



Housing & Residential  
Education

# 2023 – 2024 Handbook



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# ABOUT HOUSING & RESIDENTIAL EDUCATION

## **WHY STATEMENT**

We believe that strong communities and relationships are transformative.

## **VISION STATEMENT**

We envision an intentional and inclusive community focused on healthy relationships and student success.

## **MISSION STATEMENT**

In alignment with Rowing Not Drifting this office's central mission is to equip students with the tools to engage in the transformative power of personal relationships and communities. We work with students, families, and our campus community to create a sense of home through intentional programming, one on one interactions, and serving as a connection point for students to campus resources. Through a social justice lens and experiential learning, we empower students to grow, learn, lead, and achieve.

## **OUR VALUES**

- **Inclusivity:** We recognize that the diverse communities and unique personal experiences of our students enhance our campus community. With this understanding we work to create environments where all students, families, and support people feel at home and welcome.
- **Integrity:** Truth, authenticity, and transparency are the foundation of the relationships we foster and the decisions we make.
- **Service:** As a referential resource, we provide thoughtful individualized assistance in an effort to empower our students to advocate for themselves and contribute to our campus communities.

We apply the concept of “Servingness<sup>1</sup>” in interactions with our students, their support people, and our campus partners to build an inclusive campus community.

- Growth: We celebrate development, innovation, courageous creativity, and active participation in the experience of all our students and the contributions of our team.

## **YOUR RIGHTS AND RESPONSIBILITIES**

Living on-campus allows you to live with the assurance that each individual’s rights are valued and protected. Each member of the residential community must balance the rights of all individuals with their own rights. Take care to show respect for others, and you will find that you earn their respect.

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<sup>1</sup> Garcia, G. A. (n.d.). Defining “Servingness” at Hispanic-Serving Institutions (HSIs): Practical Implications for HSI Leaders. Retrieved February 20, 2023, from <https://www.equityinhighered.org/resources/ideas-and-insights/defining-servingness-at-hispanic-serving-institutions-hsis-practical-implications-for-hsi-leaders/>.



# RESIDENT INFORMATION

Note: Topics are arranged alphabetically.

## **ABANDONED PROPERTY**

Resident understands and agrees personal property left at or in the formerly assigned room by resident following check-out and/or removal from housing is abandoned property and can be treated as such by Housing & Residential Education authorities. Resident shall be charged for any costs incurred by HRE in moving or removing abandoned property from the previously assigned room. Abandoned materials will be subject to disposal at HRE staff's discretion. Unlicensed or inoperable vehicles left, at any time, in parking lots, or adjacent parking areas will be towed at the expense of the former resident. All costs associated with packing, disposal and/or towing will be billed to the former resident.

It is the resident's responsibility to check their space at check-out for all items. The Hall staff completing the check-out will make reasonable efforts to remind residents of items they did not pack. Items not found by Hall staff (e.g., In Closets, or left after a Summer Conference will be bagged up in a trash bag with the Hall/Facility Name and Room Number where it was found as well as the date it was found and brought to the storage area behind the Neighborhood desk. Abandoned items will be stored for 30 days. After 30 days have elapsed, the items will be auctioned or discarded.

## **ANIMALS AND PETS**

Students may bring the following animals or pets on campus:

- Cats or dogs approved through the Pet Friendly Residence Community in Belford Hall or Lawrenson Hall
- Emotional Support Animals approved via the Disability Resource Center
- Fish in a 20-gallon (maximum) tank
- Service Animals or Service Animals in Training. Note: Service Animals living with students in University Housing must have up to date vaccination information on file with the Housing office.

It is a violation of the UNC Student Code of Conduct ("BEAR Code") for any student to provide knowingly false information about whether they have a disability for any purpose including, but not limited to, a request to be allowed to keep an animal on campus. Such violations subject the person to disciplinary outcomes under the BEAR Code. Among other things, providing false information regarding one's disability status adversely affects the ability of the University to respond to the legitimate needs of persons with disabilities.

Students living on campus who bring a Service Animal or Service Animal in Training must provide their Animal's vaccination records with HRE to comply with local municipal code. Students with a Service animal may complete a voluntary notification with the Disability Resource Center. All animals on campus except Service Animals and Fish (as described above) require approval through the Pet Friendly Residence Community process or Disability Resource Center. Students with unapproved animals will be required to remove the animal immediately and charged an unapproved animal fee of \$200. This fee will be applied to their student account. Upon discovery, an animal must be

immediately removed to an off-campus location. HRE staff can provide contact information for a local animal boarding facility which typically provides student discounts.

The unapproved animal charge will also be used to cover the cost of cleaning the facility if needed. This charge only covers the cost of cleaning the facility. Any repairs or replacements of items will be charged beyond this fee. The animal owner is required to pay all such costs, even if the amount exceeds the amount of their deposit. Animal owners assume all responsibility for damage to university buildings, furnishings, and grounds caused by their animal(s). In the event that there are two animals or more approved or unapproved living in a residential space where damage from the animals has occurred, all residents should provide information to HRE staff about which animal caused damage. If HRE staff is unable to identify which animal is responsible for the damage, both residents may be charged for the damage. Damage charges are assessed on the severity of the damage, as well as the items that were damaged.

Animals should be crated, as applicable and as outlined in ESA and Pet Friendly Residence Community policies, when an animal is in a student's room when the student is not present. This will help to ensure that an animal is not let out should room entry occur from HRE, Facilities Management, IM&T, or other UNC staff.

If an animal is found in a facility in the event of an emergency, HRE staff will make efforts to ensure the animal is safe and secure. This may be by leaving an animal crated if that area of the facility is not specifically in danger. HRE staff will also make efforts to notify known animal owners if they are not present when an emergency occurs. In the event an animal needs to be removed to respond to an emergency, UNC staff may choose to remove it from University Housing, and the animal may be boarded off-campus at the student's expense.

In the event of an emergency, the university has designated tornado staging areas in all resident halls that can be found in every building. Know these locations and make sure there is plenty of room for you and your pet. These can be viewed on Ursa under the Safety Tab. There are some considerations to keep in mind when sheltering in place with a pet. Many of the university tornado staging areas are primarily in hallways of residents' halls or small rooms. Many animals feel nervous when they feel trapped or crowded, please be aware of this and try and keep pets' calm. In some cases, a muzzle or crate might be needed for the safety of other residents.

Emergency personnel (first responders) will do their best to rescue pets during a fire, but their priority is to rescue people first. If a situation is too dangerous to get a pet out safely then emergency personnel might not be able to check on the animal. If you are able to evacuate with your pet, then do so. Do not go back to your resident room to get your pet during an evacuation or emergency. 7 If there is an emergency, on-campus housing residents will not be permitted to reenter the building to get their pets until emergency/UNC personnel have re-opened the facility and it is safe to reenter.

See Also: Emotional Support Animals, Entry Into Student Rooms, Inspection Of University Premises, Personal Property Insurance, Pets, Repairs, Maintenance & Work Orders, Service Animals

## **BICYCLES, SCOOTERS, SKATEBOARDS, LONGBOARDS ETC.**

Bicycle racks are available outside each residential facility. Bicycles should be locked by the frame and registered through UNC Parking Services. To register your bicycle, fill out the bicycle registration form on the UNC Parking Services website. After the form is complete bring it to the Parking Services office at the University Center. You will receive a U-lock when you register your bicycle. It is a good way to help prevent bicycle theft. UNC Police recommends the use of a U-lock. UNC recommends cable locks be used as a secondary lock with a U-lock.

Board and Scooter racks are available outside many residential facilities and many devices can also be secured on bike racks. Skateboards, scooters, and longboards can be secured to skateboard and scooter racks using a standard padlock. You can secure your skateboard, scooters, and longboards to bike racks using a traditional bike lock.

Bikes, Scooters, Skateboards, Longboards, etc. may not be hung from ceilings, walls, or furniture. Parking these devices in non-designated areas (i.e., hallways, hall entrances, trees, railings, and accessible ramps) may result in removal, impoundment, and/or a fine. Bicycles will be tagged for removal at the end of the academic year (May) those without tag removed will be impounded by UNC Police. If you wish to store your devices in your residence hall room, obtain your roommate/suitemate's permission before doing so. No devices should be stored in egress areas or other space that might interfere with safe exit from the room/facility.

## **BIDETS**

Residents that choose to have a bidet attachment for their toilet in a room or apartment with a private or semi-private bathroom may do so with this product Chicago Faucets 442-83044CP Wall Mounted Bidet Fitting <http://bit.ly/2HVHdBq>, which is roughly \$320 to purchase the product.

Any other proposed bidet models will need to be presented to the UNC: Housing office which requires a full spec sheet delivered via email to ([Housing@unco.edu](mailto:Housing@unco.edu)) before purchase. Other bidets will be reviewed for durability, quality, code compliance and will require written approval from UNC Housing Services. Residents living in facilities with community bathrooms must also seek approval from UNC Housing Services prior to requesting an installation of a bidet in a community restroom to determine the most appropriate way to accommodate this desired addition without disrupting the community.

UNC Facilities Management plumbing staff must install and remove approved and owner purchased bidets by request at a cost of \$290 total for installation and removal. The cost will be billed to the resident and the bidet is yours to keep upon move-out. **Residents are responsible for water damage if bidets are misused or self-installed.** The total cost for the approved Chicago brand bidet with installation and removal is approximately \$600. This charge includes the following:

1. Procurement of the University approved bidet Chicago Faucets 442-83044CP Wall Mounted Bidet Fitting <http://bit.ly/2HVHdBq>;
2. Installation of bidet attachment in a fashion that is secure and compliant;
3. Reversing this process at the time that you move out, for no additional charge;
4. All labor necessary to complete the process.

Due to aesthetics, quality, liability and, most importantly, safety concerns, residents are not permitted to install their own bidet attachment. Persons who choose to install their own bidet attachment will be

charged for damages incurred and Facilities Management Staff will be contacted to remove and properly install the approved bidet at the resident's expense.

