
- Blowtorches
- Open flame
- Live trees
- Cooking appliances except microwaves and coffee machines (rooms with kitchens are exempted from this policy)
- Portable heaters
- Sun lamps
- Broadcasting equipment
- Outside antennas or satellite dishes
- Air conditioners
- Personal refrigerators
- Fireworks
- Other appliances that require more than a nominal amount of electricity
- Non-UL approved electronics
- Motorized bikes, scooters and skateboards
- E-cigarettes
- Weapons/concealed carry firearms
- Personal wi-fi access points and routers

PROHIBITED ROOM DECORATIONS

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.

- Combustible decorative materials including wood, textile and synthetics must be flame-resistant or fire-retardant treated if used in the residence halls. The resident should retain Proof of Treatment on labels and/or packages.
- Holiday lights must be miniature and be UL listed for intended use
- Natural leaves
- Com stalks
- Hay
- Cotton batting
- Evergreen or cedar branches
- Natural trees
- Decorative branches or wreaths
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 Residence Life 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, University of Colorado Police Department, dean of students, director of the Office of Student Conduct and Conflict Resolution, and Office of University Counsel.

RESIDENCE HALL ROOMS

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.

ROOM DECORATIONS

All decorations must be 18 inches or more from sprinklers and no items are permitted to be hung from sprinkler pipes.

- 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. Total wall/door coverage can be a vandalism/fire hazard.

- Easily-removable Velcro strips or hooks are permitted. Leave these hooks in place in the room as long as they are in good condition. For information on prohibited items associated with room decorations, please visit appendix I, at the end of this document.

RENTERS/ HOMEOWNERS INSURANCE

CU is not responsible for any damage to personal items. Homeowners or renters insurance is recommended for students living on campus. Renters insurance is available through GradGuard.

ROOM CLEANLINESS

Residents are expected to maintain their rooms in a clean and orderly condition. Cleanliness is defined as free from dirt, stains, contaminants, impurities, excessive clutter, bodily fluids and food waste.

- Cleaning equipment/supplies are available from the community center/front desk in each hall.
Residents should recycle and compost when possible.

Residence Life reserves the right to conduct health and safety inspections and enforce cleanliness expectations.

**ROOM DOORS**
For fire safety reasons, residents can cover no more than 25% of the outside of their room door. All items affixed to the door must not damage or impede the use of the door.

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 and door-mounted bulletin boards are provided by the university as a tool to disseminate information and build community. These boards are property of the university, and university staff will erase or remove, and photograph content that violates the student code of conduct, residential life policies, and/or the university's discrimination and harassment policies. If university staff erase or remove content for a probable policy violation, they will first take a picture of the erased or removed message and then report it to either Student Conduct or OIEC.

**ROOMMATE AGREEMENT**

1. You and your roommate(s) will engage in dialogue that will determine how the room will be used and how you will mediate conflicts in a shared space.

2. Roommates are required to complete a roommate agreement at the start of their time living together through their oncampus portal.

3. Each resident agrees to conduct themselves in a manner that is conducive for fellow residents to study, live and sleep.

4. Residents are expected to report uncivil treatment of others, vandalism and other violations of their living contract.

5. Students will work with staff-led mediation if needing further assistance with roommate concerns.

6. If you get a new roommate you will need to complete a new roommate agreement.

7. Roommate agreements can be revisited at anytime.

**SAFETY & SECURITY**

For more information on safety and security within the residence halls and surrounding areas, please visit the [housing and dining website](#) and/or the [CU Police Department website](#).
**SMOKE FREE CAMPUS**

The use of smoking products of any sort shall be prohibited on all university-owned and operated campus grounds both indoors and outdoors. “Smoking,” as used in this policy, means smoking any substance, including but not limited to, tobacco, cloves or marijuana. “Smoking Products” include, but are not limited to, all cigarette products (cigarettes, bidis, kreteks, e-cigarettes, etc.) and all smoke-producing products (cigars, pipes, hookahs, vaporizers, etc.).

*For more information about the Smoke Free Policy please visit our Smoke Free Campus website*

**THEFT**

Theft, including but not limited to, possessing property known to be stolen, and taking property of another without consent, even with an intent to return the property. This policy also covers the following areas:

- Laundry room
- Residence hall rooms and community spaces
- Dining center

**VANDALISM**

Vandalism, including but not limited to, damaging university property or property belonging to another is not permitted and is a violation of the Student Code of Conduct. This includes intentional damage to elevators, white boards/bulletin boards, fire extinguishers and flyers.

**WEAPONS**

As used in the context of this guide, the term “weapon” applies to any item which in the manner it is used or intended to be used is capable of producing, or causing in persons the fear of, bodily injury or death. Examples of such items include but are not limited to: simulated firearms (e.g. stun guns or Tasers); knives or other bladed items (e.g., swords, sabers, spears); striking devices (e.g., bludgeons, clubs, canes, wooden swords, nunchakus) and replicas or likenesses of such devices.

*For more information about weapons on campus (including concealed carry) please visit CUPD’s Weapon On Campus website.*

*For more information about Policy 14I: Weapons Control, please visit the Regents Policy website regarding weapons on campus.*
VISITATION & GUEST POLICY

GUEST EXPECTATIONS
+ Residents must obtain permission from their roommate(s) prior to having a guest in the room
+ Guests must be escorted at all times when outside of their host’s room
+ Guests cannot remain in a host’s room without the host present
+ Hosts are responsible for the behavior of their guests as well as their policy violations
+ All overnight guests who are not affiliated with the university must register online

OVERNIGHT GUESTS
+ 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 PM - 6:00 AM. All guests must be 18 years of age and older.

USE OF COMMON AREAS
+ Lounges and other common areas of the residence halls are provided for the use of hall residents and their invited guests. These areas are only intended for use by CU Boulder students and approved CSI clubs and organizations. Spaces are reserved on a case-by-case basis by your hall director. Residence Life and housing and dining departmental activities will have the first priority for the scheduling of facilities.

GUEST REGISTRATION
+ All overnight guests, who are not affiliated with the university, must be pre-registered online by 9:00 PM on the evening of visit. Upon arrival, pre-registered guests must check in at the community center. To pre-register overnight guests, hosts must fill out the ‘Register your Guest’ form on their housing portal. CU students can access the form by going to the housing website and selecting the ‘apply for housing’ tab at the bottom left 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 much check out via the housing portal.

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.