### ***Removal Process***

To have the bidet removed, please place a work request using the Work Request Input process to remove the unit as well as the desired removal date (must be a business day between 8 AM – 3:30 PM). UNC staff will do their best to accommodate this requested date, but it may not be possible due to staffing levels, so we recommend residents request the removal well in advance of their desired departure date.

### ***Damage and Neglect Policies***

Residents are responsible for damage to the facility caused by an improperly installed or utilized bidet. Damage and Neglect Policies can be found on the Contract Terms and Conditions located here: <https://www.unco.edu/living-on-campus/forms.aspx#housing>

See Also: Personal Property Insurance, Repairs, Maintenance & Work Orders

## **BREAK HOUSING INFORMATION**

Residence halls, with the exception of Lawrenson and Harrison Halls, are closed during the winter break and spring break. Arlington Park and University Owned Houses also remain open. During these times, residents are required to vacate the residence halls, but may leave their belongings in their rooms. However, belongings will not be accessible during the break period. Only residents living in Lawrenson and Harrison Halls may stay during break periods. A limited amount of interim housing may be available for students requiring housing during winter break or spring break. Residents can learn more about break housing options and cost for winter break and spring break by visiting <https://www.unco.edu/living-on-campus/housing/flexible-options.aspx>. Space may be limited and on a first come, first serve basis with students working for UNC or taking classes over the break period getting priority. Summer housing information will also be posted at the above site.

## **CANNABIS/MARIJUANA PROHIBITED**

Federal law classifies marijuana as an illegal drug. There is no exception in federal law for Colorado State recreational marijuana use or medicinal marijuana use. UNC must comply with federal law and the **Drug Free Schools and Communities Act (DFSCA) of 1989**. University regulations also ban marijuana based on federal definition under section 3-7-148 Drug-Free Workplace Policy. This regulation includes all properties and business or activities of UNC, applicable to but not limited to, students, employees, contractors, agents, volunteers, or invitees. Any individual in violation of such shall be subject to discipline, termination/dismissal, debarment, arrest, or citation, as applicable.

Note: Possession of a Medical Marijuana Registry Identification Card does not authorize a resident to possess, use or distribute marijuana in residential facilities.

## **CHECK-IN PROCEDURES**

Before a room is occupied, it is inspected by Facilities Management, and HRE staff members. Upon arrival, residents will be asked to inventory the space via an online form or paper Room Inventory Form, which is used to note any pre-existing damage to the room. It is important to be accurate and thorough when completing the inventory. This form helps HRE staff to record the check-in process

and assess any damages or inconsistencies at check out. Forms that are not returned or are not filled out promptly cannot be used as a reference at checkout and students may be charged for existing damages if there is no initial check-in status to refer to.

## **CHECK-OUT PROCEDURES**

When moving out of a room, whether at the end of the year or during a room move, it is imperative to follow proper check-out procedures. **Improper check-out will result in a minimum of a \$35.00 charge.** It is important to get your hall staff (Resident Assistant, Community Assistant, Assistant Neighborhood Coordinator, Community Director, or Neighborhood Coordinator) involved as soon as you begin thinking about a room move. You may not move to another room on campus without working with the hall staff. A proper check out begins by removing all personal belongings, removing all trash/recycling and disposing of it properly, cleaning the room/suite/apartment, and returning the space to the condition at check-in, including return beds to their settings/bunked status.

Next, schedule a check out appointment with a hall staff member, typically your Resident Assistant or Community Assistant, your Neighborhood desk may be helpful in scheduling this. At the time of check-out, a staff member will thoroughly inspect your room and note things on your Room Inventory Form.

The room inventory form that was completed by the resident upon check-in, and the inspection of the room by a staff member, will serve as the basis for check-out charges, if assessed. Charges may include any damage to a room not considered to be part of normal wear and tear. If anything in the residence room is broken, damaged, unaccounted for, or in need of cleaning, the student(s) responsible will be billed for damages. Students or their guests who steal, lose, destroy, or damage UNC property, will be billed accordingly. In addition, unauthorized removal, malicious damage, and/or vandalism to property are violations of the BEAR Code and Colorado law. Students engaging in the above behaviors may be subject to criminal prosecution and/or University disciplinary action.

Checkouts at the end of each semester are done through a centralized process. Students will attend a floor meeting to understand policies and procedures for closing and will sign up for a checkout time at the Neighborhood desk. Students will be charged for any keys or cards to access the space that are not returned at check out. Note: this includes keys that were mailed back to UNC Housing but not received.

In the event a student is unable to check out of their room, the student should inquire with their Community Director, or Neighborhood Coordinator regarding the Check-out Designee process by emailing the Neighborhood desk.

See Also: Abandoned Property, Repairs, Maintenance & Work Orders, Room Changes, Roommates

## **CLEANING**

Residents are expected to maintain a clean and healthy living environment in their residential room – this is a responsibility shared by ALL residents assigned to a living space. Failure to maintain a clean room poses a health risk, and is, consequently, a justifiable reason for having the room cleaned by UNC Facilities Management staff at the residents' expense. You are expected to change bed linen, clean and dust rooms periodically, dispose of trash/recycling periodically, and (if applicable) clean the bathroom in your suite periodically (Suites have bathrooms in The Basin: Harrison and Tuner Halls, The Mesa: Bond, Brown, Dickeson, Hansen-Willis, Luján Halls, as well as Sabin Deluxe Doubles and

Houses, The Ridge: Lawrenson, North, and South Halls and Houses, and Arlington Park Apartments) to maintain a healthy living environment.

It is recommended that residents clean their suite bathrooms periodically with an approved cleaner (please no bleach, you will be charged for damage that bleach causes). Please see our website and posted signage for recommend cleaners. It is also recommended that residents daily wipe down high-touch areas such as door handles, counters, remote controls, gaming controls, phones, etc.

### **COMMUNITY DAMAGES**

Damage or vandalism that occurs in a community space and cannot be attributed to an individual(s) **will be billed to all residents of the community.**

As a reminder, residents can be held responsible for the actions of their guests. All residents are encouraged to immediately report incidents of damage or vandalism to their hall staff (Resident Assistant, Community Assistant, Assistant Neighborhood Coordinator, Community Director, or Neighborhood Coordinator) or Neighborhood desk.

See Also: Personal Property Insurance, Repairs, Maintenance & Work Orders

### **CONSOLIDATING VACANCIES**

To meet the needs of a variety of residents and to be cost effective, UNC reserves the right to assign roommates and/or require individuals to change room assignment to consolidate vacancies. Vacancies are consolidated by having a resident move from a room with capacity for multiple residents (such as a double room) with only one occupant to another room with capacity for multiple residents that also has only one occupant to create a vacant room. For a limited time before consolidation, the Housing & Residential Education will allow residents the opportunity to find a new roommate of their choice that is currently living in the residence halls.

If you choose not to buy out the room, the vacant space (including bed, desk, drawers, and closet) must remain clear and able to be inhabited at any time. We will make reasonable attempts to notify you of a new roommate. If space is available before consolidation, a resident may occupy their room as a buyout.

See Also: Room Buyouts, Room Changes

### **COOKING**

For health and safety reasons, students may not bring prohibited cooking appliances into their rooms or into community kitchens, except for those appliances provided by UNC. Residents may bring approved electric coffee pots, popcorn poppers, mini-refrigerators, and microwaves into their rooms. The University reserves the right to remove all unapproved electrical cooking appliances. Many neighborhoods have cooking appliances such as Refrigerators, Ovens, Ranges, and Microwaves in community kitchens and we encourage residents to use those before buying smaller approved appliances for themselves.

See Also: Prohibited Items - Household Appliances.

### **DISABILITY RESOURCE CENTER ACCOMMODATIONS**

Students seeking accommodations should work with the Disability Resource Center for these needs. The DRC website: <https://www.unco.edu/disability-resource-center/> is where students should start

this process. This includes approved single rooms or singles in suites. Housing & Residential Education does not charge students with Disability Resource Center approved accommodations in single rooms or singles in a suite the supplemental single-room premium or room buyout charge.

See Also: Emotional Support animals, Room Buy Outs, Service Animals

## **DRONES**

Any use of a drone from, above, on or in UNC housing facilities is prohibited. This prohibition includes but is not limited to:

- Areas of public assembly or areas of construction
- Photograph, video, or other electronic monitoring of UNC property; and/or
- The use of drones for hobby or recreational use

## **ELEVATORS**

Many of UNC's facilities are equipped with elevators for your use and convenience. It is important that basic safety measures be observed at all times. Please obey load limits, refrain from horseplay in elevators, and do not attempt to stop elevators doors from closing. In case of an elevator failure, please use the call box to call for help. Never attempt to exit a malfunctioning elevator without safety personnel present to assist in your evacuation. Vandalism to elevators, including damage caused by horseplay or willfully disobeying elevator safety guidelines, is considered a violation of HRE Standards of Conduct.

See Also: Repairs, Maintenance & Work Orders

## **EMOTIONAL SUPPORT ANIMALS (ESAs)**

Emotional Support Animals (ESAs) accommodations must be approved by the Disability Resource Center. If you are requesting an ESA, please review the DRC's ESA Request Procedures at <https://www.unco.edu/disability-resource-center/accommodations/housing/emotional-support-animals.aspx>. This document outlines the ESA request process. Note: the request may take 30-days to ensure that all the required information, paperwork, and documentation has been received and thoroughly reviewed.

## **ENERGY CONSERVATION**

UNC is proud to help you conserve energy and recycle. Please be energy conscious in your room by observing the following guidelines:

- Turn off appliances and electronics when they are not in use,
- Turn off the lights in your room when you are not there
- Close and lock the windows when you leave
- Report leaking faucets/pipes to your Neighborhood desk or through the Work Request System
- Use provided recycling bins

Note, blue recycling bins are located in each room or suite to help you sort recyclables, these can be disposed of in residential community dumpster enclosures.

There are many ways to help conserve on the UNC campus, so please do your part to help the environment. <https://www.unco.edu/sustainability/what-we-are-doing/recycling.aspx>

See Also: Repairs, Maintenance & Work Orders

## **ENTRY INTO STUDENT ROOMS**

The University reserves the right to enter student rooms in order to perform routine cleaning, maintenance, and repair; for facility reviews (i.e., health and safety checks, and hall closing procedures during break periods); and to investigate security or endangerment concerns. UNC personnel may enter student's rooms for the following reasons:

- To determine the condition of UNC property;
- To ensure that healthy standards of cleanliness and safety are maintained;
- To perform cleaning or maintenance as required or requested.
- To attempt to locate missing UNC property.
- To handle personal endangerment and/or life-threatening situations.
- To enforce the BEAR Code and HRE Standards of Conduct Policy as outlined in this Handbook and to handle situations which cause a nuisance in the community.

Out of respect for our residents' privacy and health and safety we strive to give residents two business-day notice prior to the start of scheduled work. Work is typically completed between 9:30 AM and 4:00 PM Monday through Friday when the University is open. Possible exceptions to the 48-hour procedure would be for work requests, follow-up work, emergency repairs such as plumbing leaks, electrical concerns, or other life/safety issues, and when a facility is closed, (e.g., during breaks or summer).

An HRE staff member or other UNC official may enter rooms during the academic year for routine reviews (health and safety issues, damages, break closing reviews, policy violations, and noise problems). Should staff observe property in violation of UNC policies and/or local/state/federal law, these suspected/observed violations will be reported to the appropriate authorities. UNC Police and/or HRE staff may confiscate property in violation of Housing & Residential Education policies, local laws, state laws, and/or federal laws. Drugs, weapons, and stolen property will be submitted to UNC Police, and students found to be in possession of prohibited items will be subject to disciplinary action and/or criminal prosecution.

In the event a student needs someone else to access their room for check-out, to care for a pet or animal, etc. the student should inquire with their hall staff (Resident Assistant, Community Assistant, Assistant Neighborhood Coordinator, Community Director, or Neighborhood Coordinator) for next steps.

HRE staff may also complete inspections of rooms between 9:30 AM – 7:30 PM. Exceptions to the 48-hour policy for HRE staff are for resident-requested inspections of rooms for Animals (Pets, Emotion Support Animals, Service Animals, etc.)

Additionally, when the apartments, houses, or halls are closed, (e.g., during breaks or summer); all staff may enter halls after coordination with Housing. During breaks or closed periods, all occupied rooms will have an occupied sign on the door, thus these rooms will be given the aforementioned 48-hour notice.

See Also: Animals and Pets, Inspection of University Premises, Repairs, Maintenance & Work Orders



## FURNITURE

The University provides room furnishings in all facilities. Details on what furnishings are provided in your room type may be found on the UNC Housing website. Residents are allowed to remove University-owned room furnishings from their assigned space only. Residents are not permitted to remove furniture from spaces they are not assigned to or from vacant spaces in their room/suite. Residents should consult with roommates and suitemates if they wish to remove furniture from a shared space (e.g., living room). UNC does not provide storage for residents who choose to remove furnishings. Residents are responsible for the storage of any University-owned furniture removed from rooms, and for returning all University-owned furniture to the room in its original condition. Residents should take special care to ensure that the furniture, walls, flooring, and doors are not damaged during the removal and return of University-owned furniture. Residents are financially liable for damage to UNC property that may occur during the removal, storage, and return of furniture. For your safety, raising beds with any type of risers is not permitted. This includes the use of cement/cinder blocks, desks, catalogs, milk crates, etc. All residence hall and house beds are adjustable to three or more heights “tool-free,” and bunkable with pins available at your Neighborhood desk. Housing & Residential Education staff members can provide you with instructions and rubber mallets for adjusting your bed. Any damage incurred from personal adjustment of the bed is the financial responsibility of the student. Any alterations to room furnishings, including the beds and closets, will result in possible fines to cover the cost of repair or replacement.

The university also provides furniture public and shared areas in residence halls, apartments, and houses as well as exterior furniture; this public area furniture in public areas is to remain in its place for the convenience of all residents and their guests.

See Also: Personal Property Insurance, Repairs, Maintenance & Work Orders

## INSPECTION OF UNIVERSITY PREMISES

UNC reserves the right to inspect all UNC premises. A visual inspection can be made by an agent of the University. Normally, premises will not be searched. A room may be searched, however, by no less than two agents of the University where there is evidence that a search is reasonable. Authorization for room searches will be made by the Executive Director of Housing & Residential Education, the senior student affairs officer, or their designee. The authorization to grant a search will be based on affidavit of reasonable suspicion. For criminal action, the normal requirements for lawful search are to be followed.

See also: Entry Into Student Rooms

## KEYS & CARD ACCESS

Access to your room will be given through a key and/or access added electronically to your UNC ID card. A room key will be issued to or your UNC ID card will be encoded for you upon check-in to your housing assignment. It is the resident's responsibility to carry their UNC ID card and room keys (if applicable) with them so that they may have access to their building and room. Only residents assigned to a particular living assignment should have a key and/or card to that room. **Never lend your key/card to another person.** You should not share your Personal Identification Number (PIN) for your UNC ID with others. Duplication of room keys violates occupants' right to safety and will result in a charge for a lock change and possible disciplinary action. To protect your belongings and personal safety, always close and lock your door when you are sleeping or away from your room. The

University is not liable for personal property loss or damage

### ***Lockouts, Lost Keys & Cards***

If you become locked out of your room, the neighborhood desk has lock-out keys/cards available for a limited number of check-outs. Only residents of a room may check-out the lock-out keys/cards for that room. If you lose or misplace your key, report this to the Neighborhood desk immediately. You will be charged for a lock change; however, your personal safety and belongings will be protected. If you lose or misplace your card and reside in a room with card access, report this to the Neighborhood desk immediately for a lockout card to be issued. You will need to visit the UNC Card Office to purchase a new UNC ID card and have it re-encoded at the Neighborhood desk. Report any problems with locks or keys to your Neighborhood desk immediately or through the work request system. Intentional jamming or propping of doors and/or locks may result in charges for damages and/or disciplinary action. A charge for a lock change will be assessed if a lock-out key is not returned on time. A charge for a card replacement will be assessed if a lock-out card is not returned on time. Obtaining a lockout key/card may have a fee associated depending on time of year or amount of lockout cards/keys that have been checked out in the past. Any charges for lockout keys/cards will be charged to the student's account. Residents attempting to access a lockout card/key after their move out date is a violation of the Housing & Residential Education's standards of conduct.

- Lockouts during the first week of the Fall and Spring semester are "free weeks" and there is no charge for a lockout
- The 1<sup>st</sup> lockout outside of the "free weeks" has no charge
- The 2<sup>nd</sup> – 5<sup>th</sup> lockout is a \$10 charge per lockout will be charged to the student's account
- The 6<sup>th</sup> – 9<sup>th</sup> lockout is a \$15 charge per lockout will be charged to the student's account
  - After the 10<sup>th</sup>+ lockout students will meet with their hall staff to discuss strategies

See Also: Personal Property Insurance, Repairs, Maintenance & Work Orders

### **LAUNDRY FACILITIES**

Washers and dryers are available in each residence hall, house, and in Building 1 of Arlington Park, for those units without in-apartment equipment. Many apartments in Arlington Park have a washer and dryer in the unit. Costs for the operation of the laundry equipment is included in the cost of your Housing contract. It is the resident's responsibility to ensure all laundry is appropriately attended while in shared laundry facilities. We encourage residents to use liquid detergent over laundry pods for best results in our type of laundry equipment. Note, residents choosing to use laundry pods should put the pod in directly with the clothing rather than in the soap tray. The University is not liable for damaged, lost, or stolen items. Items left in laundry rooms may be considered abandoned property.

### ***Wash Alert***

To check on the status of an equipment in shares laundry rooms in the residence halls or Arlington Park Apartments, check out the UNC App or visit: <https://www.unco.edu/living-on-campus/housing/laundry.aspx> Click your Neighborhood and select your building and laundry room. Set your email or text alert and you are done! To report malfunctioning machines, call JETZ at 1-800-530-5692 or log onto [www.JETZservice.com](http://www.JETZservice.com) or download the Jetz Service App. Please note building name and machine number for repairs. If you are having trouble reporting malfunctioning machines, you can also submit a work request.

See Also: Abandoned Property, Personal Property Insurance, Repairs, Maintenance & Work Orders

## **LITHIUM- ION AND LITHIUM POLYMER BATTERIES**

Proper lithium battery charging, storage, and handling is critical for maintaining battery performance and reducing the risk of fire and/or explosion. Incidents regarding lithium battery fires have been reported due to inadequate charging and storage conditions. Spontaneous fires involving these batteries are rare, but an internal short circuit can start a series of reactions that may lead to a fire. An exploded battery can result when overheated or mechanically damaged. In the event of an explosion involving a lithium battery, the room can fill quickly with dense white smoke that can cause severe irritation of the respiratory tract, eyes, and skin.

Lithium batteries and devices that contain lithium batteries shall not be operated, charged and/or stored anywhere on the University of Northern Colorado campus unless the battery bears the seal of an independent testing laboratory accredited by the Consumer Product Safety Commission. (Example: UL Listed, TÜV SÜD certification mark) Such certification, logo, or name of an accredited laboratory shall be displayed directly on the Personal Electronic Device (PED) and/or the battery for the device.

Lithium batteries found in laptops, cell phones, and similar devices usually, if from a reputable manufacturer, require no user input for charging other than connecting it to the provided charging cable. They contain a Battery Management System (BMS) in the battery pack that controls the charging process. The following guidelines should be followed:

- Use the supplied charging cable and AC adapter from the manufacturer.
- Do not use if there are any signs of damage to the charger or power cord.
- Do not use if the battery shows signs of damage such as heating, discoloration, deformation, bulging or swelling.
- Follow all manufacturer recommendations and be alert for anomalies like unusually hot batteries.

Please refer to the Environmental Health and Safety policy on Personal Electronic Devices and Lithium Batteries here (insert link). <https://www.unco.edu/facilities/services/environmental-health-and-safety/pdf/PEDs-and-Lithium-Battery-Safety-Procedures-6-2023.pdf>

See Also: Prohibited Items

## **MAIL, DELIVERIES, AND NEWSPAPERS**

Housing & Residential Education uses a program called Notifii to track packages and notify students about packages from delivery services such as FedEx, UPS, and Amazon. Packages for residents delivered to campus will be logged within Notifii. If a resident no longer resides on campus, Housing & Residential Education will attempt to forward the package to the resident's permanent address listed within URSA if the delivery service allows forwarding. If unable to forward the package an attempt to return to sender will be made. If Housing & Residential Education staff are unable to forward or return to sender, the recipient would be notified via BearMail and be given the opportunity to claim the package on campus within 30 days. If the package is not claimed within 30 days of being notified, the package contents would then be considered abandoned property and be donated or discarded. Housing & Residential Education is not responsible for lost, stolen, or misdelivered packages to campus. Our desk staff are unable to receive/sign for mail that is Adult Signature Required.

Note: Amazon deliveries and packages do not allow for forwarding or returning to sender and would immediately follow our process for notifying students of the package and giving the opportunity to claim the package within 30 days.

Lettered mail for residents will be distributed into resident mailboxes. Residents will receive the mailbox combination from the Neighborhood staff on check-in.

For more information on sending mail to campus, finding your residence hall addresses, and more, visit: <https://www.unco.edu/living-on-campus/housing/mail-information.aspx>

See Also: Abandoned Property, Personal Property Insurance

### **MISSING PERSON NOTIFICATION POLICY**

When UNC determines that a student who resides in on-campus housing is missing, UNC personnel will notify the UNC Police at 970-351-2245 no later than 24-hours after the time the student is determined missing. UNC personnel will also notify the hall staff (Resident Assistant, Community Assistant, Assistant Neighborhood Coordinator, Community Director, or Neighborhood Coordinator) or on-call staff. In addition to identifying a general emergency contact person listed in the student's housing contract, a student residing in on-campus housing has the option annually to confidentially identify a separate person to be contacted by UNC no later than 24-hours after the student is determined to be missing.

Students are not required to designate a separate individual for this purpose and if they choose not to do so then UNC will assume that they have chosen to treat their general emergency contact as their missing person contact. An optional confidential person can be added at <https://www.unco.edu/housing/forms/> If the student is under 18 years of age and is not emancipated, the institution is required to notify a custodial parent or legal guardian no later than 24-hours after the time that the student is determined missing, in addition to notifying any additional contact person designated by the student. A student's confidential missing person contact information will be accessible only by authorized campus officials and by law enforcement during the course of an investigation and will not be disclosed outside of a missing person investigation.

### **PARKING INFORMATION**

A parking permit is required to park in all parking lots on campus. No free parking is available. Limited enforcement may happen at the start of the fall semester and the end of the spring semester. Annual parking permits may be purchased online beginning August 1<sup>st</sup> through Parking Services at <https://www.unco.edu/parking/>. After you place the order for your permit, a three-week temporary permit will be emailed to you. Please display this temporary permit until your annual permit arrives in the mail. Parking permits are valid for designated lots and spaces only, and parking in a lot not covered by your permit will result in ticketing/fines. Visitor parking permits can be obtained at the University Center or at vending boxes located in various parking lots. Daily permits and metered parking are available in campus parking lots. Inoperable vehicles may not be parked or stored on-campus. Motorcycles need a valid parking permit and must be parked in designated motorcycle parking spaces. A complete set of parking regulations may be found here: <https://www.unco.edu/parking/citations/parking-rules-and-regulations.aspx>

### **PERSONAL PROPERTY INSURANCE**

Housing & Residential Education ***strongly encourages*** all residents to invest in personal property

insurance. ***The University is not liable for any theft, damage, or loss of your personal property, under any circumstances.*** Some students may be covered under a parent or legal guardian's homeowner's insurance, if applicable. Students who think this type of coverage might apply to them, are encouraged to contact their insurance company to verify their coverage and any stipulations to coverage. Most insurance companies offer renter's insurance for a yearly fee. Please take the time to ensure your belongings are adequately covered.

## **PLUMBING**

Housing & Residential Education asks all residents to be mindful of plumbing recommendations that keep our plumbing system operating to the best of its ability. Residents should not flush anything other than toilet paper and human waste. This includes menstrual products (tampons, pads, etc.), paper towels, tissues, and "flushable" wipes. These items can clog plumbing systems and cause damage and plumbing disruptions for members of our community. Damage to plumbing systems may result in a charge to resident's accounts should residents knowingly flush items other than human waste and toilet paper down the toilet.

## **REPAIRS, MAINTENANCE & WORK ORDERS**

For nearly all maintenance and repairs students can visit <https://fmservicedesk.unco.edu/> to submit a work request. If you have trouble submitting a request or you have questions, please see your Neighborhood desk for assistance. Detailed directions to submit a request are below:

1. Visit <https://fmservicedesk.unco.edu/>
2. On the left menu, click on a "Submit a Request."
3. Under Facility choose "All Housing"
4. Under Building choose the building you live in (or the area that needs maintained)
5. Under Area choose the room or apartment number you live in (or the area that needs maintained)
6. Name, enter your Full Name
7. Phone #, enter your preferred contact phone number with area code
8. E-mail Address, enter your full UNC email address ending with @unco.edu email, such as [klaw1889@bears.unco.edu](mailto:klaw1889@bears.unco.edu) Note: We encourage students to use their UNC email address to receive email notification once the request has been received and updates about work completion.
9. For Repair Ctr, choose FM-Facilities Maintenance (It should fill in automatically)
10. Under Request – Type the nature of the problem, providing as much detail as possible. If you live in a suite or apartment with multiple spaces, be sure to list room number (242A, bedroom 1, etc.) Be descriptive in sharing the concern, provide details to your request such as left or right; north, east, south, west; upper or lower, etc. to help our staff quickly find and resolve the issue.
11. If able please submit a photo if you believe it will be helpful to show the issue, file size restrictions apply.
12. Click the submit button

Reporting needed repairs to UNC Laundry Equipment is covered under Laundry Facilities section.

Needed repairs to UNC network infrastructure such as ethernet ports or Wi-Fi access can be reported to the Technical Support Center at <https://help.unco.edu/> please provide details including your

facility/building, room or apartment number, Your Full Name, Your preferred contact phone number with area code, and your full UNC email address ending with @unco.edu email in these requests. If you have any issues accessing or completing the form, contact the Technical Support Center (TSC) at 970-351-4357 for assistance.

See Also: Animals and Pets, Entry Into Student Rooms, Laundry Facilities

## **ROOM BUYOUTS**

If you are interested in buying out a vacant space in your room, check with your hall staff (Resident Assistant, Community Assistant, Assistant Neighborhood Coordinator, Community Director, or Neighborhood Coordinator) or Neighborhood desk regarding the availability of this option and the charges to buy out your room based on occupancy/availability. This option will be given to students before consolidation of vacancies if space is available.

If you choose not to buy out the room, the vacant space (including bed, desk, drawers, and closet) must remain clear and able to be inhabited at any time. We will make reasonable attempts to notify you of a new roommate. If the assigned roommate is not able to move in due to items taking over multiple spaces, furniture being removed, etc. then you may be charged a buyout charge for the remainder of your contract.

If residents are found to be occupying the entirety of a room/suite they are assigned to, HRE staff will notify the student with a date that the student must return to only occupying their assigned space. If residents fail to meet the deadline to return to their original assignment, residents will be billed by HRE for a buyout of the room. Buyout rates may be back dated to the date of discovery and are determined by the residence hall space that residents are occupying. Occupying a space that you are not assigned to is considered a violation of HRE's Standards of Conduct.

See Also: Consolidating Vacancies, Unauthorized Access

## **ROOM CHANGE POLICY**

If you are having difficulties with your roommates/suitemate, staff members can help you resolve conflicts before a room move is necessary. If you are experiencing roommate conflicts, please speak with your hall staff (Resident Assistant, Community Assistant, Assistant Neighborhood Coordinator, Community Director, or Neighborhood Coordinator) or Neighborhood desk. Most times, a staff member will be able to help you and your roommate work through difficulties. Remember, living with roommates is an adjustment and part of the adjustment is learning to resolve conflict in a respectful and adult manner. Your staff are here to help you do this.

If you wish to change residence hall rooms, you must have the written approval of your hall staff (Assistant Neighborhood Coordinator, Community Director, or Neighborhood Coordinator) before moving any of your belongings. If a room move is approved by your hall staff, you must officially check-in to your new room and check-out of your old room. Room and/or board charges will be assessed the day you officially check into your new room, and remaining charges will be prorated for your original building. If you fail to properly check-out from your original residence hall room, you may be billed for this room in addition to the room you are currently occupying until you properly check out of your original room assignment. The Room Move Interest Form will be available here near the start of each semester based on occupancy/availability: <https://www.unco.edu/living-on-campus/forms.aspx#housing>

Students who move without completing this process may be required to move back to their original space and may be charged with violation of the BEAR Code.

Room moves may affect your meal plan. Contact Dining Services <https://www.unco.edu/living-on-campus/dining/> or 970-351-2652 if you have questions regarding how a room move may affect your meal plan. The University reserves the right to change room assignments to promote the well-being and safety of residents, accommodate students with DRC accommodations, or to manage vacant spaces.

See Also: Check-in Procedures, Check-out Procedures, Consolidating Vacancies, Disability Resource Center Accommodations, Roommates

### **SEX OFFENDER - REGISTERED SEX OFFENDERS PROCEDURE**

In accordance with Colorado state law (CRS 18-3-412.5, Failure to register as a sex offender), sex offenders are required to register with the UNC Police immediately upon arrival to the campus. UNC Police will notify HRE administration when a registered sex offender appears to have been assigned to university housing. HRE staff, university administrators, and campus legal counsel, will review the student's ability to live in university housing. The sex offender registry requirement also extends to those that wish to live with a student in Arlington Park apartments, Lawrenson Apartments, or University Owned Houses when the entire apartment / house is rented. Students in Residence Halls are prohibited to have someone else live with them without a housing contract.

### **SERVICE ANIMALS**

Service Animals or Service Animals in Training living with residents in University Housing must have up to date vaccination information on file with the Housing office. Please notify Housing & Residential Education at [housing@unco.edu](mailto:housing@unco.edu) with animal records. Students are also encouraged to voluntarily notify the Disability Resource Center ("DRC") of their Service Animal, so that the DRC can provide additional information, resources, and guidance. Please see additional animal information in the Lease/Terms and Conditions and the above Animals and Pets section. Any questions regarding Service Animal policies and procedures outside of housing, including in classroom, student life, and other UNC facilities should be addressed to the Disability Resource Center office at 970-351-2289 or by visiting <https://www.unco.edu/disability-resource-center/>

See Also: Animals And Pets

### **SMOKE CLEANSING/SMUDGING/OPEN FLAME CEREMONIES**

The University recognizes that students, faculty, and staff engage in a variety of ceremonies, including but not limited to smudging. To request a smoke cleansing, smudging, or open flame ceremony type event, a Smudging and Open Flame Ceremony Permit must be completed to Environmental Health and Safety. Please visit <https://www.unco.edu/facilities/services/environmental-health-and-safety/> for more information.

### **TECHNICAL SUPPORT / TECHNOLOGY RELATED ISSUES**

Needed repairs to UNC network infrastructure such as ethernet ports, Wi-Fi access, or Wi-Fi related issues, can be reported to the Technical Support Center at <https://help.unco.edu>. Please provide details including:

- your facility/building, room or apartment number,
- your full name,
- your preferred contact phone number with area code,
- and your full UNC email address ending with @unco.edu email in these requests.

If you have any issues accessing or completing the form, contact the Technical Support Center (TSC) at 970-351-4357 for assistance.

## **TELEPHONES**

Housing & Residential Education does not provide a telephone in each room. However, if you would like to request a phone, please do the following:

1. Go to <https://help.unco.edu> and login
2. In the keyword search enter any of the following search phrases: “res hall phone,” “res hall,” “residence hall”, “residence hall phone”
3. Under Service Request select the More Info button for Res Hall Phone Request
4. Select New Request and complete the required information

If you have any issues accessing or completing the form, contact the Technical Support Center (TSC) at 970-351-4357 for assistance.

Campus phones are located in most building lobbies. If you experience any phone problems, please call the TSC.

### ***Dialing Instructions***

- To make a campus call: Dial 1 + the last four digits of the phone number
- To make a local call: Dial 8 + the seven-digit phone number
- To make a long-distance call: Requires the use of a private calling card.

See Also: Repairs, Maintenance & Work Orders

# HEALTH AND SAFETY

## **SAFETY**

Housing & Residential Education is committed to your safety. To help ensure a safe and comfortable living environment, the following security practices are in place at each residential facility:

- Each neighborhood will have a neighborhood desk open 7 days a week, generally from 8 am – 2 am during the academic year while residential communities are open. When the desk is closed, an on-call number will be posted at each hall so that residents are able to access an on-call staff member as needed.
- All residential facility exterior doors are locked 24-hours per day with the exception of move in and move out days. In buildings with classrooms, such as Harrison Hall, the doors to residential wings are locked during class periods as well.
- Exterior doors of residential facility have card swipe access for resident of the neighborhood.



- All guests and visitors must be accompanied by a resident of the building. Please see our guest policy for details.
- Propping or vandalism of exterior doors and windows is a security risk and violation of the BEAR Code that may result in disciplinary action.
- Building surveillance is utilized in most UNC buildings. The use of cameras may aid the investigation of policy violations and can be used in the investigation of criminal activities.
- These security practices may be subject to change if deemed necessary to maintain the security of the residence halls. Students will be notified if changes are made.

If you encounter an emergency outside of your housing area, please use an emergency blue light telephone or contact UNC Police at 970-351-2245. Please report any fire or life safety hazards to Housing & Residential Education staff immediately.

In the event of a fire, never assume the fire department/ emergency personnel have been notified. Pull the nearest fire alarm, call 911 to report the fire, and exit the building. Make sure to provide the 911 operator with the location of the fire, the nature of the fire, and your full name. If you are not in a hazardous situation, do not hang up until you have provided all requested information to the 911 operator.

It is a violation of UNC policies, state, and federal law to falsely pull a fire alarm. Students found responsible for such behavior will be subject to UNC disciplinary procedures and criminal prosecution.

## **SECURITY**

Students are encouraged to always lock their residential facility door whenever they are sleeping or away from their room. It is also recommended that you record a complete description, including model and serial numbers, of property such as stereos, computers, televisions, and other valuables. For your protection, secure or remove valuables from your room during long breaks. If you have questions about keeping your belongings safe, contact your hall staff (Resident Assistant, Community Assistant, Assistant Neighborhood Coordinator, Community Director, or Neighborhood Coordinator) or Neighborhood desk.

Before arriving on campus, know your family's personal property insurance coverage. Some policies cover student's personal property while they are living in a residence hall. UNC is not liable for personal property loss, theft, or damage. Please invest in adequate personal property insurance to ensure your belongings are covered in the event of damage, loss, or theft.

See Also: Personal Property Insurance

## **AREAS OF REFUGE**

It is strongly recommended that individuals with disabilities establish a system that assures a safe evacuation or, if a safe evacuation is not possible, move to an area of refuge. Emergency personnel are trained to go to Areas in residential facilities to assist with evacuation as needed.

Signs have been placed to designate areas of refuge and these areas are equipped with University phones for communication with Emergency Personnel. Please see these resources for more details:

- <https://www.unco.edu/emergency-preparedness/pdf/Evacuation-Guide-for-Disabled.pdf>
- <https://www.unco.edu/emergency-preparedness/pdf/Area-Refuge-Locations.pdf>

## **ARSON**

Starting any fire, intentionally or unintentionally, may result in severe University sanctions (including suspension or expulsion) and/or criminal prosecution. UNC will seek criminal prosecution of any person deliberately setting or maintaining a fire on UNC premises without first obtaining the required City of Greeley and UNC permits.

## **FIRE EVACUATION & ESCAPE**

- If you see a fire or suspect a fire, please ensure you activate the building alarm system and notify emergency response personnel.
- Do not panic and stay as calm as possible. You will need to think clearly to make safe decisions.
- Feel the doorknob with the back of your hand, never your palm (if the door is electrically charged the muscles in your hand will react, causing you to grab the doorknob).
- If the door is cool, lean yourself against it and open the door slowly. As you leave the room, make sure all doors and windows are shut (not locked).
- If there is smoke in the air, stay low because the most breathable air will always be near the floor. In a crouched position, or crawling, move quickly towards the nearest exit. If the closest exit is blocked, try the next nearest exit.
- If it is safe, alert others by shouting or knocking as you make your way to the stairs.
- Always escape via stairwells; never use the elevators in a fire. As you leave, make sure all fire doors are closed.
- Once you are outside, stay clear of the building. Follow the directions of Residential Education staff, fire, and police personnel. Never re-enter a burning building for any reason. If you know someone is trapped inside, notify the nearest fire or police personnel.
- For the safety of all residents, do not interfere with residence hall staff members or emergency personnel as they perform their duties. Remain quiet and listen for instructions from fire, police, or HRE staff.
- Do not re-enter the building until official university staff have given you permission.

### ***If you are trapped in a fire***

- Remain calm.
- All UNC facilities are designed with fire safety materials to withstand a quick-spreading fire.
- Utilize wet towels or bed linens to prevent smoke from entering under the door to your room.
- Open the window. (Rooms on the first floor will be able to vacate this way).
- Use a phone to dial 911 as well as draw attention to yourself through your window by waving a large sheet or towel.
- Stay low in the room to reduce smoke inhalation.
- Plan ahead and think about what you would do in the event of a fire in the residential community. Have a plan in place in the event of an emergency. Knowledge and preparation are your best bet for surviving a fire.

## **FIRE DRILLS**

Fire Drills will be conducted in each residential community at least once per semester. All students

must exit the building immediately to a safe distance of a minimum of 100 feet or to a designated evacuation location if weather requires. Failure to evacuate during a fire alarm will result in disciplinary referral.

## **IMMUNIZATION**

Colorado state law requires all students who were born on or after January 1, 1957, to provide proof of two vaccinations for measles, mumps, and rubella prior to enrollment at UNC. The completed immunization record must:

- Include your name and birth date
- Show proof of two vaccinations for measles, mumps, and rubella (MMR) given no earlier than 4 days before the student's first birthday. There must be at least 28 calendar days between the two vaccinations.
- Include the day, month, and year of vaccinations.
- Be signed by a doctor, nurse, or school official and dated after the last MMR.

Additionally, college students who live on campus are at increased risk of contracting meningococcal disease. The Centers for Disease Control (CDC) recommends that all incoming students who will be living in the residence halls be vaccinated against these deadly bacteria. Since 2011, the CDC has recommended that if a student has received a meningococcal vaccine before age 16, they should receive a one-time booster dose, preferably between ages 16 and 18. If the first dose was given after the 16th birthday, a booster is not needed. For further information about these and other vaccines see UNC's Student Health website: <https://www.unco.edu/student-health-center/> .

## **PANDEMIC QUARANTINE OR ISOLATION**

Should it be necessary through federal, state, or local issuance of guidance about a public health emergency, students may receive direction on quarantining or isolating. Directions and guidance on this process will be provided to students through a university official, if applicable. Please pay attention to Public Health Guidance, updated UNC policies, capacity signs, and direction from UNC staff and faculty, which may change over the course of the academic year.

## **TORNADO STAGING**

Each residential community has an identified area for staging in the event of a tornado or other weather emergency event. Signs have been placed to designate areas of tornado staging and these areas are equipped with University phones for communication from Emergency Personnel. Please see this resource for more details: <https://www.unco.edu/emergency-preparedness/weather.aspx#Tornado>

# ROOMMATES

## **LIVING WITH A ROOMMATE**

For most students, sharing a living space with someone else is a big change. Your enjoyment of your residential experience will depend, to a large extent, on the amount of thoughtful consideration that you and your roommate or suitemates demonstrate for each other.

Every student living on campus has the following rights:

- The right to read and study free from undue interference in one's room.
- The right to sleep without undue disturbance from noise, guests of roommates/suitemates, etc.
- The right to expect that a roommate will respect one's personal belongings.
- The right to a clean living environment.
- The right to free access to one's room and facilities without pressure from a roommate.
- The right to privacy.
- The right to host guests with the expectation that one's guests are to respect the rights of other occupants of the room and community.
- The right to seek support in resolving conflicts.
- The right to expect reasonable cooperation in the use of shared room space, such as living areas and vanities.
- The right to expect reasonable cooperation in the use of communal appliances in your room (i.e., telephone, refrigerator, etc.).
- The right to be free from peer pressure or ridicule regarding your choice to abstain from alcohol consumption or substance use.

### **ROOMMATE AGREEMENT & MEDIATION PROCESS**

UNC is committed to assisting students in developing skills necessary to engage in healthy conflict management. Roommate conflicts and room changes are addressed by Housing & Residential Education staff. The Dean of Students office is available to assist students in learning skills related to conflict styles and management techniques but is not responsible for the Roommate Agreement or Mediation process. In order to encourage open, honest and healthy conflict management, HRE staff will assist students in navigating conflict using the Roommate Agreement and Mediation Process as outlined below. It is also important to note that HRE expects students, not support people, to work through these processes.

Students will be asked to complete a survey prior to talking with roommates and suitemates. This survey is designed to get to think about personal preferences, potential stressors, and boundaries related to the upcoming living situation. Residents will then be asked to complete a Roommate Agreement with individuals that they share a living space with. This process occurs at the beginning of the academic year and/or when new residents are introduced into the space. We expect that all residents of the living space be present and participate in a collaborative process to fill out the agreement. If residents are unable to complete this process in a productive and respectful manner, they are encouraged to reach out to their Resident Assistant (RA)/Community Assistant (CA) for assistance. Once an agreement is formed, and all residents agree to the information that is written in the Agreement, they will submit the Agreement via email to their RA/CA.

When conflict arises, student's RA/CA will provide tips to residents in the rooms regarding healthy and effective communication and managing conflict. If residents are unable to resolve the conflict amongst themselves, Housing & Residential Education staff are available to assist in mediating the conflict. If residents are seeking mediation, they should email their RA/CA to initiate the process. If residents are unable to come to a resolution through the mediation process, the RA/CA will submit an Incident Report to initiate a Formal Roommate Contract process to be coordinated by their Community Director or Neighborhood Coordinator. Students violating the provisions of the provisions

of the formal roommate contract may be required to change rooms and may also be charged with violation of the BEAR Code. HRE may relocate resident(s) including but are not limited to the following reasons:

Incompatible roommates where there is no clear aggressor, but the safety and wellbeing of each of the residents is of concern.

Roommate issues where students are hostile or passively hostile to each other.

# DISCRIMINATION COMPLAINT PROCEDURES

When a sexual assault victim contacts the UNC Police, a representative from the Office of Institutional Equity and Compliance (OIEC) will be notified, and, if requested by the student the Assault Survivors Advocacy Program (ASAP) will be notified.

The investigation may be pursued through the criminal justice system and OIEC or only the latter. The determination to file criminal charges will be made during the course of the investigation with opinion from the District Attorney's office. To report a sexual assault and initiate the UNC disciplinary process, students can contact the UNC Police Department at 970-351-2245 or OIEC at 970-351-4899.

The disciplinary process that will be initiated if the accused is a student, is outlined in detail in the Discrimination Complaint Procedures (DCP) and the BEAR Code. Both the complainant (victim) and respondent (accused) in the disciplinary process have certain rights, including the right to be accompanied by an advisor at all meetings. Both the complainant and respondent will be informed of the outcome of the hearing, and both have the right to appeal the outcome. Students found responsible for committing an act of sexual misconduct may be suspended or expelled from the University.

The UNC disciplinary process is separate from the legal process. Students investigated and adjudicated through the Discrimination Complaint Procedures and BEAR Code may also face criminal prosecution through the court system

Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault if such changes are reasonably available. An OIEC Case Manager is available to discuss and coordinate room changes, schedule adjustments, and other measures by calling 970-351-4899.

## **SEXUAL ASSAULT PREVENTION AND RESPONSE**

UNC is committed to creating a safe environment for visitors, students, faculty, and staff on campus. Below is an overview of UNC's prevention and education efforts and information about how UNC responds to allegations of sexual assault. You will also find resources and information if you or a friend has been affected by sexual assault.

## **RESOURCES AND UNIVERSITY RESPONSE**

If you believe you have been a victim of sexual assault, you may be confused about what has happened to you or where to go for help. You may be hesitant to tell anyone about it or you may want to act as if nothing happened. It is important to seek help and UNC has many resources on campus to assist you.

Some of these resources are confidential and others are not. If you are unsure about whether a sexual assault has occurred, or if you are not sure you want to report a sexual assault to the police, you should contact one of the confidential resources listed below:

<b>Resource</b>	<b>Contact Phone Number</b>	<b>Website</b>
Assault Survivors Advocacy Program (ASAP)*	970-351-4040 - Hotline 970-351-1490 - Business	<a href="http://www.unco.edu/asap">www.unco.edu/asap</a>
UNC Counseling Center	970-351-2496	<a href="http://www.unco.edu/counseling">www.unco.edu/counseling</a>
Sexual Assault Victim Advocate (SAVA) **	970-472-4200 – Hotline 970-506-4059 – Business	<a href="http://www.savacenter.org">www.savacenter.org</a>
Rape Abuse Incest National Network (RAINN)	800-656-4673 – Hotline	<a href="http://www.rainn.org">www.rainn.org</a>

\* ASAP is a Campus Security Authority (CSA). Information of the victim will stay confidential; however, incident information may be used in a Timely Warning, Daily Crime Log and in the Clery Crime Statistics published annually.

\*\*SAVA is a confidential resource located off-campus in Greeley

By calling the Assault Survivors Advocacy Program (ASAP) at 970-351-4040 (the phone line is staffed 24 hours a day, 7 days a week throughout the year) for confidential information and support, an ASAP advocate can assist you in making important decisions regarding sexual assault and help you contact appropriate resources.

There are other non-confidential resources here to help too, including:

<b>Resource</b>	<b>Contact Phone Number</b>
UNC Police Department (UNCPD)	970-351-2245
Institutional Equity and Compliance	970-351-4899
Dean of Students Office	970-351-2001
Housing & Residential Education	970-351-2721

UNCPD is staffed 24 hours a day, 7 days a week, 365 days a year. The other offices listed are available during normal business hours.

All UNC staff members (except those listed above as confidential resources), including Resident

Assistants (RA), Community Assistants (CA), Assistant Neighborhood Coordinators (ANC), Community Directors (CD), or Neighborhood Coordinators (NC) and Professors, are required to report all crimes that occur, including sexual assault, to appropriate law enforcement authorities. If any staff member is informed of a sexual assault, they will report the crime, including names of individuals involved, identifying information of suspects, and details of the crime to UNC Police and the Office of Institutional Equity and Compliance (OIEC).

**If you are a victim of sexual assault and do not want the incident to be investigated, and want to talk to someone confidentially, you should contact Assault Survivors Advocacy Program (ASAP) at (970) 351-4040 to seek assistance.**

# BIAS MOTIVATED INCIDENTS

Colorado law prohibits bias-motivated crimes. The relevant statute, C.R.S. §18-9-121(2), states:

“A person commits a bias-motivated crime if, with the intent to intimidate or harass another person because of that person’s actual or perceived race, color, religion, ancestry, national origin, physical or mental disability, or sexual orientation, he or she: (a) Knowingly causes bodily injury to another person; or (b) By words or conduct, knowingly places another person in fear of imminent lawless action directed at that person or that person’s property and such words or conduct are likely to produce bodily injury to that person or damage to that person’s property; or (c) Knowingly causes damage to or destruction of the property of another person.”

Any act that constitutes a bias-motivated crime as described in the Colorado statute quoted above is prohibited.

There are many agencies on campus that are prepared to offer support and advice following a bias-motivated incident. Please consider using any of the following campus resources for support:

- Assault Survivor Advocacy Program
- Center for Women’s and Gender Equity
- Counseling Center
- Cultural Centers
- Dean of Students
- Disability Resource Center
- Gender and Sexuality Resource Center
- Housing & Residential Education Staff
- Human Resources
- UNCPD

# HOUSING & RESIDENTIAL EDUCATION STANDARDS OF CONDUCT

The Standards of Conduct below are enforced by HRE in all residential facilities. The Standards of Conduct have been established to support an environment balancing individual expression, personal development, and an academically focused atmosphere. It is your responsibility to abide by these Standards of Conduct. Additionally, certain behaviors and actions may constitute a violation of state and federal statutes and court proceedings may occur as a result. Any outcomes determined by the Dean of Students Office and/or HRE are separate from any fines, damages or other sanctions imposed through the court system. If you have questions regarding any of these Standards of Conduct, it is your responsibility to discuss them with your hall staff (Resident Assistant, Community Assistant, Assistant Neighborhood Coordinator, Community Director, or Neighborhood Coordinator), and/or the Dean of Students Office.

## **RESIDENTIAL FACILITIES**

The Standards of Conduct apply to all behaviors and actions that occur in UNC residential facilities. "Residential facilities" are defined as all physical space within UNC residence halls, Arlington Park Apartments, University houses, and other University Housing spaces, including public areas and student rooms, and exterior spaces designed for, or typically used by residential students. Students within the residential facilities are expected to abide by these Standards of Conduct in addition to the BEAR Code. If a policy violation occurs within any UNC residential facilities, students will be subject to disciplinary action as outlined in the BEAR Code.

## **INDIVIDUAL RESPONSIBILITY**

If a UNC policy violation occurs in a room, lounge, or other distinct physical space, all students in that space can be held responsible for the behavior, or damages to property, within that space. Students who reside in or enter or remain in residential facilities become part of that community and their actions have an impact on the surrounding community.

Every residential student has responsibilities to the residential facilities. These responsibilities include:

- Considering the needs and rights of all residents, not just your own needs.
- Balancing your personal rights with the rights of others such that no student should infringe on the rights of another student.
- Engaging in open communication with all community members and Housing & Residential Education staff.



- Getting involved in your community through residence hall government, planning of community activities, showing respect and care for facilities, and exhibiting care for the overall community.
- Promoting an environment where all individuals and community members feel safe and secure.
- Demonstrating dignity and respect for all individuals.

## **HRE Standards of Conduct**

***Residential students and their guests must follow the following Standards of Conduct. Violation of any of these Standards also constitutes Misconduct under the BEAR Code:***

### **(i) Alcohol**

***(A) In the Presence of:*** Residents who are minors (under 21 years of age) are prohibited from being in the presence of possession, use, distribution, manufacturing, dispensing, or sale of alcoholic beverages by other minors.

***(B) 21 and Older:*** Residents 21 years of age or older may possess and/or consume alcoholic beverages only in private living quarters.

***(C) Public Consumption:*** The use, manufacturing, distribution, or consumption of alcoholic beverages is prohibited in the public spaces of UNC residential facilities.

***(D) Implements of Mass Consumption:*** Students are prohibited from possessing any device designed to consume alcohol in large quantities such as beer bongs, taps, funnels, and substantially similar items.

***(E) Common Containers:*** Kegs, barrels, or other containers larger than five gallons that may be used to hold alcohol are not permitted in residential facilities.

***(F) Empty Containers:*** Collections of empty cans and/or bottles of beer, wine or other alcoholic beverages are not permitted unless they are cleaned and used as decorations. These collections must be cleaned and remain clean at all times.

### **(ii) ANIMALS**

***(A) Animal Care:*** Residents with animals are responsible for the appropriate care, cleaning, feeding, bathing, & crating of their animals. Failure to maintain a clean and noise/odor/disease-free environment for animals as well as other residents is prohibited. Additional guidance related to animals may be found in the Pet Friendly Residence Community Rules of Conduct, the Emotional Support Animal Policy and/or the Service Animal Policy.

***(B) Disruptive Conduct of Animals:*** Animals may not disrupt others by noise, odors, and/or other behaviors. HRE approved pets, including approved Emotional Support Animals (ESAs), are restricted from common spaces within the residential facilities, except for the lobby when entering or exiting the residence hall.

***(C) Unapproved Animals:*** Service animals living with residents on campus must be registered with Housing & Residential Education. Animals that have not been approved through the Pet Friendly Residence Community Process or the Disability Resource Center, are not permitted.

### **(iii) DECORATIONS.**

Decorations that will stain or damage a surface are prohibited within the residence halls (i.e., stickers,

spray snow, window paint, and like decorations). In addition, items that limit egress, such as extension cords under doorways and materials that block full use of an entryway, are prohibited. Decorations that block or cover light fixtures are also prohibited due to fire safety. String lights are permitted but must be unplugged while unattended.

#### **(IV) DOOR PROPPING.**

Exterior residential doors are locked for the protection of residents, the community, and their property. Door propping or allowing unauthorized persons to enter a residence hall may create an unsafe environment. Door propping is defined as placing an object on, under or around an exterior door to prevent it from locking and allowing persons other than yourself access to the building. Holding the door open for another person who is not permitted to have access to the building is also prohibited.

#### **(V) DRUGS.**

In compliance with the federal Drug Free Schools and Communities Act, UNC prohibits the unlawful manufacture, dispensation, possession, use, presence of, or distribution of controlled substances (illicit drugs, including cannabis/marijuana) of any kind and of any amount. UNC prohibits all illegal drugs including Medical Marijuana (regardless of whether a student has a Medical Permit to use or possess it). These prohibitions apply to an individual's actions with respect to any UNC events or activities, including those occurring while on UNC property or in the conduct of UNC business away from the campus. These prohibitions include:

**(A) *Being in the Presence of:*** Individuals in the presence of possession, use, distribution, manufacturing, dispensing, or sale of a controlled substance, including cannabis/marijuana; and

**(B) *Drug Paraphernalia:*** Possession, use, manufacture, or use of drug paraphernalia.

#### **(vi) Fire Safety.**

**(A) *Cooking:*** Cooking in student rooms is allowed where kitchen facilities are a standard part of the room's facilities (such as in Arlington Park and Lawrenson Hall), and in community cooking locations. Cooking must be monitored at all times and must be conducted in a safe manner, including use of approved cooking appliances.

**(B) *Failure to Evacuate:*** Failure to evacuate during a fire alarm places yourself and others in danger and is prohibited. Each fire alarm is to be treated seriously and all persons in the building must evacuate.

**(C) *Misuse or Damage to Fire or Life Safety Equipment:*** The intentional or reckless damage to any fire or life safety equipment in the residential facilities is prohibited. This includes, but is not limited to, security cameras, telephone lines, safety signs, fire sprinkler piping, fire alarms, sprinkler heads, and fire extinguishers.

**(D) *Tampering with Fire Life Safety Equipment:*** Tampering with fire life safety equipment, disabling any part of a fire alarm system, discharging a fire extinguisher, hanging decorations from any part of a fire sprinkler system, or causing a false fire alarm to be registered can endanger lives and property and is prohibited. Criminal prosecution may occur for causing a false fire alarm to be registered by activation or any other means (C.R.S. §18-8-111(a)) and for damage resulting from the unauthorized use of firefighting equipment (C.R.S. §18-4-505).

## **(VII) GUEST AND VISITOR POLICIES.**

Note: Guests policies may be updated throughout the academic year to reflect applicable public health guidance and capacity guidelines.

**(A) Non-Resident Guest Policy:** Non-residents are defined as anyone not assigned to a residential space (room/suite/apartment/house) within the neighborhood. Non-resident guests are permitted in public areas outside of the residential facility or in a public space inside the residential facility. Non-resident guests are permitted inside resident rooms, suites, or apartments with permission of the room / suite mates. Where permitted, non-resident guests must always be accompanied by their host and guests should not be present in the facility without the resident host.

**(B) Classroom Visitor Policy:** Public areas in residential facilities that also serve as classrooms are subject to these policies as amended: Non-resident class attendees must follow applicable housing policies and may not invite other guests into the facility. Class attendees must limit their use of the facility to the classroom area, restrooms, and vending machines, they may not use other public areas without express permission of HRE staff.

**(C) In-Neighborhood Visitor Policy:** In-neighborhood visitors are defined as occupants of another residential facility in the neighborhood. All residents of a neighborhood will have access to the other buildings in their neighborhood. In-neighborhood visitors do not need escorts to public areas (e.g., lobbies, lounges, game rooms, music rooms, public restrooms, vending areas, etc.)

**(D) Guest Behavior:** Residents are responsible for the actions of their guests. It is the resident's responsibility to inform guests of UNC, Housing & Residential Education, and other community policies and to expect compliance to protect the health, safety, and security of the community and UNC property. UNC IDs, Keys, and cards (including lockout keys and cards, may not be checked out by guests). Please refer to the Keys/ID Misuse policy for details.

**(E) Overnight Guests:** Overnight guests are permitted for a maximum of 2 nights over a 14-day period and must have permission from roommates or suitemates. Overnight guests are defined as anyone not assigned to the residential space in which they are staying. This policy may be updated to reflect applicable public health guidance and capacity guidelines.

## **(VIII) KEYS/ID MISUSE**

Duplicating, borrowing, and/or loaning room keys or ID to guests or friends is prohibited under any circumstances. Sharing your Personal Identification Number (PIN) is also prohibited. It is the resident's responsibility to carry their ID and room keys with them so that they may have access to their building/room. Residents are prohibited from bypassing the normal operation of any security door and/or lock systems.

## **(IX) NOISE.**

To promote an academically focused community, the following quiet hours have been designated in all residential facilities.

### **(A) General Quiet Hours:**

Sunday – Thursday 10 p.m. to 8 a.m.

Friday – Saturday 11 p.m. to 8 a.m.

During quiet hours, radios, televisions, stereos, and musical instruments should not be heard outside of the occupant's room. Stereos and other electronic equipment that continually disturb

residents of the hall or room may be removed from the occupant(s) and retained in storage for a length of time determined by the hall staff (Community Director or Neighborhood Coordinator). During quiet hours, residents and guests are expected to keep their voices at a reasonable level such that conversation cannot be heard outside of the occupied room. Residence Hall staff will contact students about noise levels if the noise can be heard more than one residence hall door away. Shouting down hallways or between rooms is prohibited. Stereos may not be played out of open windows as they may disrupt other residents, students, and campus communities. A City of Greeley noise permit must accompany any amplified sound in or around any residential facility. If you experience an issue with the noise level, you are encouraged to speak directly with the individual(s) responsible. If after doing so, the noise remains at unreasonable levels, seek assistance from your Resident Assistant/Community Assistant.

**(B) Exam Week Quiet Hours:** Quiet hours are enforced 24-hours a day during exam weeks. It is imperative that all residents' sleep and study are not interrupted, and that residents respect these needs within the community. HRE is committed to maintaining an enhanced academic environment in the residence halls during exam weeks, and quiet hour violations during this time are serious matters.

**(C) Courtesy Hours:** Residents should always honor the requests of the community regarding noise levels, even when it is not established quiet hours. Please be respectful when asking other community members to reduce the volume, and respectfully honor requests to reduce volume. Through reciprocal cooperation, all members of the community will be able to sleep, socialize and study.

## **(X) OTHER PROHIBITED ACTIVITIES.**

**(A) Misuse of Elevators:** Misuse of the elevators, including jumping and/or horseplay while in the elevator may cause damage and is prohibited.

**(B) Misuse of University Furniture:** Misuse of UNC-owned furniture, including but not limited to lofting of beds or tipping of lounge furniture, can cause damage to the furnishings and/or room, using bed risers, cement/cinder blocks or other items to loft/raise a bed is prohibited. Removing public furniture from shared areas in residence halls, apartments, and houses as well as exterior furniture is prohibited. Using UNC-owned furniture in a manner other than which it was designed to be used is prohibited. Waterbeds are not allowed on UNC property. Damages to UNC property as a result of violations of any of the foregoing may result in charges to those engaging in the conduct to reimburse such damages.

**(C) Sleeping in Public Spaces:** Students and guests are expected to sleep in their designated residential space. Therefore, sleeping in a public space, including lounges, laundry rooms, bathrooms, hallways, and like areas, is prohibited.

**(D) Sports/Activities Indoors:** Any activities or games in the hallways, common areas, balconies, rooms or suites, or adjacent parking lots that can cause injury to persons and/or damage to property is prohibited. These activities include, but are not limited to: Frisbee, darts, throwing/bouncing balls, wheeled activities (Riding of bicycles, scooters, skateboards, or similar devices), and shooting Nerf/Airsoft weapons.

**(E) Tampering with Windows/Window Screens:** Secured screens are for security and, as such, removing or tampering with window screens is prohibited. Residents will be charged for damage to windows for the cost of repair or replacement. Residents are also prohibited

from using the window as an exit or entrance. The only exception to this policy is to remove a window screen and/or to use the window as an exit in case of a fire or other emergency.

**(F) Exceeding Space Capacities:** Residents may not gather in rooms, spaces, or areas in excess of the posted/listed space capacity. Some spaces may not have a posted capacity, in all areas, physical distancing and face coverings are required in accordance with UNC policy and public health orders.

## **(xi) Prohibited Items.**

**(A) Household Appliances:** Residents may not possess appliances such as air conditioners, dishwashers, forced air space heaters/space heaters, ovens/ranges, and washing machines, except for those appliances provided by UNC. Residents are allowed to have approved electric coffee pots, air popcorn poppers, microwaves with a limit of 1250-watts/2 cubic feet and refrigerators under 3 amps/6 cubic feet. All appliances must be approved by Underwriters Laboratories (UL) and bear the UL label.

**(B) Bidets:** Bidets, except for those installed by UNC, are prohibited.

**(C) Candles and/or Incense:** The use of candles and/or incense in residential communities is prohibited. Incense and incense burners are prohibited in residential facilities due to the risk of fire and for the consideration of residents with allergies. Decorative candles with the wick cut are allowed in residential facilities and may not be lighted.

**(D) Computer Network Equipment:** Computer network equipment such as routers, switches, and hubs are prohibited. See the UNC Computer, Internet & Electronic Communication procedures –Required Procedures & Prohibited Usage for more details: [https://www.unco.edu/information-management-technology/about/standards\\_policies\\_procedures.aspx](https://www.unco.edu/information-management-technology/about/standards_policies_procedures.aspx)

**(E) Cooking Appliances:** Based on the flammability and the potential for fire, open-coil cooking devices and cooking devices with an open heating element are prohibited, except for those provided by UNC. These items include, but are not limited to: air fryers, crockpots that do not have an automatic shutoff, Dash Egg Cookers, George Foreman grills, non-induction hot plates, pressure cookers including Instantpots, rice cookers, toaster ovens, and waffle irons.

**(F) Extension Cords:** Electrical extension cords must be well maintained and in good repair and must bear Underwriters Laboratories (UL Label). Extension cords running from light fixtures, multiple extension cords plugged into each other or using a spider-type configuration extension cords, and extension cords without a grounding prong are prohibited.

**(G) Flammable Materials or Compressed Gases:** Use or storage of any type of flammable materials or compressed gases or aerosols including tanks (propane, butane, etc.), torches, gas powered grills, lanterns, fireworks, and other gas operated devices are prohibited in all UNC Housing.

**(H) Grills:** Use or storage of charcoal, kerosene, propane, or electric grills other than those provided by HRE is prohibited in and around UNC Housing.

**(I) Lamps and Light Fixtures:** Lamps and light fixtures, including but not limited to halogen lamps, lava lamps, modified or homemade light fixtures, incandescent bulbs, and/or sun lamps are prohibited, except for those provided by UNC.

**(J) Lithium Batteries:** Lithium Batteries and their charging devices must be certified by an accredited testing laboratory for compliance with Underwriters Laboratories (UL) standards

2272, 2849, or such other safety standard. Possession, use (including charging/discharging), storage, or repair of non-accredited high-capacity lithium batteries or devices with integrated high-capacity lithium batteries (including lithium-ion and lithium-polymer) is restricted in housing facilities. This includes private resident spaces, public areas, and exterior surface mounted electrical outlets on housing facilities.

**(K) Outdoor Antennas:** Due to the potential damage to facilities, outdoor antennas of any kind (including but not limited to satellite dishes) are prohibited.

**(L) Motor Vehicles:** Motor vehicles and components are prohibited in residential facilities. All motor vehicles must be parked in designated parking spaces, and illegally parked vehicles are subject to ticketing, fines, and/or towing. Colorado Revised Statute (C.R.S. 42-1-102) defines a "motor vehicle" as "any self-propelled vehicle that is designed primarily for travel on the public highways and that is generally and commonly used to transport persons and property over the public highways or a low-speed electric vehicle. Motor Vehicles are commonly vehicles that are capable of being registered with the State of Colorado Department of Revenue Division of Motor Vehicles (DMV).

**(M) Motorized Vehicles:** The use (including charging), possession, or storage of motorized vehicles and components are prohibited in residential facilities including hoverboards, motorized skateboards, motorized scooters, E-bikes, and similar devices. Wheelchairs or other mobility devices designed for interior use. Devices designed for and used to accommodate persons with mobility restrictions should be reviewed by the Disability Resource Center (DRC) for use (storage and charging) inside residential facilities.

**(N) Weapons and/or Ammunition:** The possession of weapons or reasonable facsimiles of weapons, including, but not limited to, ammunition, BB guns, bows and arrows, firearms, knives, martial arts weapons, and paint guns are prohibited in residential facilities.

**(O) Vegetation of Combustible Nature:** Vegetation of a combustible or highly flammable nature, including but not limited to Christmas trees, tumbleweeds, and wreaths are prohibited.

## **(XII) SOLICITATION.**

Residential facilities may not be used for any unapproved commercial enterprise. No commercial advertising or solicitation of any kind may be distributed in Residential facilities without approval from HRE.

## **(XIII) TRASH AND ROOM CLEANLINESS**

**(A) Trash:** Residents are responsible to keep their space clean and free of trash and other debris. In order to prevent damage to facilities and mitigate odors and any health risks, trash must be removed timely and appropriately. Over break periods, residents are required to remove all trash from their residence hall space to avoid odors, health risks or damage during that extended period of time. Failure to remove trash may result in a trash removal fee charged to the responsible resident.

**(B) Inappropriate Disposal of Personal Trash:** Disposing of garbage in areas other than dumpster enclosures will result in disciplinary action and the assessment of charges for cleaning and removal. A charge of \$35 will be assessed if personal trash disposed of in any common area.

**(C) Room Cleanliness:** Residents are expected to clean their suite bathrooms once a day, and clean high-touch areas / shared items regularly.

#### **(XIV) UNAPPROVED ROOM MOVES.**

Students are prohibited from moving from the room to which they have been assigned until they have completed the Room Move Process and have received written approval from HRE. Students violating this Standard may be required to move back to their original room.

#### **(XV) UNAUTHORIZED ENTRY**

Accessing spaces, including your residence hall room, prior to the official published date for opening, after the date for closing, or during break periods (Fall, Winter, Spring) without specific authorization is prohibited. Students are not permitted to access empty spaces within their residence hall suite and should not move into a vacant room without completing the room move process. Residents that fail to vacate vacant spaces after receiving notice from HRE staff to vacate will be charged the buyout rate for that space.

#### **(XVI) VIOLATION OF FORMAL ROOMMATE CONTRACT.**

Failure to comply with standards and provisions as outlined in the formal roommate contract that was facilitated by hall staff (Resident Assistant, Community Assistant, Assistant Neighborhood Coordinator, Community Director, or Neighborhood Coordinator) or other professional HRE staff member.

#### **UNC STUDENT CODE OF CONDUCT (“BEAR CODE”)**

All students enrolled at the UNC are held to the requirements of the BEAR Code. Residential students who violate the BEAR Code, regardless of the location of violation, will be subject to disciplinary action through the Dean of Students Office (DOS). Where DOS believes that there is reasonable cause to believe that a student has committed misconduct under the BEAR Code, they will be provided with Code Due Process to determine if misconduct has occurred. For information regarding Code Due Process, please see the BEAR Code at: <http://www.unco.edu/dean-of-students/pdf/student-code-of-conduct.pdf>.

#### **NOTICE OF CHANGES IN HOUSING & RESIDENTIAL EDUCATION POLICIES**

HRE reserves the right to add, delete or change the policies and standards outlined in this handbook at any time. Students will be notified of all such changes through campus email. Unless otherwise stated in the notice of the change(s), all changes are effective upon delivery of the notice.

**Handbook current as of  
2023-07-10**